



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Pacific-European Union Marine Partnership (PEUMP) programme</b>
<b>Nature of the services</b>	Gender analysis of the fisheries sector in Kiribati
<b>Location:</b>	Kiribati
<b>Date of issue:</b>	26/04/2023
<b>Closing Date:</b>	10/05/2023
<b>SPC Reference:</b>	RFQ23-5226

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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 [peump-pmu@spc.int](mailto:peump-pmu@spc.int) and with the subject line of your email as follows: **Submission RFQ23-5226**. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int) and [procurement@spc.int](mailto:procurement@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed

- Submission of technical proposal in the form of a technical memo of maximum 5 pages presenting the resources and methodology proposed to carry out the activities requires under this RFQ, with workplan containing clear timelines.
- CV
- Financial proposal in the form of daily rate, it is the responsibility of the consultant to evaluate the number of days required to carry out the services

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 10/05/2023**.

### 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.

The PEUMP-PMU will be your primary point of contact for this RFQ and can be contacted at [peump-pmu@spc.int](mailto:peump-pmu@spc.int). You should copy any communications into [rfg@spc.int](mailto:rfg@spc.int) and [procurement@spc.int](mailto:procurement@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	26/04/2023
RFQ Closing Date	10/05/2023
Award of Contract	23/05/2023
Commencement of Contract	30/05/2023
Conclusion of Contract	15/11/2023

## 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 Euro currency 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

Following country dialogues on national needs and possible activities in the field of gender, social inclusion and human rights-based approaches under the Pacific-European Union Marine Partnership (PEUMP) programme, Kiribati expressed their interest in conducting a gender analysis of their fisheries sector with a focus on coastal fisheries and aquaculture. Additionally, despite women's considerable contribution to the coastal fisheries and aquaculture sector in the region, a literature review on the Pacific's gender and fisheries literature indicated that little updated published information on Kiribati exists.<sup>1</sup> This is further compounded by research biases that does not properly account for women's income that are derived from marine-based activities, particularly in the coastal fisheries and aquaculture sector, and therefore not appropriately considered in Kiribati's gender equality or national development (including for fisheries) policies.<sup>2</sup>

Further, a legislative review regarding Kiribati's gender and human rights in their coastal fisheries and aquaculture sector highlighted that national and customary laws do not adequately address gender discriminatory practices including access and control of fisheries resources, with women's rights particularly undermined as they have no effective control over fishing rights.<sup>3</sup>

A key purpose of this analysis is to support the Ministry of Fisheries and Marine Resources Development (MFMRD) and other associated national and subnational institutions in strengthening their institutional capacity to mainstream gender and achieve equitable benefits for fisheries dependent communities, particularly, within the coastal fisheries and aquaculture sector. In addition, the gender analysis will highlight barriers, challenges, and areas for improvement as well as opportunities for a stronger integration of a gender lens that can inform national fisheries policy and programming.

The gender and fisheries assessment will evaluate the capacity and opportunities to mainstream gender across key policies and legislation and to support institutional strengthening of MFMRD, other national and subnational institutions with linkages to fisheries and marine resource management from a gender perspective. It will also investigate women's and men's roles in the fisheries sector (gendered division of labour) in Kiribati and how gender norms shape these roles, and comparing women's and men's access to and use of marine resources. The analysis will also investigate gender specific barriers and obstacles, gender specific concerns and needs, engagement of women and men and where possible other marginalised groups from pre-harvest to post harvest, marketing and selling including value adding where it exists for marine resource commodities. The analysis shall provide a better understanding of gender issues, entry points for mainstreaming and more targeted approaches to support equitable benefit sharing from marine resources.

<sup>1</sup> Makhoul, N., & Kinch, J. 2020. A review of Pacific gender and fisheries literature. SPC Women in Fisheries Information Bulletin #31. Noumea, New Caledonia: Pacific Community. 56–57.

<sup>2</sup> Gotschall I. 2021. An overview of I-Kiribati women in fisheries. SPC Women in Fisheries Information Bulletin #33. Noumea, New Caledonia: Pacific Community. 31–36.

<sup>3</sup> Graham, A., & D'Andrea, A. 2021. Gender and human rights in coastal fisheries and aquaculture: A comparative analysis of legislation in Fiji, Kiribati, Samoa, Solomon Islands, Tonga and Vanuatu. Pacific Community.

## B. Purpose, objectives, scope of services

The purpose of this consultancy is to undertake a gender and fisheries analysis in the coastal fisheries and aquaculture sector in Kiribati through close collaboration with MFMRD, Pathways<sup>4</sup> project and SPC.

The contractor will be based at their home country for the desk-top review and planning steps. The contractor will be required to travel to Kiribati within the time frame denoted in the duration of work below. This assignment will also include some outer island travel and may be uncomfortable at times and where food and accommodation options will be basic. The contractor will need to use their own computer and internet needed for this work. In the event, where other resources are needed to cover direct and associated costs pertaining to this work (e.g., stationery, travel costs), SPC will cover these costs based on an agreed amount in accordance with SPC's procurement process. The contractor will also need to establish relations with MFMRD and Pathways and work closely with and through MFMRD, as well as foster a good working relationship between MFMRD, Pathways and SPC.

This will include the following:

1. Desktop review of existing published information and data sources from government, non-government, intergovernmental agencies and peer-reviewed studies spanning different disciplines – including fisheries, gender, legislation and policies, human and national development, marine resource management, marine ecological studies, agriculture, nutrition and health. For areas where published information is unavailable, unpublished information or other grey literature can be sought.
2. Design field research questionnaire based on the areas of investigations outlined in the draft analytical framework provided by SPC, and in line with previous gender and fisheries country assessments. The contractor should also design simple questions adapted to the context of Kiribati and the realities of their fisheries sector based on findings from the desktop research and stakeholder advice prior to the field work.
3. Undertake in-country field research on gender perspectives of the fisheries sector. This work should be conducted in the primary target sites as listed in the table below and should logistics not allow access to some of these sites, then approved Plan B sites based on agreement with MFMRD, Pathways and SPC will be considered.

Primary Target sites	Plan B Sites
<ul style="list-style-type: none"><li>• North Tarawa</li><li>• South Tarawa</li><li>• Maiana</li><li>• Nonouti</li><li>• Kiritimati</li></ul>	<ul style="list-style-type: none"><li>• Southern Gilbert Group</li></ul> Or any other sites based on agreement with MFMRD, Pathways and SPC.

The work will be mostly done through field work in these selected fishing communities and through stakeholder meetings using the draft analytical framework developed by SPC as a guiding document.

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<sup>4</sup> Pathways (*Coalitions for change in sustainable national CBFM programs in the Pacific*) - a project led by the Australian National Centre for Ocean Resources and Security (ANCORS) at the University of Wollongong is a partnership between researchers and regional and national networks and agencies across the Pacific region, with presence in Kiribati, Solomon Islands and Vanuatu. Pathways works closely with SPC, respective national fisheries agencies, and non-state actors to support both the sustainable implementation of community-based fisheries management in these three countries and policy development regionally.

The contractor will need to work on a “schedule of travel” based on an agreed plan with the SPC project focal.

4. Conduct an institutional analysis of the capacity of MFMRD and key institutions involved in the fisheries sector to mainstream gender including on existing relevant policies and commitments.
5. With consent from individuals (or carers in the case of minors), take photographs of; (i) men and women undertaking various activities across the fisheries value chain in Kiribati, and (ii) other fisheries-related photos, including of harvested species and fishing habitats, that can be used to provide context to this report.
6. Produce a publication-quality report denoting findings from the desktop review, in-country assessment and institutional analysis with accompanying recommendations.
7. Facilitate capacity building through on-the-job learning of MFMRD, Pathways staff and other relevant stakeholders through close engagement, pre-field work training on methodology, objectives and approaches with and for the local support teams.
8. Provide co-facilitation support for an in-country training on gender and social inclusion which will be planned, designed and conducted by SPC and Pathways leads.

Furthermore, the contractor is expected to provide constant communications and updates as and when required to the SPC project focal.

SPC through MFMRD will provide logistical support while the contractor will also be responsible to assist with liaison, setting-up meetings, communication and logistical assistance on the ground. The field work should be arranged, facilitated, communicated, and accompanied by MFMRD as responsible agency for this work. This includes selection of sites, identification of community members and groups for interviews.

**Provisions regarding travel as follows:**

All travel and DSA paid will be in compliance with SPC travel policy. Travel arrangement will be made at the most safest, direct and economical route.

SPC will not pay for any passport, visa costs, health or travel insurance for a consultant or participant. It is the contractor’s responsibility to obtain the required visas to travel for onsite work.

**C. Timelines**

The contractor must complete the work defined in the scope of services over a period of six months from the contract’s signing date. The work is expected to be conducted between May to November 2023.

**D. Reporting and contracting arrangements**

The contractor will work under the direct supervision of SPC’s Adviser for Gender and Social Inclusion (Fisheries) based within SPC’s HRSD division, with in-country support from MFMRD and Pathways personnel. Additional support such as input, review of drafts and technical assistance will be provided by the SPC PEUMP Gender and Human Rights Specialist, and the Social Scientist

based at SPC's Fisheries Aquaculture and Marine Ecosystems division (FAME). The consultations will be conducted in close coordination with MFMRD, Pathways and SPC, to ensure that the needs and expectations from MFMRD are discussed and accounted for.

As outlined in the scope of service, the contractor will deliver the following key deliverables:

1. Conduct a comprehensive desk review of gender and fisheries literature.
  2. Adapt field research questionnaire (based on existing ones) for the community with close guidance by SPC and Pathways team.
  3. Develop and facilitate a training on the objectives and methodology of conducting this field assessment for MFMRD staff, prior to the commencement of the field work.
  4. Collect, document and provide all field work data, information, case studies, pictures and other relevant documents to SPC.
  5. Undertake an institutional analysis of the capacity of MFMRD and key institutions involved in the fisheries sector to mainstream gender.
  6. Produce a publication-quality report presenting and discussing the results from the desk-top review and field assessment including the following sections:
    - Executive Summary
    - Introduction
    - Materials and methods – based on draft analytical framework provided by SPC
    - Results of the institutional analysis
    - Analysis of field research findings
    - Selected case studies with names and photos, based on consent from the respondents
    - Recommendations
    - Conclusion
    - References
    - List of people consulted
- An outline and structure of the report will be discussed and agreed upon with SPC at the beginning of the work.

## E. Skills and qualifications

Qualifications, Skills and Experience:

### Education

- Bachelor or Master's degree in social, gender studies or related field with at least 7 years' experience in the field of gender and human rights.
- Experience in the fisheries sector with background in socio-economic fisheries work would be advantageous.

### Experience & competencies

- At least 7 years of professional experience in the Pacific region, in the field of gender and human rights preferably within the coastal fisheries and aquaculture sector.
- Pre-knowledge on Kiribati country contexts and its gender issues will be an asset.
- Demonstrated ability to conduct comprehensive desktop reviews to identify existing information and gaps, including proposing practical and appropriate methodologies derived from primary data to address these knowledge gaps.
- Ability to conduct stakeholder interviews with national and subnational government institutions, and in-country field assessments with non-government entities, the private sector and individuals.

- Demonstrated experience with collating and imputing information from interviews and synthesizing this information into a publication-quality report.
- Excellent analytical and drafting skills.

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

The contract payments will be based on the following milestones:

- Signing of successful contract;
- Acceptance of (i) inception report based on desktop review and (ii) adapted questionnaire for Kiribati communities, by SPC;
- Training of MFMRD staff and field assessment conducted at least at three primary sites in Kiribati; and acceptance of the Excel analysis file, photographs and final Kiribati gender and fisheries analysis a report by SPC.

The bidder must include all costs (except travel, accommodation and meal costs needed to conduct in-country assessment) including professional fees, management and operating costs, and any other administrative costs in the contract price.

Schedule of payments:

Milestone/deliverables	Deadline	% Payment
Signing of contract of the successful bidder.	May 2023	20%
Completion of inception report based on desktop review, and accepted by SPC. Finalised research questionnaire for communities and accepted by SPC.	45 days after contract signature	30%
Training of MFMRD staff and field assessment conducted at least at three primary sites in Kiribati. Submission of final analysis report accompanied with pictures, audio recordings and data collected from the field assessment and acceptance by SPC.	November 2023	50 %
<b>TOTAL</b>		<b>100%</b>

## G. Annexes to the Terms of Reference

Links to key resources:

- *Pacific handbook for gender equity and social inclusion in coastal fisheries and aquaculture*  
<https://purl.org/spc/digilib/doc/nesfc>
- *Gender Equity and Social Inclusion Analysis for Coastal Fisheries*  
<https://doi.org/10.19121/2021.Report.40304>

- *Gender and human rights in coastal fisheries and aquaculture: A comparative analysis of legislation in Fiji, Kiribati, Samoa, Solomon Islands, Tonga and Vanuatu*  
<https://purl.org/spc/digilib/doc/zz6mn>
- *Gender Equality Brief for Kiribati* [UN-WOMEN-KIRIBATI\\_0.pdf \(unwomen.org\)](#)
- *The Pacific Human Rights Situational Analysis Report 2020*  
<https://purl.org/spc/digilib/doc/zk4sj>

## 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>Competency requirement 1:</b> At least 7 years of professional experience in the Pacific region, in the field of gender and human rights preferably within the coastal fisheries and aquaculture sector.	25%	175
<b>Competency requirement 2:</b> Demonstrated ability to conduct comprehensive desktop reviews to identify existing information and gaps, including proposing practical and appropriate methodologies derived from primary data to address these knowledge gaps.	15%	105
<b>Competency requirement 3:</b> Ability to conduct stakeholder interviews with national and subnational government institutions, and in-country field assessments with non-government entities, the private sector, groups and individuals.	15%	105
<b>Competency requirement 4:</b> Ability to provide a realistic workplan detailing how and when the field assessment across the different field sites will be conducted, including a realistic proposed timeline and logistical details on travel and accommodation to these sites.	20%	140
<b>Competency requirement 5:</b> Demonstrated experience with collating and imputing information from interviews and synthesizing this information into a publication-quality report.	25%	175
<b>Total technical score (70% of the total score)</b>		<b>700</b>
<b>Financial evaluation (30% of the total score)</b>		300
<b>Total Score</b>	<b>100%</b>	<b>1000</b>

## Part 5: FINANCIAL PROPOSAL FORM

Description	Unit	Quantity	Price in € (excluding taxes)	Price in € (including taxes)	TOTAL in € (including taxes)
Consultant	Days				
Other cost					
<b>TOTAL</b>					

Total price of the service (in words and in euros):

**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]*