



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Pacific Community Centre for Ocean Science (PCCOS)
Nature of the services	Formative evaluation of the PCCOS project
Location:	Remote
Date of issue:	27/09/2022
Closing Date:	10/10/2022
SPC Reference:	22-4577

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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 pierreyesc@spc.int and with the subject line of your email as follows: **Submission RFQ22-4577**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Technical proposal form including workplan
- Quotation

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

Bids will be evaluated on the basis of information received by **11.59pm Noumea time on 10/10/2022**.

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.

Mr. Pierre Yves Charpentier will be your primary point of contact for this RFQ and can be contacted at pierreyvesc@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	27/09/2022
RFQ Closing Date	10/10/2022
Award of Contract	14/10/2022
Commencement of Contract	19/10/2022
Conclusion of Contract	20/12/2022

2.6 Legal and compliance

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

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

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

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

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

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

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

2.7 Complaints process

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

Part 3: TERMS OF REFERENCE

A. Background/context

1.1 Background

In commemorating the Pacific Community's (SPC) 70th Anniversary, the 10th Pacific Community Conference in 2017 agreed to establish the Pacific Community Centre for Ocean Science (PCCOS) to be hosted at SPC and become a true flagship for scientific excellence and a dedicated regional science information and knowledge hub.

On 21 June 2019 in Noumea, New Caledonia, the 11th Pacific Community Conference under the theme Ocean Science – A sustainable future for our Blue Pacific was held and reminded the role of SPC to consider Ocean as a priority strengthening PCCOS. The Conference requested that SPC further develop the PCCOS as the regional hub for multi-disciplinary, multi-sectoral, integrated, and innovative programming in ocean science, to support members in their custodianship of ocean resources. In their ministerial statement, Pacific Leaders encouraged the expansion of the PCCOS as a convener of partnerships, knowledge exchange and action, and as a key initiative to strengthen the collaborative contribution of ocean science to sustainable development in the Pacific region.

PCCOS has potential to facilitate and promote cross-sectoral engagement and cooperation internally at SPC for a better-integrated service to its members. In doing so, it will promote institutional efficiency and add value to existing SPC ocean science services. Externally, PCCOS will create a platform to coordinate and integrate ocean science activities carried out by SPC with the work of its international and regional partners.

Between July 2019 and January 2021, PCCOS was in its early inception. The year 2021 was really the first full year of implementation for PCCOS with the hiring of the Head of PCCOS and Coordinator – Partnerships and Engagement. The July 2021-June 2022 period was marked by a fully staffed PCCOS with the addition of the PCCOS Project Advisor (August 2021) and Science Officer (January 2022). A significantly higher volume of activities has been executed and clear progress towards results is now visible.

PCCOS is fully supported by one core donor, the New Zealand Ministry of Foreign Affairs and Trade (MFAT), and receives additional small-scale project funds from The Ocean Foundation, as exposed in the table below.

	GRANT AGREEMENT	GRANT PERIOD	AMOUNT
1	MFAT Pacific Community Centre for Ocean Science	2019-2023	NZD 4,503,368
2	The Ocean Foundation Pacific Islands Regional Training Hub (ocean acidification)	2021-2023	USD 86,250

PCCOS is now looking into the future and wants to assess its achievements and collect its learning to inform decision-making before entering in its final year of implementation and design process for the next phase of the Centre.

1.2 PCCOS Key Result Areas and Theory of Change

The PCCOS Business Plan and MEL Plan define the long-term outcome, medium-term outcomes and outputs expected for PCCOS, as defined below:

Long Term Outcome

More effective implementation of science-based ocean governance and management by SPC members.

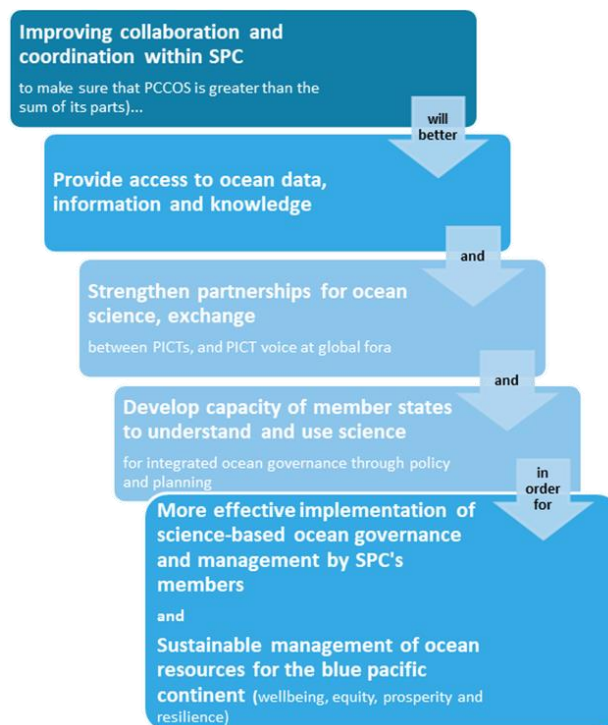
Medium Term Outcomes

1. **Science Products and Country Capacities:** Countries have reported progress against SDG14 using SPC's ocean science and knowledge.
2. **Partnerships and Regional Coordination:** Ocean science in the Pacific islands' region is coordinated and aligned to the Blue Pacific vision.
3. **Excellence in Ocean Science:** PCCOS is a hub for excellence in ocean science in the Pacific islands' region.
4. **PCCOS Structuration and Ocean Science at SPC:** Systems and processes are in place for PCCOS to deliver as an integrated ocean programme across SPC.

In the latest contract variation with MFAT, PCCOS is expected to deliver the following outputs, which are closely related to the medium-term outcomes:

- **Output 1** – Support Pacific Island countries to report progress against SDG14 using SPC's ocean science and knowledge.
- **Output 2** – Provide coordination for ocean science to SPC members to align with the Blue Pacific vision.
- **Output 3** – Establish PCCOS as a hub for excellence in ocean science in the Pacific Islands region.
- **Output 4** – Establish systems and processes for PCCOS to deliver as an integrated ocean programme across SPC.

The following theory of change forms the basis for the PCCOS monitoring and evaluation plan:



1.3 Delivery Mechanism

PCCOS is composed of a team of four full time employees, including the Head of PCCOS and Project Adviser in the PCCOS office in Noumea, the PCCOS Coordinator – Partnership and Engagement within the GEM office in Suva, and the Science Officer based in the FAME office in Noumea. The team is closely supported by a Finance and Administration Assistant (GEM, Suva) and a communications team (GEM, Suva; and Corporate Services, Noumea), who are dedicating a portion of their time to support PCCOS. Thus, PCCOS has close ties with the GEM Ocean Monitoring Programme and simultaneously works with other FAME modellers and scientists.

PCCOS key result areas (KRAs) include both internal work with SPC divisions and business units (mostly FAME, GEM, CCES, PDH, SPL, IRMO, DG office) to improve collaboration and coordination on ocean science, and support to external stakeholders for strengthened partnerships with other CROP agencies (SPREP, PIFS, OPOC, USP) and new and existing research partners (IRD, IFREMER, NOAA, NIWA, CSIRO, universities), and funders. PCCOS ultimately provides direct services to country stakeholders in the form of capacity building activities, technical advice, and budgetary aid to develop capacities and support science-informed policy implementation. At the national level, PCCOS works mostly with Ocean Offices or similar structures charged with the implementation of national ocean policies (NOPs). It also supports young ocean science students and professionals through its recently created Pacific Early Career Ocean Professionals (ECOPs) Network.

B. Purpose, objectives, scope of services

2. Rationale of the Evaluation

2.1 Scope of the Evaluation

This evaluation covers PCCOS activities funded by the MFAT PCCOS grant funding agreement from July 2019 to August 2022. More specifically, and due to important changes in human resources and implementation strategy, activities implemented in the period from January 2021 to August 2022 should be more specifically observed by the evaluation. As activities implemented through The Ocean Foundation funding represent a small portion of the PCCOS work programme and are implemented through MFAT-supported human resources, they are also part of this evaluation's scope.

The evaluation process should include desk review, data collection, and interviews with key stakeholders, data analysis, report writing, and a presentation of findings and recommendations.

The evaluation must consider the OECD/DAC evaluation criteria and standards, section 12 of SPC's Planning, evaluation, accountability, reflection and learning policy ([link](#)) and the MFAT Evaluation Operational Policy (2017). The following evaluation should reflect on the following criteria:

- Coherence
- Relevance
- Effectiveness
- Impact
- Efficiency
- Sustainability

2.2 Purpose of the Evaluation

PCCOS has now been fully implementing its programme for over 20 months and is aiming a completing its current round of funding by December 2023. PCCOS is looking into the future and wants to assess its achievements, identify best practices and learning while seeking potential improvements. This evaluation will also feed into the design of PCCOS' next phase of MFAT funding and could contribute to PCCOS alignment considering the SPC 2022-2031 Strategic Plan, key regional needs and SPC's ambitions.

The purposes of the evaluation are to:

- a. assess the effectiveness and achievements of the programme; and
- b. to draw lessons and recommendations that will:
 - i. direct PCCOS' implementation of the remainder of its current project funding;
 - ii. inform PCCOS' funding proposals for the next funding cycle, commencing with a new MFAT funding cycle from January 2024; and
 - iii. inform the development of the next PCCOS Business Plan from 1 January 2024.

The primary user of the evaluation is the PCCOS team and targeted divisional units as the main implementers, and SPC's senior leadership as primary decision-makers over SPC's programming investments and efforts. MFAT senior managers are the main development partners, and the national stakeholders in the PICs where the programme is implemented, mainly Ocean Offices, are the main implementation partners.

2.3 Key Evaluation Questions

The following evaluation questions are developed in accordance with revised OECD/DAC evaluation criteria. These questions are subject to further refinement during the evaluation start-up and inception phase.

Relevance

- 1) To what extent the PCCOS theory of change is appropriate and realistic? Is it implemented in a relevant way to Pacific contexts and cultures?

2) How is PCCOS responding to SPC and PICTs' regional and national ocean science needs and priorities?

Coherence

3) To what extent and how does PCCOS add value while avoiding duplication of efforts in making ocean science more accessible to inform decisions to protect and sustainably manage ocean resources in the Pacific?

4) To what extent are the current funding modalities for PCCOS suitable to the achievement of its medium- and long-term outcomes? How could this be improved?

Effectiveness

5) To what extent is PCCOS progressing towards each of its key result area?

a. What positive or negative unintended outcomes have been achieved, including negative unintended outcomes?

b. What are effective approaches implemented by PCCOS?

c. To what extent PCCOS has implemented a people-centred approach and is effective with diverse groups?

d. What program assumptions have been verified?

e. How is PCCOS contributing to the SPC 2022-2031 Strategic Plan?

6) What steps can PCCOS take to make sure it moves toward achieving the right outcomes in the remainder of its current funding cycle?

Efficiency

7) To what extent is PCCOS maximising its use of resources and delivery mechanism (presence in Suva and Noumea campus, working across divisions and units with a network of contributors)?

a. Are PCCOS outputs/activities delivered on-time and on budget?

b. Is the program well governed, well managed and accountable?

c. Is PCCOS been implemented in an adaptative manner? How adaptative management practices can be strengthened?

Impact

8) To what extent is PCCOS progressing towards its long-term outcome and contributing to SPC's key focus area 2 (Natural resources and biodiversity)?

a. What factors have contributed to this? What are obstacles? What further support is required?

b. To what extent have PCCOS services been contributing to young people, and especially young women's, empowerment?

c. Have PCCOS activities the potential to contribute to significant positive higher-level effects beyond those identified as expected results?

d. What opportunities exist to maximise the potential for impact?

Sustainability

9) To what extent is there an indication of ongoing benefits attributable to the program?

a. What mechanisms, practices, approaches, or initiatives to which PCCOS has contributed are most likely to be sustained over time and yield long-term benefits to PICTs stakeholders, regional partners, research institutions, and SPC?

3. Methodology

The chosen methodology should include mix methods including the development of two evaluative case studies. In consultation with PCCOS, the evaluation consultant(s) will finalise an appropriate methodology to answer all evaluation questions. In this regard, strong consideration will be given to the inclusion of culturally appropriate methods to the Pacific context and evidence-based storytelling. Methods included could include document review, key informant and group interviews, and engagement with Pacific Island country stakeholders through online interviews, surveys, and other modes of engagement.

The evaluation should focus on both process changes and development outcomes. Considering the formative focus of this evaluation, attention should be given to adaptive management practices and outcome mapping to capture patterns of action and interaction among stakeholders.

Considering the strong formative and process-oriented nature of this evaluation, no travels are expected within this consultancy.

4. Roles and Responsibilities

4.1 Evaluation Consultant

The Evaluation Consultant or Evaluation Team will carry out the evaluation in conformity with the “OECD/DAC (2010) Quality Standards for Development Evaluation” and best practices in evaluation.

The Evaluation Consultant will have the overall responsibility for:

- Assemble a team (to be listed in the quotation) with the requisite skills, subject to the Evaluation Manager’s approval;
- Ensure that all products adhere to the OECD/DAC (2010) Quality Standards for Development Evaluation;
- Develop a detailed evaluation inception report;
- Manage the evaluation following the inception report approved by the Evaluation Manager;
- Prepare and submit all deliverables for revision and approval by the Evaluation Manager;
- Regularly report on progress to the Evaluation Manager; and
- Support logistical aspects of the evaluation, including office space and supplies, telecommunications, and dissemination of methodological tools such as surveys.

4.2 Evaluation Manager

The Evaluation Manager will be responsible for the following:

- Manage the Consultant’s contract;
- Act as the main point of contact for the Consultant;
- Facilitate access to documentation and people deemed of importance to the evaluation process;
- Ensure that all deliverables meet the OECD/DAC Quality Standards, in collaboration with the Advisory Group;
- Review, comment and approve all deliverables;
- Share deliverables with key stakeholders;
- Collect stakeholders’ comments on the draft reports;
- Prepare the management response to the final evaluation report;
- Assess the overall performance of the Consultant for the present mandate; and
- Disseminate the evaluation.

4.3 Advisory Group

The Advisory Group will include the Evaluation Manager, PCCOS' leadership team, a representative from SPC's Strategy, Performance and Learning (SPL) team, a representative from MFAT. The Advisory Group will be responsible for the following:

- Review, comment and approve the Terms of Reference of the evaluation;
- Contribute to the selection process of the evaluation consultant;
- Support the Evaluation Manager and Evaluation Consultant on methodological matters;
- Review and comment on all deliverables; and
- Arbitrate in the event of a disagreement between the Evaluation Manager and the Evaluation Consultant.

C. Timelines

5.1 Evaluation Rollout and Deliverables

	Activity	Estimated Time for Consultant	Key Outputs
1	Start-up Meeting and Document Review <ul style="list-style-type: none"> Review of project document and progress reports Other relevant literature review Briefing from the PCCOS team Agreement on activities & timeframes Preparation of meetings/programme 	2 days	Familiarisation with the PCCOS activities and approaches
2	Inception report writing <ul style="list-style-type: none"> Preparation of the evaluation inception report Development of evaluation methodology and instruments 	3 days	Evaluation inception report Evaluation instruments (e.g., evaluation matrix, data collection tools, etc.)
3	Inception report and methodology approval <ul style="list-style-type: none"> Revision from the Advisory Group and Evaluation Manager Integration of comments and requested changes Approbation of the inception report and instruments by the Evaluation Manager 	2 days	Final inception report and instruments
4	Data Collection <ul style="list-style-type: none"> Key informant interviews (via Teams, Zoom or other remote means of communication) Meeting with implementation partners (via Teams, Zoom or other remote means of communication) Online data collection 	12 days	Documented records of interviews and observations with stakeholders
5	Data analysis and development of the evidence base	5 days	Draft evaluation findings Evidence binder
6	Presentation of findings to the Advisory Group <ul style="list-style-type: none"> Meeting with the Advisory Group to present preliminary findings and recommendations in ways to help finalise the report Incorporate feedback into findings 	1 days	PowerPoint presentation with draft findings and recommendations
7	Report writing <ul style="list-style-type: none"> Preparation of Draft Report 	5 days	Draft Report delivered to Evaluation Manager and Advisory Group for comments
8	Final presentation <ul style="list-style-type: none"> Presentation and meeting with key stakeholders on findings and recommendations. 	1 day	PowerPoint presentation on final findings and recommendation PCCOS inputs fully reflected in the final report.
9	Submission of Final Report	1 days	Approval of the Final Report
10	Approval of the Final Report		
	Estimated time allocated to the Assignment		32 days

The duration for this consultancy will be up to 32 days.

5.2 Indicative Evaluation Schedule

Activity	Date
Contract the Evaluation Consultant	19 October 2022
Hold a start-up meeting	21 October 2022
Submit a draft evaluation inception report	26 October 2022
Provide comments on the inception report to the Consultant	31 October 2022
Approval of the final inception report	4 November 2022
Data collection and analysis	10 days in November 2022
Presentation of draft findings to the Advisory Group	23 November 2022
Submit a draft report to the Evaluation Manager	28 November 2022
Provide comments on the draft report to the Consultant	2 December 2022
Submit a PowerPoint Presentation to the Evaluation Manager for final presentation	6 December 2022
Approval of the PowerPoint Presentation on evaluation findings and recommendations	7 December 2022
Presentation of final findings and recommendations	9 December 2022
Submit the final evaluation report to the Evaluation Manager	14 December 2022
Approval of final evaluation report (final milestone)	20 December 2022
Evaluation report and management response published on the PCCOS website	End of January 2023

C. Reporting and contracting arrangements

The contractor(s) will report directly to the Evaluation Manager, Pierre-Yves Charpentier, Project Adviser PCCOS. The contractor(s) will also liaise closely with the PCCOS leadership and other SPC staff mentioned in the Background Information section.

D. Skills and qualifications

The Successful Contractor will have:

- Relevant postgraduate qualifications;
- At least 7 years of programming and/or evaluation experience in international development programmes related to ocean issues (e.g., ocean monitoring, ocean management, ocean governance, fisheries);
- Extensive technical knowledge, skills, and expertise in evaluation design, concepts, instruments, and approaches for evaluating complexity;
- Facilitation skills, particularly related to programmatic and organisational learning, particularly in the context of adaptive management;
- Strong analytical skills to support both qualitative and quantitative research;
- Excellent oral and written communication and report-writing skills in English;
- Leadership and strategic thinking skills;
- Keen attention to detail, especially related to documenting data and associated processes;
- Demonstrated experience in the Pacific region and with Pacific Island countries and institutions.

Strongly Preferred:

- Experience in use of data collection methodologies contextually relevant to the Pacific;
- Active listening, proactive learning, and time management skills, with readiness to be in a learning role;
- Previous experience and comfort with working for multiple stakeholders with competing priorities/interests; and

- Pasifika evaluators will be privileged if two consultants are ranked equal by the selection panel.

E. Scope of Bid Price and Schedule of Payments

The Contract cost will be paid based on achieving each set-out milestone as per show in the table herein this section. The full consideration for the complete and satisfactory completion of the activities specified in Section 5, the Consultant shall be paid in accordance with the following milestone activities:

Milestones/Output	Deadline/Date	% Payment
Approval of Inception Report	4 November 2022	20% of contract price
Submission of Draft Evaluation Report	28 November 2022	40% of contract price
Approval of Final Evaluation Report incorporating feedback on previous drafts submitted	20 December 2022	40% of contract price

F. Annexes to the Terms of Reference

Please refer to Annex 1.

Annex I PCCOS Results Framework

Result	Indicator	Baseline (2020)	Target	Source and Mean of Verification	Frequency
Goal: Sustainable management of ocean resources for the blue Pacific continent					
Long-term outcome: More effective implementation of science-based ocean governance and management by SPC's members	1. Evidence of policies or decisions or actions based upon SPC/PCCOS-generated science data or products for ocean governance and management	0	Clear evidence of policies or decisions or actions taken considering or using SPC/PCCOS-generated data or products in June 2023	Statements from decision-makers; Key informant interview (KII)	Annually
	2. # of PICTs progressing implementation of their National Ocean Policies / Strategies / Plans with support from PCCOS	8 PICTs (CK, FJ, SI, TO, PNG, VU, WS, RMI) with an Ocean policy / strategy / plan in place	8 PICTs progressing implementation in June 2023	NOP Survey (2021 & 2023); KII	Annually
KRA 1. Science Products and Country Capacities - Countries have reported progress against SDG14 using SPC's ocean science and knowledge	3. # and type of new information and ocean science products collected and accessible to PICTs with the support from PCCOS	0	Increased number of datasets and ocean science products accessible to PICTs in June 2023	Data shared with PCCOS; PCCOS science products available online	Annually
	4. Evidence of accessibility and usefulness of ocean science products and expertise for decision-makers and users	0	Ocean science and expertise from SPC/PCCOS is considered more accessible and useful by PICTs decision-makers in 2023	Stats from the PCCOS online portal; KII;	Annually
	5. Proportion of women, men and young people supported by PCCOS reporting improved knowledge and skills related to ocean science and integrated ocean governance and SDG 14 reporting	0	100 people by June 2023, including 80% showing increased knowledge and skills	Attendance sheet; Evaluation forms from formal training; Competency test	Ongoing
	6. Evidence of a structured and dynamic Pacific ECOP network	0	Pacific ECOP Network is dynamic in June 2023, evidenced by multiple activities, email exchanges and learning opportunities	Activity log; ECOP survey	Annually
	7. Proportion of women, men and young people supported demonstrating change in practice after participating in PCCOS training	0	At least 50% of the people trained by June 2023	Post-training survey and/or KII	Annually
	8. Proportion of supported institutions showing evidence of increased institutional capacity	0	5 key institutions showing evidence of increased institutional capacity in June 2023	KII	Annually

Result	Indicator	Baseline (2020)	Target	Source and Mean of Verification	Frequency
KRA 2. Partnerships and Regional Coordination - Ocean science in the Pacific islands' region is coordinated and aligned to the Blue Pacific vision	9. Evidence of SPC/PCCOS playing a key role for coordination of ocean science in the Pacific	PCCOS convened the Pacific Ocean Decade workshop in 2019. SPC/PCCOS active in the Marine Sector Working Group	Clear evidence of improved regional coordination on ocean science in June 2023	Minutes from meeting; Activity log	Annually
	10. New MoUs or updated MoUs signed between partners for collaboration on ocean science	4 MoUs signed in 2020 (IRD, KIOST, IOC, Commonwealth)	1-2 new MoUs or updated MoUs signed per year (4 by June 2023)	Signed document	Annually
	11. Status of regional collaborative centre for the UN Decade of Ocean Science granted to PCCOS	0	Status granted by UNESC-IOC by June 2023	Email or signed contract	Annually
	12. # of participants to Ocean Decade activities organised or supported by PCCOS	0	150 per year (400 by June 2023)	Attendance sheet	Annually
	13. Evidence of a structured and funded regional IOM programme	0	PCCOS' IOM Programme runs in-country activities, has project within it and multiyear funding by 2023	Review of programme documents	Annually
KRA 3. Excellence in Ocean Science - PCCOS is a hub for excellence in ocean science in the Pacific islands' region	14. # of academic publications published involving PCCOS	0	2 papers published per year, 5 by June 2023	Hyperlink to academic publications	Annually
	15. # of reviews conducted by PCCOS for peer-reviewed academic journals	0	2 papers per year, 5 by June 2023	Acknowledgement from academic journal	Annually
	16. # of graduate students, scientists and interns hosted, supervised, or supported by SPC/PCCOS	0	3 graduate students, 3 scientists and 10 interns by June 2023	Contracts; deliverables produced; internship evaluation form	Annually
	17. Updated mapping of SPC scientific expertise	0	Excel Mapping document available	Document review	Annually
18. # of SPC/PCCOS presence in relevant international, regional, and national events related to ocean governance and science	0	4 presences in international events, 10 in regional events and 4 national events per year, starting in 2021 (45 presences by June 2023)	Activity log; PowerPoint presentation; social media posts	Annually	
KRA 4. PCCOS Structuration and Ocean Science at SPC	19. # and type of cross-divisional initiatives on ocean science initiated or	Very few cross divisional	3 new initiatives per year and continuation of	Activity log; project documents	Annually

Result	Indicator	Baseline (2020)	Target	Source and Mean of Verification	Frequency
- Systems and processes are in place for PCCOS to deliver as an integrated ocean programme across SPC	supported by PCCOS	initiatives on ocean science exist	ongoing initiatives (8 initiatives by June 2023)		
	20. # of initiatives from SPC divisions that PCCOS is contributing to	0	At least 5 per year from 2021 (12 in total in June 2023)	Activity log	Ongoing
	21. # of division's Business Plans / Work Plans including PCCOS	PCCOS included in GEM division Business Plan	PCCOS included in the Business Plan / Work Plan of 3 divisions (GEM, FAME, CCES) by June 2023	Review of the business plans and workplans	Annually
	22. Evidence of active and functional PCCOS Board and Steering Committee	0	PCCOS Board meets quarterly taking strategic and operational decisions; PCCOs Steering Committee meets twice a year taking strategic decisions	Minutes from meeting; Attendance sheet	Quarterly; Biannually
	23. # of adequate strategies or plan in place for PCCOS to deliver effectively and sustain over time	0	4 strategies or plans in place (Business Plan, MEL Plan, Comms & Visibility Strategy, Resource Mobilisation Strategy) by 2022	Documents available	Quarterly; Annually
	24. Number of PCCOS staff and SPC staff directly involved with PCCOS	0	3 PCCOS staff in 2021; 5 PCCOS staff in 2022 and 2023; 25 SPC staff directly involved with PCCOS in 2023	Activity log	Quarterly
	25. Level of internal SPC knowledge and understanding of PCCOS' role and activities	Low – concept widely shared during launch (2020), but little details known on PCCOS activities	Clear understanding PCCOS role within SPC by June 2023	Survey of SPC staff	Annually
	26. % of agreed activities and budget completed or spent	0	At least 80% of work plan activities and budget completed/spent each year	Finance data, activity log, quarterly review reports	Quarterly

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"> • Business registration • Conflict of Interest Declaration • Technical proposal including workplan • Quotation 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Relevant qualification and professional background and experience in conducting programmatic evaluations	20%	140
Technical requirement 2: Understanding of the assignment, and identification of appropriate methodologies	40%	280
Technical requirement 3: Knowledge of and experience working in the ocean science space in the Pacific (inclusive of ocean management, ocean observation and ocean governance)	20%	140
Technical requirement 4: Excellent English language written skills and facilitation skills	10%	70
Technical requirement 5: Ability to deliver within the timeframe	10%	70
Total Score	100%	700