

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Coordinating Author for the chapter "The Implications of Climate Change for Aquaculture in the Pacific Islands Region" for the volume "Vulnerability of Tropical Pacific Fisheries and Aquaculture to Climate Change"
Nature of the services	Coordinate the analysis, writing, review, and dissemination, to the Volume Coordinating Editors of the 8000-word limited chapter "The Implications of Climate Change for Aquaculture in the Pacific Islands Region" for the volume "Vulnerability of Tropical Pacific Fisheries and Aquaculture to Climate Change".
Location:	Remote
Date of issue:	4/12/2023
Closing Date:	10/01/2024
SPC Reference:	23-6077

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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 jamiew@spc.int and with the subject line of your email as follows: **Submission RFQ23-6077**. 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
- The CVs and references of consultant involved, highlighting professional qualifications and/or diplomas in relation to the service requested (Certifications / Accreditations / Qualifications)
- The consultant references

- A technical memo defining the characteristics of the work programme as detailed in these specifications, including at least :
 - o The approach
 - o Methodology
 - o Tools to be used
- Financial submission including a breakdown of budget by the milestones/deliverables specified above, and the number of days of work required by the contractor

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 **17:00 UTC +11:00 on 10/01/2024**.

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.

Jamie Whitford will be your primary point of contact for this RFQ and can be contacted at jamiew@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	4/12/2023
RFQ Closing Date	10/01/2024
Award of Contract	15/01/2024

Commencement of Contract	17/01/2024
Conclusion of Contract	24/06/2024

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](#) 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 EURO 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 Division of Fisheries, Aquaculture and Marine Ecosystems (FAME) has been providing scientific and technical expertise to support fisheries management and sustainable development in the Pacific for over 60 years. The goal of the Division is that the fisheries resources of the Pacific region are sustainably managed for economic growth, food security and environmental conservation. In pursuit of this goal, FAME provides scientific analyses and management advice to PICTs and regional agencies to support the sustainable management of oceanic and coastal fisheries resources. Despite the challenges in the management of the region's marine resources, there are also opportunities to derive greater economic and social benefits from them. The development of aquaculture in the region, along with alternative marine based livelihoods, hold significant potential. FAME provides technical assistance to support PICTs to maximize these sustainable development opportunities in the marine sector.

FAME is composed of two programmes: the Oceanic Fisheries Programme (OFP) and the Coastal Fisheries and Aquaculture Programme (CFAP). The Directors Office provides cross divisional support and strategic direction across the programmes and cross-cutting projects. Working with all 22 PICTs, FAME has strong partnerships with regional, sub-regional and national entities working in the marine sector. FAME staff are based in New Caledonia, Fiji, and Vanuatu, with most of its ~130 staff being based in New Caledonia.

In 2011, the Pacific Community (SPC) published an assessment of the vulnerability of fisheries, aquaculture and supporting habitats to climate change with the support of Australia's Department of Foreign Affairs and Trade (DFAT). This two-part volume included regional climate change projections and a vulnerability assessment for fisheries, supporting habitats and aquaculture (volume 1), and a comprehensive summary for 22 Pacific Island nations (volume 2). Volume 1 covered the impacts of climate change on coastal and oceanic fisheries resources, associated habitats, freshwater fisheries, aquaculture and the communities and economies that depend on them. The second volume summarized this information for all 22 Pacific Island nations and included adaptation and policy recommendations. The publication was widely used by national governments, regional agencies, and aid programs as a reference to make decisions on policy and climate adaptation.

However, understanding of the impacts of climate change in the region has evolved in the last ten years and Pacific Island nations need access to more up-to-date information on climate vulnerability. Australia's DFAT are supporting SPC to update the vulnerability assessment in a project running until mid-2024.

B. Purpose, objectives, scope of services

- This consultancy will coordinate the analysis, writing, review, and dissemination, to the Volume Coordinating Editors/Science Editors of the 8000-word limited chapter "The Implications of Climate Change for Aquaculture in the Pacific Islands Region" for the volume "Vulnerability of Tropical Pacific Fisheries and Aquaculture to Climate Change".

Specifically, this position will:

- *Coordinate and contribute to the writing of the 8000-word limited chapter "The Implications of Climate Change for Aquaculture in the Pacific Islands Region" for the volume "Vulnerability of Tropical Pacific Fisheries and Aquaculture to Climate Change".*

- *Assign chapter Section Authors for chapter sections as required, guided by a Draft Chapter Outline (attached).*
- *Section Authors external to SPC are required for the following aquaculture commodities:*
 - Aquaculture Pathogens and Invasive Species*
 - Sea Cucumbers*
 - Marine Ornamentals*
 - Pearl Oysters*
 - Marine Shrimp*
 - Seaweed*
- *Section Authors may author more than one section at the Coordinating Author's discretion.*
- *Compensate, via the proposal submitted, Section Authors external to SPC at USD 2500 per section or as negotiated.*
- *Review the contributions of the Section Authors and provide comments to the Section Authors by January 2023.*
- *Collate the contributions of Section Authors as per the guidelines of the SPC Publication Manual and Instructions for Authors.*
- *Meet online with the Section Authors, in January 2024 and February 2024 to review and update chapter.*
- *Align Section Author's contributions with the other chapter sections, and other volume chapters, as per the agreed definitions, analyses, and outputs provided by the Volume Coordinating Authors.*
- *Submit to the Volume Coordinating Authors, the draft chapter by the end of March 2024.*
- *Meet online for one workshop-based meeting with all Chapter Coordinating Authors and Volume Coordinating Authors in March 2024.*
- *Respond to peer review and update chapter after a peer review by May 2024.*

C. Timelines

The contractor's work needs to be delivered in line with the timeline below (as per the agreement with ACPC) from the date of contract signing until May 31st, 2024. Any expected delay in deliverables will need to be communicated to SPC-FAME in writing.

- *December 31/2023. **Online Meeting** with Chapter Section Authors for a Draft Chapter **Outline**.*
- *January 11/2024. **Award** of Contract.*
- *January 31/2023. **Review** and Comment to Chapter Section Authors.*
- *January 31/2023. **Online Meeting** with the Chapter Section Authors for a Draft **Chapter**.*
- *February 29/2024. **Online Meeting** with the Chapter Section Authors, **Update** Draft Chapter.*
- *March 31/2024. **Submit** to the Volume Coordinating Authors, the Draft Chapter*
- *March 2024. **Online Meeting** with all Chapter Coordinating Authors and Volume Coordinating Authors.*
- *May 31/2024. Respond to **Peer Review** and update chapter.*
- *May 31/2024. **Conclusion** of Contract.*

D. Reporting and contracting arrangements

Duty station and travel

The work will be desk-based at the consultant's usual work location. Any travel required will be organised by SPC.

Reporting

The consultant(s) will be managed by the Aquaculture Adviser FAME, who will be responsible for day-to-day management and administration of the contracted work. Their responsibilities also include briefing and preparing material for the consultant and being accountable for the work being undertaken as agreed.

The consultant will keep SPC-FAME monthly informed on the progress of work. The consultant will also work closely with Principal Fisheries Scientist (Fisheries & Ecosystem monitoring & Analysis), Deputy Director FAME (Coastal Fisheries), Deputy Director FAME (Oceanic Fisheries) and other contractors who will be able to provide further guidance or relevant information for the contractor's work.

E. Skills and qualifications

At least 5 years' experience in managing science staff, team leadership, and project management.

At least 5 years' relevant experience working on applied science related to aquaculture and/or climate vulnerability, preferably in the Pacific region.

At least 5 years' experience in conducting assessments related to aquaculture, including analysis, reporting and dissemination of findings.

Excellent communication skills (oral and written) and demonstrated ability to produce, edit and deliver peer reviewed publications.

Experience in successfully leading and/or collaborating and working with people from different ethnic and cultural and educational backgrounds.

A working knowledge of both of SPC's official languages (English and French) is a requirement and the ability to speak any of the Pacific Island's other languages would be an advantage.

F. Scope of Bid Price and Schedule of Payments

The contract price is comprised of lump sum payments based on milestones outlined in section C.

The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

The budget is to cover the full cost of the review including consultant rates, operating costs, all research expenses, and any other administrative fees.

The contract is open to individual/s. It is up to the bidder to propose the desired configuration.

Payment will be made within 30 days of receipt and acceptance of invoices in line with the agreed payment schedule outlined here:

A technical proposal addressing the Terms of Reference and the technical criteria listed in Part 4 is required.

Milestone/deliverables	Deadlines	% payment
Contract signing , sharing of background information to project with consultant & submission of invoice	Within a week of the contract start date.	0
Review and Comment to Chapter Section Authors.	Jan 31/2023	25
Online Meeting with the Chapter Section Authors Updated Draft Chapter	Feb 29/2024	15
Submit to the Volume Coordinating Authors, the Draft Chapter	March 31/2024	20
Online Meeting with all Chapter Coordinating Authors and Volume Coordinating Authors.	March 2024	15
Respond to Peer Review and update chapter.	May 31/2024	10
Conclusion of Contract	May 31/2024	15
TOTAL		100

G. Annexes to the Terms of Reference

DRAFT CHAPTER OUTLINE

The implications of climate change for aquaculture in the Pacific islands region

1. Introduction to aquaculture (freshwater and marine) in PICTs (brief with a focus on developments/changes since 2011)
2. Characteristics of PICT aquaculture sectors: small-holder, community-based, commercial, hatcheries for restocking
3. Aquaculture "blue foods" in the PICTs
 - Tilapia
 - Asian carps
 - Milkfish
4. Aquaculture for economic development in the PICTs
 - Round Pearls, mabe pearls
 - Marine shrimp
 - FW prawn
 - Seaweeds
 - Marine ornamentals
 - Marine fish
 - Sea cucumbers
 - Trochus
 - Edible bivalves (tropical rock oysters, pearl-meat)
5. Aquatic diseases, invasives
6. Recent and potential aquaculture production

Table 1

7. Observed and expected effects of climate variability and change on aquaculture (focus on new info since 2011)

Table 1

8. Effects on Commodities considering the following climate variables – Temperature – Rainfall - Sea level rise - Storms/cyclones - Ocean acidification - Habitat alteration (e.g. loss of coral reef, seagrass, or mangrove, change in river flows)
 9. Integrated Vulnerability Assessment as per the Semi-Quantitative Assessment method of the book, of vulnerable commodities only and implications for PICT aquaculture.
 10. Vulnerability of aquaculture to the effects of climate change (analysis of Semi-Quantitative Assessment).
 “Blue Foods” commodities that are vulnerable.
 Economic Development commodities that are vulnerable.
 11. Management implications and recommendations
 Resilience strategies
 Recommendations made in 2011 which have been adopted (or if not, then why not?)
 New recommendations
 Opportunities
 Emerging aquaculture species or approaches (including technologies) that are “climate smart”, “restorative”, “extractive”, “nature-positive” etc.
 Reduction in carbon footprint of PICT aquaculture
- Appendix: Uncertainty, knowledge gaps
 Verification of “restorative” and other attributes
 Verification of carbon sequestration claims

Table 1

Aquaculture commodity	Main species	Recent production	Aspirational production	Emerging trends and technologies	Aquatic biosecurity issues	Observed impacts of climate variability and change	Expected effects (vulnerability) of climate change
<i>Local consumption (blue foods)</i>							
Tilapia							
Asian carps							
Milkfish							
Top-ranked indigenous spp. for domestication							

Edible bivalves (tropical rock oysters, pearl-meat)							
Livelihoods and economies							
Round Pearls, mabe pearls							
Marine shrimp							
Freshwater prawn							
Seaweeds							
Marine ornamentals							
Marine fish							
Sea cucumbers							
Trochus and clams							

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 and financial requirements) which indicates the relative significance or weight of the items in the overall evaluation process.

Proposed criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
<ul style="list-style-type: none"> - Qualifications as per section E. Skills and qualifications (include CV) - Technical memo - Financial submission - A working knowledge of both of SPC's official languages (English and French) 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: At least 5 years' relevant experience working on applied science related to aquaculture and/or climate vulnerability, preferably in the Pacific region.	20%	200
Technical requirement 2: At least 5 years' experience in conducting assessments related to aquaculture, including analysis, reporting and dissemination of findings.	15%	150
Technical requirement 3: Excellent communication skills (oral and written) and demonstrated ability to produce, edit and deliver peer reviewed publications in French and English. Specify if working knowledge of any pacific island language.	20%	200
Technical requirement 4: Proven experience in successfully leading and/or collaborating and working with people from different ethnic and cultural and educational backgrounds.	10%	100
Technical requirement 5: Quality of the proposal	5%	50
Financial requirements:		
Pricing and terms	30%	300
Total Score	100%	1,000