

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Guide to Participatory CBFM Monitoring in the Pacific</b>
<b>Nature of the services</b>	Information gathering and writing of a guide that brings together existing participatory CBFM monitoring methods and approaches in the Pacific.
<b>Location:</b>	Home-based with some travel required
<b>Date of issue:</b>	16/02/2024
<b>Closing Date:</b>	17/03/2024
<b>SPC Reference:</b>	RFQ23-6119

# Contents

<b>PART 1: INTRODUCTION .....</b>	<b>3</b>
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
<b>PART 2: INSTRUCTIONS TO BIDDERS .....</b>	<b>3</b>
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	5
2.7 COMPLAINTS PROCESS	5
<b>PART 3: TERMS OF REFERENCE .....</b>	<b>6</b>
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	7
D. REPORTING AND CONTRACTING ARRANGEMENTS	7
E. SKILLS AND QUALIFICATIONS	7
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	8
<b>PART 4: PROPOSAL EVALUATION MATRIX.....</b>	<b>9</b>
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	9

## 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 [hannahg@spc.int](mailto:hannahg@spc.int) and [watsonil@spc.int](mailto:watsonil@spc.int) and with the subject line of your email as follows: **Submission RFQ23-6119**. 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
- Your personal CV
- Cover letter or technical memo addressing the selection criteria

- Technical and financial proposal, including a costed workplan.
- 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 **11PM (New Caledonia time - GMT+11)** on **17/03/2024**.

### 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.

Hannah Gilchrist will be your primary point of contact for this RFQ and can be contacted at [hannahg@spc.int](mailto:hannahg@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>	14/02/2024
<b>RFQ Closing Date</b>	17/03/2024
<b>Award of Contract (to be confirmed)</b>	22/03/2024
<b>Commencement of Contract (to be confirmed)</b>	29/03/2024
<b>Conclusion of Contract (to be confirmed)</b>	30/11/2024

## 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

Community-based fisheries management (CBFM) has a long history in the Pacific. Scaling-up of CBFM was identified by the “A new song for coastal fisheries - pathways to change: The Noumea strategy” as the key strategy to move towards integrating CBFM into sustainable coastal fisheries management in the region.

A recent review found approximately 661 active CBFM sites across 15 Pacific nations, spanning 1032 communities<sup>1</sup>. However, understanding the effectiveness of CBFM presents a challenge. Several regional meetings have identified the need for simple monitoring for use by communities on the effectiveness of CBFM, this includes requests to SPC on using existing e-data apps or community-based reporting and developing training for community-based or participatory monitoring<sup>2</sup>.

There are a range of data collection methods and approaches being used in the Pacific to monitor CBFM. In this case, we refer to methods as the means of collecting the data in and of itself e.g. transects, creel surveys, timed swims etc. We use the word “approaches” to refer to how the monitoring is organised for example, who does the monitoring, what support is required and what happens to the data after it has been collected, tailoring that to suit CBFM.

In lieu of writing out standard operating procedures or developing new methods and approaches, we would like to document, and report what is currently in use, how it being are being implemented and what the positives and negatives of each are. This guide is intended to assist PICTs in selecting what would work best for CBFM monitoring in their contexts.

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

This work will result in a guide presenting current methods and approaches to participatory CBFM monitoring in the Pacific. This will be achieved through the following objectives:

- Review literature to gather information on participatory CBFM monitoring in the Pacific, building on existing work done by SPC.
- Gather information on current participatory fisheries monitoring methods and approaches in the Pacific, within a CBFM context, during a workshop 29<sup>th</sup> April- 3<sup>rd</sup> May 2024 in Nadi, Fiji.
- Co-facilitation of a session as a part of the CBFM workshop in April/May 2024 with key stakeholders to gather information on current participatory fisheries monitoring methods and approaches in the Pacific, define content and format of the CBFM Monitoring Guide, and form an advisory group who would review the draft guide.
- Lead on writing a guide, with SPC staff (Watisoni Lalavanua, Hannah Gilchrist and George Shedrawi), and an early-career pacific islander (to be identified as a part of the contracting team) as co-authors. The guide should focus on current methods and approaches in participatory CBFM monitoring, weighing their pros, cons as well as presenting lessons learnt

<sup>1</sup> Govan and Lalavanua, 2022. Status of community-based fisheries management in Pacific Islands countries and territories: survey report

<sup>2</sup> RTMCF3: Action 10, 11, 19: [RTMCF3 \(spc.int\)](#); RTMCF4: para 20 j. (i): [Regional Technical Meeting for Coastal Fisheries \(RTMCF4\) | FAME \(spc.int\)](#); RTMCF5: Para 30 b: [Regional Technical meeting for Coastal Fisheries and Aquaculture \(RTMCF5\) | FAME \(spc.int\)](#)

and best practices. The exact format and content will be decided on with participants during the workshop in May 2024 and refined upon during the writing and review process.

- Coordinate review of the draft guide, working with the advisory group identified during the March 2024 workshop.
- Incorporate suggestions and edits where appropriate following review, working with identified reviewers and SPC team.
- Collaborate with SPC staff on writing an article about the published guide for the SPC Fisheries Newsletter.

We request that any proposal involves developing the capacity of an early-career professional from a Pacific Islands Country or Territory. This individual should either be a member of the consulting team or be sub-contracted by the primary consultant, they would play a role in information gathering with the principal consultant and the writing of the guide itself.

### **C. Timelines**

We expect the work to take approximately 20 days, between March 2024 and October 2024. Two days for workshop prep, three days at the workshop itself, and 15 days for analysis, writing and review. In their technical and financial proposal, the contractor may propose an adjustment in the number of days the project would be expected to take.

Key dates to consider are:

- CBFM Workshop 29<sup>th</sup> April-3<sup>rd</sup> May

The work is to be undertaken according to the milestones outlined in part F (Schedule of Payments).

### **D. Reporting and contracting arrangements**

The contractor will be directly responsible to Watisoni Lalavanua, Community-Based Fisheries Advisor and will work closely with Hannah Gilchrist, Coastal Fisheries Scientist.

The contractor will work from their usual place of work, but will be expected to be available to travel to the CBFM workshop in Fiji that will take place the 29<sup>th</sup> April – 3<sup>rd</sup> May 2024. Travel will be booked and paid for by SPC, including hotel bookings and per diems at SPC's standard rate. The consultant will need to have their own travel insurance as per SPC's general terms and conditions.

The contractor will be required to report regularly to the SPC team, but the frequency and means of this will be discussed in initial meetings following the signing of a contract to ensure that we have an arrangement that suits everyone's ways of working.

### **E. Skills and qualifications**

- Demonstrated experience and good understanding of community-based fisheries management.
- Demonstrated experience and good understanding of community-based monitoring to assess effectiveness of CBFM efforts.
- Experience working in the Pacific, with existing network and connections.
- Experience in coastal fisheries resource monitoring in the Pacific.
- Proven experience facilitating workshops.
- Excellent writing skills and proven experience producing guides or reports on fisheries topics.

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

The contract price is in lump sum payments based on milestones. The bidder must include in the computation of contract price, professional fees, management and operating costs and any other administrative costs.

Payments will be made according to the milestones outlined in the table below, upon receiving an invoice. The 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>	<b>% payment</b>
Contract signing	29 <sup>th</sup> March 2024	10
Co-facilitate workshop session collecting information, format of guide decided upon, and advisory group formed	5 <sup>th</sup> May 2024	20
First draft of guide completed	30 <sup>th</sup> August 2024	30
Review process completed and fisheries newsletter article drafted	30 <sup>th</sup> September 2024	10
Final guide & fisheries newsletter article approved by SPC and completed.	31 <sup>st</sup> October 2024	30
<b>TOTAL</b>		<b>100</b>



## 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>		
<b>Experience in coastal fisheries resource monitoring in the Pacific</b>	<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met	
<b>Technical requirements (700)</b>		
<b>Technical requirement 1:</b> Demonstrated experience and good understanding of community-based fisheries management and community monitoring that target to assess the effectiveness of CBFM	40 %	400
<b>Technical requirement 2:</b> Experience working in the Pacific, with existing network and connections	10 %	100
<b>Technical requirement 3:</b> Proven experience facilitating workshops	10 %	100
<b>Technical requirement 4:</b> Proven experience producing guides or reports on fisheries topics	10 %	100
<b>Financial requirement (300)</b>		
Financial proposal (Lowest Price / Price under consideration) x 300	30 %	300
<b>Total Score</b>	<b>100%</b>	<b>1000</b>