

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Enhancing Direct Assess (EDA) Program, Federated States of Micronesia
<b>Nature of the services</b>	<b>National Consultant x 2:</b> Development of Training materials on EDA Grant Facility and delivery of training for Municipalities and State governments
<b>Location:</b>	Federated States of Micronesia
<b>Date of issue:</b>	13/12/2023
<b>Closing Date:</b>	01/01/2024
<b>SPC Reference:</b>	RFQ23-6029

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## Part 1: INTRODUCTION

### 1.1 About the Pacific Community (SPC)

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

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

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

### 1.2 SPC's procurement activities

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

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

### 1.3 SPC's Request for Quotation (RFQ) Process

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

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

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

## Part 2: INSTRUCTIONS TO BIDDERS

### 2.1 Background

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

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

### 2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to [Floyd@spc.int](mailto:Floyd@spc.int) and with the subject line of your email as follows: **Submission RFQ23-6029**. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Cover Letter including skills and competencies

- Updated CV with 3 referees
- Completed technician and financial submission forms)

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 **11.59pm FSM Time on 20/12/2023**.

### 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.

Floyd Robinson will be your primary point of contact for this RFQ and can be contacted at [FloydR@spc.int](mailto:FloydR@spc.int) . You should copy any communications into [rfq@spc.int](mailto:rfq@spc.int).

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency of the procurement process. While SPC prefers written communication in the RFQ process, at any point where there is phone call or other conversation, SPC expects to keep a file note of the exchange, with all forms of communication with prospective bidders to be retained as source documents for the procurement of the services.

### 2.5 Key Dates

Please see the proposed procurement timetable in the table below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
<b>RFQ sent to potential vendors</b>	13/12/2023
<b>RFQ Closing Date</b>	01/01/2024
<b>Award of Contract</b>	05/01/2024
<b>Commencement of Contract</b>	08/01/2024
<b>Conclusion of Contract</b>	30/09/2024

### 2.6 Legal and compliance

**Confidentiality:** Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ and

any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

**Conflict of interest:** Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFQ process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](#) available on our procurement page website: <https://spc.int/procurement>.**

Breach of this requirement can result in SPC terminating any contract with a successful bidder.

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

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

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

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

## 2.7 Complaints process

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

## Part 3: TERMS OF REFERENCE

### A. Background/context

The aim of the proposed Enhanced Direct Access (EDA) Programme “**Climate change adaptation solutions for Local Authorities in the Federated States of Micronesia**” is to shift the status quo from a pathway of climate vulnerability, elevated health risks and limited socioeconomic development for vulnerable communities in the Federated States of Micronesia (FSM) to one of improved food and water security, enhanced disaster risk reduction (DRR) and recovery, and improved socioeconomic development by building the adaptive capacity of Local Authorities (LAs) to respond to climate change.

This ambitious programme – financed by the Green Climate Fund (GCF), the Government of FSM and the Pacific Community (SPC) – will address climate risks threatening socio-economic development improving food and water security, enhancing disaster risk reduction (DRR), and building capacity to respond to climate change at the local level. This will be achieved by:

- Empowering Local Authorities (State governments and municipalities) to deliver climate change adaptation services to communities.
- Establishing a grant facility to enable local communities to build resilience.

A Resilient Communities Grant Facility (RCGF) will fund sub-projects for local-level adaptation to climate change. Local Authorities will also receive technical and institutional support to enable them to better deliver on economic, social, environmental and gender-equitable outcomes for building adaptive capacity and resilience to the changing climate.

The RCGF will provide direct access to climate finance for **municipalities** and **State governments** across all four States in the Federated State of Micronesia. It will support 30–40 sub-projects of USD 75,000–1,000,000 in three thematic areas: i) DRR and Coastal Protection, ii) Food Security, and iii) Water Security. Approval of sub-projects will be based on the needs of vulnerable communities and the viability of the proposed interventions.

Summary of sub-project application process:

1. Expressions of Interest (EOIs) for sub-projects will be issued. There will be five EOIs over the lifetime of the programme.
2. Local Authorities submit applications in response to EOIs in a two-step process (concept and full proposal). Technical support for sub-project design will be provided, if needed.
3. Proposals will be screened against selection criteria and approved by the Programme Board.

The Local Authority will implement the sub-project activities in coordination with the Programme Coordination Unit.

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

The EDA Program, through Component 1, will develop a climate adaptation decision support framework and training curriculum. It aims to support will support Municipalities and State governments to identify and screen for climate change adaptation risks and identify appropriate adaptation measures. However, there is need to ensure that Municipalities and State governments comprehend this framework. **To**

**achieve this, two national consultants need to be engaged to work alongside an international consultant to:**

- develop training materials on the EDA Grant Facility and thematic areas.
- deliver awareness raising workshops so that Municipalities and State Governments are well informed of the Grant Facility and thematic areas.

**The purpose of this consultancy is to engage two national consultants. The national consultants will work under the leadership of the International consultant.**

This awareness raising will be conducted in all four States of Federated States of Micronesia including Kosrae, Pohnpei, Chuuk and Yap. At the State level, two workshops are expected to be conducted with one specifically for State government representatives and one for representatives of Municipalities. Two representatives per Municipality and per State government departments will be considered. Once the training material is finalised, a schedule will be developed for each state in consultation with the SPC. The team of consultants are expected to conduct the trainings in all four states. Upon completion of each training, they are also expected to provide a report for submission to SPC.

The awareness delivered by consultants will include objectives of the Grants Facility, the process, eligibility criteria, and details of the three thematic areas for adaptation sub-grants. Areas for training will include but not be limited to (i) Problem Analysis- Defining and identifying the specific climate change related issues, (ii) Identifying key possible adaptation responses or preferred solutions, (iii) Barrier Analysis and Potential Solutions, (iv) CBA, and (v) Stakeholder Consultation Techniques. This will incorporate the following gender-responsive sub-activity from the Gender Action Plan:

This consultancy will include:

- Conducting a literature review of training packages
- Reviewing existing training conducted at the National level and in State across FSM. Identifying lessons and best practices which will inform both the development and delivery of a training package for Municipalities and State governments.
- Development of a draft training packages and soliciting feedback from stakeholders
- Finalization of training package
- Facilitate training for separate awareness for Municipalities and State governments in each State. This may include theory and practical sessions to gauge the ability of participants to comprehend content of awareness.
- Conducting a review of awareness provided, with an objective of improving future training for Municipalities and State governments.

**Methodology:** the national consultants are expected to compile and jointly submit a methodology (in consultation with international consultant) for undertaking this task. It is anticipated that this would include desk review, consultations with stakeholders (national government, state government, municipalities, and non-governmental organisations) and a combined stakeholder discussion to validate findings of the draft training package. SPC will support the consultants in organizing these validation workshops. The team of national consultants will be supervised by the international consultant.

### **Scope of Work Key responsibilities include:**

- consult with stakeholders, including focus group discussions.
- develop an inception report including a schedule of consultations, method of consultations and timelines for submission of deliverables.
- consult with other relevant stakeholders such as non-governmental organizations, governments (State and National) community-based groups, municipalities, and development agencies. The consultant is expected to also consult internally within SPC including EDA Program.
- Produce first a draft awareness package and facilitate a consultation to validate initial findings.
- Submit final awareness package.
- Delivery awareness for Municipalities and State Governments
- Conduct reviews to assess effectiveness of awareness delivered and identify areas for improvement.
- Provide progress reports.

The consultant may consult with other stakeholders wherever necessary.

It is critically important for the consultant to carry out these tasks while keeping SPC and the EDA Program Coordination Unit fully involved/informed.

There are other consultancies being undertaken by the EDA Programme, of which some of the findings may provide leads/useful information towards the development and delivery of an awareness package. The consultant is expected to submit a budget of daily consultancy fees.

### **C. Timelines**

The consultant is expected to be engaged for a maximum of 40 days, commencing no later than 8 January 2024 and completion of services by 30 September 2024.

### **D. Reporting and contracting arrangements**

The consultant will under the overall supervision of the EDA Programme Coordinator, also be based at the Micronesia Regional Office.

Duty station and travel:

- The consultant will be home based in FSM. As per SPC travel policy, travel insurance, travel cost/arrangement within states and other related cost will be in charge of the Consultant and must be included in their professional fees.
- SPC will not cover separate lines for overheads/running costs, contingencies. If these apply, the costs are to be considered in the fees charged for the delivery of the specific services.
- SPC will not cover any communication IT equipment for the duration of the assignment. The consultant is to ensure stable internet connection for zoom interactions when necessary.
- Any work-related expenses (software, tools, office supplies etc...) shall be covered by the



Consultant.

- SPC does not provide insurance for consultant’s travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes, or duties for which the consultant may be liable.

## E. Skills and qualifications

The consultant should have the following qualifications and skills.

- Degree in sustainable development, conservation, management, and/or 5 years of relevant experience.
- Established networks with Municipal and State governments, Non-Governmental Organisations, development practitioners and other stakeholders.
- Experience in developing and delivering awareness packages for communities.
- Experience in supporting climate change adaptation initiatives in FSM.
- Knowledge and experience of donor reporting processes and requirements.
- .
- Knowledge and understanding of local cultures, including the ability to converse in local language.
- Knowledge of monitoring and evaluation.
- Experience in undertaking previous consultancies.

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

- The contract will be based on lump sum payments based on milestones,
- The bidder must include in the computation of contract price which should include professional fees and all travel related costs.
- The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions

<b>Milestone/deliverables</b>	<b>% payment</b>
Submission and acceptance of workplan by January 15, 2024	10%
Submission and acceptance of a methodology (including stakeholders and processes used) by January 31, 2024	10%
Submission and acceptance of final awareness package (including monitoring /evaluation) taking into consideration comments and feedback received during validation workshop by February 28.	20%
Submission and acceptance of a progress report on awareness conducted in first two States (achievements, lessons learnt, challenges, recommendations) by June 15. <i>Reports</i>	15%

<i>to include pictures and sex aggregated data of participants attending training.</i>	
Submission and acceptance of a presentation (power point) by consultants to stakeholders outlining all work undertaken and results achieved June 28.	10%
Submission and acceptance of a progress report on awareness conducted in third and fourth States (achievements, lessons learnt, challenges, recommendations) by August 15. <i>Reports to include pictures and sex aggregated data of participants attending training.</i>	15%
Submission and acceptance of a final report documenting all support provided through this consultancy, achievements, lessons learnt and recommendations for future awareness packages for Municipalities and State governments by September 30.	20%
<b>TOTAL</b>	<b>100%</b>

### **G. Annexes to the Terms of Reference**

The following is the list of supporting documents that may be of assistance in understanding the scope of project:

1. Annexure 1 – EDA Program Funding Proposal
2. Annexure 2 – EDA Environment and Social Management System
3. Annexure 3 – EDA Gender Assessment and Action Plan (GAAP)
4. Annexure 4 – EDA Operations Manual

## Part 4: PROPOSAL EVALUATION MATRIX

### 4.1 Competency Requirements & Score Weight

The evaluation matrix below reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
<b>Mandatory requirements</b>		
1. The Conflict-of-Interest Declaration form completed. 2. Cover Letter including skills and competencies. 3. Updated CV with 3 referees 4. Completed technical and financial submission forms)		<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> Degree in sustainable development, conservation, management, and/or 5 years of relevant experience	20%	140
<b>Technical requirement 2:</b> Established networks with Municipal and State governments, Non-Governmental Organisations, development practitioners and other stakeholders	20%	140
<b>Technical requirement 3:</b> Experience in developing and delivering awareness packages for communities	20%	140
<b>Technical requirement 4:</b> Experience in conducting community participatory processes and planning	20%	140
<b>Technical requirement 5:</b> Experience in supporting climate change adaptation initiatives in FSM	20%	140
<b>Total Score</b>	<b>100%</b>	<b>700</b>

## CONFLICT OF INTEREST DECLARATION FORM

### 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 involved from taking part in a procurement process. **However, the declaration of the existence of such a conflict by the persons involved 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>[mention 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 *[Select RFQ or RFP] [SPC Reference number]* 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]*

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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]*

## TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

### INSTRUCTIONS TO BIDDERS

Bidders must meet the mandatory requirements defined in the pricing request or else be disqualified if they do not.

Technical requirements	
Assessment criteria	Bidder's response
<b>Experience and dedicated staff/sub-contractors</b>	
<p><b>Experience:</b> evidence of the bidder's relevant experience must be submitted. Bidders must submit details of three contracts demonstrating their experience in providing services similar to those referred to in the terms of reference at part three of this request for quotation. Bidders must provide the contact details of a referee for each contract. Please attach a CV and any supporting information, if necessary.</p>	<b>Experience :</b>
	<i>Provide details of required experience</i>
	<b>Three referees' contact details</b>
	<i>1. Client Name: Indicate client's name</i>
	Contact name: <i>Indicate the contact's name</i>
	Contact details: <i>Indicate the contact's details</i>
	Contact amount: <i>Indicate the contract amount</i>
	<i>2. Client Name: Indicate client's name</i>
	Contact name: <i>Contact name:</i>
	Contact details: <i>Contact details:</i>
	Contact amount: <i>Contact amount:</i>
	<i>3. Client Name: Indicate client's name</i>
	Contact name: <i>Contact name:</i>
	Contact details: <i>Contact details:</i>
Contact amount: <i>Contact amount:</i>	
<b>Technical requirement 1</b>	
Degree in sustainable development, conservation, management, and/or 5 years of relevant experience	<i>Bidder's response</i>
<b>Technical requirement 2</b>	
Established networks with Municipal and State governments, Non-Governmental Organisations, development practitioners and other stakeholders	<i>Bidder's response</i>
<b>Technical requirement 3</b>	
Experience in developing and delivering awareness packages for communities	<i>Bidder's response</i>
<b>Technical requirement 4</b>	

Experience in conducting community participatory processes and planning	<i>Bidder's response</i>
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**Technical requirement 5**

Experience in supporting climate change adaptation initiatives in FSM	
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**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]*

## FINANCIAL PROPOSAL SUBMISSION FORM – SERVICES

### INSTRUCTIONS TO BIDDERS

All costs indicated in the financial offer must include all applicable taxes. The price schedule must follow the format provided below.

Description of services	Amount USD
Professional fees (specify if daily or lumpsum)	<i>Unit price</i>
Travel lump sum (if required)	<i>Unit price</i>
Other (specify)	
<b>TOTAL</b>	

Professional fees: staff salaries, consultants' fees and other professional fees.

SPC will not cover separate overhead/operating cost or contingency items. SPC will neither provide nor refund any insurance for consultants travel or health costs, professional cover or any other risk or liability that may arise during the consultancy (including subcontractors or partners that the consultant may employ). SPC will not be liable for any arrangements or payments related to visas, taxes or duty for which the consultant may be liable.

The consultant must also provide its own workspace and computer during the service provision with a stable Internet connection for Zoom meetings, if required.

SPC will not cover any computer or communication equipment during the consultancy. Consultants must provide a stable Internet connection for any virtual meetings that may be required.

No payments will be made for any items for which no price has been indicated. Such items shall be deemed to be covered by the financial offer. Bidders are deemed to have ensured that their bids are accurate and exhaustive prior to submitting them, have covered everything required for the full and proper performance of the contract and have included all costs and 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]*