

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Socio-economic Community of Practice consultancy</b>
<b>Nature of the services</b>	The “SE Community of Practice” consultant will help SPC to implement prioritised activities of the Action Plan of the socio-economic Community of Practice
<b>Location:</b>	Suva, Fiji
<b>Date of issue:</b>	31/01/2024
<b>Closing Date:</b>	14/02/2024
<b>SPC Reference:</b>	RFQ24-6155

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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](mailto: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 [carolinag@spc.int](mailto:carolinag@spc.int) and with the subject line of your email as follows: **Submission RFQ23-6155**. The email should also be copied to [rfg@spc.int](mailto:rfg@spc.int). The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- **Annex 1** - Technical proposal submission form (dated and signed)
- Curriculum vitae
- **Annex 2** - Financial proposal submission form (dated and signed)

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 **18:00 GMT+12 (Fiji time) on 14/02/2024**.

### 2.3 Evaluation & Contract Award

Each quotation validly received will be assessed against the evaluation criteria matrix set out in [Part 4](#). Any changes in the evaluation criteria will result in the RFQ process being re-issued.

SPC may award the contract once it has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be substantially responsive to the RFQ documents, provide the best value for money (highest cumulative score) and best serve the interests of SPC.

In the event of a bid being accepted, procurement will take place under SPC's [General Terms and Conditions of Contract](#) and depending on the value or nature of the procurement, the award will be made by issuing a purchase order or a signed and dated contract, or both.

### 2.4 Key Contacts

Please contact SPC should you have any doubt as to what is required or if we can help answer any questions that you may have.

Carolina Garcia will be your primary point of contact for this RFQ and can be contacted at [carolinag@spc.int](mailto:carolinag@spc.int). You should copy any communications into [rfq@spc.int](mailto: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	31/01/2024
RFQ Closing Date	14/02/2024
Award of Contract	16/02/2024
Commencement of Contract	29/02/2024
Conclusion of Contract	6/12/2024

### 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 FJD 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](mailto: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 Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, being owned and governed by our 27 country and territory members. As one of SPC's oldest Divisions, the Division of Fisheries, Aquaculture and Marine Ecosystems (FAME) has been providing scientific and technical expertise to support fisheries management and sustainable development in the Pacific for over 60 years. The goal of the Division is that the fisheries resources of the Pacific region are sustainably managed for economic growth, food security and environmental conservation. In pursuit of this goal, FAME provides scientific and management advice to Pacific Island Countries and Territories (PICTs) and regional agencies to support the sustainable management of oceanic, coastal fisheries and aquaculture resources. Despite the challenges in the management of the region's marine resources, there are also opportunities to derive greater economic and social benefits from them.

FAME is composed of two programmes: Coastal Fisheries and Aquaculture Programme (CFAP) and the Oceanic Fisheries Programme (OFP). The Director's Office provides divisional support and strategic direction across the programmes and cross-cutting projects. Working with all 22 PICTs, FAME has strong partnerships with regional, sub-regional and national entities working in the marine sector. FAME staff are based in New Caledonia, Fiji and Federated States of Micronesia, with most of its ~150 staff being based in New Caledonia.

The FAME CFAP provides science and technical support to PICT governments and administrations to enhance the management of coastal fisheries, and the sustainable development of aquaculture and nearshore livelihoods. CFAP assists PICTs to develop scientifically informed and socially achievable coastal fisheries management policies and procedures. CFAP provides PICTs support for sustainable aquaculture, including planning, research and development, aquatic biosecurity and trade, for governments, the private sector and other stakeholders. CFAP assists in developing sustainable nearshore fisheries to provide for food security, sustainable livelihoods, economic growth, assist with climate change adaptation, and address new and evolving challenges to coastal fisheries and aquaculture in the region.

Socio-economic sciences are fundamental to support key local, national or regional decisions, and informing key regional priorities such as addressing vulnerability to climate change and other disasters, supporting the scaling-up of community-based fisheries management, development of livelihoods and optimising value-chains, among others. Nevertheless, socio-economic science capacity in the Pacific Island region remains relatively limited, efforts are scattered and often non-standardised, which prevents aligning efforts of the organisations conducting socio-economic research. SPC is a regional co-coordinator of SocMon-SEM Pasifika (<https://icriforum.org/socmon/>). A socio-economic Community of Practice (CoP) was initiated in August 2023 to provide a platform for professional interaction between experts, young researchers and practitioners, aiming to increase the quantity and quality of key socio-economic data and analyses in the region.

The "SE Community of Practice" consultant will help SPC to implement prioritised activities of the Action Plan of the socio-economic Community of Practice. The "SE Community of Practice" will report to the social scientist. The consultant will undertake several secretariat functions, under the guidance of the social

scientist, the economic specialist and the gender and human rights specialist, and other units and divisions as appropriate.

## **B. Purpose, objectives, scope of services**

### **Purpose:**

The purpose of this consultancy is to engage an early-career contractor to help SPC to provide social, economic and GESI support to members, with an emphasis on the implementation of prioritised actions in the Action Plan of the socio-economic Community of Practice. The consultant will undertake several CoP Secretariat functions, under the supervision and support of the social scientist, the economic specialist and the gender and human rights specialist. In addition to basic operational secretariat functions, the consultant is expected to proactively engage with the supervisor team to support content related activities that benefit the socio-economic Community of Practice or its individual members. Content related activities in a supporting role may include training development, mentoring activities, learning and exchange, research related tasks and other forms of knowledge sharing and capacity building that support the objectives of the socio-economic Community of Practice.

### **The work will include:**

- Supporting the development of key documents of the CoP (charter document, directory of members, etc).
- Supporting the implementation of key activities in the Action Plan.
- Communicate with CoP members including to run consultations, to collect information or inform them about activities or about progress made
- Support the production of content to share on different platforms and social media, with the support of the communications team
- Organisation of online events such as webinars to provide training, for information sharing and for discussion of relevant topics.
- Supporting the organisation of a face-to-face training session in the second half of 2024
- Identification of key tools and resources to be shared through relevant platforms and channels
- Explaining the importance of social and economic sciences for resource management and promoting the CoP in relevant forums.
- Supporting the mainstreaming of gender, social inclusion (GESI) and human rights-based approaches (HRBA) across action plan activities as it fits with guidance from the gender and human rights specialist. This can include additional supportive tasks to provide input to learning material/events and/or research-related needs and any other similar activities that all support the implementation of the action plan to mainstream GESI/HRBA.
- All activities undertaken are fully documented and all administrative tasks completed within the set deadlines and according to SPC requirements.
- Support administrative and communications tasks related to its role, and the social scientist, economic specialist and the gender and human rights specialist.
- Travel might be required, and in those cases, travel will be covered by SPC according to SPC policies and procedures.
- Liaise with resource mobilisers, with external partners, and search online to find funding opportunities for the CoP and for the Secretariat.
- Participate in trainings relevant to the delivery of high-quality outputs.

- Monthly coordination meetings with supervisors, other SPC staff and external CoP partners.
- Support for other secretariat activities and emerging needs from CoP members
- Administrative support for key activities
- Project drafting if funding opportunities are identified.

Location: The consultant will be home-based, preferably in Suva, Fiji. Travel costs do not need to be included in the quote and will not be part of the contract. Any travel required to produce the deliverables will have to be approved by SPC, and travel costs and arrangements will follow SPC policies and procedures.

The consultant is solely responsible for obtaining and payment of any visa and travel insurance required for the performance of the Services, including any tax or other liabilities incurred during the conduct of the Services.

The consultancy is scheduled to commence at the beginning of 2024 and should be completed by the first week of December 2024. Timely execution of the activities is essential to meet reporting deadlines to the donor and to ensure the availability of partners and collaborators involved in the project.

### C. Timelines

- Feb 2024: Contract signature
- April-May 2024: Core activities finalised (activities required for the implementation of ongoing activities in the Action Plan)
- July-August 2024: Finalise core activities, and implementation of prioritised ongoing activities
- September 2024: Organisation of training workshop
- November- December 2024: Final report and outputs

### D. Reporting and contracting arrangements

Institutional Arrangement: The contractor will work under the direct guidance of the Coastal Fisheries and Aquaculture social scientist, the economic specialist and the gender and human rights specialist.

Deliverables:

- Finalized documentation allowing the operation of the CoP:
  - o Publishable action plan and dashboard to follow-up its implementation,
  - o Charter document,
  - o Directory of members and list of members of the different committees that will be created within the CoP,
  - o Questionnaires needed for the consultation of CoP members (refers to activities of the action plan),
  - o User and manager instructions of chosen communication tools (webpage, social media),
  - o User instructions of training platform (Moodle) and organisation of training material for Moodle courses, according to the trainings needs identified by the CoP members and contributions from trainers/material available online.
- Checklist of logistic needs for meeting organisation (online and face to face)
- Registry of activities and key documents (forms, questionnaires, instructions)



- Registry of communications (contributed articles, social media posts)
- Reports of webinars, trainings, forums, discussion sessions or meetings held with the CoP or attended by the consultant to promote the CoP between January and December 2024
- A final report detailing the undertaken activities during the consultancy, the level of implementation of the action plan (dashboard) and details of the next steps with recommendations.

## E. Skills and qualifications

The successful consultant will have the following qualifications, skills and experience:

### Education

- A BSc degree or equivalent in careers related to natural resource management (e.g. environmental sciences, social sciences, communications)
- Have been involved in/ taken a unit on socio-economic topics AND/OR on communications.

### Skills and experience

- At least 1 year experience in the field of socio-economic studies and/or organization of events and/or jobs that require excellent interpersonal skills (customer-oriented, coordination, organization, multi-stakeholder liaising)
- Knowledge of the Pacific region
- Ability to communicate effectively in English (oral and written)
- Desirable: Other languages used in the Pacific

## F. Scope of Bid Price and Schedule of Payments

The contract will be paid in lump sums for the work plan and the final report according to the acceptance of milestones in the table below. For the core and ongoing activities, the Contractor will be paid monthly based on its daily rate and on number of days worked to be justified by monthly timesheets. Bidders must include in their calculations: professional fees, visa costs, insurance costs, taxes, and any other costs incurred through the delivery of services except for travel costs which would be paid by SPC separately. The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

<b>Milestone/deliverables</b>	<b>Deadline</b>
Work plan submitted within 2 weeks of contract signature	14th March 2024
Core activities deliverable (operational documentation of the CoP; setup proposal of: directory of members, registries, formats, instructions, etc.; report of support activities)	From the signature of the contract to the 1 <sup>st</sup> May 2024
Prioritised ongoing activities deliverable: report of meetings, consultations with CoP members and other key stakeholders, communications, support activities and all other expected deliverables detailed in <b>part D</b> .	From the 1 <sup>st</sup> May 2024 to the 6th December 2024
Acceptance by SPC of the final report	6 <sup>th</sup> December 2024
<b>TOTAL</b>	

## G. Annexes to the Terms of Reference

Objective	Action	Activities	Timeframe (short= <1year; mid=1-3y; long= >3y)	Resources needed	Cost (low= <2000€; mid= 2000-40000€, high= >40000€)	Lead/participate	
Increase collaboration between different stakeholders	Create a "core group" to support the Secretariat and make operative decisions (general strategic decisions during a yearly "general assembly"?)	Consultation of CoP members by email and define "core group" roles and rules	short	staff time	low	secretariat/members	
	Establish membership rules and mechanisms (quote to ensure a majority of Pacific islanders? different types of membership?)						
	Increase awareness to key stakeholders about the SE network including relevant GESI stakeholders	Conduct an online meeting at least once a year		mid	staff time	low	secretariat
		Organize a face-to-face meeting every 3 years		long	funds and staff time	high	secretariat
	Develop resource hub for enhanced sharing of info + resources	Inclusion of a dedicated webpage into an existing website (socMon), define rules of access and sharing		mid	consultant	mid	secretariat
	Establish and share information about CoP members (list of members, organization, description of their existing skills and expertise, resources, activities...)	Prepare and send questionnaires to CoP members		short	staff time	low	secretariat
		Include and update periodically the collected information in the created webpage		mid	staff time	low	secretariat
	Keep members informed about the Socio-economic news and relevant GESI updates	Share CoP information through existing newsletters or other existing channels		mid	funds and staff time	mid	secretariat / printing up to national level members
		Include in the webpage subscription option to receive notifications		at the beginning of establishment +updates	comms expertise		secretariat
	Help identify potential collaborations between members	Include specific sessions in CoP meetings to identify collaboration opportunities		mid	staff time	low	secretariat

## 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
<b>Mandatory requirements.</b> <b>Bidders will be disqualified if any of the requirements are not met</b>		
<b><u>Technical requirements</u></b>		
<b>1)</b> Experience in implementation activities of the proposed nature. Demonstrate experience in the area of socio-economic studies and/or organization of events. Work experience in the Pacific Region will be an advantage.	30%	300
<b>2)</b> Demonstrated experience in working with partners and collaborators. Good project and time management skills and the ability to meet the deadlines are essential.	15%	150
<b>3)</b> Demonstrated experience in knowledge sharing and capacity building	25%	250
<b><u>Financial requirement</u></b>		
Financial proposal	30%	300
<b>Total Score</b>	<b>100%</b>	<b>1000</b>

## Annex I - TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

### INSTRUCTIONS TO BIDDERS

Technical Requirements	
<i>Evaluation criteria</i>	<i>Response by Bidder</i>
<b>Details for three references:</b>	
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>
<b>Requirements</b>	
1) Experience in implementation activities of the proposed nature. Demonstrate experience in the area of socio-economic studies and/or organization of events. Work experience in the Pacific Region will be an advantage.	<i>[Bidder's answer]</i>
2) Demonstrated experience in working with partners and collaborators. Good project and time management skills and the ability to meet the deadlines are essential.	<i>[Bidder's answer]</i>
3) Demonstrated experience in knowledge sharing and capacity building	<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 II - FINANCIAL PROPOSAL SUBMISSION FORM – SERVICES

### INSTRUCTIONS TO BIDDERS

In their financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, this should be stated as a lump sum and then as a total amount (e.g. lump sum can be: daily rate for a consultant, a project manager, a developer, a scientist, lump sum for the organisation of an event, price of a consultation and total amount can be: number of days of drafting required to produce the report, number of meetings required, number of conferences, workshops, etc.).

Good detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him. No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

The financial proposal must be submitted include of taxes in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFP/RFQ and in particular:

## BIDDER'S FINANCIAL PROPOSAL – SERVICES

Services description	Lump sum Price <i>[Currency]</i>	Total quantity	Total Amount <i>[Currency]</i>
Lumpsum for the work plan	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Lumpsum for the final report	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Daily rate	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Other cost (please expand)	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
<b>Total amount</b>			<i>[Total 1]</i>

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

Bidders must include in their calculations: professional fees, visa costs, insurance costs, taxes, and any other costs incurred through the delivery of services except for travel costs which would be paid by SPC separately for any travel required.

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]*