

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Enhancing Direct Assess (EDA) Program, Federated States of Micronesia
Nature of the services	National Consultant x 4 – Facilitating Agents for the States of Chuuk, Kosrae, Pohnpei & Yap
Location:	Federated States of Micronesia
Date of issue:	12/12/2023
Closing Date:	01/01/2024
SPC Reference:	RFQ23-6030

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Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the *Agreement Establishing the South Pacific Commission* (the Canberra Agreement).

Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: procurement@spc.int

1.3 SPC's Request for Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFQ process.

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

SPC invites you to submit a quotation to deliver the services as specified in [Part 3](#).

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration. Please read the instructions carefully before submitting your bid. For your quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to Floydr@spc.int and with the subject line of your email as follows: **Submission RFQ23-6030**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Cover Letter including skills and competencies
- Updated CV with 3 referees

- Completed Technical and Financial Submission Forms
- Draft Work Plan

Your submission must be clear, concise and complete and should only include a quotation and information that is necessary to respond effectively to this RFQ. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Bids will be evaluated on the basis of information received by **11.59PM FSM Time on 01/01/2024**.

2.3 Evaluation & Contract Award

Each quotation validly received will be assessed against the evaluation criteria matrix set out in [Part 4](#). Any changes in the evaluation criteria will result in the RFQ process being re-issued.

SPC may award the contract once it has determined that a bidder has met the prescribed requirements and the bidder’s proposal has been determined to be substantially responsive to the RFQ documents, provide the best value for money (highest cumulative score) and best serve the interests of SPC.

In the event of a bid being accepted, procurement will take place under SPC’s [General Terms and Conditions of Contract](#) and depending on the value or nature of the procurement, the award will be made by issuing a purchase order or a signed and dated contract, or both.

2.4 Key Contacts

Please contact SPC should you have any doubt as to what is required or if we can help answer any questions that you may have.

Floyd Robinson will be your primary point of contact for this RFQ and can be contacted at FloydR@spc.int . You should copy any communications into rfq@spc.int.

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency of the procurement process. While SPC prefers written communication in the RFQ process, at any point where there is phone call or other conversation, SPC expects to keep a file note of the exchange, with all forms of communication with prospective bidders to be retained as source documents for the procurement of the services.

2.5 Key Dates

Please see the proposed procurement timetable in the table below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
RFQ sent to potential vendors	12/12/2023
RFQ Closing Date	01/01/2024
Award of Contract	6/01/2024
Commencement of Contract	10/01/2024
Conclusion of Contract	15/12/2024

2.6 Legal and compliance

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ and

any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

Conflict of interest: Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFQ process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](https://spc.int/procurement) available on our procurement page website: <https://spc.int/procurement>.**

Breach of this requirement can result in SPC terminating any contract with a successful bidder.

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in USD and must be net of any direct or indirect taxes and duties, and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

No offer of contract or invitation to contract: This RFQ is not an offer to contract or an invitation by SPC to enter into a contract with you.

Privacy: The bidder is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this RFQ. SPC will handle any personal information it receives under the RFQ in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Warranty, representation, assurance, undertaking: The bidder acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any contract which may (or may not) follow on from this RFQ process.

2.7 Complaints process

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to complaints@spc.int. The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

Part 3: TERMS OF REFERENCE

A. Background/context

The aim of the proposed Enhanced Direct Access (EDA) Programme “**Climate change adaptation solutions for Local Authorities in the Federated States of Micronesia**” is to shift the status quo from a pathway of climate vulnerability, elevated health risks and limited socioeconomic development for vulnerable communities in the Federated States of Micronesia (FSM) to one of improved food and water security, enhanced disaster risk reduction (DRR) and recovery, and improved socioeconomic development by building the adaptive capacity of Local Authorities (LAs) to respond to climate change.

This ambitious programme – financed by the Green Climate Fund (GCF), the Government of FSM and the Pacific Community (SPC) – will address climate risks threatening socio-economic development improving food and water security, enhancing disaster risk reduction (DRR), and building capacity to respond to climate change at the local level. This will be achieved by:

- Empowering Local Authorities (State governments and municipalities) to deliver climate change adaptation services to communities.
- Establishing a grant facility to enable local communities to build resilience.

A Resilient Communities Grant Facility (RCGF) will fund sub-projects for local-level adaptation to climate change. Local Authorities will also receive technical and institutional support to enable them to better deliver on economic, social, environmental and gender-equitable outcomes for building adaptive capacity and resilience to the changing climate.

The RCGF will provide direct access to climate finance for **municipalities** and **State governments** across all four States in the Federated State of Micronesia. It will support 30–40 sub-projects of USD 75,000–1,000,000 in three thematic areas: i) DRR and Coastal Protection, ii) Food Security, and iii) Water Security. Approval of sub-projects will be based on the needs of vulnerable communities and the viability of the proposed interventions.

Summary of sub-project application process:

1. Expressions of Interest (EOIs) for sub-projects will be issued.
2. Local Authorities submit applications in response to EOIs in a two-step process (concept and full proposal). Technical support for sub-project design will be provided, if needed.
3. Proposals will be screened against selection criteria and approved by the Programme Board.
4. The Local Authority will implement the sub-project activities in coordination with the Programme Coordination Unit.

B. Purpose, objectives, scope of services

The EDA Program, through output 1.1.4, will recruit Facilitating Agents which will provide technical support for Municipalities and State governments. In particular, they shall support the Municipalities and State governments in prioritizing their adaptation interventions and developing climate Change proposals. These Facilitating Agents will be selected from amongst Non-Governments Organizations and/or individual consultants. **Once selected, the Facilitating Agents will receive training and capacity building in the form of “train-the-trainers” modules to ensure that they are adequately equipped to support Local**

Authorities (LAs) in the development of sub-grant applications and the management of such grants. One Facilitating Agent will be selected from each State.

The purpose of this consultancy is to engage 4 Facilitating Agents for the States of:

- 1. Chuuk**
- 2. Kosrae**
- 3. Pohnpei**
- 4. Yap**

Facilitating Agents will be technical support agents as part of a roster combining expertise on the three thematic areas (food security, water security, DRR). Facilitating Agents will be matched to Municipalities and State governments based on their needs and the thematic area of the sub-grant application. Facilitating Agents will be deployed to Municipalities and State governments to provide technical support, capacity building and grant application drafting support. Specifically, Facilitating Agents will support Municipalities and State governments in the identification and definition of climate change issues to be addressed by the sub-project to finance by the EDA Facility by conducting site visits to identified project sites and consulting with local communities. Using the Adaptation Measure Prioritisation Framework, Facilitating Agents will support Municipalities and State governments in the prioritisation of climate change risks and potential adaptation measures, providing technical support for the submission of Expressions of Interest to the EDA Facility and for the preparation of the full grant applications. Support can be provided to develop the sub-grant climate rationale and logical framework, conduct stakeholder engagement processes with target communities, undertake gender analyses, conduct Environment & Social safeguard screenings, and overall support to draft the sub-grant application.

After the approval of the sub-grant projects for funding, Facilitating Agents will be assigned to sub-projects to support Municipalities and State governments in implementation in accordance with the administrative, financing, and technical provisions of the application. Facilitating Agents will be responsible for advising the EDA Programme Coordination Unit on project progress, making recommendations to the EDA Programme Coordination Unit for the disbursement of funds and in the event of any requests for deviations from the agreed project plan. Particular attention will be given to the monitoring and mitigation of any risks identified through Stages 1–3, and of any unanticipated environmental and social risks that may arise during implementation. Monitoring will include: i) overall project progress towards the sub-project objective; ii) detailed progress of sub-project activities; iii) benefits realised and delivered to intended beneficiaries¹; iv) realised impact achieved in supporting adaptation and resilience to climate change; v) achievements in innovation, change, sustainability and other co-benefits; vi) management of environmental and social risks; vii) how the sub-grant has integrated gender issues; viii) how arising challenges have been addressed; ix) how support from FAs has been accessed; and x) budget.

Expected outputs: Monthly progress reports, using template provided listing the major activities for each month as they relate to the items in the scope of work. Include activities planned for the following month.

Methodology: the consultant is expected to compile and submit a methodology for undertaking this task. It is anticipated that this would include a desk review, consultations with stakeholders (national government, state government, municipalities, and non-governmental organisations) and a combined stakeholder discussion to validate findings of the draft training package.

The Facilitating Agents may consult with other stakeholders wherever necessary.

¹ Including information on locations, gender, young people, older persons, persons living with disability, socioeconomic conditions, etc.

It is critically important for the consultant to carry out these tasks while keeping SPC and the EDA Program Coordination Unit fully involved/informed.

There are other consultancies being undertaken by the EDA Programme, of which some of the findings may provide leads/useful information for the Facilitating Agents.

C. Timelines

The consultancy will require 11 months and must be completed by the 15 December 2024.

The target date for commencement of work is on the 10 January 2024 and is expected completion date for all the activities is 15 December 2024. The consultant is expected to work 8 hours a day or 40 hours/work.

The schedule for delivery is as per milestones/deliverables in Section F.

D. Reporting and contracting arrangements

The consultant will under the overall supervision of the EDA Programme Coordinator, also be based at the Micronesia Regional Office. In addition, the consultant will work closely with the State Focal Point for the Green Climate Fund.

Duty station and travel:

- The consultant will be home based in FSM. As per SPC travel policy, travel insurance, and other related cost will be in charge of the Consultant and must be included in their professional fees.
- The consultants budget should not include travel expenses as this will be managed directly by the EDA Programme. This will be based upon a workplan agreed by both the consultant and the EDA Programme.
- SPC will not cover separate lines for overheads/running costs, contingencies. If these apply, the costs are to be considered in the fees charged for the delivery of the specific services.
- SPC will not cover any communication IT equipment for the duration of the assignment. The consultant is to ensure stable internet connection for zoom interactions when necessary.
- Any work-related expenses (software, tools, office supplies etc...) shall be covered by the Consultant.
- SPC does not provide insurance for consultant's travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes, or duties for which the consultant may be liable.

E. Skills and qualifications

The consultant should have the following qualifications and skills.

- Bachelor's Degree in sustainable development, conservation, management, and/or 5 years of relevant experience
- Experience in developing and/or supporting implementation of climate change adaptation projects including disaster risk reduction, food security and water security.
- Fluency in writing and speaking English.
- Ability to communicate/converse in local language at State level.

- Demonstrated understanding of realities of project implementation at state level including local cultures and geographical factors
- Established relationships/networks with Municipal governments, State governments, Non-Government Organizations, and other stakeholders.
- Demonstrated experience and knowledge of gender and social inclusion as well as environmental and social safeguards.
- Availability to travel within States, including outer islands.
- Knowledge in participatory planning process and assisting communities with prioritization of plans.
- Knowledge and experience of grant /proposal writing
- Experience in undertaking previous consultancies
- Excellent inter personal skills in multi-cultural environments

There will be four Facilitating Agents selected. It is anticipated that one consultant will be based in each State.

F. Scope of Bid Price and Schedule of Payments

- The contract price is a lump sum payment that includes profession fees, management and operating costs.
- The EDA Programme will manage all travel costs, per diems and other administrative costs.
- The **funding envelope** available for this consultancy is up to **USD1,200 per month**.
- The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions

Milestone/deliverables	Deadline
Submission and acceptance of a January progress report	January 29, 2024
Submission and acceptance of a February progress report	February 29, 2024
Submission and acceptance of a March progress report	March 31,2024
Submission and acceptance of an April progress report	April 30, 2024
Submission and acceptance of a May progress report	May 31, 2024
Submission and acceptance of a June progress report	June 30,2024
Submission and acceptance of a July progress report	July 30, 2024
Submission and acceptance of an August progress report	August 30, 2024
Submission and acceptance of a September progress report	September 30, 2024
Submission and acceptance of a October progress report	October 30, 2024
Submission and acceptance of a November progress report	November 30, 2024

Submission and acceptance of a Final progress report detailing outcomes of all support provided, pending items, lessons learnt and recommendations	December 15, 2024
TOTAL	

G. Annexes to the Terms of Reference

The following is the list of supporting documents that may be of assistance in understanding the scope of project:

1. Annexure 1 – EDA Program Funding Proposal
2. Annex 2 – EDA Environment and Social Management
3. Annexure 3 – EDA Gender Assessment and Action Plan
4. Annexure 4 – EDA Operations Manual

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

The evaluation matrix below reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
The Conflict-of-Interest Declaration form completed Cover Letter including skills and competencies Updated CV with 3 referees Completed Technical and Financial Submission Forms	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Experience in developing and/or supporting implementation of climate change adaptation projects including disaster risk reduction, food security and water security	20%	140
Technical requirement 2: Demonstrated understanding of realities of project implementation at state level including local cultures and geographical factors	20%	140
Technical requirement 3: Knowledge and experience of grant /proposal writing	20%	140
Technical requirement 4: Established relationships/networks with Municipal governments, State governments, Non-Government Organizations, and other stakeholders.	20%	140
Technical requirement 5: Knowledge in participatory planning process and assisting communities with prioritization of plans	20%	140
Total Score	100%	700

CONFLICT OF INTEREST DECLARATION FORM

INSTRUCTIONS TO BIDDERS

What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder involved from taking part in a procurement process. **However, the declaration of the existence of such a conflict by the persons involved is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.).

Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

<input type="checkbox"/>	To my knowledge, I am not in a conflict-of-interest situation
<input type="checkbox"/>	There is a potential conflict of interest with regard to my <i>[Choose an item]</i> . relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>[mention position/role/personal or family link with the person concerned]</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process
<input type="checkbox"/>	I may be in a conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned]</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process
<input type="checkbox"/>	To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i>

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the *[Select RFQ or RFP] [SPC Reference number]* may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

For the Bidder: *[insert name of the company]*

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert title of the representative]*

Date: *[Click or tap to enter a date]*

TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

Bidders must meet the mandatory requirements defined in the pricing request or else be disqualified if they do not.

Technical requirements	
Assessment criteria	Bidder's response
Experience and dedicated staff/sub-contractors	
<p>Experience: evidence of the bidder's relevant experience must be submitted. Bidders must submit details of three contracts demonstrating their experience in providing services similar to those referred to in the terms of reference at part three of this request for quotation. Bidders must provide the contact details of a referee for each contract. Please attach a CV and any supporting information, if necessary.</p>	Experience :
	<i>Provide details of required experience</i>
	Three referees' contact details
	<i>1. Client Name: Indicate client's name</i>
	Contact name: <i>Indicate the contact's name</i>
	Contact details: <i>Indicate the contact's details</i>
	Contract amount: <i>Indicate the contract amount</i>
	<i>2. Client Name: Indicate client's name</i>
	Contact name: <i>Contact name:</i>
	Contact details: <i>Contact details:</i>
	Contract amount: <i>Contract amount:</i>
	<i>3. Client Name: Indicate client's name</i>
	Contact name: <i>Contact name:</i>
	Contact details: <i>Contact details:</i>
Contract amount: <i>Contract amount:</i>	
Technical requirement 1	
Experience in developing and/or supporting implementation of climate change adaptation projects including disaster risk reduction, food security and water security	<i>Bidder's response</i>
Technical requirement 2	
Demonstrated understanding of realities of project implementation at state level including local cultures and geographical factors	<i>Bidder's response</i>
Technical requirement 3	
Knowledge and experience of grant /proposal writing	<i>Bidder's response</i>
Technical requirement 4	

Established networks with Municipality governments, State governments, non-Governmental organisations, national governments and other development partners	<i>Bidder's response</i>
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Technical requirement 5

Knowledge in participatory planning process and assisting communities with prioritization of plans	<i>Bidder's response</i>
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Location	Chuuk	Kosrae	Pohnpei	Yap
Please indicate which state(s) you are submitting your bid to be the facilitating agent for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

FINANCIAL PROPOSAL SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

All costs indicated in the financial offer must include all applicable taxes. The price schedule must follow the format provided below.

Description of services	Amount USD
Professional fees (specify if daily or lumpsum)	<i>Unit price</i>
Other (specify)	
TOTAL	

Location	Chuuk	Kosrae	Pohnpei	Yap
Please indicate which state(s) you are submitting your bid to be the facilitating agent for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional fees: staff salaries, consultants' fees and other professional fees.

SPC will not cover separate overhead/operating cost or contingency items. SPC will neither provide nor refund any insurance for consultants travel or health costs, professional cover or any other risk or liability that may arise during the consultancy (including subcontractors or partners that the consultant may employ). SPC will not be liable for any arrangements or payments related to visas, taxes or duty for which the consultant may be liable.

The consultant must also provide its own workspace and computer during the service provision with a stable Internet connection for Zoom meetings, if required.

Any Travel required under this contract will be organised by SPC.

SPC will not cover any computer or communication equipment during the consultancy. Consultants must provide a stable Internet connection for any virtual meetings that may be required.

No payments will be made for any items for which no price has been indicated. Such items shall be deemed to be covered by the financial offer. Bidders are deemed to have ensured that their bids are accurate and exhaustive prior to submitting them, have covered everything required for the full and proper performance of the contract and have included all costs and their rates and prices.

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*