

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Tuvalu Integrated Water Resource Management Project.
Nature of the services	Water and Sanitation Governance Specialist
Location:	Remote
Date of issue:	3/03/2023
Closing Date:	10/03/2023
SPC Reference:	RFQ23-5121-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

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 uateas@spc.int and with the subject line of your email as follows: **Submission RFQ23-5121-PRO**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- CV & Cover letter

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 **4.00pm Fiji Time on 10/03/2023**.

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.

Uatea Salesa will be your primary point of contact for this RFQ and can be contacted at uateas@spc.int. You should copy any communications into 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
RFQ sent to potential vendors	3/03/2023
RFQ Closing Date	10/03/2023
Award of Contract	14/03/2023
Commencement of Contract	15/03/2023
Conclusion of Contract	31/07/2023

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. 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 Government of Tuvalu (GoT) has identified enhanced water security as a high priority for Tuvalu. Tuvalu faces challenges associated with remote communities spread over vast distances, inadequate and vulnerable water resources, limited human and financial resources, and a heightened susceptibility to changes in climate and natural disasters.

The nation is highly reliant on rainwater as a main water source, as groundwater resources on most of the nine islands are saline and/or contaminated. The reliability of rainwater and groundwater supply is at risk due to climate variability and climate change. Historically, significant droughts have occurred following La Niña years at an average of every nine years. Of note is the prolonged period of drought in 2011, which prompted the government to declare a state of emergency.

Rainwater harvesting systems are generally managed at the household level, and maintenance by families remains an ongoing issue. The GoT National Strategy for Sustainable Development 2016 to 2020 (Te Kakeega III) includes goals relating to climate change and water infrastructure, particularly for enhanced rainwater catchments.

In 2019, the Government of Tuvalu requested three specific pieces of support from the New Zealand Ministry of Foreign Affairs and Trade (MFAT):

- Drought Management Plans- technical assistance to finalise the Funafuti Drought Management Plan, and to consult with and develop plans for individual outer islands, including training for implementation.
- Water and Sanitation Policy– technical assistance to finalise the Funafuti Action Plan for the Water and Sanitation Policy, and to consult with outer islands to develop individual Water and Sanitation Action plans. This is to be undertaken in conjunction with consultations on the drought management plans.
- Drought Modelling – expansion of the RiskScape Drought Model delivered by NIWA for Funafuti and to the outer island atolls, and integration with weather and climate data. This will include data collection and finalisation of national rainwater harvesting datasets.

The goal of this Activity is that Outer Island communities in Tuvalu are applying plans and tools that enable Integrated Water Resource Management (IWRM). The long-term outcome is that IWRM in communities is contributing to sustainable social, economic and environmental development.

The Government of Tuvalu currently has no systematic approach to monitoring and managing water quality, water demand or improving sanitation to reduce water contamination and improve communal health. There is an urgent need to address these issues given the expected impacts of climate change on Tuvalu's water resources, especially in relation to managing drought and changes in rainfall patterns. An important prerequisite is to improve national and community-based water resource governance, and to this end, the project is supporting technical assistance for the development of a framework for coordinated action on water and sanitation issues, including the revision of the Sustainable and Integrated Water and Sanitation Policy 2012- 2021 and development of water and sanitation action plans in the outer islands.

Through the revision and development of the new policy, technical assistance will also be provided to review the national water and sanitation resource coordination function and capacity to: guide water resource management, strengthen links and consultative mechanisms within government agencies,

communities, develop water and sanitation frameworks and guidelines and assess future water supply and demand issues, including the projected impacts of climate change.

- These Terms of Reference outline the core activities of this technical assistance, however the details of individual tasks and their implementation will need to be determined during the initial visit and detailed discussions with SPC and the Tuvalu Government.

B. Scope of Services

The overall objective of the project of which this contract is a part of is to enhance water security through building the capacity of local communities and the Tuvalu government to develop effective water resource management structures and frameworks to identify and implement measures that increase water security.

The objective of this technical assistance is to support the Government of Tuvalu to review and revise the outdated Sustainable and Integrated Water and Sanitation Policy 2012-2021 and development of a practical WASH Action Plan in selected outer islands, consisting of:

- a) a revised sustainable and integrated water and sanitation policy 2022- 2031; and
- b) a national water and sanitation action plan, responding to the priority areas of the policy and integrating and development of WASH action plans at the island/village (Nanumea, Nanumaga & Niutao).

The development of the framework should consider key elements of water and sanitation management on Tuvalu, including but not limited to:

- The provision, maintenance and future development of water supply and sanitation services;
- Drinking water safety planning;
- Water resources data collection, management and assessment;
- Water use efficiency and demand management; and
- Engagement of the community in water, sanitation and hygiene issues.

To assist in the development of the framework, the Consultant will conduct a comprehensive review of current water governance and institutional arrangements for water in Tuvalu (including those supported by various water related donor programmes) and identify gaps and measures to bridge these through the adoption of Integrated Water Resources Management (IWRM) approaches and principles.

The work will consider other major related on-going or planned activities related to water and sanitation policy, and specifically consider the important issue of Tuvalu's capacity to adapt to the water-related impacts of climate change, with a view to ensuring that the policy and coordination framework supports provisions to strengthen this capacity.

The Consultant will be required to work under the direction of SPC and the Tuvalu Government through the Department of Climate Change, and in consultation with the Public Health department, PWD and other relevant government agencies, civil society, and the private sector. In undertaking this work, the Consultant will contribute to building the ongoing capacity of Tuvalu governance structures at multiple levels. The Consultant will be required to apply a highly participatory approach during the assignment and undertake coaching and targeted training of counterpart staff to enable their meaningful participation in this and future policy development processes.

The contractor will work closely with SPC to provide specialist planning, consultation and technical input to enable the production of the following, with the final dates to be determined in contract negotiations with the preferred bidder:

1. Initial visitation to Tuvalu to discuss and finalise the detailed steps and approach necessary to achieve these Terms of Reference.
2. Develop a work plan upon agreement with SPC and the Tuvalu Government on the design and schedule of the consultation process for both public sectors and villages on Nanumea, Nanumaga and Niutao and the development of policy and coordination framework.
3. Undertake a comprehensive review of water governance and institutional arrangements for the management of water and sanitation, incorporating clear recommendations on:
 - a. how the policy framework for water and sanitation can be best integrated with existing arrangements, structures and legislative frameworks; and
 - b. how Tuvalu's existing water resources management frameworks could be improved.
4. Conduct initial consultations with key Ministries and Government Agencies in order to incorporate input into the design of the consultation process and revision and development of the policy framework and implementation plan, and to ensure that these are aligned with current and proposed Government programs and policy initiatives.
5. In accordance with the work plan, and with the assistance of Government and SPC officers, conduct a consultation workshop on Nanumea, Nanumaga and Niutao to engage elders, women, men and youth.
6. Provide coaching and targeted hands-on training in order to facilitate the active participation of key Government agencies including Health, CCD and PWD officers in the policy development process, supporting capacity development to key personnel in the areas of water and sanitation policy development and implementation.
7. Complete and transmit to SPC and the Tuvalu Government a draft review of the Sustainable and Integrated Water and Sanitation Policy 2022-2031 covering a summary of consultations and the review of water governance and institutional arrangements (including recommendations for improvement).
8. Complete and transmit to SPC and the Government of Tuvalu the following products:
 - a. a revised **Sustainable and Integrated Water and Sanitation Policy 2022-2031**; and
 - b. a **national water and sanitation action plan**, responding to the priority areas of the policy and integrating and updating existing work plans at the village and national level.
 - c. WASH Action/Safety Plans for Nanumea, Nanumaga and Niutao islands.
9. After feedback from SPC and the Government, complete and transmit to SPC a final report detailing clear conclusions and recommendations in response to these Terms of Reference, and with all consultant outputs attached as appendices.

C. Timelines

Unless otherwise mutually agreed between the contractor and SPC in writing, the contract will be for a total of 70 working days of input between March to July 2023, divided between the Contractor's home office and in Tuvalu.

D. Reporting and contracting arrangements

The contractor will be responsible to the Water Security and Governance Coordinator of the SPC Disaster and Community Resilience Programme and will work in close collaboration with SPC Water Security Projects Manager. While the Contractor will be responsible to SPC, he or she will be required to maintain a close, open, and effective working relationship with Tuvalu's Ministry of Health particular its Department of Public Health, PWD and CCD. The Contractor will be expected to openly engage and share information and resources with SPC and the Government of Tuvalu as appropriate.

E. Duty Station and Travel

The Contractor will be based at his or her home office, with two missions to Tuvalu, and one specifically to Nanumea, Nanumaga and Niutao islands. The initial trip to Funafuti, Tuvalu would be a fact-finding mission to see where things are and plan out consultations and training for the next mission trip. The second mission to Tuvalu will include consultations and trainings required to support the policy development and involve a trip out to Nanumea, Nanumaga and Niutao islands as part of the community consultations in developing the WASH Action Plans for the three islands. Travel by the contractor to Funafuti and the outer islands will be covered by SPC in accordance with SPC travel and procurement policy and living expense allowances will be provided in accordance with SPC policy and per diem rates. However, travel by boat (boat fare) to Nanumea, Nanumaga and Niutao islands would be facilitated by the Tuvalu project team funded by SPC.

F. Skills and qualifications

The successful contractor will demonstrate the following qualifications, technical skills and experience:

- Tertiary qualifications relevant to the required work, including qualifications in natural resources management, water and sanitation services, development studies, environmental sciences, health, and/or community development;
- Demonstrated high-level strategic and analytical skills applied in the development of national policy and planning mechanisms for the management and coordination of water and sanitation.
- Demonstrated understanding of atoll environments, including issues associated with water resources, drinking water safety, sanitation and hygiene;
- Demonstrated advanced skills in communication and consultation, including ability to work with and motivate a broad range of stakeholders; and
- Relevant experience working with Pacific island governments and communities, with experience working in atoll environments an advantage.

G. Scope of Bid Price and Schedule of Payments

The consultant will be paid in tranches upon submission of deliverables as shown in the table below. As the work is work from home, the cost reflects their professional fees and no other costs included in it.

Milestone/deliverables	Deadline	% payment
Submission of a draft work plan and schedule for the consultation, capacity building and development of the new Sustainable Water and Sanitation policy framework 2022-2031 and way forward for Environmental Health (EH) in Tuvalu.	30 March 2023	20%
Submission of a draft review of water and sanitation issues, water and sanitation governance and institutional arrangements including EH governance structure. <i>This will form the basis for the face-to-face consultations with stakeholders and communities on Funafuti, Nanumea, Nanumaga and Niutao on the review of the Sustainable Water and Sanitation Policy 2012-2022) and drafting of WASH Action Plans. The consultation trip to schedule around April 2023)</i>	15 April 2023	20%
Submission of a summary of results of consultation with stakeholders and communities on Funafuti, Nanumea, Nanumaga and Niutao on the review of the Sustainable and Integrated Water and Sanitation Policy 2012-2021 and draft WASH action plans for each of the three islands. This includes, recommendations on changes/inclusions to the Sustainable Water and Sanitation Policy 2022-2031. <i>This will form the basis for the face-to-face consultations with stakeholders and communities on Funafuti, Nanumea, Nanumaga and Niutao on the the revised Sustainable Water and Sanitation Policy 2022-2031) and final WASH Action Plans. The final consultation/adoption of the policy and plans trip to schedule around May 2023)</i>	15 May 2023	25%
Submission of a final draft of the sustainable and integrated water and sanitation policy 2022-2031 and including WASH action plans for Nanumea, Nanumaga and Niutao islands responding to the priority areas of the policy and integrating and updating existing work plans at the village and national level.	15 June 2023	15%
Submission of a final report, incorporating feedback from SPC and the Government, and detailing clear conclusions and recommendations in response to these Terms of Reference, and with all consultant outputs attached as appendices.	15 July 2023	20%
TOTAL		100%

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
Mandatory requirements		
CV & Cover letter	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Tertiary qualifications relevant to the required work, including qualifications in natural resources management, water and sanitation services, development studies, environmental sciences, health, and/or community development;	15%	15
Technical requirement 2: Demonstrated high-level strategic and analytical skills applied in the development of national policy and planning mechanisms for the management and coordination of water and sanitation.	20%	20
Technical requirement 3: Demonstrated understanding of atoll environments, including issues associated with water resources, drinking water safety, sanitation and hygiene;	20%	20
Technical requirement 4: Demonstrated advanced skills in communication and consultation, including ability to work with and motivate a broad range of stakeholders	20%	20
Technical requirement 5: Relevant experience working with Pacific Island governments and communities, with experience working in atoll environments an advantage in Tuvalu.	20%	20
Financial requirement 1: Cost	5%	5
Total Score	100%	100