

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Evaluation of the ACPEU Enhancing capacity for the sustainability of Cultural and Creative Industries in the Pacific
Nature of the services	Consultant
Location:	Home Based – Prefer consultant from the Pacific Region
Date of issue:	4/01/2023
Closing Date:	17/02/2023
SPC Reference:	RFQ22-4937-PRO

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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 taitusia@spc.int and with the subject line of your email as follows: **Submission RFQ22-4937-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
- [Technical proposal submission form Services E 2022.docx](#)
- [Financial proposal submission form Services E 2022.docx](#)

- Resume/CV of Consultants

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 **4.00pm Fiji Time on 17/02/2022**.

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.

Taitusi Arhelger will be your primary point of contact for this RFQ and can be contacted at taiusia@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	4/01/2023
RFQ Closing Date	17/02/2023
Award of Contract	20/02/2023
Commencement of Contract	22/02/2023
Conclusion of Contract	28/04/2023

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](https://spc.int/procurement) 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 FJD 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

Initiated by the Pacific Community (SPC), the *Enhancing the Pacific Cultural Industries project* was designed to support the development of the cultural and creative industries in the ACP Pacific region. The ACP-EU Cultural and Creative Industries Grant Scheme is a three-year initiative made possible with the financial contribution of the European Union and support of the Secretariat of the Organization of Africa, Caribbean and Pacific States (OACPS). The grant scheme is jointly implemented by the Pacific Community (SPC) and the Queensland University of Technology (QUT) and is open to the 15 Pacific-ACP member countries including Timor Leste.

The Overall Objective of the project is to increase contribution of the culture and creative sector to economic revenue, commercial engagement, and its recognition in national economies. It aimed to do this specifically by increasing and improving the capacity and sustainability of culture and creative industry initiatives through the following:

- National / regional development priorities in the areas of culture and creative industries are supported
- Knowledge, research and learning on culture and creative industries is amplified for capacity, programme and policy development
- Artists and cultural producers enhance their skills for development of creative and cultural industries
- Artists and cultural producers access financial support and achieve intended grant outcomes

The main activity of the project is the awarding and distributing financial support to third parties in the ACP countries with the purpose of supporting the cultural and creative sectors towards increasing their contribution to their national economies, commercial engagement, and recognition as a significant sector of the economy.

The objective of this evaluation is to review the efficacy of the initiative, to identify gaps, challenges and opportunities and to highlight lessons learned.

B. Purpose, objectives, scope of services

The objective of the Final Evaluation consultancy will be to assess and identify lessons learned from the project and to determine future needs and priorities for the development of the Pacific CCIs. The consultant will make recommendations about the potential expansion or replication of the project. The evaluation will comprise of two parts with one focusing on project goals and objectives and the other on operational aspects of the project design and management.

The evaluation will be carried out virtually with the possibility of travel to at least three (3) of the grant recipient countries. The evaluation will allow the partners and target groups to reflect on their experiences, what they have learnt and benefited from, and how they plan to use and build on the projects in the future.

The evaluation will specifically examine:

- A general evaluation of the original project concept including the goals, objectives, methodology, activities and budget.
- To what extent partners were able to meet project goals as described in the contribution agreement narrative and methodology.
- How well the project delivered on outcomes in the log frame.
- Overall results and impact of the project on the target beneficiaries.
- Impact of the project on grantees including their ability to provide services to their members, to work with public sector, to mobilise resources and manage projects.
- Impact on CCI producers including:
 - Changes in their thoughts about their future in the cultural industries (e.g. business potential, growth opportunities, etc.);
 - Learnings from trainings, workshops, mentoring, and project activities; and
 - Financial or business earnings, economic development, and access to domestic and regional markets, where realistic given that the evaluation is taking place only a short time after project activities.
 - Future support requested by grantees for further development.
- Impact on the relationships between all beneficiaries.
- If the activities were conducive to reaching original project objectives.
- The effectiveness and efficiency of project implementation.
- How a similar project could be improved, replicated, or expanded in the future.
- How this grant scheme compares with other arts grants systems based in the Pacific region including Australia and New Zealand.

The evaluation results will be used by SPC and partners to design further cultural industries and culture sector projects in the future. This includes examining the impact/success of the methodology, partnership structure, and funding structure and the appropriateness of the human and financial resourcing and geographic scope of the project. The evaluation will also be used to highlight the result of the project in visibility and learning documentation for SPC and partners.

The consultant(s) will be expected to:

- Assess the overall impact and success of the *ACPEU Enhancing capacity for the sustainability of Cultural and Creative Industries in the Pacific* through a participatory evaluation. The evaluation will comprise of two parts with one focusing on project goals and objectives and the other on operational aspects of the project design and management.
- Assess the impact of all project components and activities in terms of achieving the outcomes in the log frame and impacting the target beneficiaries.
- Assess the communication and visibility of the project based on the formal visibility strategy
- Conduct a desktop comparative analysis of other arts grants systems based in the Pacific region including Australia and New Zealand.

The consultant will conduct the evaluation by:

- Utilising data generated from the ACPEU CCI grant application and implementation process to highlight specific areas of interest/thematic areas, difficulties faced in grant process, and to identify opportunities and lessons learned for future culture grant offerings.
- Reviewing established ACP-EU Grant Scheme processes, criteria, and requirements, including the corresponding development interventions such as but not limited to capacity building and mentoring sessions, and financial management training.

- Generating analytics from Expression of Interest submissions, conducting a survey of grant applicants and interviews with a selection of unsuccessful applicants and grantees.
- Documenting feedback and emerging lessons from the experience of ACP-EU grantees in the application of these processes.
- Conducting interviews with relevant SPC staff and with formal project partners and associate partners in the ACP Pacific region.
- Developing and implementing a questionnaire-based survey with cultural producers in the ACP Pacific region.
- Conducting interviews with select cultural producers that have been engaged with the project, including closed group of eligible applicants, as well as both successful and unsuccessful applicants.
- Conducting interviews with relevant public and civil society organisations that were involved in the project.

Based on the results of the evaluation and the discussions held with partners during the debrief presentation, the consultant will make recommendations on the best way to proceed with the development of the cultural industries in the Pacific including:

- Identifying the aspects/components of the project that could be replicated.
- Suggesting ways forward in project design and methodology to encourage further impact or success if the project is replicated.

Suggesting changes in the human and financial resourcing, geographic scope or funding structure to encourage further impact or success if the project is replicated.

Expected Outputs

The consultancy outputs will consist of the following.

- The successful consultant(s) will present an evaluation methodology and questionnaires that will be approved by SPC before commencing field work.
- A draft evaluation report. The minimum the report should include the following sections:
 - Background.
 - Description of the methodology and survey (questionnaire forms to be attached).
 - Evaluation of the overall project.
 - Evaluation of each project component.
 - Evaluation of the project operations and management including human and financial resourcing, geographic scope, and funding structures.
 - Comparative analysis of other arts grants systems based in the Pacific region including Australia and New Zealand.
 - Recommendations on the best way to proceed with the development of the cultural industries in the Pacific (To be based on discussions held during the debrief presentation).
 - A list of all stakeholders consulted/interviewed.
- A debrief presentation to SPC to be delivered shortly after the completion of the field work.
- The consultant will also submit all raw data from the survey in an Excel Spreadsheet.

C. Timelines

The contracted consultant/s will conduct this work over the course of **30 days** from 22 February 2023 till 28 April 2023. The timelines of the work will be carried out in agreement with the project staff at SPC.

D. Reporting and contracting arrangements

The contract will be issued and managed by the SPC under the Supervision of the Team Leader Culture.

The contracted consultants or firm will be home-based (Preferably within the Pacific Region, but not limited to) and will be expected to conduct a desk review from their home country. Desk research/review and draft and final reporting will be conducted from the consultant's home base.

E. Skills and qualifications

The consultant is expected to:

- At least 5 years of experience in designing and implementing project evaluations.
- A good level of understanding of the cultural context in Pacific including in Pacific cultural and creative industries.
- Hands-on experience working with rural communities or micro-enterprises.
- Background in project design and management with a preference for a Postgraduate level qualification in International Development, Community Development, Project Management, or related field.
- Demonstrated ability to carry out applied research and to write reports.
- Proven ability to manage resources efficiently and with accountability, and to manage time well.
- Other non-listed skills that could support an application such as 'team fit' and interpersonal skills, experience with Microsoft Office and presentation tools etc.
- Experience working in the Pacific is preferred.

F. Scope of Bid Price and Schedule of Payments

Milestone/deliverables	Deadline	% Payment	Amount in FJD
Milestone 1: Signing of Contract	20 February 2023	20%	
Milestone 2: Approval of methodology and survey questionnaire	3 March 2023	20%	
Milestone 3: Submission of Draft Report	30 March 2023	20%	
Milestone 4: Submission of Final report	28 April 2023	40%	
Debrief with SPC project team	11 May 2023	NIL	NIL

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	Score Weight (%)	Points obtainable
One sample of recent work submitted on relevant or similar topics must be provided.		
Bidders' Resume		
Technical requirement 1: At least 5 years of experience in designing and implementing project evaluations	15%	105
Technical requirement 2: A good level of understanding of the cultural context in Pacific including in Pacific cultural and creative industries	15%	105
Technical requirement 3: Hands-on experience working with rural communities or micro-enterprises	20%	140
Technical requirement 4: Background in project design and management with a preference for a Postgraduate level qualification in International Development, Community Development, Project Management, or related field	20%	140
Technical requirement 5: Demonstrated ability to carry out applied research and to write reports	10%	70
Technical requirement 6: Proven ability to manage resources efficiently and with accountability, and to manage time well	10%	70
Technical requirement 7: Other non-listed skills that could support an application such as 'team fit' and interpersonal skills, experience with Microsoft Office and presentation tools etc	10%	70
Total Score	100%	700