

REQUEST FOR PROPOSAL (RFP)

FOR SERVICES

Project Title:	Building Regional Action and Cooperation on Water Security Project (BRAC).
Nature of the services	Development of Regional Water Security Engagement Strategy
Location:	Virtual with travel within the Pacific Region when required
Date of issue:	23/05/2023
Closing Date:	20/06/2023
SPC Reference:	RFP23-5357

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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).

SPC has our headquarters in Noumea, New Caledonia and has regional offices in Fiji, the Federated States of Micronesia and Vanuatu, as well as an office in France. SPC works across the Pacific and has staff in nearly all of our Pacific Island Country and Territory members.

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. 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.

SPC's *Procurement Policy* provides the framework for ensuring that SPC obtains the best value for its purchases, in terms of both cost and quality; demonstrates financial probity and accountability to its members and development partners; manages and prevents the potential for conflicts of interest; reduces its environmental impact and manages any other risks.

At SPC, all procurement follows the same main steps: planning; statement of needs; requisition; solicitation; evaluation; award; receipt; and payment. Different procedures apply depending on the value of the goods, services and works to be procured.

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 Proposal (RFP) Process

At SPC, procurement valued at more than EUR 45,000 must be advertised through a Request for Proposal (RFP) with any bids received evaluated by SPC's Procurement Committee to determine the offer that provides the best value for money.

This RFP sets out SPC's requirements and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information. The RFP contains detailed instructions and templates to enable you to submit a compliant bid. It sets out the overall timetable; it confirms the evaluation criteria that SPC will use to evaluate proposals; it explains the administrative arrangements for the receipt of the bids; and it sets out how bidders can request further information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFP process.

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

SPC invites you to submit a bid to deliver the services as specified in [Part 3](#).

SPC has advertised this RFP on its website and may send it directly to potential vendors. The same specifications, submission and other solicitation requirements will be provided to all vendors.

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 bid to be considered, you must provide all the prescribed information by the closing date and in the format specified.

2.2 Submission instructions

Your submission must be clear, concise and complete and should only include information that is necessary to respond effectively to this RFP. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Your proposal must include the following documents (annexes of [Part 5](#) of the RFP):

- a) Bidder's Letter of Application (Annex 1);
- b) Conflict of Interest Declaration (Annex 2);
- c) Information about the bidder and Due diligence (Annex 3);
- d) Technical proposal submission form (Annex4);
- e) Financial proposal submission form (Annex 5).

Your proposal must be submitted in **two separate emails**.

You must submit your **Technical proposal** (Annexes 1 to 4 and all their supporting documents) in English as an attachment to one email. No financial information may appear in the technical proposal.

You must submit your **Financial proposal** (Annex 5) in a separate email. All prices in the proposal must be presented in NZD. Your Financial proposal is to be password protected. SPC will request the password in the event that it is required.

Both emails are to be sent to procurement@spc.int with the subject line of your email as: **Submission RFP23-5357**.

Your proposal must be received no later than **20/06/2023** by **11.59PM Fiji Time**. Only one bid per bidder is permitted.

SPC will send a formal acknowledgement to each proposal received before the deadline.

SPC reserves the right to exclude from consideration any proposal not received by the deadline, with incomplete information or in incorrect form.

2.3 Clarifications

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to procurement@spc.int with the subject line: **Clarification RFP23-5357**. The deadline for submission of clarifications is **6/06/2023** by **11.59PM Fiji Time**.

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 RFP process, at any point where there is phone call or other conversation, SPC will keep a record or a file note of the exchange with prospective bidders.

2.4 Evaluation

Validity

Each proposal will be assessed for compliance with the submission requirements by the Bids Opening Committee. At this stage, basic due diligence will also be undertaken.

To assist in the examination, evaluation and comparison of proposals, SPC may ask the bidder for clarification of its proposal or additional information. The request for clarification will be in writing.

Technical

All valid proposals will be assessed against the technical evaluation criteria set out in Part 4. The criteria are provided with weighted scores according to the relative importance of each. SPC will not change the evaluation criteria set out in the RFP at any stage of the procurement process. Any changes in the evaluation criteria will result in the RFP process being re-issued.

Bidders are expected to familiarise themselves with local conditions and take these into account in preparing their proposal. Where minimum qualifications are set as specific evaluation criteria (which may include educational qualification, professional accreditation or certification, licensing, experience and expertise), proposals submitted must necessarily meet these criteria.

Financial

Any bids that pass the minimum technical evaluation requirements will pass onto financial evaluation.

During the financial evaluation, if there is a discrepancy between the unit price and the total price, the lower price shall prevail. If there is a discrepancy between words and figures the amount in words will prevail.

The total cost of the proposal must be submitted inclusive of taxes in accordance with the applicable legislation, and is not subject to revision.

2.5 Contract award

SPC may award the contract once the Procurement Committee has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be the most responsive to the RFP documents, provide the best value for money and best serve the interests of SPC.

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFP, unless otherwise agreed. Any requested changes to the General Terms and Conditions of Contract must be foreshadowed in the submission.

The award of the contract will be made by contract signed and dated by both parties.

2.6 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
RFP advertised	23/05/2023
Deadline for seeking clarification	6/06/2023
RFP Closing Date	20/06/2023

Award of Contract	23/07/2023
Commencement of Contract	30/07/2023
Conclusion of Contract	31/10/2023

2.7 Legal and compliance

Child and vulnerable adult protection: SPC is committed to the well-being of children and vulnerable adults. All SPC contractors are required to commit to the principles of SPC's Child and Vulnerable Adult Protection Policy ([XI.G Manual of Staff Policies](#)). Breach of this requirement can result in SPC terminating any contract with a successful bidder. Any allegations of potential misconduct in relation to this RFP involving children or vulnerable adults should be sent to complaints@spc.int.

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFP are already in the public domain when **shared** with the bidder, bidders shall at all times treat the contents of the RFP 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 RFP 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 RFP process. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder.

Cost of preparation of proposals: Under no circumstances will SPC be liable for any proposal submission costs, expenditure, work or effort that you may incur in relation to your provision of a proposal (including if the procurement process is terminated or amended by SPC).

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in NZD 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.

Eligibility: Bidders are required to disclose to SPC whether they are subject to any sanction or temporary suspension imposed by any international organisation, or whether they are subject to bankruptcy proceedings. You may not be bankrupt or suspended, debarred, or otherwise identified as ineligible by any international organisation. Failure to disclose such information may result in debarment and termination of any contract issued to the bidder by SPC.

Fraud and corruption: SPC has zero tolerance for fraud and corruption. All contractors have an obligation to report potential fraud and corruption. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder. Allegations of potential misconduct by an SPC staff member or contractor involving fraud or corruption can be sent to complaints@spc.int.

Good faith: The information in this RFP is provided by SPC in good faith. No representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability will be accepted by SPC in relation to the adequacy, accuracy, completeness or reasonableness of this RFP or any information provided by SPC in relation to this RFP.

Modifications: Any clarifications, corrections or modifications will be published on the SPC website prior to deadline. In the event a bidder has submitted a bid before the clarification, correction or modification, the bidder will be informed and may modify the bid. The modified bid will still need to be received before the deadline.

No offer of contract or invitation to contract: This RFP 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 RFP. SPC will handle any personal information it receives under the RFP in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Right to amend, seek clarity, withdraw, not award: SPC reserves the right to: (1) amend, add to or withdraw all or any part of this RFP at any time, or to re-invite bids on the same or any alternative basis; (2) seek clarification or documents in respect of any bidder's submission; (3) choose not to award a contract as a result of this RFP; (4) make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason. Please note that while SPC will not change the evaluation criteria set out in the RFP without the RFP process being re-issued, SPC does reserve the right at the time of award of contract to vary the quantity of services and goods specified in the RFP and to accept or reject any proposal at any time prior to award of the contract without incurring any liability to the affected bidder or any obligation to inform the affected bidder/s of the grounds for SPC's action.

Right to disqualify: SPC reserves the right to disqualify: (1) any bidder that does not submit a proposal in accordance with the instructions in this RFP; (2) any bidder that misrepresents information to SPC; (3) any bidder that directly or indirectly canvasses any SPC employee concerning the award of a contract.

Use of material: Bidders shall not use the contents of the RFP or any related material for any purpose other than for the purpose of considering submitting, or submitting, a bid to SPC.

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 RFP process.

2.8 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

Too many Pacific peoples continue to live without access to safe and resilient water supply and sanitation and with disproportionately high exposure to water-related risks and climate change. While every country in the region is active in improving the water security of their vulnerable communities, in many cases, these efforts are not keeping pace with the pressures of population growth and movement, disaster setbacks, and the accelerating impacts of climate change. If current trajectories persist, millions of Pacific islanders will continue to endure water insecurity for generations to come, with profound implications for public health, socio-economic development, food and energy security, the environment, and human rights.

Significant contributing factors to this situation are persisting low levels of engagement in water security compared to other sectoral issues, and inadequate consideration of water security issues in regional frameworks and decision-making. For example, while the significant economic, health, and environmental benefits of improved water and sanitation have been well demonstrated, the issue is yet to receive the levels of attention proportionate to both the scale of the challenge and its critical role in supporting Pacific resilience. Similarly, while the issue is framed by several established high-level regional policy frameworks, including the 2030 Agenda for Sustainable Development, the Boe Declaration, and the Framework for Resilient Development in the Pacific (FRDP), none of these frameworks is currently fully engaged in water security issues nor driving the coordinated efforts required across multiple sectors and stakeholders.

The Pacific Community (SPC), as the technical CROP Agency with the mandate to support Pacific Island Countries on a range of technical and sectoral issues, including water security, has received funding from the New Zealand Government Ministry of Foreign Affairs and External Trade (MFAET) to narrow the gaps in regional engagement, action, and cooperation through the Building Regional Action and Cooperation on Water Security Project (BRAC). The BRAC Project commenced in October 2021 and will close in March 2024. One of the key outputs of the Project is to develop a Regional Engagement Strategy for Water Security, an associated Action Plan (RESWSAP) and an updated Communications Plan that will increase and strengthen regional engagement and cooperation on water security.

B. Purpose, objectives, scope of services

The Purpose of this consultancy is to develop the (1) Pacific Resilience Partnership Water Security Engagement Strategy, (2) its Associated Action Plan, and a (3) Communications Plan with the objective of increasing regional engagement and actions on water security as a critical component of resilience. Water Security in the context of this consultancy refers to the broader dimensions of sufficient and quality water for ecosystem health, socioeconomic development, climate and disaster management, and urban and rural water use. The consultant is expected to work closely with the Pacific Resilience Partnership (PRP) Water Security Technical Working Group, the PRP Support Unit, the SPC BRAC Project staff, including other key stakeholders in developing these key deliverables.

The scope of work requires broader consultations with stakeholders engaging in the different dimensions of water security and will be implemented in the following sequence.

A. *Develop a Work Plan and Stakeholders Consultation Plan.*

- 1) The consulting Firm will develop a work plan outlining key tasks that are required to develop the water security engagement strategy, its associated Action Plan, and an updated Communications Plan.
- 2) In conjunction with the Work Plan, the Firm will develop a stakeholders consultation plan outlining key stakeholders that will be consulted. The consultation Plan should contain a list of stakeholders that will be consulted, consultation timeframes and key topics for consultations drawing from the BRAC initial stakeholder mapping.
- 3) Submit the work plan and the consultation plan to the BRAC Project Coordinator and to the Water Security Manager for review and acceptance.

B. *Conduct a Desktop Review of Water Security Policies and Initiatives.*

- 1) Carry out a Desktop Scoping Review of water security initiatives and actors at the international, regional, and national levels to identify potential practical engagement linkages.
- 2) Review regional frameworks such as the Framework for Resilient Development in the Pacific (FRDP), the Pacific Resilience Standards and Principles, the 2003 Regional Action Plan, the 2050 Strategy and BRAC Prodocs, including other frameworks, policies, and action plans relevant to understanding regional and national commitments, priorities, and engagements on water security, to gauge levels of water security engagements within regional frameworks. A list of additional documents for review is annexed to this TOR.
- 3) Review national climate change and disaster risk reduction and management plans such as National Communications Reports, National Voluntary Review Reports on the SDGs (VRR), National Adaptation Programs of Action (NAPA), National Adaptation Plans (NAP), National Determined Contributions, Re-location Guidelines, and National Disaster Management Plans to see how countries have integrated water into their policies and gauge levels of engagements in the climate and disaster space.
- 4) Review sector policies and plans such as health policies, water and sanitation policies, energy policies, forestry policies, land policies, environmental policies, financial policies, agriculture policies, infrastructure policies, education policies, gender policies, disability policies, donor policies, and non-government organization policies to identify levels of engagements.
- 5) Assess linkages and synergies with regional groups and dialogues such as the Pacific Resilience Meeting (PRM), Pacific Health Ministers Meeting (and its standing agenda item on WASH), the Pacific Meteorological Council Ministerial Forum (and its Technical Advisory Panel on Hydrological Services), and the Pacific Water and Wastewater Association (and its Ministerial meetings) to identify areas of engagements that will foster resilient and meaningful engagements and partnerships.
- 6) Stocktake of gaps, barriers, and opportunities to water security engagements focusing on governance arrangements, policies, operations, information, and communications management.
- 7) Assess international, regional, and country mechanisms and platforms that promote inclusive participation and engagement of stakeholders in either water security, climate change adaptation and disaster risk reduction to determine levels of engagement, barriers, and opportunities for partnerships.
- 8) Assess good business continuity practices that can be included as part of the Action Plan.
- 9) Drawing on tasks D1 -D8, analyze levels of engagements, understandings, and behaviours on water security and integrate lessons into the Engagement Strategy, specifying areas for stakeholder empowerment, capacity building, inclusivity, business continuity, and activities promoting utilization of stakeholders' knowledge, skills, expertise and resources.

- 10) Identify existing and new platforms and Partnerships for engagements highlighting potential entry points for harmonization with the BRAC.
- 11) Compile not more than ten pages Scoping Report of the desktop findings summarising key water security initiatives and actors in the region, barriers to engagements, opportunities for engagements, partnerships, and potential information, communication, and education activities critical to building capacity and increasing knowledge, skills, and understandings around water security that will improve water security engagements, planning, investments, behaviours, and practices.
- 12) Submit Scoping Report to the BRAC Project Coordinator and to the Water Security Water Governance Coordinator for review and acceptance.

C. Undertake Stakeholder Consultations.

- 1) Conduct consultations with the Water Security Technical Working Group to ensure their inputs are incorporated into the Water Security Engagement Strategy, its Associated Action Plan, and its Communications Plan. In undertaking the consultations, the Consultant is expected to; identify key actors and stakeholders, levels of engagement in water security, potential funding opportunities, and barriers to engagement, gauge levels of awareness, understanding, commitment, barriers, perceptions, and appetite for implementation action, identify engagement needs and gaps at both international, regional, national, and local levels and identify approaches and tools for engagement and capacity building.
- 2) Consultations with Pacific Island Government officials, such as Ministries of: Foreign Affairs, Finance, Water Resources Management, Water Utilities, Health, Meteorological Services, Agriculture, Planning, Infrastructure, Education, Lands, Environment, Forestry, Climate Change, Disaster Management, Tourism, Women, Youths and WASH Clusters Coordinating Groups.
- 3) Consultations with Pacific Islands Regional Organisations/ Partnerships/Groups/Networks including, but not limited to, the Pacific Resilience Partnership Task Force, PRP Support Unit, Pacific Water and Waste Water Association, Pacific Islands Association of Non- Governmental Organisations (PIANGO), Pacific Conference of Churches, Pacific Rotary Water and other regional organizations engaging in climate change and the resilience space such as the Pacific National Determined Contributions Hub, the Pacific Disability Forum, the Pacific Meteorological Council, Church of Melanesia(COM)the Pacific Islands Student Fighting Against Climate Change and CROP agencies such as SPREP, USP, SPC Water Security Team and PIFs.
- 4) Consultations with international non-government organizations such as the International Federation of Red Cross, Live and Learn International, Plan International, Oxfam International, Save the Children, World Vision, CARITAS, and ADRA.
- 5) Consultations with national non-government organizations and the private sector, including chambers of commerce, national women’s organizations, national youth councils, national disability organizations, national conservation and environmental organizations, faith-based organizations, and community-based organizations.
- 6) Consultations with development partners such as MFAT, the World Bank, ADB, UNDP, EU, and DFAT, including other development partners that have water security, climate, and disaster programs.
- 7) consultations with existing, emerging, and new initiatives and partners such as the Australia Water Partnership, Water and WASH Futures, Water for Women Aid, Water Aid, the Pacific Rotary Water, the Australian Humanitarian Partnership, the Australia Pacific Climate Action Network, the Asian Development Bank Pacific Wash Programs, the World Bank Climate and Disaster Risk Programs, the UN and EU Water Projects, the Pacific Resilience Program, the Pacific Students Fighting Against Climate Change, the Young Professionals Water Program and Civil Society Organisations to assess levels of engagements in water security so as to harmonize efforts towards increasing engagements and synergies that respond directly to the Call to Action arising from the Pacific High-Level Dialogue

on Water and Sanitation.

- 8) Consultations with selected community-based groups and schools.
- 9) Consultations with academic and research institutions, including the University of the South Pacific, the Solomon Islands National University, the Fiji National University, the University of Papua New Guinea, and the University of Samoa.
- 10) Consult with the SPC Strategic Communications Team and the PRP Support Unit to ensure alignment with SPC's and PRP's strategic communication, information, and education processes and products.
- 11) Consultations with the Pacific Islands Forum Climate and Resilience Team.
- 12) Consult with the Disaster and Community Resilience Program (DCRP) Monitoring and Evaluation Adviser to incorporate MERL elements into the Engagement Strategy.
- 13) Hold regular technical meetings with the Water Security Manager, and BRAC Project Coordinator to plan and update on work progress.
- 14) Produce a Consultations Report that details the process of developing the Engagement Strategy and Action Plan, including documenting who was consulted, and the themes, priorities, issues, risks, and opportunities arising from the engagement; assessment of levels of awareness, understanding, commitment, barriers and appetite for action; identification of engagement needs, capacity building needs and gaps at all levels; and recommendations of activities to include and prioritize in the Water Security Engagement Strategy. Annex the Consultations Report as part of the Water Security Engagement Strategy.

D. Develop the Water Security Engagement Strategy & Associated Action Plan.

In developing the Engagement Strategy, the consultant will ensure the following areas are factored into the strategy.

- 1) Engagement actions that promote and foster the principles of the FRDP.
- 2) Partnerships that align with the Pacific Resilience Standards and Principles, specifically encourage inclusive engagements and partnerships with existing and new stakeholders.
- 3) Mechanisms that promote sustainable engagements and partnerships that are suitable to be driven, directed, or established by the PRP Taskforce and Partners in the long term.
- 4) Capacity Building Activities important to increasing water security knowledge and practices.
- 5) Business Continuity in terms of commitment from partners to implement the Engagement Strategy.
- 6) Information, Communication, and education strategies and products that will enable meaningful engagements, dialogues, and partnerships with leaders, development partners, organizations, schools, tertiary institutions, youth networks, sectors, communities, women groups, faith-based organizations, the private sector, and people living with disabilities organizations.
- 7) Gap, barriers, opportunities, and needs analysis on research areas requiring evidence-based research to support water security advocacy and engagement.
- 8) Areas where engagements can be maximized to increase and strengthen water security actions, cooperations, and partnerships.
- 9) Key Messaging that would increase engagement on water security.
- 10) Monitoring, Learning, and Evaluation specifying a timeline for review of the Strategy.
- 11) Develop the Water Security Engagement Strategy drawing on findings from the desktop review and stakeholders' consultations.
- 12) Develop the Associated Action Plan and the Communications Plan. The Action Plan should comprise a

suite of water security coordination, engagement, and awareness initiatives that are actionable, contribute to the goals of the FRDP, are backed by the commitment and resources of implementing partners, and that the PRP Taskforce can elect to drive, direct, or establish. These will include initiatives to be supported directly by the BRAC package, as well as initiatives progressed and built upon by other partners and water security actors at the local, national, and regional levels.

13) Submit the Draft Engagement Strategy, Action Plan, and Communications Plan to the BRAC Project Coordinator and the Water Security Governance Manager for review by the PRP Water Security Technical Committee.

14) Update and finalise the draft Engagement Strategy, Action Plan and the Communications Plan based on technical feedback from the SPC and the PRP Water Security Technical Working Group.

E. Functional Working Relationships.

The consultant or firm will have key functional working relationships with the Director of GEM, the Deputy Director of the Disaster Community Resilience Program (DCRP), the BRAC Project Coordinator, the GEM Disaster & Community Resilience Program Water Security & Governance Coordinator, the Communications and Knowledge staff of the GEM DCRP, the DCRP MEL Adviser, the PRP Water Security Technical Committee, and the PRP Support Unit.

F. Timelines

The total number of days for the assignment is 88 days spread over four months commencing June with completion by September 2023. The tentative timetable for completing key tasks is outlined in Table 1.

Table 1. Schedule of Work Duration for the Water Security Engagement Strategy & Associated Action Plan.

Tasks.	Days Input	Months.
Desktop Scoping Review of Documents and Stakeholder Mapping.	10	August 2023.
Write up Scoping Report.	5	August 2023.
Conduct Face to face Consultations.	27	August/September 2023.
Drafting of consultations Report.	5	September 2023.
Drafting of Engagement Strategy, Action Plan & updating of the Communications Plan.	29	September/October 2023.
Finalisation of Engagement Strategy, Action Plan & Updated Communications Plan.	12	October 2023
Total Number of Days Inputs.	88	3

G. Reporting and contracting arrangements

- **Location and Line of Reporting.**

- The consultant will report directly to the BRAC Project Coordinator and to the Disaster & Community Resilience Program Water Security & Governance Coordinator, who will be responsible for managing the deliverables of the consultant, including providing technical support with the development of the Engagement Strategy, Associated Action Plan and the Communications Plan. Weekly technical meetings will be held with the consultant to provide technical support throughout the duration of the assignment.

- **Progress Reports.**

- The consultant will submit no more than three pages of monthly progress reports to the BRAC Project Coordinator, providing updates on key progresses made, any issues impacting work progress, and remedial actions taken to mitigate the issues.
- **Technical Working Relationships.**
 - It is expected that the consultant will work closely with the DD DCRP, BRAC Project Coordinator, the GEM Disaster & Community Resilience Program Water Security & Governance Coordinator, the GEM Disaster & Community Resilience Program Adviser, the GEM Disaster & Community Resilience Program Communications & Knowledge Adviser, the GEM Disaster & Community Resilience Program Acting Director, the GEM Disaster & Community Resilience Program Digital Communications & Engagement Officer for Water Security, DCRP MEL Adviser, the PRP Water Security Technical Working Group and the PRP Support Unit.
- **Duty Station.**
 - During the initial commencement, the consultant will work remotely to develop the Work Plan and Consultations Plan and conduct the desktop study. Face-to-face consultations with key stakeholders will be discussed in detail with SPC and may involve some travel depending on the available budget.
- **Use of Copy Right Materials.**
 - The consultant will ensure that all materials used are properly referenced, adhering to international copyright standards.
- **Travel Arrangements.**
 - Travel arrangements will be managed by the SPC Office.

H. Skills and qualifications

Technical Requirements.

- 1) **Education.** A Degree or Master's Qualification in Communications, Water, Climate Change, Disaster Risk Reduction, Environmental Studies, Advocacy, Engagement, or Development Studies.
- 2) **Experience.** Six Years or more of Work Experience in Water Security, climate adaptation, disaster risk reduction programs, or strategic communications planning, information communication and education (IEC) work, in Pacific Island countries and territories, demonstrated work experience in developing advocacy, engagement, and communication strategic frameworks/plans and demonstrated experience engaging with multi-sectoral partners. Demonstrated ability to work under pressure, manage multiple stakeholders, and pay attention to detail, ensuring accuracy in outputs. Demonstrated ability to work effectively as part of a team. Demonstrated ability to work in a multi-sector team and to interact with partners of different backgrounds (Government agencies, INGOs, NGOs, private sector, CROP agencies, donors, multilateral banks, communities, faith-based organizations, civil society organizations, regional and national networks. Demonstrated Experience engaging with the PRP and other regional organizations and partners on water security, climate change, and disaster risk management. Desirable excellent work experience in developing Engagement Strategies, Action Plans, and Communications Plans.
- 3) **Functional Competencies.** Demonstrated preparedness to be adaptable and to learn and apply new systems and approaches. Demonstrated experience in excellent communication and interpersonal skills. Demonstrated experience engaging in strategic planning discussions and negotiations. Preparedness to develop a working relationship with regional and country-level stakeholders. The capability of making clear and structured presentations to a broad range of audiences. Excellent writing skills and ability to prepare clear, concise strategies. Competent in the use of relevant software and Microsoft Word. Demonstrated ability to work under pressure and provide quality work outputs within a short time frame. Ability to manage stakeholders'

expectations/perceptions and engage them in developing the engagement strategy, Action Plan, and key messages for the Communications Plan. Strong interpersonal skills, engagement, and communications skills. Ability to communicate effectively in English.

- 4) **Corporate.** Demonstrated commitment to the values and principles of the PRP Pacific Resilience Standards of integrated, inclusive, informed, and sustained resilience development. Commitment to upholding the goals of the Framework for Resilient Development in the Pacific. Willingness to travel in the Pacific. Willingness to travel at short notice. Registered consulting firm or individual consultant. Hold a current valid passport.
- 5) **Knowledge.** Good knowledge of Pacific Islands Frameworks such as the Framework for Resilient Development in the Pacific, the Pacific Resilience Standards Practitioner Guidelines, and the State of Water Security in the Pacific. Good Knowledge of the Pacific Resilience Partnership. Good knowledge of climate change and disaster risks in the Pacific. Excellent understanding of water security in the Pacific.

I. Scope of Bid Price and Schedule of Payments

- Payments shall be made in lump sum based on delivery of milestones. The bidders quote must include a cost of estimate of services that is inclusive of consultant remuneration, taxes, living allowances and reimbursable costs. Bidders can use their own Scope of bid price and schedule of payments templates or may use this template.
- Terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.
- Travel will be arranged by SPC.

Milestone/deliverables	Deadline	% Payment
Milestone 1. Work Plan and Scoping Report.	June 2023	10%
Milestone 2. Consultations Report	July 2023	15%
Milestone 3. Draft Engagement Strategy, Action Plan, and an Updated Communications Plan.	August 2023	20%
Milestone 4. Final Engagement Strategy, Action Plan, and updated Communication Plan.	Oct 2023	55%
TOTAL		100%.

J. Annexes to the Terms of Reference

Bidders are encouraged to access the following documents from the SPC BRAC Project via email procurement@spc.int or download the information from the Pacific Resilience Partnership Web Page <https://www.resilientpacific.org/en> to get a good understanding of regional and national frameworks and plans promoting climate and resilient development.

1. Framework for Resilient Development in the Pacific.
2. Terms of Reference for the Pacific Resilience Partnership Taskforce.
3. Terms of References for the Water Security Technical Working Group.
4. Call to Action arising from the Pacific High-Level Dialogue on Water and Sanitation.
5. The Pacific Resilience Partnerships Charter.

6. The Pacific Resilience Standards Compendium of Case studies.
7. The Pacific Roadmap for Sustainable Development.
8. The Framework for Resilient Development in the Pacific Monitoring and Evaluation Strategy.
9. The Sustainable Development Goals in the Pacific.
10. The Sanitation, Drinking Water and Health in Pacific Island Countries 2015 update and outlook.
11. BRAC Prodocs.
12. National Development Strategies, National Adaptation Plans, Voluntary National Review Reports on the SDGs, National Determined Contributions, National Communications Reports to the UNFCCC, National Climate Change Policies, National Adaptation Plans of Action, National Monitoring Reporting and Verifications Reports, National Green House Gas Inventory and Mitigation Reports, National Energy Development Plans, National Disaster Management and Disaster Risk Management Plans, National Water Policies, National Health Policies, National Environmental Reports, National Infrastructure Plans, National Gender Frameworks and Policies, Water and Sanitation Policies, Agriculture Policies, Tourism Policies, National Financial Strategies, National Education Strategies, and Plans.
13. Non-Governmental Organisation Strategies and Plans.
14. Community Management Plans.
15. Faith-Based Organisations Policies and Plans.
16. Development Partners Country Strategies and Plans.
17. The Pacific Resilience Action Plan.
18. Sectoral Engagement and Communications Plans.
19. Bidders are encouraged to familiarise themselves with these policies by downloading national policies from the web.

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Evaluation criteria & Score Weight

A two-stage procedure will be utilised to evaluate the proposals, with evaluation of the **Technical proposal** being completed prior to any **Financial proposal** being opened and compared.

The competencies which will be evaluated are detailed in [Part 3](#).

The evaluation matrix bellow also 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.

The technical component, which has a total possible value of 700 points, will be evaluated using the following criteria.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
<ul style="list-style-type: none"> a) Bidder’s Letter of Application (Annex 1); b) Conflict of Interest Declaration (Annex 2); c) Information about the bidder and Due diligence (Annex 3); d) Technical proposal submission form (Annex4); e) Financial proposal submission form (Annex 5). f) Registered consulting firm or individual consultant. Hold a current valid passport. 	Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical Requirement 1: Education		
A Degree or Master’s Qualification in Communications, Water, Climate Change, Disaster Risk Reduction, Environmental Studies, Advocacy, Engagement, or Development Studies.	15%	105
Technical Requirement 2: Experience		
Experience. Minimum experience as per technical requirements detailed in point 2) in page 13 of this RFP.	35%	245
Technical Requirement 3: Functional Competencies		
Functional competencies as listed in the technical requirements in point 3) in page 13 of this RFP.	30%	210
Technical Requirement 4: Corporate		
Demonstrated commitment to the values and principles of the PRP Pacific Resilience Standards, upholding the goals of the Framework, willingness to travel in the Pacific at short notice as detailed in point 4) of technical requirements in page 14 of this RFP.	10	70

Technical Requirement 5: Knowledge		
Good knowledge of Frameworks, Standards and Partnerships in the Region as listed in the technical requirements in point 5) of the Technical Requirements in page 14 of this RFP	10	70
Total Score	100%	700
Qualification score	70%	490

4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the services and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum 300 points and other financial offers and incentives will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$

Part 5: PROPOSAL SUBMISSION FORMS

Annex 1: BIDDER'S LETTER OF APPLICATION

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the Request for Proposal documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The Request for Proposal documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the Request for Proposal documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

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

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

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

Annex 2: CONFLICT OF INTEREST DECLARATION

INSTRUCTIONS TO BIDDERS

What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder concerned from taking part in a tender process. **However, the declaration of the existence of such a conflict by the persons concerned is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.)

Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

<input type="checkbox"/>	To my knowledge, I am not in a conflict-of-interest situation
<input type="checkbox"/>	There is a potential conflict of interest with regard to my <i>[Choose an item]</i> . relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process
<input type="checkbox"/>	I may be in a conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process
<input type="checkbox"/>	To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i>

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the RFP *[SPC Reference]* may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

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]*

Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

Please complete the following questionnaire and provide supporting documents where applicable.

VENDOR INFORMATION				
Are you already registered as an SPC vendor?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. Please provide information related to your entity.				
Company name	[Enter company name]	Address	[Enter address]	
Director/CEO	[Enter name of the executive person]	Position	[Enter position of the executive person]	
Business Registration/License number	[Enter company registration/license number (or tax number)]			
Date of business registration	[Enter date of business registration]			
Country of business registration	[Enter country of business registration]			
Status of the entity:				
<input type="checkbox"/> For-profit entity (company), <input type="checkbox"/> NGO, <input type="checkbox"/> International organisation, <input type="checkbox"/> Government body, <input type="checkbox"/> University, <input type="checkbox"/> Association, <input type="checkbox"/> Research Institute, <input type="checkbox"/> Other: [insert details]				
2. Please provide relevant documentation to support and verify the legal existence of the entity, the authority of its officer and proof of its address, such as:				
<input type="checkbox"/> Delegation of authority or power of attorney document <input type="checkbox"/> Certificate of business registration/license <input type="checkbox"/> Memorandum, Articles or Statutes of Association <input type="checkbox"/> Telephone, water, or electricity bill in the name of the entity <input type="checkbox"/> Bank account details bearing the name of the entity				
3. How many employees does your company and its subsidiaries have?	[provide answer]			
4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If 'No', what type of business insurance do you have? [provide answer]				
5. Are you up to date with your tax and social security payment obligations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If 'No', please explain the situation: [Provide details]				
6. Is your entity regulated by a national authority?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If 'Yes', please specify the name: [Insert name of the national regulation authority]				
7. Is your entity a publicly held company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
8. Does your entity have a publicly available annual report?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Please send SPC your audited financial statement from the last 3 financial years if available				

DUE DILIGENCE					
9. Does your entity have foreign branches and/or subsidiaries?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you answered 'yes' to the previous question, please confirm the branches:					
• Head Office & domestic branches			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Domestic subsidiaries			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Overseas branches			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Overseas subsidiaries			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
10. Does your entity provide financial services to customers determined to be high risk including but not limited to:					
Foreign Financial Institutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Casinos	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash Intensive Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Foreign Government Entities	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Non-Resident Individuals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Money Service Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other, please provide details:			[Provide details]		
11.If you answered 'yes' to any of the boxes in question 10, does your entity's policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please explain how:		[Provide explanation]			
12.Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please send SPC your policy in English.					
If 'No', what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?				[provide answer]	
13.Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:		[Insert name and contact details]			
14.Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:		[Provide details]			
15.Has your entity or any of its current or former directors or CEOs ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:		[Provide details]			

SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

16.Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please send SPC your policy in English.					
If 'No', what process does your entity have in place to ensure your social and environmental responsibility?				[provide answer]	
Does your Policy or Process cover the followings?					
<input type="checkbox"/> Child protection <input type="checkbox"/> Human rights <input type="checkbox"/> Gender equality <input type="checkbox"/> Social inclusion <input type="checkbox"/> Sexual harassment, abuse or exploitation <input type="checkbox"/> Environmental responsibility					
Please, outline the major actions you have undertaken in these areas:		[provide answer]			
17.Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:		[Insert name and contact details]			

SUPPORTING DOCUMENTS (where relevant)

• Business registration/license proof	<input type="checkbox"/>
• Bank account details document	<input type="checkbox"/>
• Address of the entity and Authority of officer proofs	<input type="checkbox"/>
• Audited financial statement from the last 3 financial years	<input type="checkbox"/>
• Fraud, corruption, anti-money laundering and counter terrorist financing Policy	<input type="checkbox"/>
• SER Policy	<input type="checkbox"/>

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

I declare that none of the funds received or to be received by my company will be used for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

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]*

Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 3) on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.

Technical Requirements	
<i>Evaluation criteria</i>	<i>Response by Bidder</i>
Experience and specified personnel/sub-contractors	
<p>Experience: Evidence of the bidder's relevant experience must be submitted. Bidders shall provide details of three contracts that demonstrate their track record in completing works/services similar to the ToR in Part 3 of this RFP. The bidder should provide contact details of one referee for each of the contracts. The contracts should have been completed or substantially completed within the last 6 years. Please attach CV(s) and any supporting information as necessary.</p>	<p>Experience: [insert details of relevant experience]</p>
	<p>Details for three references:</p>
	<p>1. Client's name: [insert name of client 1]</p>
	<p>Contact name: [insert name of contact]</p>
	<p>Contact details: [insert contact details]</p>
	<p>Value contract: [insert value of contract]</p>
	<p>2. Client's name: [insert name of client 2]</p>
	<p>Contact name: [insert name of contact]</p>
	<p>Contact details: [insert contact details]</p>
	<p>Value contract: [insert value of contract]</p>
	<p>3. Client's name: [insert name of client 3]</p>
	<p>Contact name: [insert name of contact]</p>
	<p>Contact details: [insert contact details]</p>
	<p>Value contract: [insert value of contract]</p>
	<p>Personnel: [insert details of the personnel/sub-contractors required]</p>
	<p>Manager's experience: [insert details about manager's experience]</p>
	<p>Consultants' experience: [insert details about consultants' experience]</p>
Technical Requirement 1: Education	
<p>A Degree or Master's Qualification in Communications, Water, Climate Change, Disaster Risk Reduction, Environmental Studies, Advocacy, Engagement, or Development Studies.</p>	<p>[Bidder's answer]</p>
Technical Requirement 2: Experience	
<p>Six Years or more of Work Experience in Water Security, climate adaptation, disaster risk reduction programs, or strategic communications planning, information communication and education (IEC) work, in Pacific Island countries and territories, demonstrated work experience in developing advocacy, engagement, and communication strategic frameworks/plans and demonstrated experience engaging with multi-sectoral partners. Demonstrated ability to work under pressure, manage multiple stakeholders, and pay attention to detail, ensuring accuracy in outputs. Demonstrated ability to work effectively as part of a team. Demonstrated ability to work in a multi-sector team and to interact with partners of different backgrounds (Government agencies, INGOs, NGOs, private sector, CROP agencies, donors, multilateral banks, communities, faith-based organizations, civil society organizations,</p>	<p>[Bidder's answer]</p>

<p>regional and national networks. Demonstrated Experience engaging with the PRP and other regional organizations and partners on water security, climate change, and disaster risk management. Desirable excellent work experience in developing Engagement Strategies, Action Plans, and Communications Plans.</p>	
<p>Technical Requirement 3: Functional Competencies</p>	
<p>Demonstrated preparedness to be adaptable and to learn and apply new systems and approaches. Demonstrated experience in excellent communication and interpersonal skills. Demonstrated experience engaging in strategic planning discussions and negotiations. Preparedness to develop a working relationship with regional and country-level stakeholders. The capability of making clear and structured presentations to a broad range of audiences. Excellent writing skills and ability to prepare clear, concise strategies. Competent in the use of relevant software and Microsoft Word. Demonstrated ability to work under pressure and provide quality work outputs within a short time frame. Ability to manage stakeholders' expectations/perceptions and engage them in developing the engagement strategy, Action Plan, and key messages for the Communications Plan. Strong interpersonal skills, engagement, and communications skills. Ability to communicate effectively in English.</p>	<p><i>[Bidder's answer]</i></p>
<p>Technical Requirement 4: Corporate</p>	
<p>Demonstrated commitment to the values and principles of the PRP Pacific Resilience Standards of integrated, inclusive, informed, and sustained resilience development. Commitment to upholding the goals of the Framework for Resilient Development in the Pacific. Willingness to travel in the Pacific. Willingness to travel at short notice. Registered consulting firm or individual consultant. Hold a current valid passport.</p>	<p><i>[Bidder's answer]</i></p>
<p>Technical Requirement 5: Knowledge</p>	
<p>Good knowledge of Pacific Islands Frameworks such as the Framework for Resilient Development in the Pacific, the Pacific Resilience Standards Practioner Guidelines, and the State of Water Security in the Pacific. Good Knowledge of the Pacific Resilience Partnership. Good knowledge of climate change and disaster risks in the Pacific. Excellent understanding of water security in the Pacific.</p>	<p><i>[Bidder's answer]</i></p>

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]*

Annex 5: 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.

The financial proposal must be submitted inclusive of taxes in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFP/RFQ and in particular:

BIDDER'S FINANCIAL PROPOSAL – SERVICES

1. All costs indicated in the Financial Proposal should be inclusive of all applicable taxes.
2. The should shown below should be used in preparing the price schedule
- 3. You must submit this Financial Proposal in a separate email to the technical proposal.**
4. All prices must be presented in NZD.
- 5. The Financial proposal is to be password protected.** SPC will request the password in the event that it is required.

	Daily Fee [NZD]
Professional Fees	\$ _____
Total Financial Offer	\$ _____

Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team. i.e. 50% full time, full-time, etc.).

SPC will not cover separate lines for visas, overheads/running costs etc. If these apply, the costs are to be taken into account in the fees charged for the delivery of the specific services.

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

Travel and accommodation will be organised by SPC.

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

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

Signature:

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

Title: *[insert Title of the representative]*

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