

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Testing and Adapting the Pacific Regional Collaborative Framework
Nature of the services	Consultant to undertake the development of a Stakeholder Engagement and Communications Plan for the Regional Research Agenda
Location:	Remote based
Date of issue:	22/08/2023
Closing Date:	10/09/2023
SPC Reference:	RFQ 23-5653

Contents

PART 1: INTRODUCTION	3
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
PART 2: INSTRUCTIONS TO BIDDERS	3
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	4
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	7
C. TIMELINES	8
D. REPORTING AND CONTRACTING ARRANGEMENTS	8
E. SKILLS AND QUALIFICATIONS	8
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	8
PART 4: PROPOSAL EVALUATION MATRIX.....	10
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	10
PART 5: PROPSOAL SUBMISSION FORMS	11
BIDDER'S LETTER OF APPLICATION FORM.....	11
TECHNICAL PROPOSAL SUBMISSION FORM.....	12
BIDDER'S FINANCIAL PROPOSAL	14

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 stephanieo@spc.int and with the subject line of your email as follows: **Submission RFQ 23-5653-Operationalisation of the Regional Research Agenda Framework**. 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
- Part 5 Bidders Letter of Application, Technical and Financial Proposal Submission form

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

Bids will be evaluated on the basis of information received by **11.59pm Fiji time** on **10/09/2023**.

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.

Ramona Stephanie O'Connor will be your primary point of contact for this RFQ and can be contacted at stephanieo@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	22/08/2023
RFQ Closing Date	10/09/2023
Award of Contract	20/09/2023
Commencement of Contract	25/09/2023
Conclusion of Contract	30/06/2025

2.6 Legal and compliance

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ and

any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

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

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

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in bidders' local currency 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

The Land Resources Division (LRD) of the Pacific Community (SPC) has a role in enabling the provision of regional public goods in agriculture and forestry research and development, as outlined in LRD's Business Plan 2019-2023. LRD's business plan highlights LRD's mission as providing "effective scientific advice, capacity building and services on conservation, development and utilisation of plant genetic resources, forest and landscape management, resilient agricultural systems, diversification of livelihood strategies and access to markets to maintain ecosystem services, improving land productivity, and food and nutrition security for the resilience of Pacific communities. It highlights its mandate in targeting urgent issues at regional and national levels. Increasingly the major issues and opportunities of agriculture and forestry facing Pacific communities are common across many nations, making regional collaboration increasingly essential.

At its August 2021 virtual meeting, the Pacific Heads of Agriculture and Forestry Services (PHOAFS) endorsed the development of a Regional Research Agenda (RRA) for agriculture and forestry in the Pacific. The Pacific Regional Research Agenda Framework (RRAF) was developed through participatory approaches with member countries. The framework was presented to the PHOAFS in March 2023 and the RRAF was endorsed and SPC was tasked to work with member countries to operationalise it.

With funding support from the Australian Centre for International Agricultural Research (ACIAR), the research project **Testing and Adapting the Pacific Regional Collaborative Framework** was recently approved and focuses on the operationalisation of the RRAF. Specifically, the goals of the research project are to (i) Define and test how the Peer Review and the enabling research partnership elements of the framework can be established and strengthened as an inclusive and transparent process to achieve long-term impacts (ii) test and adapt the RRAF as a mechanism that guides long-term impacts to create change for end users. The main outcome of this research is to develop an Operationalisation and Resource Mobilisation Framework, which would support the member countries in sustaining the RRAF going forward. The Operationalisation and Resource Mobilisation Framework will be presented for endorsement in the PHOAFS in 2025. The outputs will be fully owned, managed, and endorsed by the Pacific Island Countries and Territories (PICTs) during the PHOAFS as well as the Pacific Ministers of Agriculture and Forestry (PMAFM) in 2025.

Communications will be a vital aspect of the operationalisation of the RRAF so that the member countries through the Heads of Agriculture and Forestry, as well as lead scientists, experts, researchers, farmers and relevant stakeholders, are kept informed of the progress of the outcomes of meetings, workshops and findings as the framework is tested.

The role of the consultant engaged in this research project will involve the following:

1. Assess the communication needs of the stakeholders who will be involved in the RRAF (e.g.

Heads of Agriculture and Forestry, farmers, CSOs, NGOs, extension agents, researchers, and experts) and develop a stakeholder engagement and communications plan to identify the best approach to ensure information reaches the right target audience.

2. Develop communication materials for the RRAF work and share these through relevant social media channels and in-country networks, and communication outlets.
3. Collaborate with designers, videographers, content creators and other communication professionals to ensure that high-quality communication materials are produced.
4. Ensure compliance of all communication materials with SPC and ACIAR branding guidelines, communication protocols and copyright regulations in the development of communication products.
5. Provide strategic advice to the LRD Project team on how to influence communication and knowledge sharing for visibility and impact at the community level.

B. Purpose, objectives, scope of services

The consultant will work closely with the LRD project team ¹to deliver the scope of work as outlined below:

The contracted individual will provide the following services:

- In collaboration with the LRD project team, develop a work plan to guide the communications activities.
- Develop a stakeholder engagement and communications plan which will be used to effectively guide the best communication approaches with the different stakeholders who will be involved in the RRAF work and adapt it as the need arises.
- Regularly develop high-quality communication materials for publication and sharing on relevant media outlets to effectively communicate outcomes of RRAF work to member countries.

LRD will provide the contractor with the following:

- Access to LRD staff, reports and other communications documents.
- Access to LRD infrastructure such as the LRD website, Microsoft Teams site and databases.
- Administrative and logistical support for the regional consultative workshops.

Expected Outputs:

- Detailed workplan to guide the RRAF communications work developed.
- Stakeholder engagement and communications plan developed.
- Develop one video to document the testing of the RRAF.
- Monthly communications materials produced on the work of the RRAF.

¹ The LRD Project team will consist of the Deputy Director, Research for Development Adviser, Communication Consultant and RRA interns.

C. Timelines

The incumbent will be engaged in September 2023 and be contracted until June 2025.

D. Reporting and contracting arrangements

The contractor will be work closely with the Deputy Director and the Research for Development Adviser who will provide direction for the assignment and input as needed. Direct communication between the contractor and LRD team is expected to take place online weekly.

Travel Arrangements:

If travel is required for the consultant, it will be approved and facilitated by SPC limited to payment of air/boat fare and Daily Subsistence Allowance (DSA) (covers meals, accommodation, incidentals and airport transfers) in line with SPC's travel policy.

SPC does not provide insurance for consultants travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable.

It is assumed that the consultant has considered these conditions when submitting their bid.

E. Skills and qualifications

- Relevant tertiary qualifications (communications, marketing, public relations, journalism).
- Excellent written and verbal communication and networking skills.
- Pays close attention to detail and is great at storytelling.
- Ability to work with a diverse team of stakeholders and ensures their input is reflected in communication materials produced.
- Extensive experience in the agriculture sectors in developing countries.
- Demonstrated experience in communication with stakeholders at all levels.
- Ability to meet deadlines.

F. Scope of Bid Price and Schedule of Payments

The contract will be milestone based and will be paid in line with the following s schedule:

Activity	Payment Milestone	Deliverable Date	Payment (%)
Activity 1: Detailed workplan to guide the RRAF communications work developed.	Detailed work plan developed in consultation with the LRD Project Team and endorsed by the SRA Management Team.	30 September 2023	10%
Activity 2: Stakeholder engagement and communications plan developed.	Draft Stakeholder engagement and communications plan developed.	31 October 2023	10%
Activity 3: Develop one video to document the testing of the RRAF.	Video showcasing the testing of the RRAF completed for showcasing at the 2025 PHOAFS.	26 April 2024	20%
Activity 4: Monthly communications materials produced on the work of the RRAF.	Communication materials produced on the outcome of meetings and events for 2023- 2024	30 June 2024	15%
	Communication materials produced on the outcome of meetings and events for 2024- 2025	30 June 2025	15%
Activity 5: Final stakeholder engagement and communications plan developed.	Final stakeholder engagement plan ready for publication	28 March 2025	30%

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		
CV	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Relevant tertiary qualifications (communications, marketing, public relations, journalism).	10%	70
Excellent written and verbal communication and networking skills	20%	140
Pays close attention to detail and is great at storytelling	20%	140
Ability to work with a diverse team of stakeholders and ensures their input is reflected in communication materials produced.	10%	70
Extensive experience in the agriculture sectors in the Pacific Island Countries working with non-Government organisations who deal with farming communities.	20%	140
Demonstrated experience in communication with stakeholders at all levels	10%	70
Ability to meet deadlines	10%	70
Total Score	100%	700

Financial Evaluation

Financial evaluation carries a total score of 300. These scores are calculated according to the formula below:

[Total financial component score] x [Lowest price]/ [Price under consideration] = Score for financial proposal

Part 5: PROPSOAL SUBMISSION FORMS

BIDDER'S LETTER OF APPLICATION FORM

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required *[Choose an item]* 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 RFP/RFQ documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The RFP/RFQ 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 RFP/RFQ documents nor the acceptance of any tender nor any agreement made subsequent to the RFP/RFQ documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the RFP/RFQ documents, or since the date as at which any information contained in the RFP/RFQ 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 RFP/RFQ 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]*

TECHNICAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical criteria on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.

Technical Requirements	
Evaluation criteria	Response by Bidder
Experience and specified personnel/sub-contractors	
Experience: <i>[insert details of the experience required (e.g. the bidder must demonstrate at least 5 years' experience in the field of project management and must provide details of three reference clients in this field)]</i>	Experience:
	<i>[insert details of relevant experience]</i>
	Details for three references:
	1. Client's name: <i>[insert name of client 1]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	2. Client's name: <i>[insert name of client 2]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	3. Client's name: <i>[insert name of client 3]</i>
	Contact name: <i>[insert name of contact]</i>
Contact details: <i>[insert contact details]</i>	
Value contract: <i>[insert value of contract]</i>	
Personnel: <i>[insert details of the personnel/sub-contractors required]</i>	Details about personnel/sub-contractors
	Manager's experience: <i>[insert details about manager's experience]</i>
	Consultants' experience: <i>[insert details about consultants' experience]</i>
Relevant tertiary qualifications (communications, marketing, public relations, journalism).	<i>[Bidder's answer]</i>
Excellent written and verbal communication and networking skills.	<i>[Bidder's answer]</i>
Pays close attention to detail and is great at storytelling.	<i>[Bidder's answer]</i>
Ability to work with a diverse team of stakeholders and ensures their input is reflected in communication materials produced.	<i>[Bidder's answer]</i>
Extensive experience in the agriculture sectors in the Pacific Island Countries working with non-Government organisations who deal with farming communities.	<i>[Bidder's answer]</i>
Demonstrated experience in communication with stakeholders at all levels.	<i>[Bidder's answer]</i>
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]*

BIDDER'S FINANCIAL PROPOSAL

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes. The format shown below should be used in preparing the price schedule. All prices in the proposal must be presented in EUR.

Particulars	Amount (Insert Currency)
Professional fees	Daily rate: _____
Total professional fees (lumpsum)	
Other expenses (please specify)	
TOTAL	

Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team if applicable. i.e., 50% full time, full-time, etc.).

SPC will not cover separate lines for overheads/running costs, contingencies. If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.

SPC does not provide or reimburse insurance for consultant's travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable.

The Contractor's duty station is their home country with travel. If travel is required, SPC will pay/reimburse semi flexible economy airfares, meals, incidentals and accommodation (DSA).

SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary.

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:

Signature:

Name of the representative:

Title: