

26 September 2014

## REQUEST FOR PROPOSALS

### **Kiribati Fisheries Division Fisheries Management Advisor / Interim Director of Fisheries**

The New Zealand Aid Programme, acting for and on behalf of the Secretary of Foreign Affairs and Trade (MFAT), are inviting submissions from suitably qualified and experienced individuals acting as a sole trader or from an organisation to assist the Government of Kiribati in the provision of technical assistance to support the sustainable development and management of coastal fisheries, in line with Kiribati's National Fisheries Policy 2012 – 2025 (KNFP).

The over arching goals that MFAT are seeking from this technical assistance are to:

- Promote sustainable management and development of maritime resources to maximise economic benefits and sustain livelihoods in Kiribati.
- Support community and private sector led fisheries development initiatives to provide for better economic benefits, improve livelihoods and food security.
- Provide the sustainability within Kiribati for coastal fisheries

The assignment is for three years, of which the first 2 years are expected to be residential in Tarawa. **The appointee will also act as the Interim Director of Fisheries for at least the first year of the assignment.** At an agreed time (not yet determined) the appointee will move into the role of Fisheries Management Advisor, and at some point the assignment is expected to become non-residential – ie the advisor may be based elsewhere and not be full time.

To be considered for this assignment applicants **must** satisfy the following requirements:

Eligibility Criteria:

Degree in relevant field - post graduate would be advantageous

Details of the work and the skills required are contained in the attached Terms of Reference.

The proposed timeframes are set out below:

Deadline for submission of questions:	12 noon (NZ Time) Wed 15 October 2014
Deadline for submission of Responses:	<b><u>12 noon (NZ Time) Wed 22 October 2014</u></b>
Assessment Panel:	11 November 2014
Notification to Applicants on shortlisting:	20 November 2014]
Interviews / Presentations (if required):	Week of 24 November 2014
Notification to preferred Applicant(s):	Week of 1 December 2014
Contract and budget negotiations:	Week of 8 December 2014

Please note that this timeframe is indicative only and may be subject to change.

## About us

The New Zealand Aid Programme is the Government's international aid and development programme managed by the Ministry of Foreign Affairs and Trade. Its mission is to support sustainable development in developing countries in order to reduce poverty and contribute to a more secure, equitable and prosperous world through:

- Effective, innovative aid
- Sustainable economic development
- Working in partnership
- Reducing disaster risk
- Safe and secure communities
- Human development

Further background and information on how" and "where" the New Zealand Aid Programme operates to extend its reach and respond to development needs around the globe may be found on [www.aid.govt.nz](http://www.aid.govt.nz).

## Process and Conditions

### 1 Contents of this RFP

- a This RFP consists of:
- Conditions of RFP*
  - Attachment One: Terms of Reference*
  - Attachment Two: RFP Assessment Criteria*
  - Attachment Three: Budget Template*
  - Attachment Four: Response Statement*
  - Attachment Five: Standard Terms and Conditions of Contract*
  - Attachment Six: MFAT Code of Conduct for Technical Advisors*

#### ***Open process***

- b All amendments to this RFP will be issued on the Government Electronic Tendering Services (GETS) website ([www.gets.govt.nz](http://www.gets.govt.nz)) and on issue will become part of this RFP.

### 2 Communications Regarding this RFP

- a All correspondence and questions relating to this RFP must be in English and in writing and directed to the Official Liaison Officer:

#### **A J Hardie**

Strategic Procurement Manager  
Development Strategy & Effectiveness  
New Zealand Aid Programme  
Ministry of Foreign Affairs and Trade

#### **Email Addresses**

[submissions@mfat.govt.nz](mailto:submissions@mfat.govt.nz)

- b During the RFP period Applicants must not contact any MFAT staff member, or any other person associated with the RFP, other than the Official Liaison Officer. Contact with any other MFAT staff member or any other person associated with the RFP other than the Official Liaison Officer, may invalidate Applicants from the RFP process.

- c Questions relating to this RFP must be received in English and in writing to the Official Liaison Officer by:

**12:00 pm (Noon - NZ Time) Wednesday 15 October 2014**

- d MFAT may choose to issue an Explanatory Notice in response to questions received relating to this RFP. Any Explanatory Notice will be issued on the GETS website ([www.gets.govt.nz](http://www.gets.govt.nz)) as soon as practicable. Interested parties that have downloaded this tender document from the GETS website will automatically receive an email notification when a new Explanatory Notice has been posted.

### **3 Content of Responses**

- a Responses must comprise the following documents:

- i A signed and completed **Response Statement** as per the template attached (*Attachment Four*). Note that the contact person may be questioned during examination of the Tender, or asked to provide additional information.
- ii **Outline and background** on Application (no longer than two A4 pages)
- iii A **Capability Statement** (no longer than four A4 pages):
- Providing evidence as to why the Applicant (including nominated consultants) would be suitable to deliver the Assignment set out in Attachment One: *Terms of Reference*, giving details of any similar knowledge, skills and experience by summarising the outcomes achieved; including comments on the Terms of Reference.
  - Addressing each of the assessment criteria set out in Attachment Two: *Assessment Criteria*, excluding the Technical Approach/Implementation and Work plan that will be presented in the following section iv
- iv An **Approach/Implementation and Work Plan** for the project (no longer than four A4 pages).
- Addressing how the consultant would go about implementing the project.
  - Providing an outline for methodology (including a work plan showing the main activities of each consultant, linkages between them and main milestones).
- v A **Curriculum Vitae** for each nominated consultant, (no longer than three A4 pages per consultant).
- vi A **Proposal Price** as per the template attached (*Attachment Three*) for upto the third Milestone (Institutional Capacity Report), including proposed fees, expenses and per diems (see [www.aid.govt.nz](http://www.aid.govt.nz) for current per diem rates). The price must allow for all the Applicant's obligations and costs in providing the services detailed in Attachment One: *Terms of Reference*. Please include the commercial rates that you use for revised workplans and outputs from 31 May 2015. Note that the Tender Price is to be submitted in a separate electronic file in accordance with clause 4.

- b Should any page limits stated above be exceeded, the additional pages may be removed from the response by MFAT. Font size should be a minimum of 11 point.

- c The response is to be signed by a duly authorised officer, for and on behalf of, the Applicant(s).
- d All responses shall be firm offers and may not be withdrawn for a period of 90 calendar days following the deadline for submissions to this RFP.
- e MFAT requests that all responses conform to these *Conditions of RFP*, and reserves the right to reject any non-conforming submission.

#### 4 Submission of Responses

- a Responses must be received by the following deadline, or may not be considered:

**12:00 pm (Noon - NZ Time) Wednesday 22 October 2014**

- b Responses must be submitted in electronic form only, as detailed below.
  - i An electronic copy of the completed response **must** be emailed to the Official Liaison Officer **as a single file in .pdf format** (or otherwise in a format compatible with Microsoft Office 2003) with the subject line:
 

*“PROPOSAL FOR: Kiribati Fisheries Director”*
  - ii An electronic copy of the Proposal Price **must** be emailed as a separate file or attachment in **.pdf format** (or otherwise in a format compatible with Microsoft Office 2003) to the Official Liaison Officer, with the file name of:
 

*“PRICE PROPOSAL FOR: Kiribati Fisheries Director”*

**Please ensure that the above is adhered to and only one (1) pdf file is submitted containing the response to the RFP.**

- c Should exceptional circumstances arise and electronic submission is not possible, requests to submit hard copy responses are to be made in advance of the deadline for submission to the RFP to the Official Liaison Officer. Approval will be granted at MFAT’s discretion. Electronic copies of your response will still need to be received.
- d Please ensure that the total size of the required documents and your email is **under 5 megabytes (MB)**. Any email exceeding the 5MB limit will not be accepted by our mail server and will be rejected. If your e-mail is 5MB or larger then refer to 4(f) below.
- e The Official Liaison Officer will send a confirmation of receipt email in response to your electronic submission. If you do not receive a confirmation of receipt email within two working days from the Official Liaison Officer your Response has **not** been received. MFAT bears no responsibility for and make no guarantees as to the successful receipt of your response. In all circumstances it is your responsibility to ensure that your response has been received.
- f Contact the Official Liaison Officer in advance of deadline for submissions to the RFP if you are unable to reduce the total file size of your application under the 5MB limit.
- g Responses submitted by fax will **not** be accepted in any circumstances.

## 5 Confidentiality

Applicants are advised that MFAT is subject to the Official Information Act (“OIA”) 1982. Applicants should mark their responses “*Commercial - In Confidence*” if they wish to protect specific information. MFAT will treat all responses in the strictest confidence. MFAT cannot, however, guarantee that information marked as such can be protected if MFAT receives a request for information under the OIA Act following completion of the tender process.

## 6 The RFP Process

- a Each Applicant shall examine, or be deemed to have examined, the *Conditions of RFP, Terms of Reference, RFP Assessment Criteria* and *Standard Terms and Conditions* and any other information supplied by MFAT in writing.
- b In submitting a response to this RFP, the Applicant accepts and agrees to be bound by MFATs *Conditions of RFP*.
- c The cost of preparing and submitting the response shall be borne by the Applicant.
- d MFAT reserves the right to change, suspend, cancel or readvertise this RFP, or the contents of the RFP documentation at any time.
- e MFAT shall have no liability for any information they provide, or for any cost or loss to any Applicant, in the event that this RFP is cancelled, suspended, changed or readvertised.
- f MFAT reserves the right to negotiate without restriction with Applicants after the close of the RFP on any matter contained in the RFP, without disclosing this to any other person.
- g MFAT reserves the right to accept or reject any, or all responses, and to cancel the RFP process, at any time, thereby rejecting all responses, prior to any contract being awarded.
- h MFAT reserves the right to limit or extend the list of potential Applicants beyond those who respond to this call for RFP.

## 7 Assessment of Responses

- a Responses will be assessed by an assessment panel, convened by MFAT, against the criteria outlined in the attached Attachment Two: *Assessment Criteria*.
- b MFAT reserves the right to clarify or request additional information from any Applicant before accepting any RFP and to implement additional processes to evaluate the RFP’s.
- c MFAT will not necessarily shortlist any responses.
- d Each Applicant shall be notified in writing of the shortlisting or rejection of its response as soon as possible. No response shall be deemed to be shortlisted unless and until the Applicant has been notified by MFAT in writing.
- e MFAT reserves its absolute discretion in the evaluation and selection process.
- f MFAT reserves the right to use supplier performance from other MFAT contracts in their assessment of responses.

## **8 Subject to Contract**

- a Following the response assessments, Applicant(s) may be contacted and invited to submit a full proposal. Such an invitation is not a formal contract offer.
- b Responses are submitted on the basis that no binding legal relations with MFAT are created unless and until a formal written contract is signed by both MFAT and the successful Applicant.
- c The acceptance by MFAT of any response, whether with or without negotiation, or the negotiation with an unsuccessful Applicant, shall not create binding legal relations between MFAT and the party whose response has been accepted or which is negotiating with MFAT.
- d MFAT reserves the right to accept only one or some of the nominated individuals, and to put together a team from all responses submitted and/or commission additional expertise if required.
- e If, in the opinion of MFAT, and at MFATs sole discretion, none of the responses submitted are acceptable, MFAT reserves the right to enter into negotiations with one or more of the Applicants for a satisfactory offer.
- f MFAT shall exercise the right outlined in clause 8e only after notification to all Applicants that their responses were unsuccessful.
- g MFAT reserve the right within their due diligence process to review for anti-corruption and child protection. This could include shortlisted suppliers to sign declarations for anti-corruption and child protection.

## **9 Governing Law**

This RFP is governed by New Zealand law, and the New Zealand courts have exclusive jurisdiction to all matters relating to this RFP.

## **10 Contract Negotiations**

- a Both parties agree to negotiate in good faith, and on successful conclusion of negotiations the preferred Applicant will sign a formal contract MFAT.
- b A contract may be extended if additional work is required, at MFATs sole discretion.

## **11 Bids for Subsequent Work**

MFAT will not consider bids for subsequent work on a project, for example project implementation or review that includes consultants who participate in the design of a project.

MFAT looks forward to receiving your response for the above assignment.

### **AJ Hardie**

Strategic Procurement Manager

for Secretary of Foreign Affairs and Trade, Government of New Zealand

**ATTACHMENT ONE: Terms of Reference**

Please see supporting documents.

## ATTACHMENT TWO: Assessment Criteria

KIRIBATI FISHERIES DIVISION FISHERIES MANAGEMENT ADVISOR / INTERIM  
DIRECTOR OF FISHERIES

#	ELIGIBILITY CRITERIA	YES / NO
A	Degree in relevant field - post graduate would be advantageous	Yes / No
#	ASSESSMENT CRITERIA	Weighting
1	Knowledge	25%
2	Skills	25%
3	Experience	25%
4	Value for money including contractual variations from the standard terms and conditions	25%
	<b>Total</b>	<b>100%</b>

# ATTACHMENT THREE – Budget Template

Kiribati Fisheries Division Fisheries Management Advisor / Interim Director of Fisheries

## 1. Budget for Fees

Fees	Unit	No.	Rate	Amount	GST (if applicable)
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
Total GST					\$
<b>TOTAL FEES (GST exclusive)</b>					<b>NZ\$</b>

## 2. Budget For Expenses

Expense	Detail	Cost (GST exclusive)	Quantity	Amount (GST exclusive)
				\$
				\$
				\$
				\$
				\$
				\$
<b>TOTAL EXPENSES (GST exclusive)</b>				<b>NZ\$</b>

## 3. Budget for Per Diems

Detail	Quantity	Per diem rate	Amount NZ\$
			\$
			\$
			\$
			\$
<b>TOTAL PER DIEMS</b>			<b>NZ\$</b>

## TOTAL BUDGET QUOTE / CONTRACT PRICE

1. Contractor's fees (GST exclusive)	\$
2. Expenses (GST exclusive where applicable)	\$
3. Per diems	\$
<b>TOTAL CONTRACT PRICE (ex GST)</b>	<b>NZ\$</b>

# ATTACHMENT FOUR: Response Statement

KIRIBATI FISHERIES DIVISION FISHERIES MANAGEMENT ADVISOR / INTERIM DIRECTOR OF FISHERIES

## 1. APPLICANT'S CONTACT DETAILS

Contact Person: \_\_\_\_\_

Full legal business and trading names: \_\_\_\_\_

Business postal address: \_\_\_\_\_

\_\_\_\_\_

Business courier address: \_\_\_\_\_

\_\_\_\_\_

Business phone number: \_\_\_\_\_

Business fax number: \_\_\_\_\_

Home phone number: \_\_\_\_\_

Cellular phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Authorised contracting officer / contract signatory: \_\_\_\_\_

## 2. CHECKLIST OF DOCUMENTS TO BE PROVIDED IN RESPONSE

- 1. Cover Letter (max. two A4 pages).
- 2. Outline and background of the Applicant (max. two A4 pages):
- 3. A Capability Statement (max. four A4 pages):
- 4. Curriculum Vitae (max. three A4 pages per person)
- 5. Approach/implementation and Work plan (max. four A4 pages)
- 6. Detailed Pricing Structure/Budget Template
- 7. Signed and completed RFP Statement

**3. NOMINATED CONSULTANT (repeat for each consultant)**

**Nominated Consultant**

Consultant's name:

Relationship to the Applicant:

.....  
Applicant / Joint Applicant / Employee / Sub-contractor /  
Other

Relevant specialist area(s) /  
field(s) of expertise:

Date(s) when not available:

Actual/potential conflicts of  
interest:

**First Referee**

Full name:

Position:

Organisation:

Postal address:

Telephone number:

Email address:

Association to the consultant:

**Second Referee**

Full name:

Position:

Organisation:

Postal address:

Telephone number:

Email Address:

Association to the consultant:

#### 4. APPLICANT'S DECLARATION

To be completed by authorised contracting officer / contract signatory

In submitting this response I make the following declarations:

- I confirm that I have read, understood and agree to be bound by the *Conditions of RFP*.
- I agree that MFAT may contact all nominated referees, and at MFAT's discretion, carry out reference checks in relation to any previous work which has been undertaken for MFAT, or any other development agency, such as AusAID, World Bank, UNDP, and that all references and reports obtained by MFAT will be confidential to MFAT.
- I confirm that the Applicant(s) would be available to deliver the services throughout the relevant contract period.
- If identified as the preferred Applicant(s), I am prepared to produce evidence justifying the proposed fee rate(s), if required to do so.
- I confirm that in submitting this information I am not aware of any situation or issue that would conflict with the interest of MFAT. Where an actual, potential or perceived conflict of interest does arise I undertake to report it to MFAT immediately.
- I acknowledge that MFAT is subject to the Official Information Act 1982 and that it cannot guarantee the protection of information supplied for the purpose of this RFP process.
- I confirm that I have read and understood the *Standard Terms and Conditions of Contract* attached to the RFP. If successful, I agree to sign a contract based on these terms.
- I have personally completed this Response Statement on behalf of the Applicant(s) and declare that the above particulars provided here and in the attached documents are true and correct. I understand that should I be successful then falsification of information, supply of misleading information or the suppression of material information will be grounds for termination of the contract.

**Signed for and on behalf of the Applicant(s) by an authorised contracting officer / contract signatory:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Full name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

## **Attachment Five: Standard Terms and Conditions of Contract**

Please see supporting document for current Standard Terms and Conditions (iDM 2612522)

## **Attachment Six: Standard MFAT Code of Conduct for Technical Advisors**

Please see supporting document