



The Commonwealth

COMMONWEALTH SECRETARIAT
MARLBOROUGH HOUSE, PALL MALL, LONDON SW1Y 5HX

IN STRICT COMMERCIAL CONFIDENCE

Request for Quotations (RFQ)

For the Provision of the Consultancy to Develop the Seychelles Blue Carbon Policy

April 2024

Secretariat Reference Number: EYSD/Climate Change/ATE2135/2024

Return Date: Return Date - Noon (BST) on 26/04/2024

Estimated Contract Award: May 2024

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1. Introduction

The Commonwealth Secretariat (The Secretariat) is an international organisation established by Agreed Memorandum, which is given privileges and immunities under the domestic law of the United Kingdom by the Commonwealth Secretariat Act 1966 (as amended by the International Organisations Act 2005). Under this legislation, the Secretariat is not subject to UK jurisdiction and enforcement.

This status has an impact on some of our standard terms and conditions. In particular, we draw your attention to our dispute resolution clause, which refers disputes to the exclusive jurisdiction of the Commonwealth Secretariat Arbitration Tribunal (CSAT). The 8 members of the Tribunal are selected by the Board of Governors and come from Commonwealth member countries. Information about CSAT, including its governing statute and procedure are available on its website at <http://thecommonwealth.org/tribunal>.

The Secretariat implements decisions agreed by 56 Heads of Government and Ministers through advocacy, consensus-building, information sharing, analysis, technical assistance, capacity-building, and advice on policy development.

2. Purpose

The purpose of this request for a quote (RFQ) is to find and appoint a suitable consultant for the provision of the consultancy to **develop the Seychelles Blue Carbon Policy** to the Commonwealth Secretariat. The appointed consultant shall be awarded a contract that will be effective for up to three (3) months.

See Terms of Reference in Section 7 for details on the services required.

3. Instructions to Bidders

This is a one stage RFQ process with a written submission to this RFQ followed by bidder clarifications, if required. Bidders will be scored following the first stage and if required bidders may be asked to attend a clarification of their Quote meeting.

Bidders must submit all documents as set out in Part1 - Part 5 'Quote' no later than the return date of: noon (BST) on **26/04/2024**. The quote documents are to be returned to the following email address: climatechange@commonwealt.int

Following all stages of the Quote process, the quote received that is deemed as offering best overall value to the Commonwealth Secretariat, shall be awarded the contract based on the notified evaluation weightings:

4. Evaluation Weightings

Quality 70%

Price 30%

The lowest price bid shall be awarded the full points, all other bids shall be awarded a percentage from the benchmark. E.g. (lowest price/other bid)*weighting = Score.

5. Quote Timeline

Please note, that the following timeline is an estimate and may change at short notice.

Activity	Date
Request for quote (RFQ) issued	02/04/2024
Clarification questions to be submitted by bidders by	19/04/2024
Secretariat's response to (anonymised) clarification questions will be circulated to all in writing by	24/04/2024
Quotes submission closing date	26/04/2024
Evaluation process duration (including any clarification meetings)	
Contract Start Date	May 2024

6. Information for Bidders

- Unless indicated otherwise, all prices should be quoted in Pounds Sterling.
- The bidder must ensure that they have all the information required for the preparation of the Quote submission and that they are satisfied about the correct interpretation of terminology used in this documentation. The bidder must also ensure that they are fully conversant with the nature and extent of the obligations should the Quote be accepted.
- Quotes are to be valid for a minimum of **30 days** from the closing date for the submission of the Quotes.
- The Commonwealth Secretariat reserves the right to cancel the RFQ at any time during the process and not to award a contract as a result of this procurement.
- Bidders shall bear all costs in completing a quotation submission.
- Bidders shall not disclose details of the RFQ to third parties without prior agreement from an authorised officer of the Commonwealth Secretariat.
- All clarification queries must be submitted by **19/04/2024 (BST)**.
- Bidders are required to submit transparent pricing with no hidden costs or charges.
- The Secretariat will carry out an evaluation of the quotes using the weighted criteria method as described. Following the evaluation stage(s) the Secretariat will select a preferred bidder which will be taken forward to contract award. The Secretariat reserves the right to appoint a reserve preferred bidder which the Secretariat could then take forward to contract award if any contract negotiations with the preferred bidder are unsuccessful.

By taking part in this request for quotes all bidders commit to the following:

- Bidders confirm that by submitting a quote they agree to abide by the Secretariat's Code of Ethics and relevant Corporate policies as published from time to time on the following web page:
<https://thecommonwealth.org/corporate-policies>
- Bidders certify that they have not canvassed or solicited any officer or employee of the Secretariat in connection with this Quote submission and that no person employed or acting on behalf of the bidder has done any such act.
- The CSAT shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Procurement (including non-contractual disputes or claims).
- **Compliance with policies:** The Secretariat has a zero-tolerance approach towards sexual exploitation, abuse and harassment. The bidder must familiarise itself with the Secretariat's policies available at <https://thecommonwealth.org/corporate-policies> Particularly with reference to the Anti- Bribery and the Safeguarding Policy, the bidder must understand the obligations imposed on Suppliers/Consultants and their personnel and sub-contractors including having robust procedures to detect and report any wrongdoing or concerns. Adherence to the Secretariat policies is mandatory and if awarded a contract, the Supplier/Consultant will be required to ensure continued compliance with the policies for the duration of the contract.

7. Terms of Reference (ToR)

Introduction

Blue carbon ecosystems (coastal wetlands) provide a wide range of environmental, economic, and livelihood benefits, including carbon sequestration. Protection and restoration of coastal wetlands contributes towards the reduction of greenhouse gas emissions and improves resilience of the blue economy to climate change.

In June 2020, supported through the Technical Assistance Fund of the NDC Partnership's Climate Action Enhancement Package (CAEP), Seychelles embarked on updating its 2015 Nationally Determined Contribution (NDC). The updated NDC for Seychelles was submitted in July 2021 to the United Nations Framework Convention on Climate Change (UNFCCC) Secretariat. In its updated NDC, Seychelles committed to using blue carbon ecosystems as a natural climate solution and pledged to protect 50% of its seagrasses and mangroves by 2025 as an effective natural climate solution to reduce 26.4% of the national greenhouse gas (GHG) emissions by 2030 and reach net zero emissions by 2050. The commitments and targets in the NDC that are focused on safeguarding the Blue Economy and Blue Carbon ecosystems include:

- Seychelles intends for coastal planning and infrastructure to be regulated at the national and local level to prioritize the consideration of “blue” Nature-based Solutions (NbS) for climate resilience.
- Seychelles will protect its blue carbon ecosystems, i.e., at least 50% of its seagrass and mangrove ecosystems by 2025, and 100% of seagrass and mangrove ecosystems by 2030.
- Seychelles will establish a long-term monitoring programme for seagrass and mangrove ecosystems by 2025 and include the GHG sink of Seychelles' blue carbon ecosystems within the National Greenhouse Gas Inventory by 2025.
- Seychelles commits to the implementation of its adopted Marine Spatial Plan and the effective management of the 30% marine protected areas within the Seychelles' Exclusive Economic Zone.

In 2020, Seychelles embarked on mapping the full habitat extent and calculating the blue carbon stock value of its seagrass habitats, in collaboration with several international and local partners. This process was led by the Seychelles Conservation and Climate Adaptation Trust (SeyCCAT) through the Coastal Wetlands and Climate Change Project. After intense work, the sea grass mapping exercise was concluded in the first half of 2022, and the maps were handed over to the Ministry of Agriculture, Climate Change, and Environment (MACCE) in December 2022. A blue carbon roadmap and blue carbon policy assessment have also been done with support from the Blue Carbon Lab and the US Embassy Science Fellowship programme respectively.

The next step in Seychelles' blue carbon ecosystem journey is the drafting a National Blue Carbon Policy. The Blue Carbon Policy will support delivery of the commitments to mangroves and seagrasses outlined in the 2021 updated NDC for Seychelles, by outlining coordinated institutional arrangements for the effective management, conservation, and restoration of these ecosystems.

The Commonwealth Secretariat is supporting the Government of Seychelles with short-term technical assistance to develop its blue carbon policy. This is part of support that the Commonwealth secretariat has afforded the country through the Commonwealth Climate Finance Access Hub (CCFAH). CCFAH supports small and other vulnerable Commonwealth countries to improve access to climate finance, advance sound climate policy, and build human and institutional capacity related to climate action especially climate finance. Since 2021, CCFAH has deployed a Commonwealth National Climate Finance Adviser to Seychelles embedded in the Ministry of Agriculture, Climate Change, and Environment (MACCE) to provide in-country support to these aims.

In addition to the above, support has been granted through the Commonwealth Blue Charter, adopted by member countries, to guide cooperative action on ocean issues. The

Commonwealth Blue Charter is an agreement by all 56 Commonwealth countries to actively cooperate to solve ocean-related challenges, and to meet commitments for sustainable ocean action. The Blue Charter helps Commonwealth countries work together on a fair, inclusive and sustainable approach to ocean protection and economic development

Thus, the Government of Seychelles is seeking a consultancy firm to deliver the country’s Blue Carbon policy, and the associated work described below. The work will be led by a Technical Committee comprised of representatives of the Ministry of Agriculture, Climate Change and Environment (MACCE), Ministry of Finance National Planning and Trade, Ministry of Fisheries and Blue Economy Commonwealth Secretariat, SeyCCAT, and the University of Seychelles.

Scope of Work and Activities

The scope of work for the development of the Blue Carbon Policy should cover but not limited to the Governance framework, institutional arrangement, legal requirements, associated financial consideration/analysis and capacity needs assessment necessary to support implementation needs for the 2020 NDC commitments to blue carbon ecosystems.

The consultant/consultants will undertake the following specific tasks:

- i. Conduct a review of existing relevant work on blue carbon ecosystems in Seychelles, including but not limited to the Seychelles Marine Spatial Planning framework, to not only identify any gaps for the appropriate management of blue carbon ecosystems, its implementation but also to synthesize the key elements and relevant policies that can be incorporated into a policy;
- ii. Conduct a review of international best practice in developing blue carbon policies, particularly in SIDS;
- iii. Conduct stakeholder consultations on the priority needs for a Blue Carbon Policy;
- iv. Based on (i), (ii) & (iii) the consultant prepares and present an initial report that will include an annotated table of contents for the Blue Carbon Policy;
- v. Produce the first draft of the Blue Carbon Policy for Seychelles and conduct stakeholder consultations on the first draft of the Policy and host the relevant workshops to collect views and inputs from relevant stakeholders;
- vi. Produce the updated draft of the Blue Carbon Policy incorporating the comments and contributions of the stakeholders in readiness for validation;
- vii. Conduct a validation workshop with all relevant stakeholders. The cost of all workshops will be covered by the client.
- viii. Produce the final draft of the Blue Carbon Policy incorporating all the comments and recommendations received in the validation workshop.
- ix. Present the final draft of the Blue Carbon Policy to the Technical Committee for approval.

All deliverables will be presented to the Technical Committee that will be responsible for approving all milestones and deliverables under the consultancy. Furthermore, for all workshops conducted, a workshop report should be prepared and submitted to the Technical Committee, capturing the proceedings of the meeting that highlight the comments amongst other things.

Deliverables, Budget, Payment schedule and Timeframe

The total amount payable for this consultancy is £20,000 lumpsum (inc. VAT)¹
 The indicative timeframe of the assignment is 60 days and work is expected to be covered over a three-month period of which the consultancy is expected to start by 1st May 2024.

Deliverable number	Description	Payment (£20,000)	Weighting
Deliverable 1	Inception Meeting with relevant stakeholders followed by Minutes of the inception meeting	10%	
Deliverable 2	Initial report prepared and presented	20%	

Deliverable 3	First draft of the Blue Carbon Policy including stakeholder consultation report.	50%
Deliverable 4	Updated draft of the Blue Carbon Policy	20% (upon completion of Deliverable 5)
Deliverable 5	Final draft of the Blue Carbon Policy	

Qualifications, Competency and Experiences

This consultancy shall be carried out by a firm, or a consortium and the selected firm will need a combination of skills and experience including:

Education/ Qualifications:

Policy/Legal Expert - Team Lead (International)

Master's degree in environmental science, Ocean Science, Law, Public Policy or related field.

Climate Change/Carbon Market Expert - (International)

Master's degree in environmental science, Economics, Climate Finance or related field.

Marine Scientist - National Expert

Master's degree in Ocean/Marine Science or related field.

Experience:

5 years of experience in drafting legal documents in similar environmental areas.

Experience in international environmental law and regulations, and the application in strategic and/or practical situations.

Strong knowledge and understanding of ocean and climate issues, and the main challenges facing ocean sustainability, SIDS, and climate change.

Demonstrated experience in working with government and international institutions on policy and programmatic work in one or more of the fields mentioned above.

Demonstrated experience working on policy and programmatic areas with national, regional, local, traditional authorities and civil society organizations.

Experience in conducting consultations and leading and facilitating multi-stakeholder meetings at national, regional and local levels processes is required.

Excellent writing skills and strong oral communication skills, with the capacity to clearly and succinctly communicate to different audiences.

Working experience in an international organization or knowledge of UN policies, procedures and practices is an asset.

Competencies:

Ability to work with multiple stakeholders in Seychelles across a wide range of disciplines.

Demonstrates practical knowledge of inter-disciplinary development issues.

Seeks and applies knowledge, information, and best practices from within and outside of Seychelles.

The firm should be able to maintain relationships with stakeholders, focusing on impact and result for the project and respond positively to feedback.

Proven networking, team building, organizational and communication skills.

Technical and Financial proposals:

Qualified consulting firms/consortia are expected to submit both Technical and Financial Proposals. Accordingly, firms will be evaluated based on the requirements outlined below. In this regard, the respective weights of the proposals are:

a.) Technical Criteria weight is 70%

b.) Financial Criteria weight is 30%

Language skills:

The consultancy team should have excellent writing, editing, and oral communication skills in English. Additional working knowledge of French and/or Creole is an added advantage.

Location and Reporting

The consultancy firm for this assignment may be international but preferably is expected to be already based in Seychelles due to the scope of work requiring interactive engagement with

stakeholders and sections of society of interest. The consultant will be responsible for his/her own computer equipment, applications and internet connection.

The Ministry of Agriculture, Climate Change, and Environment (MACCE) will be the owner of the assignment output and will be responsible for providing oversight, quality check and quality assurance necessary to align the output to the government priorities and needs.

The consultant(s) will be accountable to the Technical Committee.

8 List of Deliverables/Payment schedule:

The total amount payable for this consultancy is £20,000 lumpsum (inc. VAT)1
 The indicative timeframe of the assignment is 60 days and work is expected to be covered over a three-month period of which the consultancy is expected to start by 1st May 2024.

The deliverables and payment schedule are set out below:

Deliverable number	Description	Payment (£20,000)	Weighting
Deliverable 1	Inception Meeting with relevant stakeholders followed by Minutes of the inception meeting	10%	
Deliverable 2	Initial report prepared and presented	20%	
Deliverable 3	First draft of the Blue Carbon Policy including stakeholder consultation report.	50%	
Deliverable 4	Updated draft of the Blue Carbon Policy	20%	(upon completion of Deliverable 5)
Deliverable 5	Final draft of the Blue Carbon Policy		

9 Contract Management

The successful consultant will report to the Secretariat’s Contract Manager [Mr. Unnikrishnan Nair, Head of Climate Change, EYSD, u.nair@commonwealth.int]. Specific arrangements for contract management will be as follows:

10 Monitoring/ Reporting Requirements

The consultancy firm for this assignment may be international but preferably is expected to be already based in Seychelles due to the scope of work requiring interactive engagement with stakeholders and sections of society of interest. The consultant will be responsible for his/her own computer equipment, applications and internet connection.

The Ministry of Agriculture, Climate Change, and Environment (MACCE) will be the owner of the assignment output and will be responsible for providing oversight, quality check and quality assurance necessary to align the output to the government priorities and needs.

The consultant(s) will be accountable to the Technical Committee.

11 Methodology

Information only - the information provided will not be scored, but failure to provide it may

result in the ITT submission being disqualified from the tender process.

Pass/Fail - as indicated in the invitation to tender

12 Skills and Experience Required

Education/ Qualifications:

Policy/Legal Expert - Team Lead (International)

Master's degree in environmental science, Ocean Science, Law, Public Policy or related field.

Climate Change/Carbon Market Expert - (International)

Master's degree in environmental science, Economics, Climate Finance or related field.

Marine Scientist - National Expert

Master's degree in Ocean/Marine Science or related field.

Experience:

5 years of experience in drafting legal documents in similar environmental areas.

Experience in international environmental law and regulations, and the application in strategic and/or practical situations.

Strong knowledge and understanding of ocean and climate issues, and the main challenges facing ocean sustainability, SIDS, and climate change.

Demonstrated experience in working with government and international institutions on policy and programmatic work in one or more of the fields mentioned above.

Demonstrated experience working on policy and programmatic areas with national, regional, local, traditional authorities and civil society organizations.

Experience in conducting consultations and leading and facilitating multi-stakeholder meetings at national, regional and local levels processes is required.

Excellent writing skills and strong oral communication skills, with the capacity to clearly and succinctly communicate to different audiences.

Working experience in an international organization or knowledge of UN policies, procedures and practices is an asset.

Language:

The consultancy team should have excellent writing, editing, and oral communication skills in English. Additional working knowledge of French and/or Creole is an added advantage.

Knowledge, Skills and Abilities

- Ability to work with multiple stakeholders in Seychelles across a wide range of disciplines.
- Demonstrates practical knowledge of inter-disciplinary development issues.
- Seeks and applies knowledge, information, and best practices from within and outside of Seychelles.
- The firm should be able to maintain relationships with stakeholders, focusing on impact and result for the project and respond positively to feedback.
- Proven networking, team building, organizational and communication skills.

13 Evaluation criteria

The Technical Questionnaire Quotes will be assessed based on the evaluation criteria set forth in this document (see skills and experience required and the weightings apportioned to quality/price above in this Terms of reference/RFQ).

Part 1 Bidder's details is for information only.

Part 2 - Suitability Assessment Questions -will be assessed on a Pass/Fail basis

14 Payments

Payments will be made in line with the schedule of deliverables outlined above and upon successful completion of the milestones, upon receipt of the Secretariat's written approval of all agreed deliverables and upon submission of a compliant invoice and any other supporting documents as may be required by the Secretariat from time to time. All invoices to be sent to contract manager [a.nkonde@commonwealthconnect.org].

Quote Submission Documents (ref EYSD/Climate Change/ATE2135/2024)

Note - Bidders must complete and return all Quote submission documents below:

- Part 1 - Bidder Details
- Part 2 - Suitability Assessment Questions
- Part 3 - Technical Questionnaire
- Part 4 - Pricing

Part 1 - Bidder Details (for information)

Please provide details relating to your registered offices, legal status and date of incorporation.

<i>Individual/ Company and/or Trading Name</i>	
<i>Company Address</i>	
<i>Post Code</i>	

<i>Company/Sole Trader Registration Number</i>	
<i>Date of incorporation</i>	

<i>Contact Name</i>	
<i>Telephone</i>	

<i>Job Title</i>	
<i>Email</i>	

In the event of utilising a third party, on your behalf for any part of the services, please provide the full details of the secondary consultant/supplier:

<i>Company Name</i>	
<i>Company Address</i>	
<i>Post Code</i>	

<i>Duration of working relationship,</i>	
<i>Reason for use</i>	

In line with the Secretariat's Procurement Code of Ethics¹, the Secretariat works towards encouraging SMEs to apply for relevant tenders and is committed to monitoring the environmental awareness of our consultants, suppliers and partners with a view (where relevant to the subject matter of the contract) to only doing business with ISO 14001 Environmental Management or ISO 50001 Energy Management accredited organisations.

Is the Consultant classified as a Micro or Small Medium Enterprise (SME)?	Yes/No
Is the Consultant an ISO14001 or ISO 50001 (Energy Management) accredited organisation?	Yes/No

UK VAT Declaration

For UK Registered consultant: Is the bidder registered for Value Added Tax (VAT)? [Y/N]

If Yes, please include VAT registration number [insert] and provide a copy of your VAT registration certificate as part of your response.

¹ <https://thecommonwealth.org/corporate-policies>

Annual Turnover check:

In line with the Secretariat’s Procurement Code of Ethics², the Secretariat expects for its consultant/suppliers to have a turn over that is, as a minimum, twice the value of the contract they are applying for. Please state the following:

Annual	Previous Year	Year 2
Turnover:	£	£

Or

For individual consultants, please confirm that your annual turnover is twice the value of the Contract you are applying for:

YES

Please note, the successful bidder (if a company and not an Individual) may also be checked for their Equifax Financial Credit Score. Should the bidder (if a company) fail the commercial credit score check, the Secretariat will be entitled to commence negotiations with the second preferred bidder subject to that bidder (if a Company) having passed the Equifax Credit Score and so forth.

Please provide the contact details of two reference clients. A minimum of two references will be collected from previous clients (excluding the Secretariat) from projects carried out in (max) last 18 months. Please provide references from similar international organisations or public sector bodies or equivalent if possible. One of the references should relate to the most recent contract you/your company has fulfilled. If possible, additionally, **supply a list of potential references from which the Secretariat can select the referees they wish to contact³**. The referees will not be contacted until the final stage of the Quote process.

	<i>Reference 1</i>	<i>Reference 2</i>
<i>Company Name</i>		
<i>Company Address</i>		
<i>Post Code</i>		
<i>Referees name</i>		
<i>Referee Telephone</i>		
<i>Referee Email</i>		

Part 2 - Suitability Assessment Questions (pass/fail)

Grounds for Exclusion

You will be excluded from the Quote process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations.

1. Within the past five years, have you or your organisation (or any member of your proposed consortium, if applicable)- if you are trading as a company - Directors or Partner or any other person who has powers of representation, decision or control been convicted of any of the following offences? Individual Consultants - please complete the table to the best of your knowledge.

² <https://thecommonwealth.org/corporate-policies>

³ This will go some way to mitigate against bidders selecting the references that are likely to be more favorable and will assist in providing a more realistic reflection of performance.

Please Mark 'X' In the Relevant Box	Yes	No
(a) Conspiracy as defined by the legislative or judicial bodies in your jurisdiction.		
(b) Corruption as defined by the legislative or judicial bodies in your jurisdiction.		
(c) Bribery as defined by the legislative or judicial bodies in your jurisdiction.		
(d) The offence of cheating the Revenue as defined by the legislative or judicial bodies in your jurisdiction.		
(e) The offence of conspiracy to defraud as defined by the legislative or judicial bodies in your jurisdiction.		
(f) Fraud as defined by the legislative or judicial bodies in your jurisdiction.		
(g) Theft as defined by the legislative or judicial bodies in your jurisdiction.		
(h) Fraudulent trading as defined by the legislative or judicial bodies in your jurisdiction.		
(i) Fraudulent evasion as defined by the legislative or judicial bodies in your jurisdiction.		
(j) Destroying, defacing or concealing of documents or procuring the execution of a valuable security as defined by the legislative or judicial bodies in your jurisdiction.		
(k) The possession of articles for use in frauds as defined by the legislative or judicial bodies in your jurisdiction.		
(l) Any offence considered to be Counter Terrorism as defined by the legislative or judicial bodies in your jurisdiction.		
(m) Money laundering as defined by the legislative or judicial bodies in your jurisdiction.		
(n) Any Sexual Offences as defined by the legislative or judicial bodies in your jurisdiction.		
(o) Drug trafficking as defined by the legislative or judicial bodies in your jurisdiction.		

2. Within the past three years, please indicate if any of the following situations have applied, or currently apply, to you (if an Individual Consultant) or your organisation.

Please Mark 'X' In the Relevant Box	Yes	No
(a) You/your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being		

	administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;		
(b)	You/your organisation is guilty of grave professional misconduct, which renders its integrity questionable;		
(c)	You/your organisation has entered into agreements with other economic operators aimed at distorting competition;		
(d)	the prior involvement of you/your organisation in the preparation of the procurement procedure has resulted in a distortion of competition;		
(e)	you/your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.		

3. Employment and Human Rights

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. Please delete 'Yes' / 'No' as applicable.

(a)	In the last three years, has any finding of unlawful discrimination been made against you/your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	Yes/No
(b)	In the last three years, have you or has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination? <i>If you have answered "yes" to one or both of the questions, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</i> <i>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to The Secretariat's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</i>	Yes/No
(c)	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	Yes/No/ NA

4. Environmental Legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. Please delete 'Yes' / 'No' as applicable.

(a)	<p>Have you or your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?</p> <p><i>If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. The Secretariat will not select bidders that have been prosecuted or served notice under environmental legislation in the last 3 years, unless The Commonwealth is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</i></p>	Yes/No
(b)	<p>If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?</p>	Yes/No/ NA

5. Health and Safety legislation

For individuals/organisations working outside of the UK please refer to equivalent legislation in the country that you are registered in and/or located. Please delete ‘Yes’ / ‘No’ as applicable.

(a)	<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</p>	Yes/No/NA (individual consultant)
(b)	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p><i>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The Secretariat will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to The Secretariat’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</i></p>	Yes/No/NA (individual consultant)
(c)	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	Yes/No/ NA (individual consultant)

6. Insurance requirements (for information)

Does the Consultant (whether an Individual or Company) have insurances (as may be necessary or relevant by the subject matter of the contract specified in the ToR in this RFQ), currently in place, for the business activities they are proposing to carry out?

YES

NO

If Yes, please state the type of insurance and level of insurance held:

Area	Does the Consultant/supplier have insurances in place?	Level of cover expected	Level of cover currently held
<i>e.g. Public liability</i>	<i>Yes/No/NA</i>	<i>£10m</i>	
<i>e.g. Employer's liability</i>	<i>Yes/No/NA</i>	<i>£5m</i>	
<i>e.g. Professional Indemnity</i>	<i>Yes/No/NA</i>	<i>£1m</i>	
e.g. Data Protection Liability (for relevant projects only, where the supplier will be handling/processing personal data on behalf of the Secretariat)	Yes/No/NA	See below ⁴	

Please note that the **Individual Consultant** will not be excluded from the tender process if the answer is 'No'. However, it is industry best practice for consultants to ensure they have suitable insurances in place for the work they are proposing to undertake.

Please note that the insurance cover detailed above should be in place before activities commence in pursuance of the services required (if successful) and will not be considered as part of the costs under the contract between the Secretariat and the selected consultant.

⁴ Where contracts involve significant data processing, data protection cap needs to be determined on a case-by-case basis. For low-cost contracts that involve little (emails only) or no data processing, the liability is capped at 1.5 times of the contract value.

7. Terms and Conditions/Code of Ethics/Corporate Policies

Please delete 'Yes' / 'No' as applicable.

(a)	<p>Please confirm that you (if an Individual Consultant)/your organisation agrees to the Commonwealth Secretariat's:</p> <ol style="list-style-type: none"> 1. Secretariat's standard terms and conditions for below £30,000 total contract value can be found at: https://thecommonwealth.org/terms-and-conditions 2. Secretariat's Code of Ethics and Safeguarding Policy at: https://thecommonwealth.org/corporate-policies and 3. Secretariat's Corporate policies applicable to Consultant/suppliers and as published from time to time on the following web page: https://thecommonwealth.org/corporate-policies <p>.....</p> <p>If you do not agree to abide by the above, please state reasons and/or changes requested as part of your bid:</p>	Yes/No
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8. Legal comments table

By submitting a response, the bidder is agreeing to be bound by the terms of this RFQ and the Contract save as in relation to those areas of the Contract specifically highlighted below. As such, if the terms & conditions of the Commonwealth Secretariat [Terms and Conditions | Commonwealth \(thecommonwealth.org\)](#) renders proposals in the bidder's response unworkable, the bidder must submit full details of the unworkable/unacceptable provisions within the relevant Standard Terms and Conditions (Consultancy or Goods and Services) by completing the Legal Comments Table below.

Clause/Paragraph /Schedule	Summary of Issue	Suggested Revisions

Part 3 - Technical Questionnaire

The following scoring mechanism will be used to score each question in this section:

Using a 0 - 5 scoring system:	
0	Unacceptable Response - No information provided or response does not address the requirement.
1	Poor response - The response contains material omissions and / or is supported by limited evidence / examples. Concerns that the organisation does not have the potential to deliver / that they have failed to meet a reasonable standard.
2	Fair response - There is adequate detail / supporting examples giving a reasonable level of confidence in the Tenderer's experience and ability. The Tenderer appears to have the potential to deliver as required / has met a reasonable standard and there are only minor concerns about the Tenderer's experience
3	Good Response - The level of detail / supporting examples gives a high level of confidence in the Tenderer's experience and ability. The Tenderer clearly has the potential to deliver and / or has clearly met an acceptable standard.
4	Excellent Response - A comprehensive well evidenced submission, clearly demonstrating expertise and knowledge incorporating some value-added benefits attributes & other points of innovation. The bid is deemed to offer little risk and fully captures the understanding of the steps involved to deliver aspects of the service which can be related to the question posed, giving a high level of confidence in the Tenderer's experience and ability.
5	Exceptional Response - A comprehensive and exceptionally evidenced submission that substantially exceeds the expectations of the requirement and offers significant additional benefits. Submission clearly demonstrates exceptional expertise and knowledge incorporating value added benefits/ & other points of innovation. The bid is deemed to offer well identified risks and a mitigation of these put forward and fully captures the understanding of the steps involved to deliver all the aspects of the service and is directly relatable to the question posed, giving an exceptionally high level of confidence in the Tenderer's experience and ability.

- The technical questions below are worth **70%** of the total score. The individual question weightings are set out in the weighting column.
- The following formula will be applied for each question:
 - $\text{Points Scored} \div \text{Points Available} \times \% \text{ weighting}$
 - The scores for each of the questions will be added to give a total Technical/Quality Score
- Unanswered questions or sections that are left blank shall be awarded a 0.

Please answer all questions in the spaces provided. **Please do not attach documents or appendices.**

Question No.	Question	Weighting
1	Lead Consultant (Policy Expert): Is the Lead consultant an international consultant and poses a Master's degree in Environmental science, Ocean Science, Law, Public Policy or related field.	5%
Insert your answer here		
2	Climate Change/Carbon Market Expert: Does the climate change or carbon market expert poses a Master's degree in environmental science, Economics, Climate Finance, Social Science, Development Studies or related field and an international expert.	5%
Insert your answer here		
3	Marine Expert (National): Does the marine expert poses a Master's degree in Ocean/Marine Science or related field	5%
Insert your answer here		
4	Does the firm have 5 years of relevant work experience in drafting legal documents in similar environmental areas, Marine Conservation, climate change adaptation, resilience building and/or development work at international level	5%
Insert your answer here		
5	Does the firm have experience in working with government and international institutions on policy and programmatic work in one or more of the fields mentioned above	5%
Insert your answer here		
6	Does the firm have experience conducting legal and policy research and analysis in marine conservation, blue economy, climate change, NDC, environment, sustainable development or other related themes.	10%
Insert your answer here		
7	Does the firm have experience working on policy and programmatic areas with national, regional, local authorities, cooperatives and civil society organizations.	10%
Insert your answer here		
8	Does the firm have experience in conducting consultations and facilitating multistakeholder meetings at national, regional and local levels processes.	10%
Insert your answer here		
9	Does the firm have experience in strategic policy analysis and drafting policy guidance in government organisations.	10%
Insert your answer here		
10	Does the firm have excellent command of both written and oral English.	5%
Insert your answer here		

Part 4 - Pricing (30%)

Transparent pricing must be submitted with no hidden costs. Pricing and cost must be broken down to the different elements of the services and any other costs.

Please complete the Pricing Schedule [and submit as a separate document]. Please refer to Instructions to bidders which states that unless indicated otherwise, all prices should be quoted in Pounds Sterling.

Consultants are expected (within their financial proposal) to provide a full breakdown of the number of experts/number of days (total and per expert) needed to complete the assignment.

Consultants are to give an indication as to which Band each Consultant’s fee falls within in the Secretariat’s **Technical Assistance Consultants: Corporate Fee Band Table (see Annex 1)**. Include CVs of all staff proposed. Please note that the maximum daily fee rates can not normally exceed £700.

[For TAP Consultancy: Consultant’s Name/Role/Band - refer to Annex 1 Technical Assistance Consultants: Corporate Fee Band Table] Experts name/role	Day Rate (including all taxes)	No of Days	Total (including all taxes) GBP
Total			

If expenses are applicable for this assignment, insert the following table:

Expenses:			
Per diem (to be in line with Secretariat’s policies on travel and per diem rates)			
Travel (to be in line with Secretariat’s travel policies)			
Other (please list)			
Total in GBP			

For Consultancy: The following scoring mechanism may be used to score the Pricing Section in the Evaluation Matrix to reflect the Fee band (Annex 1) in addition to the Fixed cost score of the project

	Using 1-3 Scoring system for Fee Band Requirement
1	Does not meet the fee band requirement
2	Partially meets the fee band requirement
3	Fully meets the the fee band requirement

Payments will be made upon successful completion of the milestones described in the terms of reference, upon receipt of the Secretariat's written approval of all agreed deliverables and upon submission of a compliant invoice. If there is a VAT element - for UK VAT registered consultants only - this must be itemised in the total quote received/agreed by the Secretariat and the consultants must submit a UK VAT registration certificate to the Secretariat when invoicing. All invoices will be sent to contract manager a.nkonde@commonwealthconnect.org.

Annex 1 - Secretariat's Technical Assistance Consultants: Corporate Fee Band Table

The consultancy fee rate range associated with a particular level of assignment may be based on the following:

- Knowledge, qualifications, experience, and skills required.
- Level of work in terms of responsibilities and complexity of the assignment.
- Degree of specialization required by the assignment.

Band	Per Day (GBP)	Comments and Guidelines
A*	700+	<ol style="list-style-type: none"> 1. Extensive achievement in their specialist field, in which they are nationally or internationally renowned. Extensive experience of leading or directing major, complex and business-critical projects, bringing genuine strategic insight, understanding the range of services to be delivered. In depth knowledge of the international sector/specialist field and of current policy and political issues affecting it. 2. Contributions to the accomplishment of a crucial programme or service or functional area of a broad scope, involving high complexity and impact. 3. Providing functional leadership and expert advice. 4. Preparing intricate and complex technical papers to working groups. 5. Undertaking the drafting of reports or proposals for projects of a large scale or a broad scope. 6. Large-scale programmatic and operational activities involving large commitments of staff and funds. 7. Rare specialization 8. Industry equivalent level: Partner/Managing Director
B	500-699	<ol style="list-style-type: none"> 1. Substantial experience in their specialist field and operating multiple major consultancy assignments achieving specific revenue and income objectives to agreed outcomes. 2. Within this category the person is expected to have significant, proven, industry recognised experience. 3. Expected to develop new approaches, techniques, or policies and/or design guidelines, standard operating procedures. 4. Providing technical support; leading group dynamics; and undertaking report drafting or project-wide proposals. 5. Industry equivalent level: Principal/Senior Consultant
C	350 - 499	<ol style="list-style-type: none"> 1. Demonstrable experience and relevant exposure in a range of projects in a specialist field. 2. Evidence of client facing experience and relationship management.

		<ul style="list-style-type: none"> 3. Support for planning and monitoring budgets and services to wider consultancy projects; and experience of proposal preparation. 4. Industry equivalent level: Consultant
D	300-349	<ul style="list-style-type: none"> 1. Specialized degree or training and 2. Several years of relevant experience 3. Industry equivalent level: Junior Consultant
E	£100 - £299	<ul style="list-style-type: none"> 1. This level is established for the engagement of support services not available in the Secretariat related to projects or technical tasks of a narrow scope for which limited technical skills or experience are required. 2. Industry equivalent level: Project Support