

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Building Safety and Resilience in the Pacific Phase II
Nature of the services	Preferred Supplier for Project Coordinator to be based at the National Disaster Management Office to coordinate the project's activities in Timor-Leste Timor-Leste
Location:	Dili, Timor-Leste
Date of issue:	5/07/2024
Closing Date:	21/07/2024
SPC Reference:	RFQ24-6449

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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 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 application 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 application and all supporting documents** in English and as an attachment to an email sent to mitielin@spc.int and with the subject line of your email as follows: **Submission 24-6449**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- CV (including copies of academic qualifications)
- Completed Technical Proposal Submission Form

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.

Applications will be evaluated on the basis of information received by **23.59 Fiji (+12 GMT)** on **21/07/2024**.

2.3 Evaluation & Contract Award

Each application 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 application has been determined to be substantially responsive to the RFQ documents, provide best to serve the interests of SPC.

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. Candidates 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

This RFQ does not require the submission of a financial offer, as the cost of each service is defined by SPC on the monthly basis as stated on Part F, Page 8 of this document.

These rates do not include tax, in accordance with applicable legislation, and may be re-evaluated at SPC's initiative.

The purpose of this RFQ is to implement a Preferred Supplier Agreement (PSAs).

PSAs are drawn up for an initial period of 1 (one) year and may be renewed for a period not exceeding 3 (three) years, depending on the results and quality of the services rendered.

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.

Mr Mitieli Naucabalavu will be your primary point of contact for this RFQ and can be contacted at mitielin@spc.int. You should copy any communications into rfq@spc.int.

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

2.5 Key Dates

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

STAGE	DATE
RFQ sent to potential vendors	5/07/2024
RFQ Closing Date	21/07/2024
Award of Contract	TBC
Commencement of Contract	TBC
Conclusion of Contract	TBC

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.

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

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

2.7 Complaints process

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

Part 3: TERMS OF REFERENCE

A. Background/context

The Pacific Community (SPC), through the Building Safety and Resilience in the Pacific Phase II (BSRP II) project, is seeking a Project Coordinator to be based at the National Disaster Management Office to coordinate the project's activities in Timor-Leste.

BSRP II is a component of the EU Intra-ACP Natural Disaster Reduction (NDRR) Programme funded under the 11th European Development Fund (EDF). BSRP II operates in 14 Pacific Island Countries and in Timor-Leste. The EUR 14 million project started in September 2022 with implementation scheduled to end in October 2026.

The project has a number of regional and national activities arranged around four expected outputs:

- i. Increased availability of reliable disaster and climate risk data, information and knowledge;
- ii. Enhanced integration of risk-informed regulations, planning and financing;
- iii. Strengthened capabilities, collaboration and coordination for risk reduction, response and recovery;
- iv. Increased risk awareness and risk reduction actions with sub-national, community and local stakeholders.

BSRP II is managed and administered by a Project Management Unit (PMU) based at SPC in Suva. The PMU consists of a Project Manager, two Project Implementation Officers, a Finance Officer, Project Administrator and a Communications Officer. A Project Steering Group (PSG) has been established to provide project over-sight at the regional level. National Project Steering Committees (NPSC) have been established in all participating countries. The project partners with, and operates through, National Disaster Management Offices (NDMOs) at the national level.

Under the project, Timor-Leste has to implement 10 Activities under 6 Key Result Areas. The project's Implementation Focal Agency in Timor-Leste is Civil Protection Authority (CPA) with whom the project has an MoU.

KRA 1: DRM/CC information management governance

- 1.1 Standardise processes and tools for doing risk assessments of Sucos.
- 1.2 Conduct hazard and vulnerability risk assessments in high risk areas of Covalima and Viqueque using the standardised methodology
- 1.3 Update municipal-level risk profiles for Covalima and Viqueque.

KRA 2: Legislative, policy, and institutional arrangements

- 2.1 Socialization of SIOPS at national and municipal levels.

KRA 3: Evacuation centres, emergency operations centres and pre-positioned supplies

- 3.1 Develop SOPs and policies for the operation of subnational Emergency Evacuation Centres.

KRA 4: Community-based Disaster Risk Management

4.1 Plan and implement CBDRM activities with Viqueque and Covalima sucos and aldeias (and additional municipalities as required)

KRA 5: Communications

5.1 General awareness raising

5.2 DRM awareness targeting schools

KRA 6: Coordination of project activities

6.1 Project Coordinator

6.2 National Project Steering Committee

B. Purpose, objectives, scope of services

SPC is seeking the services of a Project Coordinator to support the Government of Timor-Leste with the implementation of project activities in Timor-Leste. The Project Coordinator will be based at the Civil Protection Authority in Dili and work closely with the Director and staff of the CPA. He/she will also serve as the operational focal point for the BSRP II Project Management Unit based in Timor-Leste. The Project Coordinator will be supported by a dedicated Finance and Administration Assistant.

The BSRP II Project Coordinator Timor-Leste will conduct the following tasks:

- i. Serve as the technical lead on project activity planning and costing in Timor-Leste;
- ii. Coordinate the implementation of project activities in Timor-Leste;
- iii. Lead in-country procurement processes required for project implementation;
- iv. Support procurement processes led by the BSRP II PMU;
- v. Manage and supervise the work of a Finance and Administration Assistant to be appointed by the project in Timor-Leste;
- vi. Organise and provide secretarial support to the National Project Steering Committee;
- vii. Support project monitoring and evaluation activities;
- viii. Prepare 6 monthly project workplans to be approved by the NDMO Director;
- ix. Additional tasks that may be identified by the NDMO Director or PMU that contribute directly to the successful implementation of BSRP II activities in Timor Leste.

The Project Coordinator will be based in the offices of Civil Protection Authority in Dili.

In performing the above tasks, the Project Coordinator may be required to travel to remote areas in Timor-Leste.

C. Timelines

The Project Coordinator will work five days a week in accordance with official Timor-Leste government office hours.

The work will commence on the signing of the contract.

The position is needed for the duration of the project implementation phase which ends in October 2026. The contract will be for a period of 1 year initially and will be extended subject to performance reviews. Extension beyond October 2026 is subject to funding availability and extension of the project timeline.

D. Reporting and contracting arrangements

The Project Coordinator will be supervised by the NDMO Director, or delegated senior manager.

The Project Coordinator will report to both the Director NDMO and the BSRP II PMU.

Reporting will involve the preparation and submission of monthly progress reports and consolidated 6 monthly progress reports aligned to the project workplan.

The Project Coordinator will be required to complete monthly timesheets to be signed off by the NDMO Director and submitted to SPC with the monthly progress reports.

All project related travel in Timor-Leste will align to government policies and guidelines.

E. Skills and qualifications

- A university degree or equivalent in disaster risk reduction, climate change adaptation, environment or a related field. Additional qualifications in Project Management or Business Administration will be an advantage;
- At least 5 years of project coordination experience in implementing interdisciplinary development projects at National and/or Sub-National levels, preferably with a focus on Disaster Risk Management and/or Climate Change Adaptation. Experience with EU funded projects along with recruiting and managing Technical Assistants will be an advantage;
- Experience in project management and implementation;
- Knowledge of government procurement processes in Timor-Leste;
- Good written and spoken English and ability to effectively communicate in Portuguese and Timorese;
- Established networks amongst government and civil society;
- Ability to manage project budgets and meet project deadlines;
- Excellent interpersonal skills and ability to work in culturally diverse environments;
- Ability to use Microsoft Office software and teleconferencing software such as Microsoft Teams and Zoom
- Ability to travel to remote project locations in challenging travel conditions

F. Schedule of Payments

Payments will take place on a monthly basis.

Remuneration for this consultancy is USD1,900 per month all inclusive.

Payments will be based on submission of monthly progress reports and signed timesheets.

G. Annexes to the Terms of Reference

BSRP II Project Factsheet
BSRP II Timor-Leste Country Implementation Plan

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

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

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
Good written and spoken English and ability to effectively communicate in Portuguese and Timorese		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: A university degree or equivalent in disaster risk reduction, climate change adaptation, environment, or a related field. Additional qualifications in Project Management or Business Administration will be an advantage.	20%	140
Technical requirement 2: At least 5 years of project coordination experience in implementing interdisciplinary development projects at National and/or Sub-National levels, preferably with a focus on Disaster Risk Management and/or Climate Change Adaptation. Experience with EU funded projects along with recruiting and managing Technical Assistants will be an advantage.	30%	210
Technical requirement: Experience in project management and implementation	20%	140
Technical requirement: Knowledge of government procurement processes in Timor-Leste	20%	140
Technical requirement: Established networks amongst government and civil society	10%	70
Total Score	100%	700