

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	RE-ADVERTISEMENT Tuna Climate Evaluation and Project Planning
Nature of the services	A small evaluation of a project working to improve capacity of pacific nations to respond to climate impacts on tuna fisheries. Additional services include facilitating a planning process for a new activity and producing a report on data available concerning climate impacts on oceanic fisheries.
Location:	Remotely, based at the consultant(s) usual place of work
Date of issue:	23/11/2022
Closing Date:	4/12/2022
SPC Reference:	RFQ22-4757

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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 hannahg@spc.int and with the subject line of your email as follows: **Submission RFQ22-4757**. 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
- A completed [Due Diligence](#) form
- Your technical and financial proposal

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 **8pm, Noumea time on 4/12/2022**.

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.

Hannah Gilchrist will be your primary point of contact for this RFQ and can be contacted at hannahg@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	23/11/2022
RFQ Closing Date	4/12/2022
Award of Contract	12/12/2022
Commencement of Contract	17/01/2023
Conclusion of Contract	31/04/2023

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

FAME

One of the oldest divisions of SPC is the Division of Fisheries, Aquaculture and Marine Ecosystems (FAME). The FAME Division provides specialist expertise and technical assistance to support fisheries management and sustainable development in the Pacific. Partnering with all 22 PICTs and both regional, sub-regional and national entities working in the marine sector, FAME's goal is to ensure fisheries resources of the Pacific region are sustainably managed for economic growth, food security and environmental conservation.

FAME is composed of two programmes: the Oceanic Fisheries Programme (OFP) and the Coastal Fisheries and Aquaculture Programme (CFAP). OFP functions as the Pacific Community's regional centre for tuna fisheries research, fishery monitoring, stock assessment and data management. OFP has three sections: Stock Assessment and Modelling (SAM), Data Management (DM) and Fisheries and Ecosystem Monitoring and Analysis (FEMA).

Climate Change & Tuna

Tuna plays an important role in regional food security, and these fisheries bring in approximately USD1billion in export revenue and USD500 million in direct income to PICT (Pacific Island Countries and Territories) economies. However, climate change impacts are predicted to reduce the productivity, and alter distribution and migratory patterns of tuna populations. This threatens access to tuna by national fleets and threatens income from access fees that allow international fleets to fish within EEZs (the latter is estimated to reduce total government revenue by 6-13% per year). In short, if fishing patterns and harvest strategies are not adaptive to the climate-driven changes in tuna distribution, Pacific livelihoods and economies will be harmed.

Improved integration of climate responsiveness into existing management mechanisms in the short-term has the potential ensure that the implementation of climate actions are timed to minimise economic and social disruption. WCPFC (Western Central Pacific Fisheries Commission) has endorsed a climate resolution which provides guidance and high-level policy preparing the region for this change (Resolution 2019-01), recognising the need to incorporate climate information in decision making. Paired with this, SPC has done some preliminary modelling and, prepared a policy brief summarising the implications of climate-driven Pacific tuna redistribution. However, the presentation of information in this format does not keep pace with the rate in which climate change is impacting tuna populations, nor does it allow independent interrogation of data by WCPFC members to inform a holistic approach to harvest strategy design and implementation.

In July 2021, New Zealand's Ministry of Foreign Affairs and Trade (MFAT) with SPC's FAME began a NZD 2 million, 2.5 year project entitled "Climate Change and Tuna Fisheries". This project aims to refine existing SEAPODYM models of future tuna distribution scenarios. A dashboard displaying this information in an approachable and informative way is being created, alongside building the skills, knowledge, and confidence of members to use this predictive information in decision making.

This current activity is starting urgent work in advance of a NZD 100 million funding proposal to the Green Climate Fund (GCF). The GCF proposal has two components: “adaptations to harness tuna for food security of Pacific Island communities as coral reefs are degraded by climate change” and “adaptations to reduce risks to Pacific Island economies from climate-driven tuna redistribution”. The flagship initiative for the tuna redistribution component is developing an advanced warning system (AWS) to provide detailed forecasts on climate-induced tuna migration.

However, the GCF activity is not expected to start for another three years and there is an urgent need for further work in this area now. The ocean is already warming, becoming more acidic and losing oxygen. Globally, shifts in fish distribution due to climate change are already happening and tropical coastal ecosystems are declining.

To address this need, SPC is developing a “Climate-Induced Migration Advanced Warning System” project to map out how work on developing the AWS could begin in advance of the full GCF proposal entering implementation. It would also address key enabling conditions to facilitate the rapid scaling-up of implementation when GCF proposal when it begins.

The existing activity is at its halfway point and is due for a mid-term review. This aligns with the need for a workplan for the development of a Climate-Induced Migration Advanced Warning System project.

Existing monitoring data will be used in the evaluation, and the evaluation will be used by programme managers, MFAT and other stakeholders to:

- **Assess effectiveness:** Identify the outcomes and sustainability of the Climate Change and Tuna Fisheries projects’ short and medium-term outcomes and whether this project is likely to contribute to its long-term outcomes.
- **Assess relevance:** Assess the extent to which the Climate Change and Tuna activity has met the needs and priorities of SPC-FAME and New Zealand’s Ministry of Foreign Affairs and Trade (MFAT).
- **Inform current and future project scoping and design:** Inform the design of a “Climate-Induced Migration Advanced Warning System

B. Purpose, objectives, scope of services

Objectives

The objectives of the work are to;

- Run a small-scale evaluation to reflect on successes and failures in “Climate Change and Tuna Fisheries” activity, to inform the development of a “Climate-Induced Migration Advanced Warning System” activity.
- Identify internal or external data sources that could feed into future planning, monitoring or evaluation of climate-related impacts on Tuna; either areas that could respond to evaluation questions, or if there are areas where adding or adjusting an existing question/survey could benefit our knowledge.

- Facilitate a work-planning process for a new project.

Scope of work

We envisage the work spanning approximately 20 days, from January 2022 to April 2023. There are some key timeframes to bear in mind in pulling together a proposal for the work:

- FAME drafts MEL plan for scale up project: January/February 2023
- Steering group meeting: End March 2023 at the regional Heads of Fisheries meeting (TBC)
- Workplanning for a new project: February 2023

Identification of data sources includes a review and documentation of data or information available at SPC and other regional agencies/stakeholders related to climate impacts on oceanic fisheries that would help to inform project design, and decision making for stakeholders in the future. This work would be desk-based.

The mid-project review will cover the entire activity to date, starting from July 2021.

The review should focus on process and emerging or unintended outcomes of the activity and should use information available from the project monitoring process, supplemented by any notes or documentation created through the project, and discussion and reflection with the internal project team. The exact approach is open to suggestions and recommendations to be outlined in the contractor’s proposal.

The evaluation will be presented to the project steering group meeting planned for the end of March 2023 during the SPC Heads of Fisheries meeting, after review by the internal project team (comprising the Resource Mobilisation and Evaluation Adviser, the Principal Fisheries Scientist, and the Fisheries Adviser).

A list of indicative evaluation questions can be found in section G.

The work planning for a “Climate-Induced Migration Advanced Warning System” project would involve facilitating a planning process to deliver project outcomes, including monitoring needed as per the draft MEL plan (to be drafted by FAME by January 2023). The consultant will then produce a document presenting the workplan agreed on by project staff, in a format and software agreed on with the FAME project team.

All products should be provided in English and should not require any additional editing from FAME The outputs will acknowledge SPC, donor partners and any other partners clearly and explicitly.

C. Timelines

The work will take place during the period in line with the following timeline, the days of work for the consultant(s) should be included in a proposal by the consultant(s), and will be specified in the contract.

Output	Description	Target delivery date
1.Start	Start date, briefing and sharing of background information with consultant.	16 th January 2023
2.Plan	Finalised plan for contracted work shared with FAME point of contact	31 st January 2023
3. Work planning	Climate-Induced Migration Advanced Warning System work planning facilitated with relevant project staff & draft plan shared with the SPC team.	28 th February

4. Draft report	Draft report prepared and submitted to SPC alongside discussion of findings. This report covers 1) the evaluation conducted and 2) an overview of available data/information related to climate impacts on oceanic fisheries	Two weeks before steering committee meeting.
5. Evaluation presented to steering group	Report findings are presented to and discussed with steering committee.	Late March TBC
6. Final report	Final report submitted to SPC, with all comments and edits incorporated.	Ten days after feedback received from SPC.
7. Final workplan	Finalised workplan shared with SPC outlining timeframes, activities and deliverables.	15th April 2023

D. Reporting and contracting arrangements

Duty station and travel

The work will be desk-based at the consultant's usual work location. No travel will be required, but is left to the consultant's discretion to be included in their proposal as needed.

Reporting

The consultant(s) will be managed by the SPC-FAME Evaluation and Resource Mobilisation adviser, who will be responsible for day-to-day management and administration of the contracted work. Their responsibilities include briefing and preparing material for the consultant, managing feedback from reviews of the draft report, and liaising with the team throughout to ensure the work is being undertaken as agreed.

The consultant(s) will keep SPC-FAME regularly informed on the progress of work. The exact timeframe for updates is to be discussed with the successful consultant(s). The consultant will also work closely with the Principal Fisheries Scientist (Fisheries & Ecosystem Monitoring & Analysis), and the Fisheries Adviser (climate) to understand project progress, and any relevant information for their work.

E. Skills and qualifications

The attributes (knowledge, skills, experience) required of the consultant includes

- Experience in conducting evaluation in the Pacific
- Experience in the tuna fisheries sector in the Pacific region including relevant knowledge of governance, legislation and policy and climate.
- Experience and understanding of Pacific region political, economic, social and cultural context.
- Excellent research, report writing and presentation skills
- Is adaptable and has proactive problem-solving skills.
- Fluency in written and spoken English
- Representation within the team of a Pacific Island Country or Territory is preferred

F. Scope of Bid Price and Schedule of Payments

The contract price is comprised of lump sum payments based on milestones outlined below. The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

The budget is to cover the full cost of the contract including consultant fees, administrative fees, operating costs, and all other expenses.

Payment will be made upon receipt of invoices in line with the agreed payment schedule:

Milestone/deliverables	Deadline	% payment
Document review, briefing and finalised plan for contracted work	31 st January	20%
Workplanning session facilitated with project staff, and draft workplan shared for comments	28 th February	10%
Draft report of evaluation and data/information related to climate impacts on oceanic fisheries submitted to SPC alongside discussion of evaluation findings.	Two weeks before steering committee meeting.	20%
Final evaluation report submitted to SPC, with comments and edits resolved/incorporated.	Ten days after feedback received from SPC.	20%
Finalised agreed on project workplan produced outlining timeframes, activities, and deliverables.	15 th April	30%
TOTAL		

All candidates are requested to submit a technical proposal addressing the Terms of Reference and technical criteria listed in Part 4. Specifically, the content of the proposal should:

- Outline the approach, methodology and tools that will be used to meet the Scope of Work outlined in section B, and the approximate days of work required.
- Include a budget outline to provide deliverables within the specified total budget. Please break down the budget per deliverable/payment milestone above.

G. Annexes to the Terms of Reference

- [MEL plan for existing project](#)
- [Suggested evaluation questions](#)

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		
Experience in conducting evaluations	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Previous experience conducting similar projects in the Pacific, evaluation, facilitation and/or data collation.	40%	40
Familiarity and knowledge of the fisheries sector in the Pacific and associated climate threats	20%	20
Links or connections to regional entities that could assist with data collation element of the proposed work	20%	20
Experience and understanding of Pacific region political, economic, social and cultural context	20%	20
Total Score	100%	100