



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Pacific Solutions: Integrated Ocean Management (PSIOM)</b>
<b>Nature of the services</b>	<b>Information and Knowledge Management Specialist/Curator on Ocean Culture and Traditional Knowledge</b>
<b>Location:</b>	Remotely
<b>Date of issue:</b>	27/02/2024
<b>Closing Date:</b>	19/03/2024
<b>SPC Reference:</b>	24-6204

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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](mailto: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 [hansw@spc.int](mailto:hansw@spc.int) and with the subject line of your email as follows: **Submission RFQ 24-6204**. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Technical proposal form, CV and 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 **11.59 pm GMT+12 on 19/03/2024**.

### 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.

The Integrated Ocean Management Adviser will be your primary point of contact for this RFQ and can be contacted at [hansw@spc.int](mailto:hansw@spc.int). You should copy any communications into [rfq@spc.int](mailto: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
<b>RFQ sent to potential vendors</b>	27/02/2024
<b>RFQ Closing Date</b>	19/03/2024
<b>Award of Contract</b>	21/03/2024
<b>Commencement of Contract</b>	22/03/2024
<b>Conclusion of Contract</b>	7/07/2024

### 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](mailto: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

Pacific Islanders have a long-standing cultural relationship with the ocean, manifested through a multitude of expressions including genealogies, stories, chants, naming of places and people. Marine creatures are not just animals; they are relations and spirits which bind people to the sea and to each other. The importance of acknowledging and drawing on this intimate form of knowledge for ocean management governance is recognised through international initiatives such as UN Decade of Ocean Science for Sustainable Development and the UN Convention on the Law of the Sea's instrument on the conservation and use of marine biological diversity in areas beyond national jurisdictions, known as BBNJ, which a number of Pacific Island Countries have signed onto. Currently, though, the data on Pacific Ocean cultural connectivity is scattered and difficult to access making it challenging to bring the knowledge source and content to the fore. It also puts traditional knowledge holders, Indigenous peoples and local communities (IPLCs) and Pacific Islands researchers, scholars, and practitioners at a disadvantage in influencing and participating in decision-making on ocean governance and marine resource management.

The Pacific Solutions Integrated Ocean Management (PSIOM) programme which is a UN Ocean Decade action aims to leverage the spate of national ocean policies (NOPs) launched in the Pacific, including Fiji in recent years to address the need for greater integrated ocean management (IOM). This Programme seeks to increase scientific capacity and create opportunities for ocean science to feed into decision-making. This will be achieved by focusing on three major components:

- Develop robust legal and governance frameworks to implement national ocean policy.
- Improve decision support systems so that policies are informed by science.
- Integrate Pacific traditional knowledge, culture, and wisdom to support inclusive, consultative decision-making and improve decision support systems.

SPC's PSIOM Programme is supporting several countries in the Pacific with NOPs through collaboration with the governments and partners through the implementation of the three components.

This project, in alignment with the PSIOM ambition on the integration of traditional knowledge, culture and wisdom, seeks to redress the data imbalance by bringing together, under a single, accessible, and sustainable web platform, documentation of Pacific Islands peoples and communities' long-term relationships with the ocean, beginning with marine species to better situate indigenous and traditional knowledge in ocean policy, and marine resource management efforts to foster an inclusive approach to ocean governance, including on the high seas.

The Pacific Community is seeking an information and knowledge management specialist to help organise, curate, and provide guidance on establishing an online collection of existing published data (written, audio and audio-visual) on ocean cultural connectivity and traditional knowledge. The collection of metadata is currently underway and will be ongoing with the objective of migrating it to a web platform that is accessible and sustainable.

The information and knowledge management specialist will work closely with the project team led by SPC and USP staff supported under the 'Island Lives, Ocean States' project (in collaboration with the University of Bergen).

## **B. Purpose, objectives, scope of services**

### **Project outcomes**

The specific desired outcomes of the project are:

1. Pacific Ocean stakeholders have access to relevant data and information on cultural, indigenous, and traditional knowledge to support ocean policy development and marine resource management.
2. Pacific Ocean cultural connectivity is well documented, and the web portal facilitates regional and global understanding of the relevance and importance of ocean cultural connectivity for ocean policy and governance, particularly in the context of the UN Decade of Ocean Science for Sustainable Development 2021-2030
3. Pacific communities' ocean cultural knowledge is valued nationally, regionally and globally and understood as an essential component of collective ocean management.
4. Pacific Ocean cultural experts are included as key actors in ocean policy and management.

The project is being developed in steps which include:

- 1) Metadata collection (underway)
- 2) Curation of the metadata collection which includes the tasks listed the scope of services section below.
- 3) Collaborative design of a web portal with key stakeholders
- 4) Development and implementation of the web portal
- 5) User training and feedback
- 6) Outreach and engagement with
- 7) Ongoing curation of the collection

### **Objective of the consultancy**

The purpose of this consultancy is to support the PSIOM programme in integrating Pacific traditional knowledge, culture, and wisdom into ocean policy and marine resource management. This initiative aligns with the UN Ocean Decade Action and focuses on enhancing the visibility and usability of Pacific Ocean cultural connectivity data and information.

The consultant will guide the project team in establishing an inventory of relevant data and information that will be published in the Pacific Data Hub and assist in the development of a thematic web portal to manage and share this collection.

### **Scope of Services**

The consultant will undertake the following key tasks:

#### **1. Establishing an Inventory of ocean cultural connectivity data and information**

Provide expert guidance on establishing, organizing, and managing an inventory of data and information related to ocean cultural connectivity and publishing the inventory within the Pacific Data Hub Catalogue. In establishing the inventory, the consultant will also provide guidance on the use of ontologies, taxonomies, and controlled vocabularies to facilitate categorisation, search, discoverability and resharing of TK material.

## 2. Research and Analysis

Investigate how other organizations have curated traditional knowledge (TK) databases, identifying relevant standards and practices to support interoperability.

## 3. Metadata and Standards

Advise on appropriate metadata standards and assist in training the project team in their application.

## 4. Web Portal Development

Assist the project team in designing, developing, and implementing a web portal/repository for ocean cultural connectivity and traditional knowledge.

## 5. Curation

Curating a variety of materials, such as digitised publications, audio recordings and video, with a particular emphasis on traditional knowledge and practices related to marine life, including detailed focus on specific marine migratory species and traditional navigational knowledge.

## 6. Community Engagement

Engage with Pacific Island communities and other key stakeholders to ensure culturally sensitive and ethical approaches are employed in the management, protection and sharing of traditional knowledge.

## 7. Training and Capacity Building

Conduct training and capacity-building activities to ensure sustainable management and dissemination of knowledge.

## C. Timelines

The consultant is expected to take place between **March and June 2024** for approximately **30 working days**. This is a home-based consultancy and during the term, the consultant will be accountable to the Pacific Community, as needed.

Indicative timeline:

Activity or output	Estimated time for consultant (days)	Date
Contract signature	0	22 March
Inception meeting	1	23 March
Research how other databases have curated TK databases	15	25 March
Preparation and facilitation of a workshop/meeting	5	
Provide an assessment report of the best-established databases, and provide options for implementation	8	25 April
Presentation of findings and recommendations	1	30 May
End of assignment	0	14 June
Estimated time allocated to this assignment	<b>30 days</b>	



#### D. Reporting and contracting arrangements.

The consultant will report directly to the Integrated Ocean Management Adviser, at The Pacific Community (SPC).

The consultant will also work with a team comprised of SPC staff based at the Geoscience, Energy and Maritime (GEM), the Pacific Community Centre for Ocean Science (PCCOS), the Human Rights and Social Development Division (HRSD), the Pacific Data Hub (PDH) and of staff based at the University of the South Pacific's Oceania Centre for Arts and Culture.

#### E. Skills and qualifications

##### Qualifications

Master's degree in library and information sciences or knowledge management discipline

##### Skills and Technical experience

- Five to 10 years' experience in information knowledge management
- Five to 10 years' experience working with Pacific regional or national online repositories.
- Demonstrated experience in training individuals and teams in information knowledge management.
- Demonstrated skills in communication and working as part of a team as well as individually.
- Excellent knowledge of the Pacific Islands region, including in the area of culture and traditional knowledge
- Proven experience in data, information, and knowledge management, particularly in the context of cultural heritage and indigenous knowledge.
- Strong skills in developing ontologies, taxonomies, and controlled vocabularies, with familiarity with relevant metadata standards and digital archiving systems.
- Demonstrated experience in community engagement and ethical handling of sensitive cultural information.
- Expertise in Pacific Island cultural practices and marine biodiversity.

#### F. Scope of Bid Price and Schedule of Payments

Payments will be made upon completion and endorsement of each deliverable as listed.

Bidder is requested to specify the preferred schedule of payments and terms acceptable, noting that generally, SPC will not enter into arrangements requiring a 100% advance payment.

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

<b>Milestone/deliverables</b>	<b>Deadline</b>
Contract signature	22 March
Submission and approval of the detailed work plan	23 March
Provide an assessment report of the best-established databases, and provide options	25 April
Presentation of findings and recommendations	30 May

## 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
<b>Mandatory requirements</b>		
<ol style="list-style-type: none"> <li>1. The Conflict-of-Interest Declaration form completed</li> <li>2. Proposal Submission Forms</li> <li>3. CV and</li> <li>4. Work Plan</li> </ol>	<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met	
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> Appropriate qualification (master's degree in library and information sciences or knowledge management discipline)	20%	20
<b>Technical requirement 2:</b> Five to 10 years' experience in information knowledge management and five to 10 years' experience working with Pacific regional or national online repositories.	15%	15
<b>Technical requirement 3:</b> Excellent knowledge of the Pacific Islands region, including in the area of culture, traditional knowledge and marine biodiversity with proven experience in data, information and knowledge management, particularly in the context of cultural heritage and indigenous knowledge.	15%	15
<b>Technical requirement 4:</b> Strong skills in developing ontologies, taxonomies, and controlled vocabularies, with familiarity with relevant metadata standards and digital archiving systems with demonstrated experience in training individuals and teams in information knowledge management.	15%	15
<b>Technical requirement 5:</b> Demonstrated experience in community engagement and ethical handling of sensitive cultural information with demonstrated skills in communication and working as part of a team as well as individually.	15%	15
<b>Financial requirement:</b>		
Price and payment terms	20%	20
<b>Total Score</b>	<b>100%</b>	<b>100</b>