

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Short-Term Technical Assistance in Monitoring, Evaluation and Learning (MEL) for SPC's Strategy, Performance and Learning
Nature of the services	Monitoring, Evaluation and Learning (MEL)
Location:	Contractor's home-base
Date of issue:	21/02/2023
Closing Date:	7/03/2023
SPC Reference:	RFQ23-4991

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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 Connie Donato-Hunt, Team Leader - Planning, monitoring, evaluation and learning connieh@spc.int; Bernedine Managreve, SPL's Office Coordinator, at bernedinem@spc.int and with the subject line of your email as follows: **Submission RFQ23-4991 – Short-Term Technical Assistance in MEL**. 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

- Personal CV and copy of diplomas
- Sample and/or description of any previous similar or equivalent work (a copy of a report or publication may be requested to verify the quality of your work)
- Contact of 3 references
- Your quote (daily rate in EUR)

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 Noumea on 7/03/2023**.

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.

Bernedine Managreve, SPL's Office Coordinator, will be your primary point of contact for this RFQ and can be contacted at bernedinem@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	21/02/2023
RFQ Closing Date	7/03/2023

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

Short-Term Technical Assistance in Monitoring, Evaluation and Learning (MEL) for SPC's Strategy, Performance and Learning.

A. Background

Strategy, Performance and Learning (SPL) plays a central role in supporting SPC to achieve the organisational objectives of the Strategic Plan. As a specialist unit within the Office of the Director-General, SPL has played key role leading many initiatives aimed at contributing to strengthening the Pacific Community to become a more effective development organisation. Its core functions include strategic planning, and Monitoring, Evaluation and Learning (MEL) support. SPL seeks to ensure learning is a key focus of all of its activities. As a small team with a large mandate, from time-to-time SPL must manage the work of the team by accessing additional human resources for short periods. This helps to ensure that the team is able to deliver the results it has set out in the SPL Business Plan and maintain a standard level of service to the organisation.

B. Purpose

These terms of reference set out the requirements for a short-term consultancy in monitoring, evaluation and learning required to progress work toward the SPL team's key result areas. The assistance is necessary to provide surge capacity during 2023 - 2024.

C. Scope of Work

Under the guidance of the MEL Team Leader, the consultant's scope of work will focus on providing support to the MEL function of SPL, around the following key areas:

1. Support mid and end-year reporting of SPC's results achieved against divisional and Strategic Results Framework by supporting the SPL MEL function to:

- Ensure quality and consistent data collection efforts SPC-wide for reporting.
- Support timely synthesis, and drafting, ensuring consistency in the application of expectations of the PEARL Policy, other MEL tools and guides, and cross-sectoral priorities of SPC.
- Engage with SPC Divisions when required to review and conduct quality assurance of reports, and cross-sectoral lens in reporting.

2. Support the review and adoption of MEL tools, systems, and processes to support the implementation of SPC's Strategic Plan.

- Support the alignment of the Divisional results framework to the new Strategic Results Framework, ensuring proper mapping of results at every level.
- Support the development or revision of reporting tools and guides to support the implementation of the new Strategic Results Framework.
- Support learning and capacity-building initiatives within SPC relating to SRF implementation, MEL tools, systems, and processes.

3. Support to promote knowledge integration, innovation, and learning to support organizational performance, adaptation, and improvement

- Support the implementation of the Strengthening Pacific MEL (PacMEL) project, in alignment with project expectations on MEL activities such as monitoring of activities, capacity building, and reporting.
- Engage with Divisions and stakeholders to implement PacMEL activities such as coordinating convenings and meetings, organization of workshops, capacity building, or other MEL support as required.
- Foster learning, sharing, and innovation in SPC's MEL community of practice (MELNet) by providing support to MELNet activities and events such as the annual MELNET meeting and the Learning and Results Workshop

D. Deliverables

As part of the activities defined in paragraph C above, the consultant may be asked to provide the following deliverables (non-exhaustive list):

- Timely submission of mid and year-end reporting.
- Relevant MEL tools and guides to support SRF implementation are developed/reviewed.
- Timely implementation of PacMEL planned activities.
- MELNet community of practice networking and learning events well-coordinated and implemented.
- Reporting on activities: The Consultant will be expected to submit a monthly progress report of activities and time sheet. In addition, the Consultant will be requested to provide an end-of-consultancy report, including an assessment of contributions and evaluation of results.

E. Institutional Arrangements

The consultant will report to the Team Leader for Monitoring, Evaluation and Learning, SPL.

A kick-off meeting will be held with the consultant and the SPL team to define the objectives, the expected tasks and work methods.

A meeting will be held during the year to review the activity plan, the achievements of objectives and follow-up on the billed days.

An end-of-consultancy meeting will be held to assess the consultant's performance.

The consultant work plan will be reviewed periodically, and any adjustments made based on the need to manage workflow and any emerging SPL priorities.

F. Duration of the Work

The Consultant will commence work on **March 2023** and complete work no later than **February 28th, 2024**.

The consultant will work **up to 50 days** during the term of the contract.

G. Duty Station

The work will be primarily desk-based in the consultant's home base.

H. Qualifications, Skills and Experience:

The Consultant will have a post-graduate qualification in international development, public sector policy and administration, evaluation or another related programme; and at least 5 years of relevant experience in the Pacific in monitoring, evaluation and reporting on donor/grant-funded projects or programmes, with a solid understanding of international best practises in development effectiveness.

I. Terms of payment:

SPC will be responsible for activity follow-up and validation of deliverables before payment, no later than 5 working days after receipt of the monthly invoice including report of activities and time sheet.

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.

The technical component has a total possible value of 700 points.

Evaluation criteria	Score Weight	Points obtainable
Post-graduate qualification in monitoring and evaluation or equivalent disciplines	20 %	140
Demonstrated experience in evaluation practices in the Pacific, including design and application of appropriate approaches, methods and tools	45 %	315
Demonstrated experience of the aid and development sector in the Pacific region	25 %	175
Applied research methodology	10 %	70
Minimum score	70 %	490
Total Score	100%	700

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the services. The lowest financial proposal will be awarded maximum 300 points and other financial offers will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$