



**REQUEST FOR QUOTATION
RFQ SUV19/003**

Date: 10th May 2019

Subject : Consultant to deliver a climate change module to teachers and build the capacities of associate lecturers from Kiribati Teachers College (KTC) on Tabiteuea North and two outer islands in Kiribati

The SPC-USP Pacific Technical and Vocational Education and Training in Sustainable Energy and Climate Change Adaptation (EU-PacTVET) Project and the SPC/GIZ Coping with Climate Change in the Pacific Island Region (CCCPIR) Programme would like to invite interested individuals to submit a quotation for the provision of consultancy services to deliver a climate change module to teachers and build the capacities of associate lecturers from Kiribati Teachers College (KTC) on Tabiteuea North and two outer islands in Kiribati.

- 1) Bidders are requested to submit a quotation to carry out specific tasks as outlined in the Terms of Reference (Annex I).
- 2) Any requests for clarification or additional information shall be directed to amelias@spc.int
- 3) SPC reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFQ without any change in price or other terms and conditions
- 4) SPC reserves the right to accept or reject any Proposal and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected bidder(s) of the grounds for the Purchaser's action
- 5) All prices quoted shall be in EURO and be inclusive of all costs related to the delivery of the consultancy services to SPC and any applicable taxes.
- 6) Please email your quotation using the Technical Submission Form in Annex II and the Financial Submission Form in Annex III to PoojaP@spc.int by **4 pm Fiji time on 17th May 2019.**

This letter is not to be construed in any way as an offer to contract with your organisation.

ANNEX I

Terms of Reference

Title of Consultancy: Consultant to deliver a climate change module to teachers and build the capacities of associate lecturers from Kiribati Teachers College (KTC) on Tabiteuea North and two outer islands in Kiribati

A. Project Description

Arguably one of the key barriers to improving P-ACP countries' energy security status and resilience to climate change impacts is the lack of local and regional capacity and expertise which results from the absence of sustainable training programmes, trained staff and well-resourced and equipped training institutions to deliver on the required training programmes

The EU-PacTVET project is being implemented by the Pacific Community (SPC) in partnership with the University of the South Pacific over a period of 53 months, from July 2014 with funding provided by the European Union.

The general objective of the project is to enhance sustainable livelihoods in P-ACPs. Sustainable livelihoods are a high priority for P-ACP communities and governments alike. The purpose of the project is to enhance and/or create P-ACP's regional and national capacity and technical expertise to respond to climate change adaptation and sustainable energy challenges.

The government of Kiribati has been proactive in ensuring that climate change is to be taught to students at all levels. The curriculum documents for all levels have been under review since 2010 and climate change objectives have been added with the support of SPC/GIZ CCCPIR. The Year 7 curriculum documents and teachers guides have been introduced to teachers through teacher professional development (TPD) programmes in early 2018 and this training included climate change learning activities for all teachers.

The general objective of this consultancy is to ensure that climate change learning outcomes are included in teaching and learning programmes for all Year 7 and 8 students. In order to do this, a climate change module has been developed and trialled by KTC on Kiritimati Island in 2018 through which 14 teachers successfully gained credits towards their teaching certificate. This consultancy will enable teachers in Tabiteuea North and two outer islands to participate in an adapted version of this climate change module, substantially increasing their knowledge on causes and impacts of climate change and how to adapt to it and – even more importantly – training them on how to appropriately teach these issues to their students. Through these workshops, the teachers will earn credit points towards their respective teaching certificates as well.

To ensure long-term sustainability of this activity, at least three associate lecturers of KTC (from Tarawa and two outer islands) will be trained as facilitators of the module. They will co-facilitate the workshops and will work with the teachers afterwards.

The EU-PacTVET project and SPC/GIZ CCCPIR programme are seeking a consultant/s

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to review the module outline and associated assessments and deliver the module on Tarawa and on the three outer islands of Abaiang, Kiritimati and Tabiteuea North in conjunction with the associate lecturers. The consultant/s will train the associate lecturers on climate change and facilitation techniques and mentor them as they co-develop and facilitate sessions in the workshops.

The consultant/s will be required to visit Kiribati for a minimum of 15 days before 1st October 2019 to complete this work.

B. Scope of Work

The main task is to deliver the workshops on Tabiteuea North, Abaiang and Kiritimati Island(s) within the month of May until August, 2019. Each of the workshops should at least contain one field trip to the beach for practical sessions. The catering and the transport for the attending teachers will be organized by the consultant/s as well. During the workshops at least three associate lecturers of KTC will be trained on-the-job as facilitators in climate change education.

C. Expected Outputs

- A minimum of three associate lecturers trained in climate change education and course facilitation.
- At least 35 teachers successfully participate in the climate change module.
- A full text version of the module is available after presentation to and review by KTC.
- A final report on the outcomes of the consultancy is prepared (with ticket purchase receipt, return boarding passes, hotel receipts, and workshop-related receipts e.g. catering, transport, etc. attached)

D. Institutional Arrangement

The consultant will be directly responsible to the Team Leader of the EU-PacTVET team stationed at the SPC Georesources & Energy Programme in Nabua, Suva, Fiji. In this case, the reporting and any matter relating to the consultancy work should be referred to the EU-PacTVET Team Leader and the SPC/GIZ CCCPIR Climate Change and Education Advisor in Suva, Fiji.

E. Duration of the Work

The consultancy work must be done within a maximum of 30 workdays and be completed by 30 August 2019. Phasing of the consultancy work is at the Consultant's discretion and is based on the work methodology that forms the part of the bidding document.

F. Duty Station (if relevant)

The consultant will be based in Kiribati for the duration of the consultancy. Travel to Kiribati to work with the lecturers and provide the training is required and flight bookings to and within Kiribati will be arranged by the consultant. The consultant will be required to submit a ticket purchase receipt, hotel receipts, trip report and original return boarding passes as evidence of travel. The consultant will also be responsible for the arrangement of any visas.

The consultant, depending on the work plan, will have to report or liaise with the EUPacTVET team through the Team Leader and with the SPC/GIZ CCCPIR Climate

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Change and Education Advisor on any matters that need the team’s attention during the course of the consultancy.

G. Qualifications, Professional Experience and Key Skills

Qualifications of the Successful Contractor

- It is **essential** that the appointee is a well-qualified professional with integrity and confidence with formal qualification as a teacher/adult trainer
- Practical experience with Kiribati education system, particularly Kiribati curriculum development and Kiribati teacher professional development, is essential.
- Demonstrated knowledge and experience teaching climate change and writing tertiary level modules is essential.
- Demonstrated experience developing quality student-centered teaching and learning resources.
- Demonstrated experience working in the Pacific region and in Kiribati, particularly with the Kiribati Teachers College and the Curriculum Development Unit.
- Knowledge of Kiribati protocols and culture influences on learning.
- High-level planning and communication skills.

Proposal Evaluation Matrix (this will form 70% of the total assessment)

Competency Requirements	Score Weight (%)	Total Obtainable Score
1. A well-qualified professional consultant with integrity and confidence, formal qualification in education and working experience with Kiribati curriculum and Teacher Professional Development systems.	25%	25
2. Demonstrated experience developing quality student centred teaching and learning resource	20%	20
3. Knowledge of the Kiribati Teachers College module system and experience in writing and assessing modules.	15%	15
4. Knowledge of Kiribati protocols and culture influences on learning.	5%	5
5. High-level planning and communication skills.	5%	5
Total Score	70%	70
Qualification Score	49%	49

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the services provided to SPC. The lowest financial proposal will be awarded maximum 30 points and other financial offers and incentives will be awarded points as per the formula below. The formula used for scoring points for financial values proposed will be:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 30$$

G. Scope and Indicative and Schedule of Payments

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- The contract cost will be paid based on achieving each set out milestone as shown in the table in this section.
- The remuneration rate should cover all associated expenses as no additional payments will be made beyond the agreed contract. Include professional fees, airfares, per diems and all anticipated costs. Professional fees and airfares can be itemized separately to show these costs.
- In full consideration of the complete and satisfactory completion of the activities specified in section C, the consultant shall be paid in accordance with the following milestones.

<u>Milestones/outputs</u>	<u>Deadline (date)</u>	<u>Payment</u>
Signing of Contractual Agreement	20 th May 2019	20% of price
Workshops delivered on Abaiang and Tab North	21 st May 2019	40% of price
Workshops delivered on Kiritimati Island and submission of final report including workshops (with all relevant receipts and boarding passes)	30 th August	40% of price

ANNEX II

**Technical Proposal Submission Form
Request for Quotation RFQ SUV19/003**

PART A – Background

CRITERIA	RESPONSE BY BIDDER
Name:	
Physical Address:	
Postal Address:	
Telephone Contact:	
Email:	
Two contacts of referees /references. Attach additional details if applicable.	

PART B – Qualifications

CRITERIA	RESPONSE BY BIDDER
Tertiary qualifications	
Post graduate studies in the relevant field	
Membership of relevant professional body (if applicable)	

PART C – Knowledge / Experience

CRITERIA	RESPONSE BY BIDDER
A well-qualified professional consultant with integrity and confidence, formal qualification in education and working experience with Kiribati curriculum and Teacher Professional Development systems.	
Demonstrated experience developing quality student centred teaching and learning resource	

Knowledge of the Kiribati Teachers College module system and experience in writing and assessing modules.	
Knowledge of Kiribati protocols and culture influences on learning.	
High-level planning and communication skills.	

ANNEX III
Financial Proposal Submission Form
Request for Quotation RFQ SUV19/003

Part A: Declaration

1. The undersigned consultant proposes and agrees if this proposal is accepted, to enter into an agreement with SPC, to commence and to complete all the work specified or indicated in the contract documents.
2. In submitting this proposal, the consultant represents that; he/she has examined all the RFQ documents to provide technical services to deliver a climate change module to teachers and build the capacities of associate lecturers from Kiribati Teachers College (KTC) on Tabiteuea North and two outer islands in Kiribati
3. Contractors agree to complete the services for the following price (VIP):

Particulars	Amount (EURO)
Professional Fees	
Travel Costs (Travel & Accommodation if any)	
Any other costs (provide description)	
Total	

Print name and sign

Date

Title _____

ANNEX IV SPC GENERAL CONDITIONS OF CONTRACT FOR PROFESSIONAL SERVICES

1. LEGAL STATUS

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis SPC. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of SPC.

2. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to SPC in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect SPC and shall fulfil its commitments with the fullest regard to the interests of SPC.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

The Contractor shall not discriminate against any Staff of SPC, their employee, traveler, independent professional or any other person because of race, medical condition, religious creed, ancestry, national origin, age, sex or handicap.

4. SPECIFIED PERSONNEL

The Service Provider must ensure that the Specified Personnel perform the Services in accordance with this Contract. SPC may, at its absolute discretion, require the Service Provider to remove any Personnel (including Specified Personnel) from work in respect of this Contract, or from undertaking the Services or any part of the Services. If it does so, or if Specified Personnel are unable or unwilling to perform the Services, the Service Provider shall provide replacement Personnel (acceptable to the Customer) of suitable ability and qualifications at no additional cost and at the earliest opportunity.

5. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of SPC.

6. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of SPC for all sub-contractors. The approval of SPC of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

7. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of SPC has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The

Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

8. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, SPC, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

9. INSURANCE AND LIABILITIES TO THIRD PARTIES

- 9.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 9.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 9.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 9.4 The Contractor shall, upon request, provide SPC with satisfactory evidence of insurance cover as required under this Article.

10. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with SPC against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

11. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by SPC shall rest with SPC and any such equipment shall be returned to SPC at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to SPC, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate SPC for equipment determined to be damaged or degraded beyond normal wear and tear.

12. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

SPC shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At SPC's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist

in securing such proprietary rights and transferring them to SPC in compliance with the requirements of the applicable law.

13. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF SPC

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with SPC, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of SPC, or any abbreviation of the name of SPC in connection with its business or otherwise.

14. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

14.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of SPC, shall be treated as confidential and shall be delivered only to SPC authorised officials on completion of work under this Contract.

14.2 The Contractor may not communicate at any time to any other person, Government or authority external to SPC, any information known to it by reason of its association with SPC which has not been made public except with the authorisation of SPC; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

15. FORCE MAJEURE AND OTHER CHANGES IN CONDITIONS

15.1 Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.

15.2 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to SPC, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify SPC of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken, including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, SPC shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

15.3 If the Contractor is rendered permanently unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, SPC shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 16, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

16. TERMINATION

16.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty days' notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 17 "Settlement of Disputes" below shall not be deemed a termination of this Contract.

16.2 SPC reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case SPC shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

- 16.3 In the event of any termination by SPC under this Article, no payment shall be due from SPC to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimise losses and further expenditure.
- 16.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, SPC may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform SPC of the occurrence of any of the above events.

17. SETTLEMENT OF DISPUTES

17.1. Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation shall take place in accordance with the Local Law, or according to such other procedure as may be agreed between the parties.

17.2. Arbitration

Unless any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the applicable local law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

18. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of SPC, including its subsidiary organs.

19. TAX EXEMPTION

- 19.1 Under the 'Host Country Agreement' with the Country hosting SPC Offices, SPC, being an International Organisation, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognise SPC's exemption from such taxes, duties or charges, the Contractor shall immediately consult with SPC to determine a mutually acceptable procedure.
- 19.2 Accordingly, the Contractor authorises SPC to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with SPC before the payment thereof and SPC has, in each instance, specifically authorised the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide SPC with written evidence that payment of such taxes, duties or charges has been made and appropriately authorised.

20. CHILD LABOUR

- 20.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in SPC Headquarters: Noumea, New Caledonia. Regional offices: Suva, Fiji, and Pohnpei, Federated States of Micronesia.

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any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

20.2 Any breach of this representation and warranty shall entitle SPC to terminate this Contract immediately upon notice to the Contractor, at no cost to SPC.

21. HUMAN RIGHTS

21.1 The Contractor recognises, respects and upholds the human rights of every individual, being a minimum those protected by the Universal Declaration of Human Rights. The Contractor will actively seek to ensure he is not complicit in human rights abuses committed by others.

21.2 The Contractor is committed to respecting, and acting in a manner which avoids infringing on, human rights. In this regard the Contractor acknowledges the Guiding Principles on Business and Human Rights: Implementing the United Nations 'Protect Respect and Remedy' framework (2011).

21.3 To meet these commitments, the Contractor will not accept modern slavery, forced labour and human trafficking in his supply chain.

21.4 Any breach of this representation and warranty shall entitle SPC to terminate this Contract immediately upon notice to the Contractor, at no cost to SPC.

22. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

23. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against SPC unless provided by an amendment to this Contract signed by the authorised official of SPC.