



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Inception, facilitation, and development of the SPC-wide Climate Change flagship integrated programme</b>
<b>Nature of the services</b>	Support to context analysis, programme design, facilitation, monitoring, evaluation, and learning
<b>Location:</b>	Noumea, Suva and remotely
<b>Date of issue:</b>	12/07/2022
<b>Closing Date:</b>	26/07/2022
<b>SPC Reference:</b>	RFQ22-4284

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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 [elodiej@spc.int](mailto:elodiej@spc.int) and with the subject line of your email as follows: **Submission RFQ224284**. 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 and financial proposal forms , CV, cover letter, 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 **16:00 Noumea time on 26/07/2022**.

### 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.

Aude Chenet will be your primary point of contact for this RFQ and can be contacted at [audec@spc.int](mailto:audec@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>	11/07/2022
<b>RFQ Closing Date</b>	26/07/2022
<b>Award of Contract</b>	29/07/2022
<b>Commencement of Contract</b>	1/08/2022
<b>Conclusion of Contract</b>	30/06/2023

### 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

SPC's membership has identified the climate crisis as the biggest challenge facing the region, requiring concerted action at national and regional level. This is articulated through the Boe Declaration Plan, which has a strategic focus on climate change, and the Kainaki 2 declaration for Urgent Climate Action Now.

Despite accounting for only 0.03% of world greenhouse gas emissions, the Pacific is disproportionately affected by climate change impacts and registers as the region most under threat to climate impacts. Many Pacific Island Nations are already experiencing higher temperatures, shifts in rainfall patterns, rising sea levels and changes in the frequency and intensity of extreme climate events, such as tropical cyclones. This trend is projected to increase due to global warming generated by anthropogenic activities. Climate change directly magnifies socio-economic development challenges and compounds the impacts of exist the negative impacts of unsustainable management practices in Pacific Island nations. While local government and communities are uniquely placed to address these challenges, local adaptive capacity is constrained by limited access to financial resources and technical capacities to overcome this accelerating threat.

SPC current capabilities in Climate Change include

- science information and knowledge underpinning policy and action (IPCC, CC publications, ocean portal and PCCOS, Pacific Data Hub).
- adaptation & mitigation initiatives and projects throughout the region across a range of key sectors, including; fisheries and coastal ecosystems, water security, agriculture and food systems, disaster risk management, human rights and social protection, health, education, NDCs, energy, and transport
- accreditation to the Green Climate Fund and Adaptation Fund, with a Climate Finance Unit providing support to PICTs in the development and funding of CC projects.

SPC also provides support to PSIDS negotiations in the UNFCCC through the OneCROP plus mechanism and provides briefs on climate justice and security issues. SPC climate action is designed and guided by the climate change priorities of our members which are formulated through many different instruments such as GCF country programmes, National Determined Contributions, National Adaptation Plans/ Nationally Appropriate Mitigation Actions, National Adaptation Programme of Actions, National Climate Change policy, Joint National Action Plans, National Development Strategies as well as relevant regional statements and policies such as the Framework for Resilient Development in the Pacific (FRDP).

SPC has recently adopted a 10-year Strategic Plan with a central key focus area of Resilience and Climate Action. It is developing an integrated programming approach to harness the knowledge, skills, and resources from across SPCs divisions in order to maximise support to our Pacific member countries and territories, and the region, in addressing major sustainable development challenges including climate change.

SPC currently has a Climate Change and Environmental Sustainability programme, and climate change activities are also undertaken by all SPC divisions.

The advantage of an integrated programme for Climate Change supports the strengthened need for rapid response for growing needs in our PICTs. The visibility and coordination of SPC CC action through the CC flagship lens will enhance the assessment of CC needs and priorities in the region, and maximise SPC's impact by aligning support to members' through our divisions, and demonstrate the outcomes of investment. This directly contributes to Strategic Plan Key Focus Area 7: Strengthening institutional effectiveness.

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

The purpose of this consultancy is to accompany SPC through the inception, facilitation, and development of the SPC-wide Climate Change flagship programme, providing services related to context analysis, programme design, facilitation, and monitoring, evaluation and learning.

The CC Flagship will provide an over-arching framework for the cross-cutting issue of climate change at SPC. It will serve to connect the critical resources (projects, funding, and people) that support climate action in pursuit of the goals outlined in SPC's Strategic Plan 2022–2031. This flagship will strengthen SPC's organisation-wide capabilities in climate change and resilience building. It will enhance the added value of the resources SPC is investing and mobilising into those critical areas that are impacted by or contribute to climate change, and the collective impact that SPC is able to achieve for and with its members, and contribute to strengthening

### **Objectives**

To support the conceptual and practical foundations of the programme, SPC is working across divisions to design the climate change Flagship. This requires the finalisation of an initial stocktake and mapping of SPC CC capability and action upon which the Climate Change flagship programme will be developed in consultation with members and partners. Initial framing and rapid assessment have fostered internal collaboration within the organisation, however further dedicated support is needed to support the refined stocktake and mapping and consolidation of this baseline to inform and facilitate the development of the flagship programme. This will include:

- further refinement and standardising stocktake of CC activities and capability with all divisions; mapping current reporting of results and outcomes;
- facilitating consultation internally and externally to build ambition and shape the flagship; development of the flagship, including design, planning and MEL arrangements and
- identifying resource mobilisation options.

This consultancy will be conducted under the supervision of the Climate Change and Environmental Sustainability programme in partnership with the Strategy, Performance and Learning team, the Geoscience, Energy and Maritime team and with general oversight by the Executive Office. The consultant will be working alongside a taskforce of SPC staff who are contributing to the development of the programme.

### **Scope of Services**

SPC requires the services of a consultant to undertake the following:

- Refine and finalise a workplan and timeline for the development of the CC flagship programme based on initial drafts already developed.
- Support in the consolidation and finalisation of the CC footprint or stocktake at SPC; this task will encompass individual and group consultations with relevant divisions staff (Heads of sections, directors, MEL officers...) to better understand and articulate capabilities throughout all divisions, using a CC tracking tool based on the agreed climate change rationales.

- Undertaking a desk-top synthesis of CC needs (including finance) and priorities in the region, drawing on the PCCFAF methodology and the needs expressed in key regional and national documents.
- Supporting the development of a short design document, including a Theory of Change, and draft monitoring, evaluation and learning framework for the CC flagship: this should include key result areas and key performance information aligned with the SPC 2022 Strategic Plan: and KFA1: resilience and climate action and the SPC strategic results framework (under development), and divisional business plans.
- Support the development of short publications/knowledge products for knowledge management and communications outlining key areas of SPC CC related work.
- Facilitation – design and lead the facilitation of climate change flagship programme planning discussion(s) related to the flagship, and lead documentation of key workshops and meetings.
- Updating and advising on the socialisation of key definitions that support coordination around SPC’s work, including the “climate change rationales” and links to regional and global frameworks on climate change and resilience.

### C. Timelines

The expected duration of the consultancy is for up to 50 days over the period of July 2022 to June 2023. The exact time allocation will depend on the development of a final timeline, and adaptations may be needed throughout the year, but a rough allocation is as follows.

Refine and finalise workplan, initial stakeholder discussions	3 days
Support finalisation of CC stocktake at SPC	9 days
High-level synthesis of regional needs and priorities, and development of a reference bibliography.	10 days
Development of a draft CC flagship design document (approx. 20 pages plus annexes), theory of change and draft MEL framework, and a finalised version following consultation.	20 days
Development of 1-2 short knowledge product related to SPC’s activities	5 days
Updating and socialising key definitions	3 days

- The above activities assume time for facilitation, interviews and other internal and external consultation. Flexibility will be required

### D. Reporting and contracting arrangements

- The consultant will be directly responsible to the SER Advisor in CCES, and work closely with the Climate Change Senior Advisor, SPL, the Geoscience, Energy and Maritime programme, other relevant divisions and the Executive Office.
- Reporting frequency will be determined once the workplan has been agreed to.

- The contractor will be required to consult with a range of divisions and staff and will consult with SER and team in doing so.
- Whilst some of the work can be done remotely, it is expected that face to face consultations with Noumea and Suva based teams is ideal and should be factored into the bid for the contract and finalised as part of the workplan. These costs will be covered separately from this contract and will be agreed based on successful bid and workplan.
- All information and outputs from the consultancy will remain the property of SPC and are subject to confidentiality unless expressly agreed otherwise

## E. Skills and qualifications

- A minimum of 7 years of work experience in climate change programmes in the Pacific region, and an understanding how this links to other sectoral work.
- Demonstrated experience leading the development of programmes and policy using participatory processes.
- Demonstrated experience undertaking rapid research, mapping and synthesis activities in support of programme design.
- Demonstrated knowledge of how to use systems or integrated approaches to work across sectors and disciplines to achieve outcomes.
- Understanding of Monitoring, Evaluation and Learning design, with demonstrated experience in developing theory of change and MEL frameworks.
- Demonstrated facilitation skills in complex organisational settings
- Understanding of Gender Equal
- Excellent writing and communication skills in English are important. Knowledge of the unique context of Pacific SIDS and members of SPC in the region is important.

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

Milestone/deliverables	% payment	Amount in EURO
1. Signing of contract	20%	TBC
2. Inception document and workplan	10%	TBC
3. 1 <sup>st</sup> Summary report of work satisfactorily completed and timesheet with copies of outputs attached.	35%	TBC

4. 2 <sup>nd</sup> Brief summary report of work satisfactorily completed and timesheet with copies of outputs attached.	35%	TBC
<b>TOTAL</b>	<b>100%</b>	TBC

**G. Annexes to the Terms of Reference**

SPC's Strategic Plan 2022-2031: <https://www.spc.int/strategic-plan>

## 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.

Competency Requirements	Score Weight (%)	Points obtainable
	<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met	
<b>Technical requirement 1:</b> Experience working in climate change, resilience and / or other relevant sectors in the Pacific region.	25 %	175
<b>Technical requirement 2:</b> Experience and skills in programme design, research, synthesis and monitoring & evaluation	30 %	210
<b>Technical requirement 3 :</b> Demonstrated understanding of the assignment, including integrated programmes on climate change.	20%	140
<b>Technical requirement 4 :</b> Written communication and facilitation skills, and application of gender and other people-centred considerations in the context of climate change and resilience programming (please provide examples of previous work)	25%	175
<b>Total Score</b>	<b>100%</b>	<b>700</b>

## PART 5 – 5.1 - TECHNICAL PROPOSAL SUBMISSION FORM

Technical Requirements	
Evaluation criteria	Response by Bidder
<b>Experience and references</b>	
<b>Experience:</b>	<b>Details for three references:</b>
	1. Client's name: <i>[insert name of client 1]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	2. Client's name: <i>[insert name of client 2]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	3. Client's name: <i>[insert name of client 3]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
Value contract: <i>[insert value of contract]</i>	
<b>Technical Requirement 1</b>	
Experience working in climate change, resilience and / or other relevant sectors in the Pacific region.	<i>[Bidder's answer]</i>
<b>Technical Requirement 2</b>	
Experience and skills in programme design, research, synthesis and monitoring & evaluation	<i>[Bidder's answer]</i>
<b>Technical Requirement 3</b>	
Demonstrated understanding of the assignment, including integrated programmes on climate change	<i>[Bidder's answer]</i> <i>[Bidder's answer]</i>
<b>Technical Requirement 4</b>	
Written communication and facilitation skills, and application of gender and other people-centred considerations in the context of climate change and resilience programming (please provide examples of previous work)	<i>[Bidder's answer]</i>

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

## PART 5 – 5.2 FINANCIAL PROPOSAL SUBMISSION FORM

### INSTRUCTIONS TO BIDDERS

In their financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, this should be stated as a lump sum and then as a total amount (e.g. lump sum can be: daily rate for a consultant, a project manager, a developer, a scientist, lump sum for the organisation of an event, price of a consultation and total amount can be: number of days of drafting required to produce the report, number of meetings required, number of conferences, workshops, etc.).

Good detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him. No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

### BIDDER'S FINANCIAL PROPOSAL

<i>Costs</i>			
Services description	Lump sum Price EUR	Total quantity	Total Amount EUR
Professional Fees (Hourly/Daily/Monthly RATE – SPECIFY)	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Any other related costs specify (operating, management and any administrative cost)	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
<i>[Item description]</i>	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
<i>[Item description]</i>	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
<b>Total</b>			<i>[Total 1]</i>

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*