



The Commonwealth

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

*IN STRICT COMMERCIAL CONFIDENCE*

**Request for Quotations (RFQ)**

**For the Delivery of Introductory Training on:  
Ocean Acidification for Commonwealth government officials**

**Duty Station: Home - based Consultant**

**March 2022**

**Return deadline for Quotation: 1 April 2022**

**Contract Award: 18 April 2022**

**Contact Email: [bluecharter@commonwealth.int](mailto:bluecharter@commonwealth.int)**

## **Part 1**

### **1. Introduction**

The Commonwealth Secretariat is seeking to engage a qualified Contractor to deliver remote training to Commonwealth country officials, providing an introduction to Ocean acidification, its impacts on marine assets, and possible policy responses.

The Contractor will be expected to draw upon existing materials from the Commonwealth Secretariat and its partners, including the use of the Commonwealth Blue Charter Action Group on Ocean Acidification's *Policymakers' Handbook for Addressing the Impacts of Ocean Acidification*, as well as the expertise that the Contractor will be expected to bring to the assignment.

Training is aimed towards government officials from Champion and member countries of the Commonwealth Blue Charter Action Groups; particularly, Ocean and Climate Change, Ocean Acidification, and Ocean Observation.

The contract has two main pieces of work: i) preparing and delivering an online 'live' course, and ii) preparing materials for an online self-paced course based on (i).

Depending upon demand, subsequent calls for proposals may let out for further training on specific elements covered in this introductory course.

### **2. Purpose**

The purpose of this consultancy is to provide introductory training on ocean acidification, its impacts on marine assets, and possible policy responses. Aimed at government officials and policymakers, the delivery of the contract has two main pieces of work: i) preparing and delivering an online 'live' course, and ii) preparing materials for an online self-paced course based on (i). The appointed consultant shall be awarded a contract that will be effective **for up to three months**.

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

### **3. 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](mailto: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.

#### 4. Evaluation Weightings

Technical / Quality evaluation 70%

Price evaluation 30%

#### 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	11 March 2022
Quotes submission closing date	1 April 2022
Estimated Contract Start Date	18 April 2022

#### 6. 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.

#### 7. 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.

To support the member countries, especially those from the Action Groups on Ocean and Climate Change, Ocean Acidification and Ocean Observation, the Commonwealth Secretariat is seeking a Contractor to assist in delivery of an introductory training course on ocean acidification and its impacts on marine assets. The training will attract participants from various geographies and backgrounds, both technical and non-technical, however materials should be mainly focused on mid-level government officials who work in their respective ocean and climate change ministries.

## **Objectives & Purpose**

The purpose of this consultancy is to provide introductory training on ocean acidification, its impacts on marine assets and implications for policy, aimed at government officials and policymakers. The contract has two main pieces of work: i) preparing and delivering an online 'live' course, and ii) preparing materials for an online self-paced course based on (i).

Both of these courses will include:

- Ocean acidification and its impacts on marine assets
- Monitoring, modelling and forecasting ocean acidification

- Adaptation and mitigation approaches as well as successful examples (best presented in the form of case studies).
- Policy options to address ocean acidification
- Steps in developing an ocean acidification action plan
- Use of the Commonwealth Blue Charter Action Group on Ocean Acidification's *Policymakers' Handbook for Addressing the Impacts of Ocean Acidification* as the main learning resource.

The teaching modules should be supported by case study examples where possible.

Being an introductory course, it is more important to briefly cover the breadth of the topic, rather than to dive into one particular aspect.

Depending upon demand, subsequent calls for proposals may be let out for further training on specific elements covered in this introductory course. The Contractor will be encouraged to flag issues that would benefit from further training, and cross-reference those that are already well-covered in existing literature and online resources.

### **Expected Deliverables and Location**

The course will contain 4-6 modules. For the 'live' training, the modules will be virtually delivered via Zoom (or equivalent; the Commonwealth Secretariat will supply the necessary software licence). The course will be delivered 'live' twice to accommodate both the Pacific and GMT time zones. Afterwards, the course will be transformed into self-paced learning modules.

It is envisaged that each delivery of the 'live' course will be spread out over two partial days of 2 - 4 hours each, though this is open to further discussion with the Contractor when agreeing upon the outline and content.

Content should be varied to hold interest and present various perspectives. Panel discussions, breakout rooms and guest speakers are encouraged -noting that there may need to be different speakers and panellists due to time zone concerns. The use of case studies is expected. Participants should be encouraged to interact and discuss points. The Contractor may use different speakers and case studies in each of the time zones. It is preferred that video recordings of speakers are not used. It is suggested that the contractor consider using virtual white board tools such as Jamboard and interactive polling tools such as SoapBox.

The Contractor will need to ensure that appropriate staffing is provided for the management of the live delivery, such as breakout groups, panel discussions and to assist in any trouble shooting; e.g., assisting participants with any software tools such as whiteboards. The Secretariat will be responsible for ensuring the conferencing software is working properly but should not be expected to deal with individual issues arising from course participants.

For continued use after the live presentations, the final delivered modules will be re-packaged, ready for conversion into a SCORM-compliant package (under a separate contract). The self-paced learning should make use of pre-recorded videos, PowerPoint lectures, a workbook, and other course materials as appropriate. The self-paced modules should also include interactive knowledge checks throughout, and a test at the end of each module to assess understanding.

The steps and expected outputs include:

- Inception meeting of introductions and to familiarise the Contractor with the project;
- A draft work plan by the Contractor, to be agreed with the Commonwealth Blue Charter team;
- First draft outlines of both the live and online training courses and materials;
- First draft of the materials for the live training, including presentations and accompanying workbook;
- Near-final draft of the 'live' module packages for final review by the Commonwealth Secretariat and other stakeholders as identified by the Secretariat;
- Delivery of the two 'live' courses (to accommodate time zones);
- Discussion with Secretariat of lessons learnt and how to approach the self-paced materials.
- As required, revise outline of modules and materials (based on the live presentations) for self-paced learning, including a storyboard, scripts for voice-overs / instructions, and a table that explains what materials will be used where.
- Assemble the online course materials, including the learning videos, workbook and other instructional aids per the storyboard and table;
- Provide the knowledge checks and module test questions and solutions;
- Submit and subsequently revise the materials in (h) - (j) per reviews by the Secretariat;
- Submit a final report.

All Blue Charter trainings have pre- and post-course questionnaires (examples will be supplied by the Secretariat), the results of which should be summarised by the Contractor in a concise final report. It is possible that some countries may request individual follow-up. If so, these should be noted in the final report. (They will be treated as additional activities and should not be part of the contract bid.)

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

The Commonwealth Secretariat will supply the meeting / conferencing software.

### **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 15 June 2022. Suggested milestones are listed in the table below but can be revised after a timeline is agreed upon.

<b>Deliverable</b>	<b>Final Due Date</b>
Draft timeline	29 April 2022
Draft workplan and outline for the training modules (feedback will be sent within one week of receipt)	6 May 2022
Draft training materials for live delivery (feedback will be sent within one week of receipt)	18 May 2022
Deliver training workshops	May 2022
Delivery of self-paced training materials	15 June 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, and also will be introduced to contact points from the relevant Blue Charter Action Groups, as required.

## **Estimated Budget**

The maximum budget payable under this contract is £15,000 (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:

- University degree required, and post-graduate degree(s) preferred.
- Demonstrable experience of more than 5 years in ocean acidification and climate change with a graduate degree or more than 8 years with a bachelor's degree;
- Topic-specific experience and expertise in ocean acidification and its impacts on marine assets;
- Experience in the development of materials for government officials;
- Experience in teaching / training strongly preferred.

## **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](mailto: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](mailto: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](mailto: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 £15,000 (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](mailto: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>