

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Enhancing water-food security and climate resilience in volcanic island countries of the Pacific
Nature of the services	Water and Sanitation – National Policy and Implementation Plan Review
Location:	Solomon Islands, remote (home country)
Date of issue:	26/07/2024
Closing Date:	25/08/2024
SPC Reference:	RFP24-6766

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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 samb@spc.int and with the subject line of your email as follows: **Submission RFQ24-6766**. 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 and financial proposal forms
- Company profile

- Valid Business License
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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 **23.45PM FJT on 25/08/2024**.

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.

Sam Buchanan will be your primary point of contact for this RFQ and can be contacted at samnb@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	26/07/2024
RFQ Closing Date	25/08/2024
Award of Contract	20/09/2024
Commencement of Contract	7/10/2024
Conclusion of Contract	7/05/2025

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 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. 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

The project “Enhancing water-food security and climate resilience in volcanic island countries of the Pacific” is implemented in Fiji, Solomon Islands and Vanuatu over a period of 5 years. The project seeks to enhance water and food security and climate resilience, sustain ecosystem services, and relieve pressure on over-exploited coastal aquifers by expanding and assessing the role of volcanic aquifers, and by introducing sound groundwater governance frameworks in selected volcanic island states of the Pacific. The project is funded by the Global Environment Fund (GEF). The Food and Agriculture Organisation (FAO) is the Implementing Agency, and Pacific Community (SPC) is the Executing Agency.

Component 2 of the project “Enhancing water-food security and climate resilience in volcanic island countries of the Pacific” aims to strengthen and introduce sound groundwater governance frameworks at the national level.

In 2017, the Solomon Islands Ministry of Mines Energy and Rural Electrification (MMERE) put forward the National Water Resource and Sanitation (WATSAN) Policy. The policy provides a framework for leadership and coordinated action in the supply of safe, adequate and financially, technically and environmentally sustainable water supply and sanitation services to rural and urban communities in Solomon Islands, and for the protection, conservation, sustainable use and efficient management of the country’s water resources. The WATSAN policy is directed at improving the welfare and livelihood of the people and represents the vision of the Government for the water and sanitation sector.

The development of the WATSAN Policy and its accompanying Implementation Plan involved the review and analysis of previous Government policies, laws, plans, strategies, and the many key reports dealing with WATSAN and WATSAN-related issues. It was also guided by wide-spread, high priority rural and urban community concerns about water supply and sanitation identified in the National Development Strategy 2011-2020, as well as other priority concerns identified in other national strategies and policies, namely the SI National Infrastructure Investment Policy and the Rural Water Sanitation and Hygiene Policy.

The Government of the Solomon Islands recently endorsed the formulation of a new Water Resources Legislation to mandate the implementation of the WATSAN Policy and Implementation Plan, to replace the outdated, limited and ineffective River Waters Act 1969 (Cap 135). Although a draft legislation has existed since 2006 (Water Resources Act 2006), provincial consultations are currently taking place aiming for the endorsement of the legislation in 2024.

B. Purpose, objectives, scope of services

1. Purpose

The purpose of the assignment is to engage the services of a consultant to undertake the 5-year review of the Solomon Islands National Water Resources and Sanitation Policy 2017 and the Implementation Plan to realign it with current Government priorities, and to identify gaps and address these gaps through the implementation of tasks set out under section 4 of the TOR “Scope of Services”.

2. Objectives

The objectives of this consultancy are to:

1. Undertake the required review of the existing Solomon Islands National Water Resources and Sanitation (WATSAN) Policy and Implementation Plan to identify key gaps that will inform and adapt recommended actions to consider in the management of water resources;
2. Consult the views of key stakeholders on best practices and lessons learnt to inform and recommend policy strengthening;
3. Provide a policy document and implementation plan that aligns to relevant and updated government policies in the water sector;
4. Collaborate and work with the Water Resources Management Division to provide advice and inputs when corresponding or giving feedback.

3. Scope of Services

The selected consultant will undertake the following tasks:

1. Undertake a desktop review of relevant policies within the water resource and hygiene sector and prepare a short report identifying WASH-related policy gaps. Identify if these policy gaps could be addressed in the review of the WATSAN Policy and Implementation Plan.
2. Conduct relevant stakeholder consultation, including key Solomon Islands Ministries, communities, women and youth, to verify findings from desktop review, recommend actions, and prepare stakeholder consultation reports;
3. Develop an updated WATSAN policy and Implementation Plan to address the gaps in the existing policy and implementation plan.

4. The deliverables must include the following:

1. Attend an initial web-based briefing session with SPC and MMERE to discuss the detailed steps and approaches necessary to achieve these Terms of Reference.
2. Deliver the Desktop review report
3. Develop a work plan upon agreement with SPC and MMERE on the design and schedule of the consultation process for both public sectors and villages, and the review of WATSAN and the Policy and Implementation Plan
4. Deliver the Stakeholder consultation report
5. Deliver an updated WATSAN Policy Document
6. Deliver an updated Implementation Plan

Note: the consultant will be expected to allow for one round of review from MMERE/SPC for each of the above deliverables.

C. Timelines

The consultant must complete all deliverables within 6 months. As a guide, it is anticipated that approximately 30-40 working days may be required within this time. This includes time relating to travel and consultation.

D. Reporting and contracting arrangements

1. Reporting Requirements

The consultant will work under the overall direction of the Policy and Management Section of the division (MMERE) and Water Resources Specialist (SPC) for guidance on a day-to-day basis.

2. Travel arrangements and costs

Travel related expenses for the contractor must be included in the financial proposal. It is anticipated that stakeholder consultation could be undertaken over two days of workshops in Honiara. SPC and MMERE will assist with providing relevant contact details of the stakeholders.

3. Work Arrangement

The following are work arrangements to ensure successful implementation and delivery of the consultancy tasks. The consultant:

1. Can work from his own office or a space is provided within WRMD
2. Must be able to travel to and work in the Solomon Islands during stakeholder consultation.
3. Must be flexible and accommodate any changes to the tasks and timeline.
4. Must use its own equipment and resources to deliver the tasks set out under the Scope of Services.

E. Skills and qualifications

1. A Masters' Degree in Environmental Science, Water Resources Management, Public Policy, or a related field
2. At least 10-15 years of work experience in policy review, institutional framework development and related areas, with 5 years of experience in the Pacific region.
3. Demonstrated understanding of water and sanitation issues in the Pacific region,
4. Demonstrated experience in stakeholder consultation, including stakeholders from various disciplines, backgrounds and cultures, including Government, civil societies and communities, private sector, development partners and donors.
5. Demonstrated analytical, reporting, policy writing and communication skills.
6. Must be fluent in English, both verbal and written. Ability to understand or speak Pidgin is an advantage.

F. Schedule of Payments

Milestone/deliverables	Deadline
Delivery of Desktop Report	2 months after contract signing.
Delivery of Stakeholder Consultation Report	4 months after contract signing.
Delivery of finalised updated WATSAN Policy and Implementation Plan.	6 months after contract signing.

G. Annexes to the Terms of Reference

- Annex 1 - Solomon Islands WATSAN Policy.pdf
- Annex 2 - Solomon Islands WATSAN Implementation Plan.pdf

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		
<ul style="list-style-type: none"> - The Conflict-of-Interest Declaration form completed - Technical & Financial Proposal Submission Form - Company Profile - Valid Business License - Masters degree or higher academic qualification 		<p>Mandatory requirements. Bidders will be disqualified if any of the requirements are not met</p>
Technical requirements		
Technical requirement 1: Demonstrated work experience in policy review, institutional framework development and related areas, with 5 years of experience in the Pacific region.	40%	280
Technical requirement 2: Demonstrated experience in stakeholder consultation, including stakeholders from various disciplines, backgrounds and cultures, including: Government, civil societies and communities, private sector, development partners and donors.	30%	210
Technical requirement: Demonstrated analytical, reporting, policy writing and communication skills, speaking Pigeon an advantage.	30%	210
	100	700
Other: Price and financial terms	30%	300
Total Score	100%	1000