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# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

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<b>Project Title:</b>	[Supporting surface water hydrology capacity in the Pacific]
<b>Nature of the services</b>	[Facilitating community engagement]
<b>Location:</b>	[Fiji]
<b>Date of issue:</b>	7/12/2022
<b>Closing Date:</b>	14/12/2022
<b>SPC Reference:</b>	RFQ22-4897-PRO

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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 [jqacquir@spc.int](mailto:jqacquir@spc.int) and [toms@spc.int](mailto:toms@spc.int) and with the subject line of your email as follows: **Submission** [SPC Reference]. 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
- Completed *Technical proposal submission form* on provided template
- Most recent Curriculum Vitae with three references

- Cover letter
- Detailed work-plan of how the work will be undertaken, including tentative timelines
- CVs of consultants/sub-contractors who will be involved (if any)

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 **4pm** **Fiji Time** on **14/12/2022**.

### 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.

[Mrs Jacqui Reid] will be your primary point of contact for this RFQ and can be contacted at [jacquir@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>	7/12/2022
<b>RFQ Closing Date</b>	14/12/2022
<b>Award of Contract</b>	22/12/2022
<b>Commencement of Contract</b>	3/01/2023
<b>Conclusion of Contract</b>	31/05/2023

## 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](https://spc.int/procurement) 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 [FJD] 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.

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## Part 3: TERMS OF REFERENCE

### A. Background/context

The Pacific Community (SPC) is seeking expressions of interest to conduct community engagement activities to support the “*Hydrology support for flash flood early warning systems*” project which is funded by the Australian Water Partnership (AWP). The project is focused on providing technical support in hydrology to Fiji, Samoa, Solomon Islands and Vanuatu with an emphasis on strengthening Flash Flood Early Warning Systems.

The overarching purpose of the project is to increase climate resilience and strengthen Disaster Risk Reduction (DRR) systems in Pacific Island Countries through increased hydrological capacity and enhanced performance of flood early warning systems and support the Framework for Resilient Development in the Pacific, and the Sendai framework for DRR. This will be achieved by undertaking a comprehensive assessment and review of at risk catchments across Pacific Island Countries (PICs), developing and piloting Flash Flood Early Warning framework to understand the current data, infrastructure, systems, programs and policies, that are in place to support flash flood early warning and providing targeted technical support to National Hydrology Services to enhance existing early warning systems that are in place. The targeted technical support will be undertaken in two pilot catchments within the focal countries, one of which is the Penang catchment (Rakiraki) in Fiji and the second will be located in one of the remaining focal countries and is yet to be determined.

An output of the project will include the development of a strategy for an institutional and operational programme of hydrological support for effective flood early warning in each focal country and regionally.

The objectives of the project are:

- To improve understanding and knowledge of flash flood risk to major catchments.
- To strengthen flash flood preparedness and response by extending technical support to improve the application of existing flash flood Early Warning Systems (EWS) that are in place across the Pacific region.
- To support the replicability potential and the long-term sustainability of hydrological services that strengthen flash flood early warning systems within the Pacific Region

Civil Society Organisation (CSO) and community engagement more broadly is critical to the success of the project and sustainability of project outcomes. Gender Equality, Disability and Social Inclusion (GEDSI) have been mainstreamed across all stages and project deliverables and local expertise is required to design, implement and evaluate engagement with communities and other stakeholders to ensure that project interventions include local knowledge including cultural and traditional knowledge, build on existing practices and adopt locally appropriate and achievable communication practices and are fit for purpose.

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

The overarching purpose of the CSO will be to facilitate engagement between the project team, key stakeholders and the community. The objectives of community engagement in the context of this project are to:

- Find out how stakeholders and community members receive, interpret and act upon flood warnings.

- Gain an understanding of flood cause, extents, timing, hazards and impacts
- Prepare the community for data collection following flood events
- Increase the capacity of communities to respond to flooding through increased knowledge of flood hazard and disaster messaging
- Promote a shared understanding of the value of flood early warning.
- Foster a shared understanding of different stakeholder's requirements of flood early warning
- Ensure that GEDSI is mainstreamed throughout the engagement process

### **B1. Key tasks**

- Identify key stakeholders, civil society groups and organisations relevant to flood early warning and response within Fiji, with a focus on the Penang (Rakiraki) catchment. Key information required includes:
  - Organisation
  - Interest in and impact from flood early warning systems
  - Role related to flood early warning and response
  - Required engagement approach
  - Key contact and contact details
  - Intersection between Disaster Risk Reduction (DRR) agencies, key stakeholders CSOs / community groups
- Develop an engagement plan for the Penang catchment (Rakiraki) between SPC, key stakeholders and the community for a series of workshops across a 3-day period. Tasks include:
  - In consultation with SPC, identify the number and type of engagement activities required within the catchment over the 3-day period.
  - Identify participants and detail any associated opportunity costs for participating in consultations and costs for transport for people with disabilities as required.
  - Identify suitable venues and associated costs.
- Implement the engagement plan within the Penang catchment (Rakiraki). I.e. organise and facilitate workshops and other fora / project events as required across a 3-day period and ensure that community members and other stakeholders are well represented at each of the events as relevant. This includes:
  - Inviting participants and facilitating their attendance.
  - Working with SPC to ensure content and material is appropriate for the audience.
  - Facilitating the workshop.
  - Collection, analysis and reporting of sex-disaggregated data.
  - Development of two-page post workshop reports on the key issues, outcomes and recommendations relevant to the objective of the workshops.
- Reviewing SPC meeting material to ensure they are relevant and appropriate for the audience
- Facilitate SPC post flood assessment community and stakeholder consultation through networks established as part of broader engagement

### **B2. To ensure GEDSI is mainstream contracted individuals/company/consortia are expected to:**

- Ensure any information provided is culturally appropriate and accessible to those with low literacy and other differences.
- Ensure stakeholder consultation involves a diversity of stakeholders ensuring vulnerable groups are represented and are involved in consultations, workshops, trainings, and that sex and disability disaggregated data is collected, reported and analysed for all activities.
- Conduct activities at times convenient for women, people with disabilities and other vulnerable groups.

### B3. Expected outputs include:

- Table of relevant CSOs/ Community groups.
- Finalised plan for engagement in the pilot catchments.
- Post workshop summaries for each workshop held.
- Final report.

### C. Timelines

Activity	Days
Mapping of CSOs and community-based organisations across Fiji and within the Penang catchment (Rakiraki)	4
Desktop review, development and finalisation of plan for engagement, including workshop cost estimates within the Penang catchment (Rakiraki)	4
Organisation, logistics and management of community engagement in each workshop / activity	10
Facilitation of workshops / activities	3
Analysis, report writing process including any presentations and summary	5

### D. Reporting and contracting arrangements

The Contractor will report to the Senior Hydrologist of the project – Supporting Surface Water Hydrology Capacity in the Pacific. The Senior Hydrologist will be the primary contact point for the Contractor on all technical matters pertaining to this work.

Local travel and consultation related expenses for the contractor must be included in the financial proposal and will be confirmed in the contract, in addition to consultancy fees. Note that the cost of workshops should not be included in the proposal as this will be covered by SPC separately in consultation with the service provider.

All outputs and reporting timelines relating to this work will be detailed in the contract between the Contractor and SPC.

### E. Skills and qualifications

- At least 7 years of experience in gender mainstreaming, disability and social inclusion research or work in one or more of the following sectors: climate change, Disaster Risk Reduction/Management, agriculture, fisheries, or another relevant sector preferably in the Pacific.
- Tertiary qualification in social science (gender, law, human rights) or related field.
- Solid understanding and experience in applying gender sensitive research methodologies and frameworks.



- Strong analytical skills and ability to translate gendered recommendations into practical strategies and actions for technical experts in non-social fields.
- Capability to conduct in-country field work (through using local networks/groups/individuals).
- Knowledge of and experience in gender and development in the Pacific and knowledge of the specific cultural contexts within the Pacific.

Sound knowledge of and experience working with civil society and stakeholders including local and national governments in the Pacific.

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

The bidder must include the computation of contract price which should include professional fees, management and operating costs, travel costs, per diems, and any other administrative costs.

The payment will be based on the following milestones as follows:

Milestone/deliverables	Deadline	% payment
Acceptance of workplan	22/12/22	20 %
Implementation of engagement plan	03/02/23	60 %
Finalisation of report.	10/03/23	20 %
<b>TOTAL</b>		100 %

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

## G. Annexes to the Terms of Reference

Below is a list of resources relevant DRR, the Pacific context and/or GEDSI

<https://cdkn.org/resource/resource-gender-in-climate-action-training-pack-a-resource-for-practitioners>

<https://documents.worldbank.org/curated/en/349101468299675249/pdf/870330WPOP13000EROEAP0TRAININGSOweb.pdf>

<https://www.femlinkpacific.org.fj/newsupdates/womens-weather-watch-amplifies-womens-role-as-first-responders>

<https://www.spc.int/sites/default/files/wordpresscontent/wp-content/uploads/2016/12/TC-Pam-Lessons-Learned-Report.pdf>

<https://humanitarianadvisorygroup.org/wp-content/uploads/2020/12/TC-Harold-PP-Bislama-final-electronic.pdf>

<https://www.lowyinstitute.org/the-interpretor/disability-inclusive-disaster-risk-reduction-asia-pacific>

<https://www.undrr.org/implementing-sendai-framework/what-sendai-framework>

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## 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>		
<ul style="list-style-type: none"> <li>• <b>The Conflict-of-Interest Declaration form completed</b></li> <li>• <b>Completed Technical proposal submission form on provided template</b></li> <li>• <b>Most recent Curriculum Vitae with three references</b></li> <li>• <b>Cover letter</b></li> <li>• <b>Detailed work-plan of how the work will be undertaken, including tentative timelines</b></li> <li>• <b>CVs of consultants/sub-contractors who will be involved (if any)</b></li> </ul>		<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> At least 7 years of experience in gender mainstreaming and social inclusion research or work in one or more of the following sectors: climate change, Disaster Risk Reduction/Management, agriculture, fisheries, or another relevant sector.	10 %	10
<b>Technical requirement 2:</b> Tertiary qualification in social science (gender, law, human rights) or related field.	15 %	15
<b>Technical requirement 3:</b> Demonstrated understanding and experience in applying gender sensitive research methodologies and frameworks within the Pacific context (provide examples and/or referees).	15 %	15
<b>Technical requirement 4:</b> Demonstrated analytical skills and ability to translate gendered recommendations into practical strategies and actions for technical experts in non-social fields (provide examples and/or referees).	15 %	15
<b>Technical requirement 5:</b> Demonstrated capacity to conduct in-country field work and consultation (using local networks/groups/individuals) using local vernaculars, include previous examples/experience.	20 %	20
<b>Technical requirement 6:</b> Detailed work plan demonstrating a clear and efficient approach to achieve contract objectives, within the project timeline demonstrating value for money.	25 %	25
<b>Total Score</b>	<b>100%</b>	<b>100</b>