

REQUEST FOR PROPOSAL (RFP)

FOR SERVICES

Project Title:	Leveraging Vanuatu’s National Green Energy Fund – GCF Funding Proposal Development Phase 2: Project will provide access to concessional Renewable Energy Technology solutions
Nature of the services	The purpose of this Consultancy is to develop full funding proposals that meets the requirements of the GCF and SPC by building on the Phase 1 Consultancy (feasibility study and risk assessment) and the ESS and GESI Consultancy. Specifically, this Consultancy will complete the: i) budget plan and co-financing framework; ii) procurement plan and associated documents; and iii) SAP funding proposal development
Location:	Home-based with in-country to Vanuatu
Date of issue:	20/11/2024
Closing Date:	17/12/2024
SPC Reference:	24-7012

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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).

SPC has our headquarters in Noumea, New Caledonia and has regional offices in Fiji, the Federated States of Micronesia and Vanuatu, as well as an office in France. SPC works across the Pacific and has staff in nearly all of our Pacific Island Country and Territory members.

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. 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.

SPC's *Procurement Policy* provides the framework for ensuring that SPC obtains the best value for its purchases, in terms of both cost and quality; demonstrates financial probity and accountability to its members and development partners; manages and prevents the potential for conflicts of interest; reduces its environmental impact and manages any other risks.

At SPC, all procurement follows the same main steps: planning; statement of needs; requisition; solicitation; evaluation; award; receipt; and payment. Different procedures apply depending on the value of the goods, services and works to be procured.

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 Proposal (RFP) Process

At SPC, procurement valued at more than EUR 45,000 must be advertised through a Request for Proposal (RFP) with any bids received evaluated by SPC's Procurement Committee to determine the offer that provides the best value for money.

This RFP sets out SPC's requirements and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information. The RFP contains detailed instructions and templates to enable you to submit a compliant bid. It sets out the overall timetable; it confirms the evaluation criteria that SPC will use to evaluate proposals; it explains the administrative arrangements for the receipt of the bids; and it sets out how bidders can request further information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFP process.

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

SPC invites you to submit a bid to deliver the services as specified in [Part 3](#).

SPC has advertised this RFP on its website and may send it directly to potential vendors. The same specifications, submission and other solicitation requirements will be provided to all vendors.

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 bid to be considered, you must provide all the prescribed information by the closing date and in the format specified.

2.2 Submission instructions

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

Your proposal must include the following documents (annexes of [Part 5](#) of the RFP):

- a) Bidder's Letter of Application (Annex 1);
- b) Conflict of Interest Declaration (Annex 2);
- c) Information about the bidder and Due diligence (Annex 3);
- d) Technical proposal submission form (Annex4);
- e) Financial proposal submission form (Annex 5).

Your proposal must be submitted in **two separate emails**.

You must submit your **Technical proposal** (Annexes 1 to 4 and all their supporting documents) in English as an attachment to one email. No financial information may appear in the technical proposal.

You must submit your **Financial proposal** (Annex 5) in a separate email. All prices in the proposal must be presented in USD. Your Financial proposal is to be password protected. SPC will request the password in the event that it is required.

Both emails are to be sent to procurement@spc.int with the subject line of your email as: **Submission RFP24-7012**.

Your proposal must be received no later than **17/12/2024 by 11:45pm New Caledonia Time (GMT +11)**.

SPC will send a formal acknowledgement to each proposal received before the deadline.

SPC reserves the right to exclude from consideration any proposal not received by the deadline, with incomplete information or in incorrect form.

2.3 Clarifications

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to procurement@spc.int with the subject line: **Clarification RFP24-7012**. The deadline for submission of clarifications is **9/12/2024 by 11:45pm New Caledonia Time (GMT +11)**.

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 RFP process, at any point where

there is phone call or other conversation, SPC will keep a record or a file note of the exchange with prospective bidders.

2.4 Evaluation

Validity

Each proposal will be assessed for compliance with the submission requirements by the Bids Opening Committee. At this stage, basic due diligence will also be undertaken.

To assist in the examination, evaluation and comparison of proposals, SPC may ask the bidder for clarification of its proposal or additional information. The request for clarification will be in writing.

Technical

All valid proposals will be assessed against the technical evaluation criteria set out in Part 4. The criteria are provided with weighted scores according to the relative importance of each. SPC will not change the evaluation criteria set out in the RFP at any stage of the procurement process. Any changes in the evaluation criteria will result in the RFP process being re-issued.

Bidders are expected to familiarise themselves with local conditions and take these into account in preparing their proposal. Where minimum qualifications are set as specific evaluation criteria (which may include educational qualification, professional accreditation or certification, licensing, experience and expertise), proposals submitted must necessarily meet these criteria.

Financial

Any bids that pass the minimum technical evaluation requirements will pass onto financial evaluation.

During the financial evaluation, if there is a discrepancy between the unit price and the total price, the lower price shall prevail. If there is a discrepancy between words and figures the amount in words will prevail.

The total cost of the proposal must be submitted inclusive of taxes in accordance with the applicable legislation, and is not subject to revision.

2.5 Contract award

SPC may award the contract once the Procurement Committee has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be the most responsive to the RFP documents, provide the best value for money and best serve the interests of SPC.

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFP, unless otherwise agreed. Any requested changes to the General Terms and Conditions of Contract must be foreshadowed in the submission.

The award of the contract will be made by contract signed and dated by both parties.

2.6 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
RFP advertised	20/11/2024
Deadline for seeking clarification	9/12/2024
RFP Closing Date	17/12/2024
Award of Contract	17/02/2025

Commencement of Contract	3/03/2025
Conclusion of Contract	20/10/2025

2.7 Legal and compliance

Child and vulnerable adult protection: SPC is committed to the well-being of children and vulnerable adults. All SPC contractors are required to commit to the principles of SPC's Child and Vulnerable Adult Protection Policy ([XI.G Manual of Staff Policies](#)). Breach of this requirement can result in SPC terminating any contract with a successful bidder. Any allegations of potential misconduct in relation to this RFP involving children or vulnerable adults should be sent to complaints@spc.int.

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFP are already in the public domain when **shared** with the bidder, bidders shall at all times treat the contents of the RFP 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 RFP 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 RFP process. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder.

Cost of preparation of proposals: Under no circumstances will SPC be liable for any proposal submission costs, expenditure, work or effort that you may incur in relation to your provision of a proposal (including if the procurement process is terminated or amended by SPC).

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in USD 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.

Eligibility: Bidders are required to disclose to SPC whether they are subject to any sanction or temporary suspension imposed by any international organisation, or whether they are subject to bankruptcy proceedings. You may not be bankrupt or suspended, debarred, or otherwise identified as ineligible by any international organisation. Failure to disclose such information may result in debarment and termination of any contract issued to the bidder by SPC.

Fraud and corruption: SPC has zero tolerance for fraud and corruption. All contractors have an obligation to report potential fraud and corruption. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder. Allegations of potential misconduct by an SPC staff member or contractor involving fraud or corruption can be sent to complaints@spc.int.

Good faith: The information in this RFP is provided by SPC in good faith. No representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability will be accepted by SPC in relation to the adequacy, accuracy, completeness or reasonableness of this RFP or any information provided by SPC in relation to this RFP.

Modifications: Any clarifications, corrections or modifications will be published on the SPC website prior to deadline. In the event a bidder has submitted a bid before the clarification, correction or modification, the bidder will be informed and may modify the bid. The modified bid will still need to be received before the deadline.

No offer of contract or invitation to contract: This RFP 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 RFP. SPC will handle any personal information it receives under the RFP in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Right to amend, seek clarity, withdraw, not award: SPC reserves the right to: (1) amend, add to or withdraw all or any part of this RFP at any time, or to re-invite bids on the same or any alternative basis; (2) seek clarification or documents in respect of any bidder's submission; (3) choose not to award a contract as a result of this RFP; (4) make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason. Please note that while SPC will not change the evaluation criteria set out in the RFP without the RFP process being re-issued, SPC does reserve the right at the time of award of contract to vary the quantity of services and goods specified in the RFP and to accept or reject any proposal at any time prior to award of the contract without incurring any liability to the affected bidder or any obligation to inform the affected bidder/s of the grounds for SPC's action.

Right to disqualify: SPC reserves the right to disqualify: (1) any bidder that does not submit a proposal in accordance with the instructions in this RFP; (2) any bidder that misrepresents information to SPC; (3) any bidder that directly or indirectly canvasses any SPC employee concerning the award of a contract.

Use of material: Bidders shall not use the contents of the RFP or any related material for any purpose other than for the purpose of considering submitting, or submitting, a bid to SPC.

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 RFP process.

2.8 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

Background

The majority of the Vanuatu's inhabitants live in rural, off-grid areas, rely largely on subsistence means, and are not part of the formal economy. Energy provision in rural populations is primarily provided through household systems, and only 17 percent of the rural population have access to electricity. Diesel generators account for 46 percent of the energy mix in rural settings, driven by the lower up-front cost of diesel units compared to Renewable Energy Technology (RET) solutions. With modernisation of livelihoods there is a large demand increase in rural areas, with 77 percent of the rural population indicating a desire for greater energy provision. Consequently, under a business-as-usual model, fossil fuel combustion for energy is likely to increase in the country as rural energy needs are met by diesel units. Without concessional interventions for RETs at the household level, Carbon dioxide (CO₂) emissions are likely to rise, and Vanuatu's Nationally Determined Contribution (NDC) targets will be missed.

Through the Simplified Approval Process (SAP) window of the GCF, the proposed project will provide access to concessional RET solutions leveraging the National Green Energy Fund (NGEF). The concessional support provided by the Fund will reduce upfront costs of RET solutions in rural areas and drive a market shift away from diesel powered units, providing a paradigm shift in rural electrification and ultimately avoiding and reducing CO₂ emissions. Equipment targeted through the project includes solar refrigeration systems for rural Small and Medium-sized Enterprises (SME), and solar equipment to rural households, public institutions and communities for lighting and equipment use. These activities and the engagement of the NGEF will directly complement the wider rural electrification program implemented by the Vanuatu Department of Energy (DoE) and will contribute directly to mitigation targets and the NDCs of Vanuatu. The Pacific Community's (SPC) Climate Finance Unit (CFU) will be the Accredited Entity, while SPC's Pacific Centre for Renewable Energy and Energy Efficiency (PCREEE) and the Government of Vanuatu through the DoE will act as the Executing Entities for the project.

The concept note was cleared by CIC2 in April 2024. The purpose of this Consultancy is to develop a full funding proposal that meets the requirements of the GCF and SPC by building on the Phase 1 Consultancy (feasibility study and risk assessment) and the ESS and GESI Consultancy. Specifically, this Consultancy will complete the: i) budget plan and co-financing framework; ii) procurement plan and associated documents; and iii) SAP funding proposal and mandatory annexes.

The submission of the proposal to the GCF is estimated for GCF in May 2025, targeting a Board approval in October 2025.

A National Consultant will be hired separately to carry out in country tasks such as stakeholder engagement and facilitate contact with relevant institutions. The successful Consultant/Firm will work closely with the National Consultant to achieve the below stated objective and ensure strong Country ownership.

An ESS and GESI Consultant and a Consultant to complete Phase 1 will be contracted separately. These Consultants/Firms will produce the following: i) feasibility study (incl. economic analyses and stakeholder engagement plan); ii) risk assessment and management plan; iii) environmental and social safeguard screening; iv) gender assessment and action plans. The successful Consultant for Phase 2 will incorporate the outputs of these Consultancies into the final funding proposal and ensure full and logical integration of these annexes within the project design.

Purpose, objectives, scope of services

Activity 1: Budget plan and co-financing

Sub-activity 1.1: Budget plan

The Consultant/Firm will provide advisory services for costing and budgeting according to GCF standards and policies. They will leverage consultations from Activity 1 and support from the National Consultant to engage relevant stakeholders in-country to develop accurate cost estimates across cost categories and planned activities. Using these cost calculations a detailed project budget will be prepared using the GCF template in alignment with accreditation parameters and concessionality reasoning. The budget must clearly identify the source of financing and should be supported by the assumptions made to arrive at the budget figures in the form of budget notes.

In preparation of the budget plan, the Consultant/Firm will:

- i) Provide a breakdown by type of expense, including, but not limited to, project staff and consultants, travel, goods, works, services, and construction cost.
- ii) Identify the sources of financing and proposed financial instrument. This should be supported by the assumptions made in order to arrive at the budget figures, in the form of detailed budget notes.
- iii) Undertake detailed budget cost calculations, specifying the planned expenditure, categorised by component.
- iv) Based on the detailed cost breakdowns, provide detailed budget notes in accordance with GCF requirements
- v) Determine the project management costs, providing a detailed breakdown and explanation of the components of the project management costs.

Sub-activity 1.2: Co-financing framework

The Consultant/Firm will further work with the National Consultant to support in the development of a co-financing framework that clearly sets out the amount of committed co-finance and the financial instrument to be used. It should describe the project activities that will be supported by the co-financing, demonstrating compatible time frames of proposed project implementation.

In development of the framework the Consultant/Firm will:

- i) Support the National Consultant to engage all relevant stakeholders in the project through consultations, leveraging Activity 1.
- ii) Outline the total amount of co-financing approved and committed and its financial instrument. Providing a brief description of the project activities that will be supported by the indicated co-financing institution,

The expected output of this activity is:

- i) Detailed budget plan inclusive of co-financing in alignment with GCF requirements and template.

Activity 2: Procurement plan

The Consultant/Firm is expected to undertake the necessary work to complete the procurement plan, in accordance with SPC's policies and in alignment with the project budget. They will work closely with SPC's Procurement Advisor and ensure that the plan is feasible, well-structured and aligns with the budget plan produced under Activity 1.

The procurement plan should follow the GCF template, aiming at supporting a smooth and successful implementation of the project. To prepare the procurement plan, the Consultant/Firm will:

- iii) Determine the procurement methods to be used for the project, ensuring these methods are in line with SPC's policies and compatible with NGEF practices. This should include details of the threshold for use,

- iv) Determine the goods, works, and non-consulting services to be purchased, indicating which procurement method will be used for each purchase and the expected time schedule,
- v) Determine the selection process for consultants, including the review thresholds, short listing requirements and any other special selection arrangements. This should be aligned with SPC's policies,
- vi) Determine any consultancy requirements and identify the selection methods and time schedule, and

Where relevant, this activity will also include drafting the Terms of Reference for request for proposals and contracts.

As with the above activities any necessary consultations and information gathering for the preparation of the procurement plan should be carried out with the support of the National Consultant.

Expected output for this activity:

- i) Developed procurement plan in alignment with the GCF template

Activity 3: Draft funding proposal

The Consultant should follow [the GCF SAP funding proposal template](#) to compile and complete the funding proposal, utilising the information from the previous deliverables. The proposal must clearly outline the project objectives, outcomes, outputs and activities, justifying the need for the project and its relevance in terms of a climate rationale. As the main document of the funding packing, a concise, well-structured, and complete funding proposal is essential for demonstrating that the project meets the requirements set by the GCF.

The Consultant/Firm will therefore draft the funding proposal document to the specification of SPC and the GCF SAP guidelines. In so doing, they will:

- i) Draft the full funding proposal package as per the GCF [SAP template](#), bringing together the information gathered from the above activities and through working with relevant stakeholders, including the Government of Vanuatu, NGEF staff, the National Consultant and SPC. The funding proposal package will include the [mandatory annexes](#). Noting that those mandatory annexes listed under Phase 1 will be provided in draft form by SPC and should be finalised where necessary under this Consultancy.
- ii) Develop a log frame with SMART indicators based on the above deliverables in alignment with the GCF Integrated Results Management Framework. The log frame will include, among other areas, indicators of transformational paradigm shift, indicators of mitigation impacts, and indicators of financial sustainability. The Consultant/Firm should integrate specific gender-disaggregated targets and indicators for the project beneficiaries and ensure that these are in alignment with the indicators in sub-Activity 2.2
- iii) Respond promptly to requests from SPC, providing periodic updates on the progress of the proposal, and attend design and progress meetings at the request of SPC,

Any necessary consultations and information gathering that must occur within Vanuatu for the preparation of the funding proposal should be supported by the National Consultant.

Expected output for this activity:

- i) Fully developed SAP Funding Proposal with all mandatory annexes that has been cleared by SPC quality assurance process for submission to the GCF

Activity 4: Response to GCF and Independent Technical Advisory Panel (ITAP) comments

Following the completion of the outputs SPC's Climate Finance Unit will submit the proposal

package to the GCF Secretariate for their review. The GCF will provide multiple rounds of review prior to the proposal being cleared by the Climate Investment Committee of the GCF who will endorse the project to go to the ITAP for review. They will also provide a round of review and hold a technical call to ask follow-up technical questions. The Consultant/Firm will provide responses to both the GCF Secretariate and the ITAP review sheets and update the relevant project documents in tracked changes.

This will be carried out in close collaboration with SPC Climate Finance Unit. Activities include:

- i) Revise and update the funding proposal package as required based on comments from the GCF Secretariat and ITAP.
- ii) Provide detailed responses to GCF and ITAP review sheets,
- iii) Participate in ITAP verification call,
- iv) Provide full support in responding to the GCF Secretariat, ITAP, and any other relevant ad hoc requests from the GCF.

Expected output for this activity is:

- i) Finalised FP package submitted to the GCF Board with ITAP recommendation for approval.

Timelines

The consultancy is expected to require 72 days' work to be delivered over a period of 8 months. The target date of commencement of the work is 3 March 2025 and the expected completion date is no later than 21 October 2025. If necessary, the consultancy period may shift by one month to accommodate any unexpected delays preventing the commencement on the target date. The target deadline for the delivery of each expected output is presented in section F.

Reporting and contracting arrangements.

The consultancy will be managed by SPC. Progress reporting will be monitored via the delivery of the Consultancy Outputs as detailed in Section B. Additional progress reporting may be required by the consultancy manager as needed.

The Contractor is expected to interact and collaborate with the NGEF, Department of Energy, Ministry of Climate Change, Adaptation, Meteorology, Geo-Hazards, Environment, Energy and Disaster Management, GGGI, and other key stakeholders in Vanuatu, in the course of this work. It is expected that these institutions and stakeholders will have active roles in providing data and information necessary for the delivery of the work. The Contractor is also expected to work closely with the National Consultant, who will be based in country and provide vital country context and expertise.

The Contractor is expected to be home-based with the possibility of site visits to Vanuatu. SPC will accommodate the travel costs, but the Contractor must clearly demonstrate the reasoning behind any indicated site visits and the costs of site visits. Travel will require prior approval from SPC and must follow SPC's travel policy.

Skills and qualifications

- Tertiary degree in Science, Environment, Climate Change or similar discipline.
- At least 5-10 years' experience in Nature based solution concepts or similar field. Experience in Pacific Small Island States would be an advantage.
- Strong knowledge of nature-based solution issues in the Pacific is desired.
- Excellent analytical skills, public speaking abilities, leadership, project management expertise along with a good command of facilitation techniques.
- Experience with multi-stakeholder participatory and consultative approaches.
- Excellent interpersonal and communication skills and experience in a multicultural Pacific Island environment.
- Excellent English communication skills (oral and written).
- Ability to work independently and/or in a small team and provide deliverables in a timely manner

Scope of Bid Price and Schedule of Payments

The bid should contain a total lumpsum amount for an estimated 72 working days. The bid should provide a breakdown of the total cost including professional fees, travel costs, per diems and any other costs associated with producing the deliverables to the requisite standard.

- Payments will be made based on the milestones and estimated due dates provided below.
- Consultants are invited to submit their terms and conditions.
- Please note that SPC does not generally contract when 100% advance payment is required.
- Terms of payment shall be in accordance with the provisions of Article 10 of the General Conditions.
- The quote should confirm the acceptance of the payment terms stated below or an alternative proposal

Milestone/deliverables	Deadline	% payment
Scheduled work plan and methodology	03-03-25	15%
Draft Funding proposal package	21-04-25	35%
Quality assurance and review by SPC	12-05-25	30%
Finalised FP package with ITAP recommendation for approval by the Board and accepted.	14-10-25	20%
TOTAL		100%

Annexes to the Terms of Reference

- Leveraging the National Green Energy Fund to Achieve Rural Electrification in Vanuatu Concept Note
- [GCF SAP funding proposal template](#),
- [GCF mandatory annexes](#),
- [GCF MEL template](#)
- [IRMF guidance](#),
- [SEAH risk assessment guideline](#),
- [Sustainability guidance note: Designing and ensuring meaningful stakeholder engagement on GCF-financed projects](#), and
- [EFA guidance](#)

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Evaluation criteria & Score Weight

A two-stage procedure will be utilised to evaluate the proposals, with evaluation of the **Technical proposal** being completed prior to any **Financial proposal** being opened and compared.

The competencies which will be evaluated are detailed in [Part 3](#).

The evaluation matrix below also 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.

The technical component, which has a total possible value of 700 points, will be evaluated using the following criteria.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
1) Declaration of Conflict of Interest		
2) A bid / proposal comprising: <ul style="list-style-type: none"> A cover letter A description of the proposed service, approach and methodology Evidence of prior work of a similar nature A CV or professional profile 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
3) Financial quote in USD based on the schedule provided in Section F		
Technical requirements		
Quality of the offer: Overall presentation and quality of the technical proposal and supporting documentation.	20%	140
Skills and qualifications: Demonstrate expertise in equivalent in environmental management, climate change, social sciences or other field related to technical areas applied.	25%	175
Work experience: At least 7 years of experience in the related field. Prior working experience in the Pacific with good understanding of the climate change and natural resource management, international development, economics or other related field. Experience with multi-stakeholder participatory and consultative approaches especially in Pacific SIDS or with similar assignments in the past.	25%	175
Proposed approach and methodology: Appropriateness of the actions proposed including the means of implementation and how the methodology will result in the expected deliverables. A realistic work plan, including an outline of how the tasks will be fulfilled, and any other necessary requirements.	30%	210
Total Score	100%	700
Qualification Score	70%	490

4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the services and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum 300 points and other financial offers and incentives will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$

Part 5: PROPOSAL SUBMISSION FORMS

Annex 1: BIDDER'S LETTER OF APPLICATION

Dear Sir /Madam:

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

Annex 2: CONFLICT OF INTEREST DECLARATION

INSTRUCTIONS TO BIDDERS

What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder concerned from taking part in a tender process. **However, the declaration of the existence of such a conflict by the persons concerned is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.)

Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

<input type="checkbox"/>	To my knowledge, I am not in a conflict-of-interest situation
<input type="checkbox"/>	There is a potential conflict of interest with regard to my <i>[Choose an item]</i> . relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process
<input type="checkbox"/>	I may be in a conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process
<input type="checkbox"/>	To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i>

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the **RFP 24-7012** may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

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 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

Please complete the following questionnaire and provide supporting documents where applicable.

VENDOR INFORMATION				
Are you already registered as an SPC vendor?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. Please provide information related to your entity.				
Company name	[Enter company name]		Address	[Enter address]
Director/CEO	[Enter name of the executive person]		Position	[Enter position of the executive person]
Business Registration/License number	[Enter company registration/license number (or tax number)]			
Date of business registration	[Enter date of business registration]			
Country of business registration	[Enter country of business registration]			
Status of the entity:				
<input type="checkbox"/> For-profit entity (company), <input type="checkbox"/> NGO, <input type="checkbox"/> International organisation, <input type="checkbox"/> Government body, <input type="checkbox"/> University, <input type="checkbox"/> Association, <input type="checkbox"/> Research Institute, <input type="checkbox"/> Other: [insert details]				
2. Please provide relevant documentation to support and verify the legal existence of the entity, the authority of its officer and proof of its address, such as:				
<input type="checkbox"/> Delegation of authority or power of attorney document <input type="checkbox"/> Certificate of business registration/license <input type="checkbox"/> Memorandum, Articles or Statutes of Association <input type="checkbox"/> Telephone, water, or electricity bill in the name of the entity <input type="checkbox"/> Bank account details bearing the name of the entity				
3. How many employees does your company and its subsidiaries have?			[provide answer]	
4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', what type of business insurance do you have?			[provide answer]	
5. Are you up to date with your tax and social security payment obligations?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', please explain the situation:			[Provide details]	
6. Is your entity regulated by a national authority?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please specify the name:			[Insert name of the national regulation authority]	
7. Is your entity a publicly held company?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Does your entity have a publicly available annual report?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please send SPC your audited financial statement from the last 3 financial years if available				

DUE DILIGENCE					
9. Does your entity have foreign branches and/or subsidiaries?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you answered 'yes' to the previous question, please confirm the branches:					
• Head Office & domestic branches			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Domestic subsidiaries			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Overseas branches			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Overseas subsidiaries			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
10. Does your entity provide financial services to customers determined to be high risk including but not limited to:					
Foreign Financial Institutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Casinos	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash Intensive Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Foreign Government Entities	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Non-Resident Individuals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Money Service Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other, please provide details:			[Provide details]		
11.If you answered 'yes' to any of the boxes in question 10, does your entity's policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please explain how:		[Provide explanation]			
12.Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please send SPC your policy in English.					
If 'No', what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?				[provide answer]	
13.Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:		[Insert name and contact details]			
14.Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:		[Provide details]			
15.Has your entity or any of its current or former directors or CEOs ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:		[Provide details]			

SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

16.Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please send SPC your policy in English.					
If 'No', what process does your entity have in place to ensure your social and environmental responsibility?				[provide answer]	
Does your Policy or Process cover the followings?					
<input type="checkbox"/> Child protection <input type="checkbox"/> Human rights <input type="checkbox"/> Gender equality <input type="checkbox"/> Social inclusion <input type="checkbox"/> Sexual harassment, abuse or exploitation <input type="checkbox"/> Environmental responsibility					
Please, outline the major actions you have undertaken in these areas:		[provide answer]			
17.Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:		[Insert name and contact details]			

SUPPORTING DOCUMENTS (where relevant)

• Business registration/license proof	<input type="checkbox"/>
• Bank account details document	<input type="checkbox"/>
• Address of the entity and Authority of officer proofs	<input type="checkbox"/>
• Audited financial statement from the last 3 financial years	<input type="checkbox"/>
• Fraud, corruption, anti-money laundering and counter terrorist financing Policy	<input type="checkbox"/>
• SER Policy	<input type="checkbox"/>

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

I declare that none of the funds received or to be received by my company will be used for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

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 4: TECHNICAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS TO BIDDERS

Your technical proposal shall include the following:

- [The Conflict-of-Interest Declaration form](#) completed and signed
- Technical proposal submission form (Annex I) completed and signed including a proposed workplan/methodology and timeframe
- Cover letter
- Curriculum Vitae and sample of previous work

Please complete the following table.

Technical Requirements		
Evaluation criteria	Response by Bidder	
Experience and specified personnel/sub-contractors		
Experience: Relevant experience in assignments of the proposed nature: Data systems, data sharing or system interoperability	Experience:	
	<i>[insert details of relevant experience]</i>	
	Details for three references:	
	1. Organisation name:	
	Contact name:	<i>[insert name of contact]</i>
	Contact details:	<i>[insert contact details]</i>
	Value contract (if applicable):	<i>[insert value of contract]</i>
	2. Organisation name:	
	Contact name:	<i>[insert name of contact]</i>
	Contact details:	<i>[insert contact details]</i>
	Value contract (if applicable):	<i>[insert value of contract]</i>
	3. Organisation name:	
	Contact name:	<i>[insert name of contact]</i>
Contact details:	<i>[insert contact details]</i>	
Value contract (if applicable):	<i>[insert value of contract]</i>	
Academic requirement:		
Tertiary Degree climate change, natural resource management, international development, economics or other field related to technical areas applied to. Excellent English communication skills (oral and written)	<i>[Bidder's answer]</i>	
Technical requirement 1:		
Demonstrated at least 7 years' experience in similar assignments of the proposed nature. <ul style="list-style-type: none"> - Proven experience in working with multilateral funds, preferable the GCF - Multi-stakeholder participatory and consultative approaches especially in Pacific SIDS. 	<i>[Bidder's answer]</i>	
Technical requirement 2:		

Sound knowledge towards climate change, renewable energy or similar projects in the Pacific region.	[Bidder's answer]
Technical requirement 3:	
Demonstrated project and time management skills and the ability to meet deadlines.	[Bidder's answer]

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 5: FINANCIAL PROPOSAL SUBMISSION FORM

Total price of the services (amount in words and in US Dollars): *[total amount]*

Services description	Unit Price	Unit (Professional Fees: Hourly/Daily/Mon thly RATE – SPECIFY)	Total quantity (Hours/We eks/Months)	Total Amount USD (including taxes)
Submission of finalised workplan.	<i>Lumpsum</i>	<i>Lumpsum</i>	<i>[quantity]</i>	<i>[total amount]</i>
Preparation and submission of budget plan and co-financing framework.	<i>Lumpsum</i>	<i>Lumpsum</i>	<i>[quantity]</i>	<i>[total amount]</i>
Preparation and submission of procurement plan and associated documents.	<i>Lumpsum</i>	<i>Lumpsum</i>	<i>[quantity]</i>	<i>[total amount]</i>
Submission of SAP funding proposal development.	<i>Lumpsum</i>	<i>Lumpsum</i>	<i>[quantity]</i>	<i>[total amount]</i>
Any other related costs specify.	<i>Lumpsum</i>	<i>Lumpsum</i>	<i>[quantity]</i>	<i>[total amount]</i>
Total				<i>[Total]</i>

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

Bidders will be deemed to have satisfied themselves before submitting their proposal as to the correctness and sufficiency of their proposal for the delivery of the Services and of the rates and prices, which rates and prices shall cover all his obligations under the Contract and all matters and things necessary for the proper execution and completion of the Services.

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]*