

**SPC Headquarters**  
BP D5  
98848 Noumea Cedex  
New Caledonia  
Telephone: +687 26 20 00  
Fax: +687 26 38 18



**Siège de la CPS**  
BP D5  
98848 Nouméa Cedex  
Nouvelle-Calédonie  
Téléphone : +687 26 20 00  
Télécopieur : +687 26 38 18

**Request for Expression of Interest (EOI)**  
**Technical Advisory Services Panel - National/Regional Agriculture Policy Frameworks**

**Date:** 17 July 2015

**Reference:** EOI: 15/83

The Secretariat of the Pacific Community (SPC) would like to invite interested consultants, companies or service providers to submit an Expression of Interest (EOI) to be short-listed to possibly carry out one or more tasks, as outlined in the Terms of Reference, for the provision of a range of services including technical advice, activity design and implementation aimed at improving opportunities for smallholder farmers to improve agricultural and forestry production and marketing. This is aligned to the broader SPC vision for a secure and prosperous Pacific community whose people are educated and healthy and live economically, socially and environmentally sustainable lives.

The selected consultants will be enrolled on a roster of "Preferred service providers" for a period of up to two years, renewable on a six monthly basis. As and when their services are required, they will then be invited to submit a more detailed proposal through a restricted Request for Proposal process.

To guide you in the preparation of the EOI, please find enclosed:

- a. Annex I: Terms of Reference
- b. Annex II: Instructions to bidders
- c. Annex III: EOI Proposal submission form

The EOI must comprise the following documents:

- a) EOI Submission Form
- b) Short covering letter detailing experience in the areas specified in the TOR
- c) Detailed CV of lead personnel
- d) Consultancy fee based on a daily and/or monthly rate in Fiji Dollars (FJD)
- e) Any official document certifying the legal registration of the entity.

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

Yours sincerely,

Akhilesh Prasad  
Acting Manager- Administration

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**Terms of Reference**  
*EOI 15/83*  
**Technical Advisory Services Panel -**  
**National/Regional Agriculture Policy Frameworks**

## **A. Background**

The Pacific Agriculture Policy Project (PAPP) implemented by the Secretariat of the Pacific Community's Land Resources Division (LRD), is part of a broader European Union partnership under the 10<sup>th</sup> European Development Fund (EDF 10) with the African Caribbean and Pacific States (ACP) to improve livelihoods of smallholder farmers by strengthening linkages to markets, better information and knowledge dissemination, and stronger enabling policy environments. PAPP (€8.6 million over 4 years to 2017) commenced implementation in June 2014. PAPP will be delivered in 15 Pacific Island countries - Cook Islands, Fiji, Kiribati, Marshall Islands, Federated States of Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu and Timor-Leste.

In the framework of the project, the three main results expected to be achieved by SPC are:

1. Strengthen regional agricultural development strategy.
2. Improve the dissemination and adoption of applied agricultural production research technologies.
3. Contribute to agricultural enterprise development through improved market linkages.

PAPP will work with national agricultural authorities and relevant institutions to develop national agriculture sector plans aimed at increasing opportunities for smallholder farmers to improve agricultural and forestry production, productivity and marketing. The development of these sector plans will be preceded by an extensive analysis of the capacity of national agriculture and forestry sector strategy development and implementation capacity; this will include their capacity to monitor and evaluate the impact of these strategies.

These strategies should be based on a clear understanding - of the existing situation with respect to patterns of smallholder participation in markets and in processes of rural development more broadly; of the constraints smallholders face; and of existing policies and interventions that might impact upon their beneficial participation. This will require significant investment in data collection, situational and policy analysis.

The strategy development will be carried out in consultation with government and non-government stakeholders, including industry associations, farmer associations, and farm input suppliers. In addition, agriculture and forestry ministries and marketing boards will also be consulted. The development of national and regional policies will also be carried out in partnership with partners such as the Food and Agriculture Organisation of the United Nations (FAO) and the World Bank.

The SPC PAPP wishes to invite **Expressions of Interest (EOI)** from individuals and/or service providers that can assist the Land Resources Division to deliver high quality services to improve

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linkages between smallholder farmers and markets, and provide the incentives to drive greater productivity in the agriculture and forestry sector. **Successful providers will be tasked with key services outlined in this EOI, as and when required.**

## **B. Purpose**

This EOI is aimed at establishing a panel of service providers who will be engaged for specific tasks through Terms of Reference contributing to the Key Result Areas of PAPP. Examples of the scope of work are outlined below. The panel of service providers will be in place for up to two years, renewable on a six monthly basis.

The overall objective of this work is to develop national agriculture sector plans aimed at improving opportunities for smallholder farmers to improve agricultural and forestry production, productivity and marketing.

## **C. Scope of work**

Consultants who are selected for inclusion on the panel will be invited for quotations or tenders for the provision of national and/or regional policy reviews and analysis; drafting policies, strategic plans, sub-sector plans and implementation plans; and/or policy training, in support of the work of the PAPP team. The work would focus on the 15 Pacific Island countries included in the PAPP and the Pacific Islands region more broadly. The scope of work for this panel could include:

1. Technical Advice and/or Peer Review.
2. Review existing national or regional agriculture and forestry frameworks.
3. Development of Policy Frameworks and Implementation Plans.
4. Drafting new National Agriculture Forestry Sector plans that provide a coordinated approach for all stakeholders to promote the industry. Consultants will be required to assist with policies that encompass:
  - Agricultural commodities and forestry
  - Agro-processing and marketing
  - Livestock
  - Value chains
  - AgriTourism
  - Organic industry
5. Policy Training Advisory.
6. Develop and deliver policy training for Agricultural officials.
7. Develop tools and processes to assist policy makers.

Note that service providers may choose to deliver part or all of the services above – this should be indicated in the EOI Submission Form.

## **D. Qualifications of Experts**

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Consultants with the following qualifications shall be engaged to undertake the assignment.

Qualifications and Experience:

1. Minimum postgraduate qualifications covering any of the following – public policy, international development, rural development, agriculture, forestry, or a related field
2. Minimum seven years relevant professional work experience in – public policy, international development, rural development, agriculture, forestry, or a related field. Experience in the agriculture sector or with agricultural projects is a distinct advantage although not essential.
3. Experience in designing and/or facilitating multi-stakeholder consultation and feedback especially in a diverse cultural environment.
4. Experience in working with regional organisations and national governments, particularly agricultural ministries in the region, would be an advantage.
5. Awareness of cultural sensitivities of Pacific islands and other participants. Previous experience working and/or living in the Pacific Island Countries (PICs) is advantageous.
6. Excellent oral, writing and presentation skills
7. Proven ability to respond to ad-hoc requests. Ability to meet tight deadlines and produce succinct reports.
8. Ability to work independently and provide deliverables on schedule.

**E. Duration**

The panel arrangement will be for a term of up to two (2) years.

**F. Rates and Fees**

Parties interested in being included on the panel should submit, as part of their EOI, a schedule of rates and fees that they will charge for services provided under this panel arrangement. This should include - Professional fees expressed as a daily and/or monthly rate in Fiji Dollars (FJD)

**G. Duration and Delivery**

Successful service providers will be included in a panel of preferred suppliers of these services for up to two years. The panel will be reviewed every six months.

A panel of service providers will be established within 2 weeks of bids received. Successful service providers will be notified accordingly.

Specific scope of activities will be discussed with the selected service providers for every activity.

**Instruction to Bidders**

*EOI 15/83*

**1. General Conditions**

**1.1 SPC invites EOIs for the Technical Advisory Services Panel - National/Regional Agriculture Policy Frameworks**

1.2 The Bidder shall bear all costs associated with the preparation and submission of the EOI, and the SPC entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

**2. Preparation of EOI**

The EOI must comprise the following documents:

- i. EOI Submission Form
- ii. Short covering letter detailing experience in the areas specified in the TOR
- iii. Detailed CV of lead personnel
- iv. Consultancy fee based on a daily and/or monthly rate, in Fiji Dollars (FJD)
- v. Any official document certifying the legal registration of the entity.

**3. Submission of EOI**

3.1 The Bidder shall submit one copy of the EOI. The EOI shall be typed and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the EOI.

3.2 The Bidder shall submit their EOI in one of the following formats:

By email to [procurement@spc.int](mailto:procurement@spc.int) clearly stated “EOI 15/83 Technical Advisory Services Panel - National/Regional Agricultural Policy Frameworks”

Or:

By sealed envelopes duly marked as “EOI 15/83 Technical Advisory Services Panel - National/Regional Agriculture Policy Frameworks” to be mailed or hand delivered to:

*EOI 15/83* Technical Advisory Services Panel - National/Regional Agriculture Policy Frameworks

**Secretariat of the Pacific Community**  
*Private Mail Bag*  
*Suva*

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*Fiji*

- 3.3 All EOI submissions must reach SPC office on or before 17<sup>th</sup> August 2015 4.00pm (Fiji local time).
- 3.4 SPC may, at its discretion, extend this deadline for the submission of the EOI, in which case all rights and obligations of SPC and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- 3.5 Any EOI received by the SPC after the deadline for submission of EOI will be rejected and returned unopened to the Bidder.
- 3.6 The Bidder may withdraw its EOI after submission, provided that written notice of the withdrawal is received by the SPC prior to the deadline for submission. No EOI may be modified after passing of the deadline for submission of EOI.

**4. Evaluation of EOI**

- 4.1 To assist in the examination, evaluation and comparison of EOIs, SPC may at its discretion ask the Bidder for clarification of its EOI. The request for clarification and the response shall be in writing via email and no change in substance of the EOI shall be sought, offered or permitted.
- 4.2 SPC will examine the EOI to determine whether it is complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the EOI is generally in order.
- 4.3 Prior to the detailed evaluation, SPC will determine the substantial responsiveness of each EOI through preliminary examination of documents submitted. A substantially responsive offer is one which conforms to all the terms and conditions of the EOI. SPC reserves the right to waive minor deviations, if they do not affect the capability of an applicant to perform the work.
- 4.4 An EOI determined as not substantially responsive will be rejected by SPC.
- 4.5 This EOI does not entail any commitment on the part of SPC, either financial or otherwise. SPC reserves the right to accept or reject any EOI without incurring any obligation to inform the affected applicant/s of the grounds.
- 4.6 For additional information, clarification or any communication relating to this EOI, bidders may write to [procurement@spc.int](mailto:procurement@spc.int).

<b>EOI Submission Form</b>	<b>Annex III</b>
EOI 15/83	
Technical Advisory Services Panel - National/ Regional Agriculture Policy Frameworks	

**1. Background**

1.1 Contact

<b>Name</b>	
<b>Physical address</b>	
<b>Mailing address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>e-mail</b>	
<b>Website</b>	

1.2 Legal Registration (if any)

Place of registration & registration No.	Date of incorporation	Directors' names

**2. Previous experience**

2.1 Geographical coverage and experience working with international organisations

Criteria	Response
Geographical list showing where work has been conducted in the past three years	
Previous experience in working with SPC	
Previous experience working with other international organizations.	

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2.2 Outline of five assignments relevant to this present EOI that were completed by the Bidder within the last three years.

Name of client and contact details	Consultancy description (Include title of consultancy and a brief statement describing the nature of the assignment)	Consultancy value FJ\$	Completion Date

### 3. Personnel

List the qualifications and experience of key personnel proposed for administration and execution of the consultancy. (Curriculum vitae for personnel proposed for this consultancy should be submitted with the EOI).

Position	Name	Qualifications	Years of experience in current position

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**4. Proposed Work Areas**

List the work areas, from the Scope of Work outlined in the Terms of Reference for this EOI, for which you are proposing to be included along with your experience in those areas.

Work Area Sought	Years of experience in this work area

**5. Certification**

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name \_\_\_\_\_

Functional Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Company Seal/Stamp (if any)