

REQUEST FOR PROPOSAL (RFP)

FOR SERVICES

Project Title:	Implementation of quality Nature-based Solutions for climate change adaptation
Nature of the services	<p>To develop a regionally accredited micro-qualification on nature-based solutions based on the framework already established.</p> <p>Design and develop training materials, including online modules and case studies, workshops to support the learning objectives of the micro-qualification program</p> <p>Teach the course to one cohort of students online.</p> <p>Refine the course material further following teaching. The finalised material will be presented to Pacific Islands learning facilities for their future use.</p>
Location:	Home-based
Date of issue:	9/10/2024
Closing Date:	6/11/2024
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Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

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

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

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

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

1.2 SPC's procurement activities

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

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

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

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

1.3 SPC's Request for Proposal (RFP) Process

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

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

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

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

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

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

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration.

Please read the instructions carefully before submitting your bid. For your bid to be considered, you must provide all the prescribed information by the closing date and in the format specified.

2.2 Submission instructions

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

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

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

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

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

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

Both emails are to be sent to procurement@spc.int with the subject line of your email as: **Submission RFP24-7227**.

Your proposal must be received no later than **6/11/2024 by 11:45pm New Caledonia Time (GMT +11)**.

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

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

2.3 Clarifications

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to procurement@spc.int with the subject line: **Clarification RFP24-7227**. The deadline for submission of clarifications is **30/10/2024 by 11pm New Caledonia Time (GMT +11)**.

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency of the procurement process. While SPC prefers written communication in the RFP process, at any point where

there is phone call or other conversation, SPC will keep a record or a file note of the exchange with prospective bidders.

2.4 Evaluation

Validity

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

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

Technical

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

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

Shortlisted bidder's presentation

Bidders that are short-listed during the RFP evaluation process may be required to conduct a presentation to, and respond to queries of, SPC's Procurement Technical Evaluation Committee. The bidders will be provided an opportunity to provide an overview of the operational aspect of the services they are proposing.

Financial

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

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

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

2.5 Contract award

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

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

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

2.6 Key dates

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

STAGE	DATE
RFP advertised	9/10/2024
Deadline for seeking clarification	30/10/2024
RFP Closing Date	6/11/2024
Award of Contract	29/11/2024
Commencement of Contract	9/12/2024
Conclusion of Contract	30/06/2025

2.7 Legal and compliance

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

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFP are already in the public domain when **shared** with the bidder, bidders shall at all times treat the contents of the RFP and any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

Conflict of interest: Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFP process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFP process. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder.

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

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

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

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

Good faith: The information in this RFP is provided by SPC in good faith. No representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability will be

accepted by SPC in relation to the adequacy, accuracy, completeness or reasonableness of this RFP or any information provided by SPC in relation to this RFP.

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

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

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

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

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

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

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

2.8 Complaints process

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

Part 3: Terms of Reference

Background/context

The Kiwa Initiative (www.kiwainitiative.org) aims at strengthening the climate change resilience of Pacific Island ecosystems, communities and economies through Nature-based Solutions (NbS) which protect, sustainably manage and restore biodiversity. The initiative enables easier access to funding for climate change adaptation and NbS for local, national authorities, civil society and regional organizations of Pacific Island countries and territories including the three French overseas territories¹.

The Initiative, managed by the Agence Française de Développement (AFD), is funded by the European Union, France, Global Affairs Canada, Australian Government Department of Foreign Affairs and Trade (DFAT) and New Zealand Ministry of Foreign Affairs and Trade (MFAT).

The Kiwa Initiative provides three types of technical and financial support:

- **Funding of local projects** ranging from €25,000 to €400,000 in grants. These projects are implemented at the local level. This component is managed by the regional office of IUCN based in Fiji.
- **Funding of regional projects** between 1.5 and 5 million euros in grants. A regional project involves at least two countries or territories from the list of eligible countries. These projects are monitored by AFD with the support of the Kiwa Initiative Secretariat.
- **Technical assistance** provided by the Pacific Community (SPC) and the Secretariat of the Pacific Regional Environment Programme (SPREP) to assist their Pacific States and territories members in accessing regional Kiwa funding and increasing capacities around Nature-based Solutions.

As part of the regional technical assistance, SPC and SPREP are delivering a joint capacity-building programme to help PICTs stakeholders upscale the implementation of quality Nature-based Solutions for climate change adaptation. One of the key outcomes is the development of a regionally focused micro-qualification aimed at helping Pacific Island countries and territories (PICTs) stakeholders upscale the implementation of quality Nature-based Solutions for climate change adaptation. The programme builds on the recommendations from the Regional Capacity Needs Assessment [Link to SPC digital library: https://www.sprep.org/sites/default/files/documents/circulars/Cir23-48_Executive%20summary_Annex%201-ENG.pdf].

Through its Education Quality Assessment Programme, SPC has developed a regional micro-qualification to “**Enhance Adaptation and Resilience using Nature-based Solutions** “ formally endorsed in July 2024. The development has included the:

¹Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Palau, Papua New Guinea, Solomon Islands, Samoa, Timor Leste, Tonga, Tokelau, Tuvalu, Vanuatu, Wallis and Futuna

- (a) Establishment of a regional industry advisory committee (IAC). The Industry Advisory Committee (IAC), which gathered NbS and training experts from across the region, provided expertise and contributed to the development of the micro-qualification.
- (b) Training of the members of the IAC on the features and process for development of a micro-qualification by EQAP.
- (c) Developing the micro-qualification, with input from the members of the IAC, over a series of different sessions.
- (d) Endorsement
- (e) Accreditation of the micro-qualification from external regional stakeholders is occurring currently.

The Micro-Qualification to “**Enhance Adaptation and Resilience using Nature-based Solutions**” Document developed by the IAC and endorsed (annex 1) will provide the framework for the development and delivery of the course under this tender.

The next stage of the micro-qualification is the development of the material which should have the appropriate length to fit a semester paper at a university 14 lectures and 14 tutorials, or equivalent. The developed course will then be run by the service provider online at a time which would allow working professionals to undertake the course.

Purpose, objectives, scope of services

Purpose:

The purpose of this Terms of Reference (TOR) is to develop content for a micro-qualification in Nature-Based Solutions (NbS) and deliver the course online to 30-40 students in Kiwa-eligible ACP countries, French OCTs, and Pacific Island communities.

Following delivery, it is expected that course materials will subsequently be further refined following teaching for further use by Regional Universities and other regionally accredited training providers in the Pacific Islands.

The micro-qualification targets practitioners and individuals eager to apply NbS, who have not received formal training in this area. It aims to enhance learners' capacity to apply NbS effectively within their respective fields, integrating NbS into their sectors or areas of work. Participants will gain the skills to define, identify, prioritize, and plan NbS options for climate change adaptation.

The TOR outlines the project's objectives, scope of services, and key deliverables. The micro-qualification will encompass the framework developed by the IAC, endorsed by industry stakeholders and Pacific Universities (annex 1). SPC will be responsible for selecting who will be responsible for this selection the first cohort of students who will all meet the criteria for eligibility detailed in annex 1 .

A holder of the micro-qualification would have acquired competencies, skills, and knowledge in Nature-based Solutions, and the IUCN Global Standard for Nature-based Solutions and associated guidelines, to analyse quantitative and qualitative data; identify, evaluate and prioritise Nature-based Solutions; and develop a work plan to assist implementation. They would have enhanced the skills required to work as a technical officer, policy advisor, project developer or manager that could utilise Nature-based Solutions in a range of sectors such as, but not limited to, fisheries, agriculture, water resource management, conservation and forestry. Having completed this micro-qualification, candidates may qualify for admission into other micro-qualifications or qualifications in Nature-based Solutions or related fields.

Objectives:

1. To develop a regionally accredited micro-qualification on nature-based solutions following the

framework (Annex 1) that has been developed in partnership with EQAP and regional NBS experts (the IAC). The course material will address the specific needs and challenges faced by Pacific Island people in implementing nature-based solutions and contain relevant Pacific Island NBS case studies.

2. To provide training and education on nature-based solutions and associated policies and guidelines that promote the preservation and protection of natural resources and reduce the impacts of climate change in the Pacific Islands.
3. To empower Pacific Island people with the knowledge and skills to make educated choices about the implementation of nature-based solutions in their local contexts.
4. To contribute to the overall capacity building and skill development of Pacific Island people in the field of sustainable development and conservation.

Scope of Services:

1. Develop the course material following the framework (annex 1) developed by the IAC for a micro-qualification which is tailored to the needs and priorities of Pacific Island people and would also fit in a 1 semester paper timeline for a University in the Pacific. SPC and SPREP will provide some of the material to support development of the course.
2. Design and develop training materials, including online modules and case studies, workshops to support the learning objectives of the micro-qualification program. A proposal for delivery modality should be included in submitted proposal. The design of the material should be fit for the time frame of a single online semester course at the University: 14 lectures and 14 corresponding tutorials covering the 3 learning outcomes described below. Bidders are invited to propose alternative or additional deliverables that they believe would enhance the learning experience and better meet the objectives of the micro-qualification
3. Teach the course to one cohort of students online.
4. Refine the course material further following teaching. The finalised material will be presented to Pacific Islands learning facilities for their future use.

Learning Outcome 1:

Demonstrate understanding of Nature-based Solutions in the Pacific Islands region.

(a) Range:

- Nature-based Solutions should include but are not limited to the protection, restoration or management of natural and semi-natural ecosystems, the sustainable management of aquatic systems and working lands; and integration of nature in and around our cities.
- They are actions that are underpinned by biodiversity and designed and implemented in a way that respects the rights, values and knowledge of local communities and indigenous peoples. The course should include examples of GEDSI and TKL within the course embedding it in practical Pacific Island relevant examples.
- Ecosystems should include but are not limited to coastal and marine, freshwater systems, forest and trees, agroecosystem and groundwater.
- Global standards and other guidelines should include but are not limited to the IUCN Global Standard for Nature-based Solutions and guidelines, and the IUCN Guidance on Nature based Solutions for Climate Resilience in Humanitarian Action.

(b) Performance Criteria:

1. Nature-based Solutions are defined, and key concepts discussed.
2. The IUCN Global Standard for Nature-based Solutions and guidelines are discussed.
3. Nature-based Solutions are differentiated from other options.
4. Nature-based Solutions for different scenarios, including existing examples, are described.
5. The application of Nature-based Solutions in the Pacific Islands region is discussed including the role of GEDSI in application.

9.2 Learning Outcome 2:

Evaluate Nature-based Solutions for adaptation and resilience.

(a) Performance Criteria:

1. Appropriate evaluation criteria are identified (include appropriate scale, environmental and social safeguards, economic and financial viability, human wellbeing, Gender equity, disability and social inclusion (GEDSI) considerations, technical feasibility, biodiversity net gain, integration of local, indigenous and traditional knowledge, community buy-in, policy consistency).
2. Data needed to measure performance of solutions against criteria is identified.
3. Appropriate data collection methods are identified.
4. Available data is used to assess solutions against the criteria.
5. Solutions are ranked based on the assessment.

9.3 Learning Outcome 3:

Develop a work plan for the prioritized Nature based option.

Throughout the course, particular attention should be paid to the integration of traditional knowledge and of Gender Equity, Disability and Social Inclusion principles for Pacific Islands Nature-based Solutions.

Deliverables

For each of the 14 lectures, the following deliverables are anticipated to include:

- A PowerPoint presentation covering key concepts.
- At least 2-3 relevant case studies, from the Pacific region.
- An illustrative video (existing or newly created) or other useful media example.

For each lecture a workshop class should also be developed with:

- A practical exercise designed to reinforce the learning objectives.
- And a developed workplan template for the students to use: the work plan must include but not be limited to information on the following:
 - Title.
 - Objective.
 - Timeline.
 - Budget.
 - Activities.
 - Monitoring.
 - Risk Strategy.
 - Environmental and Social Safeguards.
 - Alignment with relevant SDGs, regional and national frameworks, policies and
 - Guidelines
- Put in appropriate formats case studies for development of the workplan

Additional material which will be developed for the course:

- A facilitator guide that includes all developed materials and guidance on how to effectively deliver the content.
- Methods to evaluate students and grade them.

Bidders are invited to propose alternative content durations or additional deliverables that they believe

would enhance the learning experience and better meet the objectives and desired learning outcomes of the micro-qualification (see Annex 1 for further detail).

Enrol approximately 30-40 students for the online course. Students will be pre-selected from across the Pacific by SPC and will meet the requirements of the qualification outlined in the framework (Annex 1).

Teach one course to 30-40 Pacific Island students in a format which will enable students to continue working, using appropriate methodology for adult learning and inclusive facilitation methods. Undertaking evaluation of the students and provide a micro-qualification/certificate following completion if the required standard has been met.

Assessments should demonstrate that candidates have knowledge to complete the tasks outlined in the learning outcomes, performance criteria and foundation skills of this unit, including knowledge of:

- Nature-based Solution concepts.
- The IUCN Global Standard for Nature-based Solutions and guidelines.
- Nature-based Solutions for different ecosystems.
- Application of Nature-based Solutions in the Pacific Islands region.
- Evaluation criteria.
- Methods of data collection.
- Steps involved in developing a work plan

Evaluate the micro-qualification course and further refine the material.

Produce a final short one-page report documenting the process and outcomes of the development and delivery of the micro-qualification program.

This TOR will guide the development and delivery of a micro-qualification in nature-based solutions for Pacific Island people, with the goal of promoting sustainable development, conservation in the region and resilience increased in the Pacific to Climate change.

Delivery

Delivery is expected to involve approximately 30-40 participants online.

The contractor will submit the following deliverables to SPC:

Course material required for delivering which will be developed/assembled for the course include:

- Trainer manual
- Practical group and individual exercises
- Student notes
- Multimedia resources
- PowerPoint presentations- 14-16 PowerPoint 50-minute lectures (including any video examples) and 14 tutorials (1 hour each).

Course material would fit with the NBS framework designed (see annex1).

- Supporting Video clips
- Resources folder for future teachers: including The IUCN Global Standard for Nature-based Solutions, Relevant case studies, Work plan template (detailed above and in Annex 1).
- A method to evaluate students and grade them.
- Assessments should demonstrate that candidates have knowledge to complete the tasks outlined in the learning outcomes, performance criteria and foundation skills of this unit, including knowledge of:
 - Nature-based Solution concepts.
 - The IUCN Global Standard for Nature-based Solutions and guidelines.
 - Nature-based Solutions for different ecosystems.

- Application of Nature-based Solutions in the Pacific Islands region.
 - Evaluation criteria.
 - Methods of data collection.
 - Steps involved in developing a work plan
- The detailed course agenda
 - Presentation materials and the compilation of speaker materials.
 - Case studies with deep real-life examples for the Pacific context
 - Feedback about the course and any recommendation needs from the participants for future course adaption.
 - Following completion of the course a full list of participants who attended the course and the names of the people who gained the qualification will be provided.

Timelines

The expected consultancy duration of work is expected to require 8 months of engagement. The target date of commencement of the work is November 2024, with an expected completion date on 30 June 2025. The target deadline for the delivery of each expected output is presented in section F.

The workplan below specifies the expected timeframes required:

- 1. Curriculum Design**
 - Task: Develop the curriculum, including course structure, modules, and assessments.
 - Duration: 3 weeks
 2. Allow 2 weeks of review by SPC and SPREP following development
 - 3. Content Creation**
 - Task: Create content for each modules, case studies, including lectures, readings, and multimedia materials.
 - Duration: 10 weeks
 4. Allow 2 weeks of review by SPC and SPREP following development
-
- 5. Assessment Design**
 - Task: Design formative and summative assessments for the microqualification.
 - Duration: 1 week
 - 6. Feedback and Revisions**
 - Task: Collect feedback from pilot test and make necessary revisions to the curriculum, content, and assessments.
 - Duration: 2 weeks
 - 7. Launch**
 - Task: Launch of the microqualification and enrol students
 - Duration: 2 weeks
 - 8. Delivery of the microqualification**
 - Task: Delivery the microqualification and open it for enrollment.
 - Duration: To be discussed with the provider
 - 9. Monitoring and Evaluation**
 - Task: Monitor the progress of the microqualification and evaluate its effectiveness and refine course material based on feedback.
 - Duration: 1 week

Reporting and contracting arrangements.

The contractor will report to the Kiwa project development Coordinator at SPC. The review period times outlined at the plan and following completion of each milestone.

The implementation of all activities in a coherent manner is the responsibility of the contractor(s), under the supervision and coordination of SPC and SPREP Kiwa Initiative project team. Regular meetings should be planned with SPC and SPREP Kiwa Initiative project team to ensure the delivery will meet the needs of the participants and donors.

All work is expected to be conducted from the consultant's home office. Travel is not expected to develop or facilitate the course.

The consultant will be responsible for scheduling meetings with SPC and SPREP, taking minutes, and distributing these for comment prior to finalizing.

Skills and qualifications

- Tertiary degree in Science, Environment, Climate Change or similar discipline.
- At least 5-10 years' experience in Nature based solution concepts or similar field. Experience in Pacific Small Island States would be an advantage.
- Experience in developing training material and conducting online trainings.
- Strong knowledge of nature-based solution issues in the Pacific is desired.
- Excellent analytical skills, public speaking abilities, leadership, project management expertise along with a good command of facilitation techniques.
- Experience with multi-stakeholder participatory and consultative approaches.
- Excellent interpersonal and communication skills and experience in a multicultural Pacific Island environment.
- Excellent English communication skills (oral and written).
- Ability to work independently and/or in a small team and provide deliverables in a timely manner

Scope of Bid Price and Schedule of Payments

The bid should contain a total lumpsum amount for an estimated 8 months. The bid should provide a breakdown of the total cost including professional fees, travel costs, per diems and any other costs associated with producing the deliverables to the requisite standard.

Payments will be made based on the milestones and estimated due dates provided below. Terms of payment shall be in accordance with the provisions of Article 10 of the General Conditions of the SPC General Conditions.

Bidders are invited to submit their preferred payment terms taking into account that SPC does not generally contract where 100% advance payment is required.

Milestone/deliverables	Deadline
Submission of workplan and methodology	01/12/2024
Draft submission.	
Approval of preparatory documents, developed course material, course agenda, and confirmation of invitations to students	01/03/2024

Final report, information on the course and finalised course documentation and content
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30/06/2024

Annexes to the Terms of Reference

Annex A. Micro-Qualification Document, Micro-Qualification to: Enhance Adaptation and Resilience using Nature-based Solutions, Kiwa Initiative.

Annex B. Indicative list of topics to cover.

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Evaluation criteria & Score Weight

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

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

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

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

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
1) Declaration of Conflict of Interest 2) A bid / proposal comprising: <ul style="list-style-type: none"> • A cover letter • A description of the proposed service, approach and methodology • Evidence of prior work of a similar nature • A CV or professional profile 3) Financial quote in EUR based on the schedule provided in Section F		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Quality of the offer: Overall presentation and quality of the technical proposal and supporting documentation.	10%	10
Skills and qualifications: A relevant qualification in the field of science, climate change, environment or related work. Fluency in written English. Evidence from the educational provider that they can run the course.	10%	10
Work experience: At least 5-10 years of demonstrated experience in nature-based solution concepts, in training and development or similar. Prior working experience in the Pacific.	30%	30
Proposed approach and methodology: Appropriateness of the actions proposed including the means of implementation and how the methodology will result in the expected deliverables.	20%	20
Total Score	70%	700

4.2 Financial evaluation

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

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

Part 5: PROPOSAL SUBMISSION FORMS

Annex 1: BIDDER'S LETTER OF APPLICATION

Dear Sir /Madam:

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

We acknowledge that:

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

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

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

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

Signature:

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

Title: *[insert Title of the representative]*

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

Annex 2: CONFLICT OF INTEREST DECLARATION

INSTRUCTIONS TO BIDDERS

What is a conflict of interest?

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

Always declare a conflict

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

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

Declaration at any time

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

Declaration for any person involved

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

Failure

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

DECLARATION

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

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

In addition, I undertake to:

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

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the **RFP 24-7227** may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

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

Signature:

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

Title: *[insert Title of the representative]*

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

Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

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

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

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

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

SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

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

SUPPORTING DOCUMENTS (where relevant)

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

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

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

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

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

Signature:

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

Title: *[insert Title of the representative]*

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

Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

Technical Requirements		
Evaluation criteria	Response by Bidder	
Experience and specified personnel/sub-contractors		
Experience: Relevant experience in assignments of the proposed nature: Data systems, data sharing or system interoperability	Experience:	
	<i>[insert details of relevant experience]</i>	
	Details for three references:	
	1. Organisation name:	
	Contact name:	<i>[insert name of contact]</i>
	Contact details:	<i>[insert contact details]</i>
	Value contract (if applicable):	<i>[insert value of contract]</i>
	2. Organisation name:	
	Contact name:	<i>[insert name of contact]</i>
	Contact details:	<i>[insert contact details]</i>
	Value contract (if applicable):	<i>[insert value of contract]</i>
	3. Organisation name:	
	Contact name:	<i>[insert name of contact]</i>
Contact details:	<i>[insert contact details]</i>	
Value contract (if applicable):	<i>[insert value of contract]</i>	
Academic requirement:		
Relevant academic qualification in Science, Environment, Climate Change or similar. Experience in Pacific Small Island States would be an advantage. Fluency in written English.	<i>[Bidder's answer]</i>	
Technical requirement 1:		
Demonstrated 5-10 years of experience in enhancing adaptation and resilience using Nature based solution concepts or in similar area. Excellent interpersonal and communication skills in a multicultural Pacific Island environment.	<i>[Bidder's answer]</i>	
Technical requirement 2:		
Sound knowledge of developing/preparing training materials and building capacity by providing training or educating Pacific people.	<i>[Bidder's answer]</i>	
Technical requirement 3:		
Demonstrated project and time management skills and the ability to meet deadlines.	<i>[Bidder's answer]</i>	

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

Signature:

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

Title: *[insert Title of the representative]*

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

Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

Total price of the services (in words and in EURO): *[total amount]*

Services description	Unit Price	Unit (Professional Fees: Hourly/Daily/Monthl y rate – please specify)	Total quantity (Hours/Weeks/Months)	Total Amount EUR (including taxes)
Coordination Fees * Draft workplan and assessment. * Developing course materials. * Designing and developing training materials, including online modules and case studies, workshops. * Planning, monitoring, evaluation and Reporting.	<i>[Lumpsum]</i>	<i>[Lumpsum]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Activity based costs Consultation	<i>[unit price]</i>	<i>[unit]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Any other related costs specify	<i>[unit price]</i>	<i>[unit]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Total				<i>[Total]</i>

Preferred Payment terms: _____

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

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

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

Signature:

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

Title: *[insert Title of the representative]*

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