

# 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>Evaluate the existing Marae Moana policy 2016-2020 and develop a new Marae Moana Policy 2024-2028</b>
<b>Location:</b>	Remotely
<b>Date of issue:</b>	21/03/2024
<b>Closing Date:</b>	17/04/2024
<b>SPC Reference:</b>	24-6351

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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 24-6351**. 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 17/04/2024**.

### 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>	21/03/2024
<b>RFQ Closing Date</b>	10/04/2024
<b>Award of Contract</b>	17/04/2024
<b>Commencement of Contract</b>	19/04/2024
<b>Conclusion of Contract</b>	30/09/2024

### 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

The first Cook Islands Marae Moana Policy covered the period 2016-2020, as provided for under Section 19 of the Marae Moana Act 2017. With its expiry in 2020 the Marae Moana Technical Advisory Group (MMTAG) is seeking to undertake an evaluation of the expired Marae Moana Policy and develop an updated policy framework to guide the work of the relevant government and civil society partners that contribute to the collective implementation of the Marae Moana. The Marae Moana Coordination Office (MMCO) was established as part of the Office of the Prime Minister and mandated by the Marae Moana Act 2017 to assist the Council and the Technical Advisory Group in fulfilling their administrative and consultative functions under this Act by acting as their secretariat for the Marae Moana Policy.

Noting the increasing importance and international awareness of sustainable oceans management; the Pacific Islands Forum Leaders commitments to the 2050 Strategy for the Blue Pacific Continent to protect our ocean and environment; the National Sustainable Development Agenda 2020+, and the primary purpose of the Marae Moana Act 2017 to protect and conserve the ecological, biodiversity, and cultural heritage values of the Cook Islands marine environment, it is imperative that a new policy is able to reflect the current strategic context and future needs of the Cook Islands in its continued pursuit to strengthening the conservation, management, and ecologically sustainable use of the marine environment within its exclusive economic zone.

A large body of work has been undertaken since the establishment of the Marae Moana, including the Marae Moana Outlook Report 2021, and studies undertaken through the Global Environment Fund – Conserving Biodiversity and Enhancing Ecosystem Functions through a “Ridge to Reef” Approach in the Cook Islands project. Other socio-economic studies and information available on the post-pandemic status of the country will also help to provide the context and situational outlook of the country.

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

The consultant is expected to provide technical and policy support to the Marae Moana Division and MMTAG to develop a new Marae Moana Policy and facilitate stakeholder engagement in this process.

The specific tasks and outputs expected include:

1. **An evaluation of the effectiveness of the Marae Moana Policy 2016 – 2020.** This should include a review of available information such as, inter alia, Marae Moana annual reports; the Marae Moana Outlook Report 2021; and other relevant information. Lessons learned, areas for improvement, and any recommendations including implementation, resourcing and reporting elements should be considered. Outputs should be presented to the MMTAG. This should include consultation with relevant government agencies, the House of Ariki, MMTAG members, and other relevant stakeholders.
2. **A literature review to support the development of a high-level situational analysis that takes in to account environmental, economic, and social considerations relevant to the Marae Moana.** This may include information such as Ministry of Finance and Economic Management financial outlook reports and statistics and State of the Environment Reports.
3. **Develop a draft consultative Marae Moana Policy document for stakeholder engagement and review.** This will require consideration and development of engagement strategies and tools to

ensure that stakeholder comprehension and participation is maximized e.g. use of Maori translated products.

4. **Prepare a final draft Marae Moana Policy document for MMTAG and stakeholder review.** This should include an implementation plan and MEL framework to enable effective monitoring of progress covering the next 4-year policy cycle.
5. **Develop the Final Marae Moana Policy 2024-28.** This should incorporate all stakeholder inputs and be approved by the MMTAG.

All work will be facilitated through the MMCO, including the consolidation of and access to relevant data, reports and information required to support this consultancy.

### C. Timelines

This consultancy is expected to take place between April and September 2024 for approximately 60 working days.

The start of assignment is expected in April with an inception meeting. The entire service for this engagement will be approximately from a 5-months period from inception.

Consultation workshop – One national consultations workshop (1-3 days) on the draft consultative Marae Moana Policy document for stakeholder engagement and review is expected to take place during this assignment, and the consultant will have to be present in Rarotonga. The workshop will also include presenting the evaluation findings of the effectiveness of the Marae Moana Policy 2016 – 2020 and identifying gaps of any kind and potential synergies and key recommendations.

The preparation of a final draft Marae Moana Policy document for MMTAG and stakeholder review and presentation on the final Marae Moana Policy 2024-28 will be done by the consultant and the format of the presentation (virtual or in-person) will be jointly defined by the consultation and the MMCO.

The end of assignment is expected by mid-September 2024.

#### Indicative timeline:

Activity or output	Estimated time for Consultant (days)	Date
Contract signature	0	17 April
Inception meeting	1	19 April
Evaluate the Marae Moana Policy 2016 – 2020	10	20 April – 04 May
Literature review to support the development of a high-level situational analysis that takes in to account environmental, economic, and social considerations for policy change	15	04 June
Develop a draft consultative Marae Moana Policy document and Implementation Plan for stakeholder consultation	17	15 July
Prepare a final draft Marae Moana Policy document for MMTAG review	10	15 Aug
Develop and present the final draft of the Marae Moana Policy 2024-28	7	06 Sept
End of assignment	0	30 Sept
Estimated time allocated to this assignment	60 days	

## D. Reporting and contracting arrangements

The Consultant will report directly to the Director of the Marae Moana Coordination Office, and to the Integrated Ocean Management Adviser at SPC. Fortnightly reporting should be done as and when requested.

The Consultant duty station is their home country and shall also provide their own workspace and IT equipment for the duration of the assignment along with stable internet connection for zoom interactions when necessary.

As part of this consultancy's inception, a 5-day to 2-week trip in Rarotonga would take place in the first half of the assignment. SPC will organise economy airfares and accommodation.

Marae Moana Technical Advisory Group (MMTAG) members – The Consultant will be expected to engage with the MMTAG and national stakeholders and agencies. Presentations to the MMTAG may be requested to provide updates and gauge views and feedback on work activities, including drafts of documents developed under this TOR.

Consultations: The consultant will work with the MMCO and SPC to assist with arranging logistics for travel, consultations and provide administrative support. Consultations with other stakeholders managing users of the ocean space will also be carried out. This will be coordinated by the MMCO.

SPC does not provide insurance for consultants 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

- 15 years of experience in policy analyses, review and development
- A relevant bachelor's degree in marine science, environmental and ocean policy, or a related field (advanced degrees: master's level is preferred)
- Demonstrated knowledge and understanding of marine ecosystems, oceanography, and marine biology. Familiarity with environmental monitoring and assessment techniques related to oceans.
- Knowledge of the impacts of human activities on marine environments.
- Demonstrated knowledge of international and regional ocean policies in the Pacific Island Countries, including UNCLOS, PIROP, FPO, and 2050 Strategy.
- Understanding of the regional framework regarding Ocean governance and Management
- Demonstrated experience in Pacific Island countries.
- **Asset:** knowledge of the Cook Islands governance system



## 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>
Approval of the detailed work plan	19 April
Approval of a summary report on evaluation of the Marae Moana Policy 2016 – 2020 including the literature review and key recommendations for the new policy	20 July
Presentation of a FULL draft Marae Moana Policy and Implementation Plan to the MMTAG	6 Sept
Approval of the Marae Moana Policy document 2024-28 including an Implementation Plan	30 Sept

## 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.

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 (degree in marine science, environmental and ocean policy, or a related field (master’s level is preferred)) and level of experience in policy analyses, review and development (15 years of experience).	30%	30
<b>Technical requirement 2:</b> Demonstrated knowledge of international policies and understanding of regional frameworks on Ocean governance and Management in the Pacific Island Countries, including UNCLOS, PIROP, FPO, and 2050 Strategy.	15%	15
<b>Technical requirement 3:</b> Demonstrated knowledge and understanding of marine ecosystems, oceanography, and marine biology. Familiarity with environmental monitoring and assessment techniques related to oceans.	15%	15
<b>Technical requirement 4:</b> Demonstrated experience in Pacific Island countries, and knowledge of the Cook Islands governance system being an asset.	10%	10
<b>Financial requirement:</b>		
<b>Price and payment terms</b>	30%	30
<b>Total Score</b>	100%	100