



The Commonwealth

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

IN STRICT COMMERCIAL CONFIDENCE

Request for Quotations (RFQ)

For the delivery of a report on Commonwealth progress on ocean
action

Duty Station: Home - based Consultant

March 2022

Return deadline for Quotation: 1 April 2022

Contract Award: 18 April 2022

Contact Email: bluecharter@commonwealth.int

Part 1

1. Introduction and purpose

The Commonwealth Secretariat is seeking to engage a qualified consultant to revise (and develop as required) a report on consolidated ocean actions by Commonwealth countries and Blue Charter Action Groups. Based on an existing report, research and questionnaires that have already been conducted, the new report will summarise progress made by countries, grouped according to the ten themes of the Commonwealth Blue Charter's Action Groups. (Forty-seven of the 54 Commonwealth countries border the ocean)

To be tabled at the Commonwealth Heads of Government Meeting (CHOGM) in June 2022, the primary audience of this report will be Commonwealth country government officials. The report should be about 75 pages, including tables, figures and infographics.

The appointed consultant shall be awarded a contract that will be effective **for up to two months**.

See **Terms of Reference in Section 7 for further details**.

2. Instructions to Bidders

This RFQ is open to individuals, consultancies and consortiums.

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 (including appendices) no later than the return date.

The Quote documents are to be returned by email (NOTE files attached must not be more than 35MB per email) to the Commonwealth Secretariat.

Email: bluecharter@commonwealth.int

All queries must be in writing via the email address above.

Following all stages of the Quote process, the bid received that is deemed the most economically advantageous tender shall be awarded the contract based on the evaluation weightings below.

3. Evaluation Weightings

Technical / Quality evaluation 70%

Price evaluation 30%

4. Quote Timeline

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

Activity	Date
Request for quote (RFQ) issued	11 March 2022
Quotes submission closing date	1 April 2022
Estimated Contract Start Date	18 April 2022

5. Information for Bidders

- Unless indicated otherwise, all prices should be quoted in Pounds Sterling. Prices quoted should include VAT and other taxes.
- 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 60 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.
- 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 in this document. Following all stages 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 would 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 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.
- Bidders will not canvas or solicit any officer or employee of the Secretariat in connection with this Quote submission.
- Bidders confirm that they shall automatically be subject to termination on grounds of misrepresentation and failure of duty to disclose.

6. Specification of requirements - Terms of Reference

Background

The Commonwealth is a voluntary association of 54 independent and equal sovereign states and home to 2.4 billion people. The Commonwealth Secretariat is an independent organisation working with the 54 member countries and assists them together to promote prosperity, democracy and peace, amplify the voice of small states, and protect the environment.

The Commonwealth Secretariat's Trade, Ocean and Natural Resources Directorate assists its member countries to sustainably manage their natural resources, in the ocean and on land, for the benefit of present and future generations. The Secretariat provides technical assistance and support member countries in the development of policies, laws, design of fiscal regimes and strengthening national institutions as they seek to implement the Sustainable Development Goals.

The Commonwealth Blue Charter is an agreement by Commonwealth countries to cooperate in actively addressing the myriad of ocean-related issues and commitments that they face. Blue ecosystems are being degraded and destroyed at an unprecedented rate and this is not an issue any single country can solve alone.

In April 2018, the Commonwealth Blue Charter was adopted by member countries, to guide cooperative action on ocean issues. Commonwealth Blue Charter Action Groups are member-driven, led by Commonwealth Blue Charter ‘Champion’ countries.

The Commonwealth Blue Charter works through a set of Action Groups, each devoted to a particular ocean issue. Action Groups are driven by member countries, led by ‘Champion’ countries. So far 16 countries have stepped forward to be Champions on 10 topics:

- Commonwealth Clean Ocean Alliance
- Coral Reef Protection and Restoration
- Mangrove Ecosystems and Livelihoods
- Marine Protected Areas
- Ocean Acidification
- Ocean and Climate Change
- Ocean Observation
- Sustainable Aquaculture
- Sustainable Blue Economy
- Sustainable Coastal Fisheries.

These 10 Action Groups have been setting priorities and developing their individual Plans of Action that reflect their regional needs and resource requirements.

Objectives & Purpose

The Commonwealth Secretariat is seeking to engage a qualified consultant to develop a report on consolidated ocean actions, based on an existing report, research and questionnaires that have already been conducted. The report will summarise progress made by countries, grouped according to the ten themes of the Commonwealth Blue Charter’s Action Groups. (Forty-seven of the 54 Commonwealth countries border the ocean)

The data for the report will be made available from four different sources:

- Interim report developed in October 2021 and available at <https://bit.ly/3pT7hof>
- Responses to a self-reporting questionnaire on ocean action by Commonwealth countries (This information is in the process of being collected.)
- additional country feedback
- Desktop-based research conducted on the ocean actions by Commonwealth countries

The report writer will use information collected from the above sources to generate a comprehensive report summarising ocean actions by Commonwealth countries, to be tabled at the Commonwealth Heads of Government Meeting (CHOGM) in June 2022. The primary audience of this report will be Commonwealth country government officials. The report should be about 75 pages, including tables, figures and infographics.

Expected Deliverables and Location

- a) A draft work plan and report structure to be agreed with the Commonwealth Blue Charter Team
- b) First draft of the report
- c) Second draft
- d) Final draft and a summary PowerPoint presentation

The report should contain:

- a short Executive Summary;
- introduction

- methods
- summarised results including infographics and tables of national, regional and pan-Commonwealth findings
- conclusions
- any other sections as needed.

Based on the report, the PowerPoint presentation should be concise, covering key findings, with graphics that can be used for internal reporting and communications.

The work may be conducted from any location. The appointed consultant should provide their own computer equipment, computer applications and internet connection.

Duration and Timeframe

A timeline for steps above, will be developed by the Contractor to be agreed by the Secretariat. Final deliverables will be due by 31 May 2022. Suggested milestones are listed in the table below but can be revised after a timeline is agreed upon.

Deliverable	Final Due Date
Submit draft workplan and outline for the report	22 April 2022
Submit first draft of the report	5 May 2022
Submit second draft of the report	20 May 2022
Submission of PPT presentation	22 May 2022
Final report	31 May 2022

Project Management and Reporting

The project will be coordinated by the Commonwealth Blue Charter programme of the Trade, Ocean and Natural Resources Directorate of the Secretariat. The successful Contractor will be expected to work in close consultation with the Commonwealth Blue Charter Team.

Estimated Budget

The maximum budget payable under this contract is £3,500 (including VAT, and any other fees or honorariums (e.g. for speakers, if required)). Payment will be made upon satisfactory completion of work signed off by the Commonwealth Secretariat and within 30 days upon submission of the invoice.

Qualifications & Competencies

The preferred Contractor or consultancy firm should hold the profile below, which should be outlined in the cover letter and CV:

- At least five (5) years of experience in research/ report writing with expertise preferably in marine/maritime sectors
- Experience working with or in (preferably Commonwealth) government(s) and/or public-private partnerships;
- Experience in the development of materials for government officials;

Application Process

This opportunity is open to individuals, consultancies and consortia.

Please apply for this contract by submitting a CV, a brief proposal (up to 5 pages), and a concise cover letter (1-2 pages) to bluecharter@commonwealth.int by **1 April 2022**.

The proposal should show how the consultancy would be carried out to meet the specific objectives set out in this TOR. It should include a short statement of the candidate's / team's relevant expertise and experience along with the bid amount.

Evaluation will be based on both competency and cost. Where submissions are similar in quality, preference will be given to Contractors that are Commonwealth citizens or entities registered in a Commonwealth country.

8 Evaluation criteria

Quotes will be assessed based on the evaluation criteria set forth in this document (see above in section 4)

9 Payments

Payments will be made upon successful completion of the contract upon receipt of the Secretariat's written approval of all agreed deliverables and upon submission of a compliant invoice. All invoices will be sent to s.sitsabeshan@commonwealth.int

Part 2 - Technical Questionnaire

Please apply for this contract by submitting a CV, a brief proposal (up to 5 pages), and a concise cover letter (1-2 pages) to bluecharter@commonwealth.int by **1 April 2022**. Include CVs of all staff proposed.

The proposal should show how the consultancy would be carried out to meet the specific objectives set out in this TOR. It should include a short statement of the candidate's / team's relevant expertise and experience along with the bid amount.

Part 3 - Pricing

The maximum budget payable under this contract is £3,500 (including VAT, and any other fees or honorariums (e.g. for speakers, if required)). Payment will be made upon satisfactory completion of work signed off by the Commonwealth Secretariat and within 30 days upon submission of the invoice.

Payments will be made upon successful completion of the milestones described in the specification of requirements, upon receipt of the Secretariat's written approval of all agreed deliverables and upon submission of a compliant invoice. All invoices will be sent to s.sitsabeshan@commonwealth.int

Appendices

Appendix 1 - General Terms and Conditions



[Download](#)

Appendix 2 - Code of Ethics (Please confirm that you/your organisation agrees to and has signed, dated and attached the Code of Ethics (Appendix 2)

<https://thecommonwealth.org/sites/default/files/inline/CODE-OF-ETHICS-Nov19.pdf>