

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	SPC FAME Implementation Plan design services
Nature of the services	A consultant to provide support to the development of the Implementation Plan for the FAME Business Plan 2022-2027
Location:	Consultant's home base
Date of issue:	14/02/2024
Closing Date:	25/02/2024
SPC Reference:	RFQ24-6212

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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 andrewg@spc.int and with the subject line of your email as follows: **Submission RFQ24-6212 – SPC FAME Implementation Plan design services**. 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
- You personal CV
- A cover letter or technical memo addressing the selection criteria

- Sample of previous work of similar nature
- Your quote as a lumpsum, inclusive of all costs in EUR

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 **8 pm Noumea Time on 25/02/2024**.

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.

SPC's FAME Evaluation and Resource Mobilisation Adviser will be your primary point of contact for this RFQ and can be contacted at andrewg@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	14/02/2024
RFQ Closing Date	25/02/2024

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

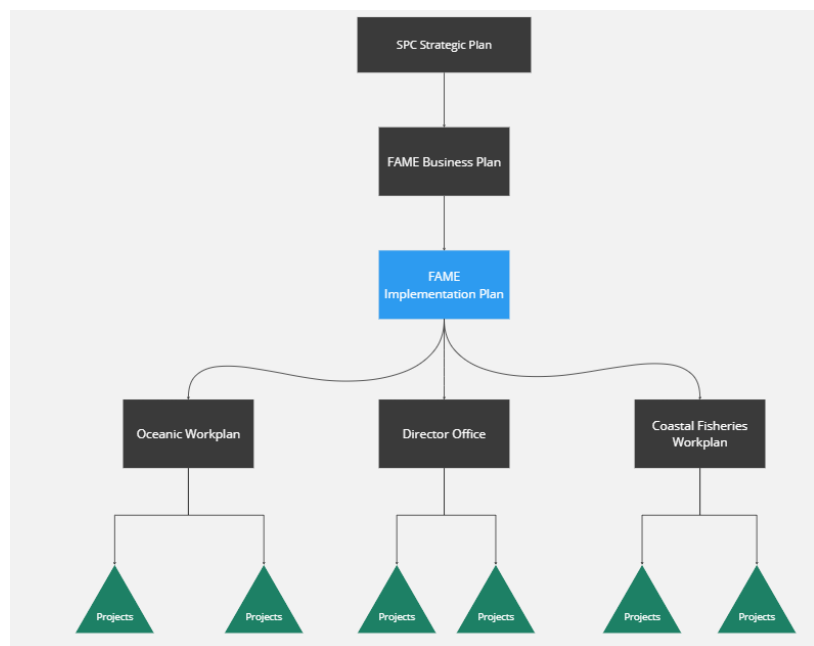
A. Background/context

The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 26 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

SPC's Fisheries, Aquaculture and Marine Ecosystems (FAME) divisional activities are driven by the SPC FAME 2022-2027 Business Plan. SPC FAME's Business Plan for the next five years is anchored under SPC's Strategic Plan 2022-2031 and is guided by members' priorities expressed in the regional frameworks, Future of Fisheries: A Regional Roadmap for Sustainable Pacific Fisheries and the New Song for Coastal Fisheries – pathways to change: The Noumea strategy. The Plan is also in line with the aspirations outlined in the 2050 Strategy for the Blue Pacific Continent. SPC FAME also conducts annual planning within its divisions.

To effectively deliver on the ambitions articulated in the above strategic documents, FAME is developing an Implementation Plan (IP). This IP will articulate the areas of focus for FAME and the means in which it will deliver its work. From a planning perspective, it will also bridge the overarching strategic direction with annual planning as articulated in the diagram. Development of the IP is being led internally within the FAME division.

This assignment is to support the team through its development. The consultant will be working with the team based in New Caledonia and can work remotely.



B. Purpose, objectives, scope of services

The purpose of the consultancy is to provide support to the SPC internal team in the development of the IP. This support will include:

- Advisory support to provide guidance from a process perspective in developing the IP framework so it is relevant, practical, delivers on various stakeholder needs and stakeholders are effectively engaged in the process.
- Assist in the development of key deliverables including the IP itself and related documents.

- Provide recommendations in presenting the IP so its usable and easily understood by its key stakeholders.
- Advice to ensure the IP is seamlessly embedded within SPC FAME’s strategic framework and recommendations in how it can be effectively integrated within business process. This includes integration with SPC flagships. These are issue based programs that work across SPC divisions. They include Climate Change, Food Systems, Gender and Oceans.
- Recommendations from the report (deliverable) will also include recommendations on updating the current business plan based on what is missing, that is captured in the IP. The idea is to present to Heads of Fisheries 16, updated Business Plan and the IP.
- Where applicable, together with the internal team facilitate sessions with key stakeholders.

The consultant will work as part of the IP team of 3 people. Their advice will be considered in shaping the tangible outputs of the assignment. The team, together with the consultant will agree on the outputs and will be aligned with the above activities before agreeing on set deliverables.

Key reference documents include:

- [SPC’s Strategic Plan 2022–2031](#)
- [SPC FAME’s Business Plan 2022-2027](#)
- [The 2050 Strategy for the Blue Pacific Continent](#)
- [Future of Fisheries: A Regional Roadmap for Sustainable Pacific Fisheries](#)
- [New Song for Coastal Fisheries – pathways to change: The Noumea strategy](#)
- [Regional framework on aquatic biosecurity](#)
- [Regional Framework for Action on Community-based Fisheries Management](#)

C. Timelines

The duration of this consultancy is up to **30 days**. The anticipated start date is **1 March** and end date is **30 May 2024**.

A key deadline is to present an update on progress to the Heads of Fisheries meeting **22 April, 2024**.

The IP development process has already begun through desk-based research and high-level consultations. Following the engagement of a consultant, we propose the following indicative schedule, noting the number of days is less than 30 but we are enabling some flexibility in additional days if required.

- 1) Consultant briefing, background reading and analysis (approximately 2 days)
- 2) Advice from consultant and agree on IP process, framework and deliverables. (approximately 1 day)
- 3) Stakeholder consultations (where appropriate, approximately 2 days).
- 4) Drafting of deliverables including the IP itself. The IP will include description of activities under each output, indicators, budget and timelines (approximately 15 days).
- 5) Updates to the FAME Business Plan (3 days)
- 6) Final report (1 day)

At step two (noted above), we request a workplan from the consultant for the remainder of the assignment including all other deliverables.

Together with the consultant we will also agree on regular meeting times.

D. Reporting and contracting arrangements

The consultant will report to the FAME Evaluation and Resource Mobilisation Adviser. Progress meetings will be confirmed but likely to be once per week.

Other stakeholders include other SPC FAME team members.

Travel may be required for stakeholder workshops, to Noumea, New Zealand or other Pacific countries. Travel will be arranged by SPC and travel expenses will be paid according to SPC Travel Policy.

E. Skills and qualifications

- The consultant will bring a significant amount of capability and experience in strategy, or program design and planning in a development setting.
- Comfortable working in a small team environment, providing advice and delivering high quality work.
- Experience in Fisheries may also be beneficial but not essential.
- An understanding of the Pacific context, especially different organisations and actors in the region.

F. Scope of Bid Price and Schedule of Payments

Milestones to be confirmed in collaboration with successful bidder, the below is indicative.

Milestone/deliverables	Deadline	% payment
Workplan	11 March	20 %
First draft of deliverables, accepted by SPC	30 April	30 %
Final draft of deliverables and final report, accepted by SPC	30 May	50 %
TOTAL		100 %

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
Technical requirements (700 points)		
Technical requirement 1: demonstrated experience in conducting similar assignments- in developing and advising on program design, strategy and or monitoring & evaluation in the international development or other relevant sector.	30 %	300
Technical requirement 2: Demonstrated experience in producing written products (eg. strategy documents, program designs or evaluations) to a high standard.	20 %	200
Technical requirement 3: Demonstrated experience in the Pacific region, including inclusive and culturally appropriate facilitation approaches and understanding of Pacific regional architecture including SPC and its role in the Pacific.	10 %	100
Technical requirement: Demonstrated experience facilitating small and large groups in inclusive discussion on strategy, design and or monitoring & evaluation.	10 %	100
Financial requirement (300 points)		
(Lowest Price / Price under consideration) x 300	30 %	300
Total Score	100%	100