



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Local consulting service to support the development of the Adaptation Fund (AF) Funding Proposal; “Resilient Coastal Fisheries and Aquaculture in Nauru”
<b>Nature of the services</b>	Consulting services
<b>Location:</b>	Nauru
<b>Date of issue:</b>	22/07/2022
<b>Closing Date:</b>	29/07/2022
<b>SPC Reference:</b>	RFQ22-4333

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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 [climatefinanceunit@spc.int](mailto:climatefinanceunit@spc.int) and with the subject line of your email as follows: **Submission RFQ22-4333**. 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

- A technical and financial proposal (including all costs i.e. professional fees, management and operating costs, and any other administrative costs in the contract price) as per templates provided in section 5

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 **8:00 NOUMEA TIME** on **29/07/2022**.

### 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.

Pauline Siret will be your primary point of contact for this RFQ and can be contacted at [paulines@spc.int](mailto:paulines@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>	21/07/2022
<b>RFQ Closing Date</b>	29/07/2022
<b>Award of Contract</b>	1/08/2022
<b>Commencement of Contract</b>	15/08/2022
<b>Conclusion of Contract</b>	16/03/2023

## 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 USD 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

### 1. Background/context

The proposed project “Resilient Coastal Fisheries and Aquaculture” will build on the pre-feasibility study that has been conducted. The project aims to provide strong incentives to Government of Nauru (GoV) stakeholders to actively engage in marine resource management in the context of adapting to climate change by supporting the development of a clear roadmap for the Coastal Fisheries Act (CFA) and providing technical assistance for its implementation. It will engage communities to divert fishing pressure away from reef ecosystems that are currently suffering combined pressure from i) overfishing and ii) the impacts of climate change (bleaching, increased wave impact and acidification). The project will aim to establish more sustainable fishing practices and sustainable aquaculture production. The objective is to diversify food production systems and income-generating activities to enhance the climate resilience of the country’s population and its markets.

To do so, the project will utilize a combination of capacity strengthening, training, awareness-raising and financial support activities to create a paradigm shift for more climate-resilient marine resource management and planning to boost the domestic food supply. Learnings and data gathered as part of the project will continue to inform policy and regulatory developments by constituting a robust baseline in terms of community-based fisheries and marine resource management, climate change adaptation solutions, coastal and reef restoration, and sustainable aquaculture production.

The project has three components:

- Component 1: Enhanced policy, regulatory and legislative environment for resilient coastal fisheries and aquaculture to enable the sectors’ long-term climate, environmental and economic resilience.
- Component 2: Financing climate resilience for coastal fisheries and aquaculture sectors to improve food security and nutrition through increased farmed fish supply, increased adaptive capacity and income of aquaculture operators and reduced pressure on climate-vulnerable coastal and reef ecosystems.
- Component 3: Monitoring, Evaluation and Learning (MEL) to increase compliance with environmental recommendations and provisions under policy frameworks through enhanced capacity of local communities and Nauru Fisheries and Marine Resources Authority (NFMRA) officers to collect and interpret data.

The proposed project will target the Adaptation Fund (AF) and will target the one-step process of the Fund, without going through a Concept Note submission. The consultant will be recruited to support a design team of consultants in designing a full Funding Proposal package to go to the AF Board for approval in alignment with country needs. Details of the consultancy are provided below.

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

#### **Purpose and objectives of the consultancy:**

The overall purpose of the Consultancy is to provide all the necessary local support to the development of the Stakeholder Consultation Report and Engagement Plan, the Funding Proposal, the detailed Budget plan, the Gender Assessment and Action Plan (GAAP), the Environmental and Social Impact Assessment (ESIA), and the Environmental and Social Management Plan (ESMP) of the programme titled “*Resilient Coastal Fisheries and Aquaculture*”. This will be performed in accordance with the AF and SPC’s policies

and guidelines, in close collaboration and consultation with the Lead Design Consultant, and ESIA/ESMP and GAAP Consultant responsible for their respective documentation. They will also liaise closely with SPC as the AF Implementing Entity, the Government of Nauru's Designated Authority (DA)<sup>1</sup> to the AF, as well as other relevant national stakeholders.

The applicant is required to gather all necessary data and information, provide ad-hoc technical assistance, organize, plan, and facilitate all in-country consultations (including logistical aspects and information-sharing) to support the Lead Design Consultant, and ESIA/ESMP and GAAP Consultant in the development of the full documentation for the project/programme.

Optional additional services may be provided by the consultant to further develop the full proposal.

**Scope of work of the consultant:**

The Consultant will support the lead design consultant to develop the project documentation by facilitating in-country consultations and identifying relevant data sources as requested. To support the development of the project documentation the applicant will carry out consultations and support the synthesis of relevant documentation in the following technical areas:

- i. **A description of the context:** climate rationale (providing contextual information on the impacts of climate change on targeted sectors and livelihoods and demonstrated causal linkage between climate drivers and their impacts on the proposed activities); policies and strategies at national and municipal levels (including review of existing vulnerability/risk assessments); barriers for local authorities to take adaptation actions.
- ii. **An assessment of beneficiaries and their selection:** assessment of vulnerabilities and capacities across the country to cope with climate change and to manage adaptation actions; provide an overview of existing resources (human, financial, operational), institutional arrangements and organizational and fiduciary capacities across extension structures to define target beneficiaries and stakeholder organisations considering capacities, needs and vulnerabilities.
- iii. **Updating the feasibility assessment of the proposed interventions and local costings:** scope and feasibility assessment of capacity-building and empowerment activities in national or sub-national contexts and provide refinements to approach to make the project activities as effective as possible. The consultant will also source local or national costings for relevant procurement processes and service providers as well as establish and facilitate consultations at a national level to ensure that the Lead Design Consultant has accurate information to define a detailed and realistic budget.
- iv. **Map relevant stakeholders and establish a series of consultation workshops/meetings with all stakeholders.** The applicant will work with the design team to identify and document all necessary consultations and provide inputs into the stakeholder engagement report and engagement plan. This will include all stakeholders from the national to community level.
- v. **Support the development of the GAAP.** The applicant will establish relevant meetings with Civil Society Organizations, target beneficiaries and relevant ministries to conduct consultations to support the technical consultant leading the development of the GAAP. This will be supplemented by preparatory work to source and identify relevant data and census information regarding gender at national and sectoral levels as appropriate and at the request of the technical consultant.

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<sup>1</sup> Ms. Berilyn Jeremiah, Secretary for Commerce, Industry, and Environment

- vi. **Support the development of the ESIA and ESMP.** The consultant will support the technical consultant leading the ESIA and the ESMP. The applicant will establish relevant meetings with target beneficiaries, relevant ministries and other necessary stakeholders identified in the mapping, to conduct consultations to support the development of the documentation. This will be supplemented by preparatory work to source and identify relevant data and information regarding environmental risks in the relevant sectors as appropriate and at the request of the technical consultant.

**Expected key deliverables:**

The applicant will be working with the relevant design team consultants and will support the delivery of the below documentation. They will be considered final upon quality assurance and validation by the SPC Climate Finance Unit (CFU).

1. Stakeholder Consultation Report and Engagement Plan,
2. Feasibility Study,
3. The Funding Proposal,
4. The detailed Budget,
5. The Gender Assessment and Action Plan,
6. The Environmental and Social Impact Assessment and the Environmental and Social Management

**3. Timelines**

The Consultant has to complete the work defined in the scope of services within a period three to four months from the contract’s signing date. The total level of effort required is estimated at around 40-50 working days. The table below presents an indicative timeline for each expected deliverable.

Expected key deliverables	Indicative timeline
Brief inception report	Mid-August 2022
Draft documentation in accordance with the project plan as detailed and agreed upon in the inception report (approximately 1 month before finalisation of documentation).	Mid-November 2022
Final documentation, validated by country partners and finalised for submission to the donor	Mid-December 2022
Response to AF comments and revised version of the documents, as appropriate	January-March 2023

#### 4. Reporting and contracting arrangements

##### **Implementation arrangements:**

The implementation of all activities in a coherent manner would be the responsibility of the Consultant, under the supervision of the SPC CFU and project partners. SPC and the Consultant will sign a performance contract and will ensure coherence with other programme documentation.

##### **Duty station and travel:**

The consultant will be home-based and located in the target country. They will conduct travel as necessary to complete the tasks mentioned above.

#### 5. Skills and qualifications

The Consultant should have:

- 1) Demonstrated experience 5 years in the area of climate change adaptation, stakeholder consultations, project development and project implementation.
- 2) Specific experience in gender, environmental and social safeguards and impact assessment is desirable.
- 3) A solid knowledge of the institutional context in the target country is mandatory as well as a strong network within the target area of the project.

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

The contract payments are based on milestones. The bidder must include all costs including professional fees, management and operating costs, and any other administrative costs in the contract price.

<b>Milestone/deliverables</b>	<b>Deadline</b>	<b>% payment</b>
Sign-off of contract and submission of the inception report	Mid-August 2022	20%
Acceptance by SPC of draft documents	Mid-November 2022	50%
Acceptance by SPC of final documents	Mid-December 2022	20%
Acceptance by SPC of responses to AF comments and revised version of the documents, as appropriate	March 2023	10%
<b>TOTAL</b>		<b>100%</b>

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

#### 7. Annexes to the Terms of Reference

*Annexe 1 : Pre-feasibility study : Resilient Coastal Fisheries and Aquaculture, Nauru*

## 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>Technical and financial proposal</b>	<b>Mandatory requirements</b>	
<b>Technical requirement 1:</b> Demonstrated experience 5 years in the area of climate change adaptation, stakeholder consultations, project development and project implementation.	25%	25
<b>Technical requirement 2:</b> Specific experience in gender, environmental and social safeguards and impact assessment is desirable.	25%	25
<b>Technical requirement 3:</b> A solid knowledge of the institutional context in the target country is mandatory as well as a strong network within the target area of the project.	25%	25
<b>Financial requirement:</b> Sound financial proposal	25%	25
<b>Total Score</b>	<b>100%</b>	<b>100</b>

## PART 5: SUBMISSION FORMS

### 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>
	• 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>
	• 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>
	• 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>	
Demonstrated experience 5 years in the area of climate change adaptation, stakeholder consultations, project development and project implementation.	<i>[Bidder's answer]</i>
<b>Technical Requirement 2</b>	
Specific experience in gender, environmental and social safeguards and impact assessment is desirable.	<i>[Bidder's answer]</i>
<b>Technical Requirement 3</b>	
A solid knowledge of the institutional context in the target country is mandatory as well as a strong network within the target area of the project.	<i>[Bidder's answer] [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]*

## 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.