



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

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| Project Title: | PEUMP – LMMA NETWORK INTERNATIONAL |
| Nature of the services | Assistant Coordinator |
| Location: | Melanesian Region |
| Date of issue: | 2/11/2023 |
| Closing Date: | 16/11/2023 |
| SPC Reference: | RFQ23-5892 |

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Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the *Agreement Establishing the South Pacific Commission* (the Canberra Agreement).

Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: procurement@spc.int

1.3 SPC's Request for Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

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

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

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

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration. Please read the instructions carefully before submitting your bid. For your quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to procurement@spc.int and with the subject line of your email as follows: **Submission RFQ23-5892**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Technical proposal submission form
- Financial proposal submission form

- Copy of business registration
- Curriculum vitae

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

Bids will be evaluated on the basis of information received by **4.00 pm Noumea time on 16/11/2023**.

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 Procurement Unit will be your primary point of contact for this RFQ and can be contacted at procurement@spc.int. You should copy any communications into rfg@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 and advertised | 2/11/2023 |
| RFQ Closing Date | 16/11/2023 |
| Award of Contract | 30/11/2023 |
| Commencement of Contract | 8/12/2023 |
| Conclusion of Contract | 28/02/2025 |

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 and must be net of any direct or indirect taxes and duties, and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

No offer of contract or invitation to contract: This RFQ is not an offer to contract or an invitation by SPC to enter into a contract with you.

Privacy: The bidder is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this RFQ. SPC will handle any personal information it receives under the RFQ in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Warranty, representation, assurance, undertaking: The bidder acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any contract which may (or may not) follow on from this RFQ process.

2.7 Complaints process

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to complaints@spc.int. The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

Part 3: TERMS OF REFERENCE

A. Background/context

Background

Coastal fisheries are vitally important at the community level, providing food security, livelihoods and income for small-scale fishers with more than 60% of households in coastal areas relying on fishing as a mechanism for poverty reduction. Between 60% (ex. Papua New Guinea) and 100% of the populations live in coastal areas and rely on fisheries for their livelihoods. Pacific ACP countries¹ have made great strides in establishing community-based ecosystem management of inshore areas, strengthening communities' ability to exert their rights. These include social and economic rights (life, food, health, livelihood), as well as civil rights such as participation in decision-making, transparency and the right to information. However there is a growing need for better planning, management and sustainable use of marine resources at both local and national levels. Most of the coastal ecosystems need to be protected and managed/co-managed by the indigenous and local communities in order to ensure that various site specific management systems will be successful. There is a crucial need to enhance capacity of local people (men, women and youth) by building on their traditional knowledge, including: i) management systems; ii) their right to transparency and accountability through local management structures and their right to participation; and iii) their rights and the rights of future generations to sustainable livelihoods and environments.

Pacific Region

At the regional level, the Pacific has developed and is implementing a suite of regional fisheries policies and secured the highest level commitment to coastal fisheries management. The 46th Forum Leaders Meeting in Port Moresby endorsed the *Regional Roadmap for Sustainable Pacific Fisheries*. The Roadmap synthesized the goals and strategies for coastal fisheries management from *The Noumea Strategy: A new song for coastal fisheries – pathways to change*, which was also endorsed at the 9th SPC Heads of Fisheries Meeting (New Caledonia, March 2015) and by the Fisheries Ministers at the 11th Ministerial Forum Fisheries Committee Meeting (Tuvalu, July 2015). The '*Noumea Strategy*' and the subregional Melanesian Spearhead Group (MSG) *Roadmap for Inshore Fisheries Management and Sustainable Development 2015-2024*, provide the priority actions required. The Pacific Island Leaders' meeting in Pohnpei 2016 reaffirmed the importance of coastal fisheries and the need to progress the regional policy. The need to accelerate national implementation of coastal fisheries management, led to the development of the Pacific Framework for Action on Scaling-up Community-based Fisheries Management: 2021 – 2025 that was subsequently reviewed and approved at the 13th SPC Heads of Fisheries Meeting in June 2021 and endorsed at the Second Regional Fisheries Ministers Meeting in August 2021. The Framework for Action is scheduled for a review in March 2024.

Locally Managed Marine Area (LMMA) Network International

Founded in 2000 and registered as the Locally Managed Marine Area International Trust in 2018, the LMMA Network is a learning network of member communities/sites with locally-managed marine areas. These local sites, which can include community members, support from Non-Government Organisations (NGOs), Civil Society Organisations (CSO's) government and other partners, are voluntary members of their LMMA Country Network that work to support their sites. Each Country Network in turn belongs to the LMMA Network International. The LMMA Network supplies services to its country members and

¹ Cook Islands; Fiji; FSM; Kiribati; Nauru; Niue; Palau; PNG; RMI; Samoa; Tonga; Tuvalu; Solomon Islands; Vanuatu; as well as Timor Leste.

promotes the LMMA approach through the work of the LMMA Network staff and advisors engaged as consultants. The LMMA's key day-to-day operations and management is led by the Executive Director and the Network Management Team (NMT) (consisting of Senior Managers, Project Team Leaders and Coordinators) who are directly responsible for developing and implementing its strategic plan. The LMMA Network and this NMT are governed by the LMMA Board of Trustees that ensures compliance with tax authorities and donor obligations, and the LMMA Council that ensures LMMA meeting its overall strategic goals and objectives. The LMMA Council is made up of Country Network representatives from each of the current country network members.

The vision of the LMMA Network is: *Vibrant, resilient and empowered communities who inherit and maintain healthy, well-managed and sustainable marine resources and ecosystems.*

The mission of the LMMA Network is: To advance the practice of locally led solutions, community-based management and conservation by motivating grassroots community actions and impactful implementation while providing a forum for practitioners (communities, traditional leaders, individuals, organisations, and researchers) to share experiences and information.

Pacific-European Union Marine Partnership (PEUMP) Programme

The Pacific-European Union Marine Partnership (PEUMP) Programme is a comprehensive programme that supports sound ocean and coastal governance with a focus on biodiversity protection and sustainable use of fisheries and other marine resources. With European Union (35M EUR) and Swedish Government (10M EUR) funding, it was launched in October 2017 and started implementation in July 2018. PEUMP focuses on gaps in fisheries science; fisheries development; coastal resources and livelihoods; illegal, unreported, and unregulated (IUU) fishing; ecosystem based management; biodiversity conservation; and capacity building at the national and community levels.

The PEUMP programme was for five years (ending 31 March 2023). Due to under expenditure the programme was granted a no cost extension to 30th of April 2025.

The PEUMP Programme aligns with all regional priorities and strategic documents, including the *Regional Roadmap for sustainable Pacific fisheries* and *The New Song for coastal fisheries – pathways to change*.

The Programme's overall objective is to: *Improve the economic, social and environmental benefits for 15 Pacific ACP states (PACPs) arising from stronger regional economic integration and the sustainable management of natural resources and the environment.*

The specific objective (outcome) is to: *Support sustainable management and development of fisheries for food security and economic growth, while addressing climate change resilience and conservation of marine biodiversity.*

The PEUMP Programme encompasses six components or KRAs (Key Result Areas). Its overall management is by the SPC Programme Management Unit (PMU) based in Suva, Fiji. Four main agencies implement the six Programme KRAs through a multisectoral approach: 1) The Pacific Community (SPC), which is the lead agency for the Programme and is responsible for its overall management, 2) the Pacific Islands Forum Fisheries Agency (FFA), 3) the Secretariat of the Pacific Regional Environment Programme (SPREP) and, through a separate agreement, 4) The University of the South Pacific (USP).

Given the scope and breadth of the PEUMP Programme, agencies work with and through partners in some areas of implementation: The LMMA Network International, IUCN (International Union for the Conservation of Nature), PITIA (Pacific Island Tuna Industry Association) and WWF (World Wide Fund for Nature). In implementing this project, the LMMA Network works with the Wildlife Conservation Society, Conservation International, Wan Smolbag Theatre, WorldFish and cChange. Other partnerships may emerge during the implementation of the Programme.

The LMMA Network is involved as a leading partner of KRA/Component 3² of the PEUMP Programme (specifically activities 3.5, 3.6 and 3.7 being implemented by LMMA and its partners, hereafter referred to as the 'LMMA subcomponent') focusing on Community-based Ecosystem Approach to Fisheries Management (CEAFM), while ensuring linkages with the other activities and components of the Programme. The LMMA Network subcomponent primarily focuses on the four Melanesian countries, Fiji, Vanuatu, Solomon Islands and Papua New Guinea.

The LMMA Network contribution to this component has three main objectives:

1. Providing relevant information to inform management and policy

To significantly increase and improve the delivery of information to communities through national governments and other networks—i.e. parallel capacity building of both systems—to achieve nationally significant coverage.

- a) Developing national information and communications plans and strategies to ensure relevant information is available to all communities and decision-makers. Pilot implementation at national, and where appropriate, provincial scales.
- b) Refine and expand support and information approaches and implementation through national community networks. Pilot at national and/or provincial scales.

2. Strengthening national and provincial community networks and representation

To ensure that communities are empowered. Effectively collaborating and communicating with each other and government including across sectors (for CEAFM) through networks that are sustainable and appropriate. Networks must also strive to ensure that community voices are appropriately represented in national and regional policy and implementation processes.

- a) Support at least four existing or new country networks at an appropriate and feasible scale. The nature of support will be determined on a case by case basis on application, and could range from support for specific activities countries request or from coordination staff. Achieving some degree of self-reliance and policy impact will be critical.

3. Refocusing efforts of communities and governments towards sustainable coastal fisheries management that is resilient and secures livelihoods

To establish or improve systems of coastal fisheries co-management support in government and civil society, including advice to re-direct staff and resources into supporting community-based management.

- a) Support the core target countries plus at least two more in establishing, refocusing or enhancing LMMA/SMA/CBRM/CEAFM efforts to achieving sustainable coastal fisheries/resources co-management through participatory development of coastal management frameworks and strategic plans, work plans, civil society networks, etc.

LMMA Network operating principles to be applied by the contractor

There are clear operating principles and procedures for the implementation of the LMMA sub-component which includes activities for both SPC and LMMA. These activities include a focus on human rights-based approaches, gender and social inclusion, which are all part of the CEAFM approach and must be adhered to by the contractor.

² KRA 3: Sustainable management of coastal fisheries resources and ecosystems improved through better quality scientific information, legal advice, support, mentoring and empowerment at community level.

Emphasis on good practice, ethical and good process: A key to building effective co-management relationships with communities is meticulous adherence to good practice, transparency and fulfilling commitments. Human rights and gender are best integrated in this context. The LMMA social contract will be the basis for a set of agreed principles.

Scaling-up, maximize spread of impact and sustainability are key for country strategies: Approaches must be framed in the logic of achieving nation-wide resource management and explicitly be designed to maximize spread. National and, increasingly, sub-national networks of community support are one of the keys to the uptake, spread and sustainability of community led resource management.

Whole of livelihoods and resilience is the way forward: The governance and logistical challenges that prevail in most of the target countries require strategic, cost-effective and cross-sector approaches to service delivery that provides basic support to all communities that need it.

Conduits for government service delivery at national and subnational level need to be carefully selected and improved: Immediate livelihood concerns, which when acted upon produce prompt and tangible benefits, are appropriate entry points to stimulate community-based adaptive management. Coastal fisheries issues provide a tested starting point. Fisheries agencies generally have better resourcing and decentralised staffing upon which community support could be built with inputs from other agencies.

Application of the principles of LMMA's Social Contract and intellectual property clause: Specifically, LMMA and partners working with LMMA are expected to commit to the following principles and interpretations in the Social Contract:

- **Rights:** Communities have the rights to information about themselves which they possess or help generate.
- **Telling their own story:** The top priority is providing communities with the skills and opportunities to tell their own stories whenever possible.
- **Permission:** To use information not previously in the public domain from any site or other partner Prior Informed Consent must be obtained from the project site communities or other rights-holder, in consultation with the relevant project organization.
- **Return of information:** Results and communication products arising directly from the use of community information will be shared with the participating communities and other relevant stakeholders in a timely and appropriate manner at no cost.
- **Acknowledgements:** Publications must ensure appropriate co-authorship and acknowledgements.

The fundamental value to which all participants in the LMMA Network are expected to be accountable is known as "Community Heart" interpreted as:

"Communities drive LMMAs, have true ownership and commitment which external agencies must respect"

Participants strive to empower communities and adhere to the other foundational principles considered key to success: Community Heart, Teamwork, Respect, Commitment, Transparency, Integrity, Accountability, Quality, Fun, Sharing, and Learning.

LMMA Network operating principles and the SPC Social and Environmental Responsibility (SER) Policy <https://spccloud.sharepoint.com/sites/intranet/how-we-work/env-sustain> should be understood and applied by the contractor.

B. Purpose, objectives, scope of services

SCOPE OF SERVICES:

Activities to be undertaken:

1. Project Learning (45% time)

- 1.1. Implement the endorsed learning plan for the LMMA-PEUMP component centred around scaling-up community-based management and community representation to work towards the 100 percent target for Melanesian countries;
- 1.2. Work with country Networks to understand existing data collection efforts and the LMMA-PEUMP partners as well as other relevant LMMA partners to identify, gather and analyse data and information to contribute to the LMMA-PEUMP learning process;
- 1.3. Participate in data collection campaign design, implementation, analysis and reporting.
- 1.4. Gather and organize available national data relevant to community livelihoods and resource management;
- 1.5. In collaboration with the LMMA Network Project Coordinator (PEUMP), keep track of monitoring and evaluation initiatives related to community-based fisheries management and community livelihoods in target countries;
- 1.6. Develop learning materials to be disseminated through the LMMA and PEUMP websites, technical workshops, scientific publications and SPC Fisheries Newsletters.

2. LMMA Network support (35% time)

- 2.1. Contribute to communicating on the LMMA Network activities through website, social media and Google groups;
- 2.2. Assist LMMA Network staff and Project Coordinator (PEUMP) with Network operations and administration such as council meetings, monthly, quarterly and annual reports and monitoring Evaluation and Learning;
- 2.3. Keep track of events of interest for LMMA contribution and/or participation;

3. Project management of the LMMA-PEUMP component (20% time)

- 3.1. Organize technical workshops in collaboration with the LMMA partners and the LMMA Network Management Team. This includes identifying relevant topics, developing agenda, make technical contributions, assist with logistics, facilitation and reporting.
- 3.2. Monitor the implementation of the LMMA-PEUMP project partners activities;
- 3.3. Participate in steering committees, review technical reports and information materials;
- 3.4. Collaborate with the PEUMP PMU, SPC Coastal Fisheries and Aquaculture Programme, and LMMA partners to promote project outputs and deliverables and ensure that donor requirements regarding communication and visibility are satisfied.
- 3.5. Assist in training scaling-up community-based fisheries management and related skills (monitoring, planning, information etc.);
- 3.6. Assist with organizing and facilitating country, workshops where necessary in collaboration with governments, SPC and local partners;
- 3.7. Assist with PEUMP – LMMA grants and its implementation and reporting;
- 3.8. Assist communication teams under LMMA subcomponent of PEUMP (SPC and contractor).

EXPECTED OUTPUTS

The LMMA Network Assistant Project Coordinator (PEUMP) will contribute to the following outputs:

1. Project Learning

- 1.1 Data is collected, analysed and disseminated in collaboration with SPC and LMMA-PEUMP partners. This data regularly informs the LMMA-PEUMP learning process. Regular updates on the learning are provided to the LMMA-PEUMP coordination and partners;
- 1.2 Relevant data related to community livelihoods and resource management are organized and are accessible to SPC and LMMA partners;
- 1.3 LMMA contribute to regional Monitoring and Evaluation initiatives on community livelihoods and resource management;
- 1.4 Learning materials are developed and disseminated.

2. LMMA network support

- 2.1 Information on LMMA Network activities are widely disseminated through the website, social media and Google groups;
- 2.3 LMMA council meetings are organized and, monthly, quarterly and annual reports written and disseminated;
- 2.5 A spreadsheet of all events of interest for the Network is developed and kept up to date.

3. Project management of the LMMA-PEUMP component

- 3.1 Technical workshops organized;
- 3.2 LMMA Advisers actively contribute to the implementation of the LMMA-PEUMP component;
- 3.3 LMMA-PEUMP partner activities are monitored ;
- 3.4 LMMA-PEUMP component outputs are promoted and donors are duly acknowledged.

C. Timelines

This contract will be for a duration of 14 months, ending 28th February 2025. Target date of commencement is December 2023.

D. Reporting and contracting arrangements

The contractor will be directly responsible to the LMMA Network Project Coordinator (PEUMP), Support Team and SPC.

Monthly activity reporting will be required with a summary of:

- Activities undertaken
- Equipment, materials to procure
- Monitoring and Evaluation
- Communications
- Travel
- Future planned activities
- Issues if any and actions taken to address issues
- Acquittals
- Attached meeting notes, if required

Activity reports and invoice are to be submitted to PEUMP LMMA network coordinator and SPC on a monthly basis.

The contractor will collaborate with the following organisations during the course of the contract:

- SPC: PEUMP Programme KRA 3 Manager and the PEUMP Programme Coordinator.
- LMMA network: PEUMP project leading partner.
- NGOs: WorldFish; Wildlife Conservation Society (WCS), Wan Smolbag Theatre, Conservation International, and local NGOs (where appropriate or these are PEUMP programme partners).
- National LMMA Network members as consultees and information users.
- Fisheries agencies of Pacific Island Countries, mainly those involved in PEUMP project, but not exclusively.
- Other PEUMP Programme KRA implementation partners as appropriate: SPREP (including IUCN), FFA, USP.

Duty station needs to be in the Melanesian region, preferably where SPC has an office to facilitate close collaboration. The contractor will need to travel mainly in Melanesian countries (Solomon Islands, Papua New Guinea, Fiji and Vanuatu).

The contractor will need to meet on a regular basis with LMMA network and SPC staff in Fiji.

E. Skills and qualifications

- Bachelor degree strongly related to coastal resources management (social, ecological or economic).
- At least 5 years of experience in implementing coastal resource management using integrated and participatory approaches in Melanesian countries.
- The contractor should demonstrate the following experience:
 - Working with Pacific Island communities in Melanesian countries;
 - Writing activity/project reports/articles and keeping track of expenses;
 - Arranging and resolving logistics in the region (travel, venues, accommodation, local travel);
 - Facilitating community meetings in Melanesia;
 - Organizing meetings, workshops, training events;
 - Involvement in government fisheries management activities (enforcement, management, licensing, research and surveys, etc.);
 - Using of social media for campaigns and strategic communications.
- The contractor should demonstrate the following skills:
 - Excellent communication (in English) and engagement skills with governments and communities;
 - Excellent interpersonal skills;
 - Ability to speak one of the Melanesian languages;
 - Ability to address human rights and gender issues in the field;
 - Very good oral and written skills;
 - Ability to work to with limited supervision;
 - Ability to work in multicultural environments.
 - Competent in MS software.
- The contractor will demonstrate genuine commitment to grassroots and local communities' interests and issues.

F. Scope of Bid Price and Schedule of Payments

- The overall time period for this work is 14 months, December 2023 to end of February 2025.
- The amount of the contract will be divided in monthly instalments based on activity reports.
- The costs covered by the contract are professional fees and operating costs. Depending on the location of the consultant's duty station a basic allowance for internet and communications will be calculated and agreed upon during the contract negotiation. The consultant will be issued with one laptop for a maximum of 14 months. The contractor will be responsible to maintain the laptop in good condition and will be responsible to declare any theft or damage that may occur within 2 working days to SPC. The contractor will be responsible to organise any travel arrangements (in accordance with the SPC Travel Policy) related to the assignment. Travel costs will be reimbursed upon presentation of proof of payment.
- Relocation costs are not covered and all taxes and work/residence and other permits and insurance are the responsibility of the contractor.
- Work travel costs to field sites and countries with an annual budget of 12,000 € for the duration of the contract.
- Payments will be made on a monthly basis based on an activity report to be endorsed by the LMMA PEUMP coordinator and approved by SPC.

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 |
|--|------------------|-------------------|
| Requirements | | |
| Requirement 1: bachelor's degree strongly related to coastal resources management (social, ecological or economic) | 10% | 100 |
| Requirement 2: At least 5 years of experience in implementing coastal resource management using integrated and participatory approaches in Melanesian countries | 10% | 100 |
| Requirement 3: Demonstrated experience in working with Pacific Island communities in Melanesian countries | 10% | 100 |
| Requirement 4: Demonstrated experience in writing activity/project reports/articles and keeping track of expenses, arranging and resolving logistics in the region (travel, venues, accommodation, local travel) facilitating community meetings in Melanesia, organising meetings, workshops and training events | 10% | 100 |
| Requirement 5: Demonstrated experience in involvement with government fisheries management activities (enforcement, management, licensing, research and surveys ...) | 5% | 50 |
| Requirement 6: Demonstrated experience in the use of social media for campaigns and strategic communications | 5% | 50 |
| Requirement 7: Excellent communication skills in English and engagement skills with governments and communities | 5% | 50 |
| Requirement 8: Ability to speak one of the Melanesian languages and to address human rights and gender issues in the field | 5% | 50 |
| Requirement 9: Very good oral and written skills, ability to work with limited supervision, ability to work in multicultural environments | 5% | 50 |
| Requirement 10: Competent in MS software | 5% | 50 |
| Financial proposal: | 30% | 300 |
| Total Score | 100% | 1000 |