

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Social Citizenship Education (SCE), knowledge products consultant.
Nature of the services	Consultancy for PPEVAW Knowledge Products
Location:	Suva
Date of issue:	12/10/2022
Closing Date:	21/10/2022
SPC Reference:	RFQ22-4703-PRO

Contents

PART 1: INTRODUCTION	3
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
PART 2: INSTRUCTIONS TO BIDDERS	3
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	4
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	8
C. TIMELINES	8
D. REPORTING AND CONTRACTING ARRANGEMENTS	9
E. SKILLS AND QUALIFICATIONS	9
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	9
G. ANNEXES TO THE TERMS OF REFERENCE	10
PART 4: PROPOSAL EVALUATION MATRIX.....	11
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	11

Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the *Agreement Establishing the South Pacific Commission* (the Canberra Agreement).

Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: procurement@spc.int

1.3 SPC's Request for Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFQ process.

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

SPC invites you to submit a quotation to deliver the services as specified in [Part 3](#).

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration. Please read the instructions carefully before submitting your bid. For your quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to amelias@spc.int and with the subject line of your email as follows: **Submission RFQ22-4703-PRO**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- *[mention any necessary supporting document: technical proposal form, CV, cover letter, work-plan, etc.]*

Your submission must be clear, concise and complete and should only include a quotation and information that is necessary to respond effectively to this RFQ. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Bids will be evaluated on the basis of information received by **5.00pm Fiji Time on 21/10/2022**.

2.3 Evaluation & Contract Award

Each quotation validly received will be assessed against the evaluation criteria matrix set out in [Part 4](#). Any changes in the evaluation criteria will result in the RFQ process being re-issued.

SPC may award the contract once it has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be substantially responsive to the RFQ documents, provide the best value for money (highest cumulative score) and best serve the interests of SPC.

In the event of a bid being accepted, procurement will take place under SPC's [General Terms and Conditions of Contract](#) and depending on the value or nature of the procurement, the award will be made by issuing a purchase order or a signed and dated contract, or both.

2.4 Key Contacts

Please contact SPC should you have any doubt as to what is required or if we can help answer any questions that you may have.

Amelia Siga will be your primary point of contact for this RFQ and can be contacted at amelias@spc.int. You should copy any communications into rfq@spc.int.

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency of the procurement process. While SPC prefers written communication in the RFQ process, at any point where there is phone call or other conversation, SPC expects to keep a file note of the exchange, with all forms of communication with prospective bidders to be retained as source documents for the procurement of the services.

2.5 Key Dates

Please see the proposed procurement timetable in the table below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
RFQ sent to potential vendors	12/10/2022
RFQ Closing Date	21/10/2022
Award of Contract	1/11/2022
Commencement of Contract	15/11/2022
Conclusion of Contract	30/11/2023

2.6 Legal and compliance

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ and any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

Conflict of interest: Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFQ process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](#) available on our procurement page website: <https://spc.int/procurement>.**

Breach of this requirement can result in SPC terminating any contract with a successful bidder.

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in EURO and must be net of any direct or indirect taxes and duties, and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

No offer of contract or invitation to contract: This RFQ is not an offer to contract or an invitation by SPC to enter into a contract with you.

Privacy: The bidder is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this RFQ. SPC will handle any personal information it receives under the RFQ in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Warranty, representation, assurance, undertaking: The bidder acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any contract which may (or may not) follow on from this RFQ process.

2.7 Complaints process

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to complaints@spc.int. The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

Part 3: TERMS OF REFERENCE

A. Background/context

The Pacific Community

The Pacific Community ('SPC') is an international development organisation owned and governed by its 26 country and territory members. It is the principal scientific and technical organisation in the Pacific region working for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures.

Human Rights and Social Development Division

The Human Rights and Social Development (HRSD) Division leads SPC's support to members in the areas of human rights, gender equality and social inclusion, youth, and culture.

HRSD is implementing its work programme under its Business Plan 2021-2025, addressing the development context through:

Strengthening institutional capacities to uphold human rights and social development commitments.

Enhancing participation, inclusion, capabilities, leadership, and access to opportunities for civil society, especially women and young people.

Culturally and contextually responsive practice, and cultural protection.

The generation and application of data, knowledge, and innovation; and

Leading SPC to bring 'people to the centre' across the work of its scientific and technical divisions.

The Pacific Partnership to End Violence Against Women and Girls (PPEVAWG) Project

The Pacific Partnership to End Violence Against Women and Girls (PPEVAWG) supports individuals, communities, civil society organisations (CSOs) and governments to address inequality and prevent violence against women and girls (VAWG) through a holistic, transformational and multi-sectoral approach that will generate direct results at the individual, relational, communal and societal levels of Pacific society.

Although substantive progress has been made both at the national and regional levels in establishing policy and legislative frameworks to achieve gender equality, the prevalence of VAWG remains high and women and girls continue to face substantive barriers to equality. Preventing VAWG and promoting gender equality requires policy and programming approaches that prioritise transforming gender relations, empower women and girls, and address attitudes and behaviours that undermine gender equality and condone VAWG, while simultaneously ensuring that frontline services (health, social services, police and justice) are accessible and of high quality. Individual and collective reflection on the root causes of VAWG at the community level are essential to longer-term behaviour change.

The project has three outcome areas, being implemented by three implementing partners.

Outcome 1, with a focus on transforming social norms and gender relations through education is implemented by the SPC's Human Rights and Social Development (HRSD) Division in collaboration with the Educational Quality Assessment Programme (EQAP) and the Ministries of Education within the project countries.

Outcomes 2, with a focus on transforming social norms and gender relations through faith and sports and ensuring survivors of violence have access to quality response services is implemented by UN Women; and

Outcomes 3, implemented by the Pacific Islands Forum Secretariat, with a focus on performance and accountability through empowering national and regional civil society organisations to advocate, monitor and report on regional institutions and governments commitments to enhance gender equality and prevent violence against women and girls.

SPC's Social Citizenship Education (SCE) programme

Schools are one of the most significant socialising institutions that children engage with outside of family and community structures. At the same time, youth comprise a significant population group in the Pacific, especially early school leavers and rural youth, and are at the age where notions of respect, equality, dignity and diversity are shaped. SPC, with the funding support of the European Union is implementing the Social Citizenship Education (SCE) programme in partnership with the Ministries of Education in the four pilot countries of Kiribati, the Republic of the Marshall Islands, Tuvalu and Vanuatu; working with children and youth both in and out of school to promote values around gender equality and respect for human rights. SPC is delivering the Social Citizenship Education (SCE) programme through its Human Rights and Social Development (HRSD) Division in collaboration with the Educational Quality and Assessment Programme (EQAP).

The SCE programme focuses on partnering with:

The Ministries of Education (formal education) and civil society organisations (CSOs), youth bodies (informal education) in developing curricula, policies and standards, teaching and learning materials on gender equality, human rights and EVAWG contextualised to the Pacific context. This is complemented by comprehensive capacity building of key stakeholders - teachers and other school staff for formal education;

CSOs, youth bodies and young people - for informal education; on both subject content and methodologies to model and advocate for improved knowledge and attitudes on these issues.

A key component of the work with the formal education sector is the development inter alia of learning resources, teachers guides, students workbooks and grade-specific readers which integrate principles of human rights, gender equality, ending violence against women and girls and social inclusion.

The programme has developed several knowledge products for Kiribati, Republic of the Marshall Islands and Tuvalu which are at varying stages of editing, design and layout for publishing.

Expressions of Interest are invited for a Communications specialist to work with the Project Coordinator to finalise these knowledge products. Some of these knowledge products have specialists working on them currently and the consultant we seek will be expected to ensure timely feedback and follow up from the relevant stakeholders.

The knowledge products currently in various stages of finalisation are:

Editing for publishing the Cultural Mapping Reports from Kiribati, RMI & Tuvalu

Grade-specific student readers for years 5 – 12 based on cultural mapping stories drawn from Kiribati, RMI and Tuvalu with accompanying comprehension activities. These readers have had educational specialists provide edits on levels of comprehension and therefore, need school curriculum textbook writers to review the comprehension questions, re-write for grade specificity.

Brochures of Infographics developed out of the results of a baseline survey for Kiribati, RMI and Tuvalu.

Handbooks for SCE School Policies- Guides, Notes, Templates and Samples.

Teachers Guides

Community Facilitator’s Manual

B. Purpose, objectives, scope of services

The consultant will be on contract for a twelve (12) month period and is expected to deliver the following:

1. Review all the knowledge products to be finalised for publishing, identify tasks and processes for each knowledge product to be published and develop with the project coordinator terms of references for outsourcing of various specialist, technical pieces.
2. Edit draft knowledge products.
3. Work with all the contracted editors and designers by providing editing responses, collating further materials, engaging with the programmes, country and communications staff, providing relevant write ups such as preface, foreword, introductions.
4. Work with the SPC Communications team to ensure all SPC Publishing requirements are complied with.
5. Finalise all outstanding SCE knowledge products for publishing

C. Timelines

Deliverables	Activities	# of days’ work	Timeline
Workplan	Familiarisation with HRSD Knowledge Products, and EQAP Knowledge Products. Stocktake all the knowledge products to be finalised for publishing and provide a workplan and timeline for what needs to be done for various products.	5	Mid-November 2022
Terms of References for: What she/he will work on and TOR for the various tasks to be contracted out	Agree with Project Coordinator and HRSD Communications team what he/she will work on and what needs to be contracted out because of time; and Prepare terms of reference to contract out for the various tasks.		End of November 2022

Overall content editing Provide write-ups eg. Foreword, preface, introductions, etc	Work with all the contracted editors and designers by providing editing responses, collating further materials, engaging with the programmes, country and communications staff, providing relevant write ups such as preface, foreword, introductions		End of June 2023
Finalise with SPC Communications all products for publishing	Work with the SPC Communications team to ensure all SPC Publishing requirements are complied with.		End of October 2023
	Finalise all products for publishing		End of November 2023

D. Reporting and contracting arrangements

- The consultant will be responsible to the Acting Project Coordinator, PPEVAWG.
- The consultant will be home-based and expected to provide this work virtually and is expected to have his/her own laptop, reliable internet connection and dedicated workspace.
- From time to time, the consultant may need to travel with the project team to project countries to workshop knowledge products with the Ministry of Education officials. For such travel, SPC will pay for travel as per SPC travel policies for consultants.

E. Skills and qualifications

- A post-graduate qualification in communication or journalism from a recognised university.
- At least 7 years of communications related experience in the Pacific region in a deadline driven environment.
- At least 7 years experience designing and producing knowledge products for a range of audiences in the Pacific on the following themes: human rights, gender equality, ending violence against women and girls and social inclusion.
- At least 7 years copy-editing work experience.

F. Scope of Bid Price and Schedule of Payments

- The consultant will be paid a lumpsum based on milestones as per the table below. All costs proposal should be submitted in EUROS and should be inclusive of all costs, except travel. (If the consultant is required to travel) it will be paid for separately in accordance with SPC Travel Policy

Milestone/ Output	Deadline	% Payment
i) Signing of contract	30th October 2022	N/A
ii) Submission of workplan and agreement on exact number of KPs	11th November, 2022	10%
iii) Submission of TORs for tasks to be contracted out	30th November, 2022	10%
iv) Overall content editing Provide write-ups eg. Foreword, preface, introductions, etc as per TOR at (iii) above	30th March, 2023	20%
v) Editing, reviewing of work of contracted communications consultants, feedback provided to specialist consultants. Consultants provide revised versions which are cleared/ endorsed by respective MoEs and SPC HRSD and EQAP- for all agreed KPs in the workplan	30th June, 2023	25%
vi) Work with graphic artists and SPC graphics to ensure all edited materials have relevant, age and grade specific graphics	30th October, 2023	25%
vii) All knowledge products accepted by SPC Communications for publishing	30th November, 2023	10%

G. Annexes to the Terms of Reference

Initial literature or documents that will help provide bidders with a better comprehension of the project situation and the work required should be immediately provided as annex to the TOR, especially if such literature or documents are only a few pages and are not confidential.

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

The evaluation matrix below reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

Competency Requirements		
<i>Competency Requirements</i>	Score Weight (%)	
A post-graduate qualification in communication or journalism from a recognised university.	30%	210
At least 7 years of communications related experience in the Pacific region working with a deadline driven environment	30%	210
At least 7 years' experience designing and producing knowledge products for a range of audiences in the Pacific on the following themes: human rights, gender equality, ending violence against women and girls and social inclusion.	40%	280
Budget		
Total Score		
Qualification Score	100%	700