

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Monitoring and Evaluation Consultant
<b>Nature of the services</b>	<p>Monitoring and Evaluation (M&amp;E) Consultant will support data analysis to: (i) prepare the Women in Leadership (WIL) Annual Progress Report; and (ii) develop the WIL Monitoring, Evaluation and Learning Framework.</p> <p>This will include working with the SPC WIL and PWL Team to gather all project information and carry out analysis. The M&amp;E Consultant will be required attend in country meetings.</p>
<b>Location:</b>	Home-based and up to two trips: (i) Suva, Fiji and (ii) Noumea, New Caledonia
<b>Date of issue:</b>	10/02/2023
<b>Closing Date:</b>	16/02/2023
<b>SPC Reference:</b>	RFQ23-5028

## Contents

<b>PART 1: INTRODUCTION .....</b>	<b>3</b>
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
<b>PART 2: INSTRUCTIONS TO BIDDERS .....</b>	<b>3</b>
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
<b>PART 3: TERMS OF REFERENCE .....</b>	<b>6</b>
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	7
D. REPORTING AND CONTRACTING ARRANGEMENTS	7
E. SKILLS AND QUALIFICATIONS	8
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	8
G. ANNEXES TO THE TERMS OF REFERENCE	ERROR! BOOKMARK NOT DEFINED.
<b>PART 4: PROPOSAL EVALUATION MATRIX.....</b>	<b>10</b>
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	10

## 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](mailto: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 [kalolainiw@spc.int](mailto:kalolainiw@spc.int) and with the subject line of your email as follows: **Submission RFQ23-5028**. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Cover letter responding to the RFQ Evaluation Criteria – Mandatory and Technical requirements listed in Part 4

- Up to date CV

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 **11.55pm Fiji ST on 16/02/2023**.

### 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.

Monica Waqanisau will be your primary point of contact for this RFQ and can be contacted at [kalolainiW@spc.int](mailto:kalolainiW@spc.int). You should copy any communications into [rfq@spc.int](mailto: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	10/02/2023
RFQ Closing Date	16/02/2023
Award of Contract	17/02/2023
Commencement of Contract	20/02/2023
Conclusion of Contract	30/04/2023

### 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 AUD 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](mailto: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 overall objective of the Women in Leadership (WIL) programme is to enhance representation of women in leadership roles within SPC and thereby ensure that more women meaningfully inform and participate in the strategic and programmatic direction of the organisation.

The WIL Programme is part of the Pacific Women Lead is the Australian Government's Pacific gender equality programme that commenced in 2021 for an initial period of five years. It is linked to SPC's broader work on gender equality and human rights led by the Human Rights and Social Development Division (HRSD). It is envisaged that the WIL Program will be the vehicle that enhances SPC's corporate direction to embed substantive equality through a change in organisational culture, strengthening of accountability mechanisms, policies and procedures that not only supports women's career progression but creates a culture in which all staff can thrive.

To support and inform the WIL Programme, SPC conducted a robust leadership audit in 2022. The audit resulted in 16 Recommendations which has informed a high-level design framework for the WIL Programme and a multi-year workplan.

The Monitoring and Evaluation Consultant will provide technical advice to the WIL Programme team to support them to demonstrate achievements and share lessons over the past 12 months and develop a Monitoring, Evaluation and Learning Framework to support implementation.

### B. Purpose, objectives, scope of services

The purpose of this support is for a technical specialist to work with the WIL Programme, Executive Office and HRSD Pacific Women Lead MEL Team to ensure SPC is able to report on progress made to implement the WIL Programme.

1. Meetings with the WIL Programme Coordinator to clarify assignment scope and agree on approach to expected outputs and deliverables.
2. Develop and finalise the WIL Annual Progress Report.
  - a. Work with the Communications and MEL team to gather information to report on the role of the Principal Strategic Lead – Pacific Women and Girls.
  - b. Review information on WIL and report against outcomes of the SPC Pacific Women Lead MELF where the Women in Leadership programme contributes.
3. Develop the Monitoring, Evaluation and Learning Framework
  - a. Review the high-level programme design, multi-year workplan and other related documents.
  - b. In-country missions to conduct consultations.

- c. Develop a process and analysis methodology to guide the completion for WIL Reporting. Key considerations include: (i) Principal Strategic Lead – Pacific Women and Girls; and (ii) attribution for work jointly implemented or support through HRSD and PWL.
  - d. In-country facilitation of a team MEL validation/sense-making workshop for WIL.
4. Develop the content for the WIL Progress brochure
- a. Develop the executive summary and extract key data from the Annual Performance Report for the WIL programme, to be used as content for a brief, summary booklet on programme progress. This will also be used as part of the visibility on WIL at SPC.

### C. Timelines

The scope of work is expected to be 25 days of the consultant's time, as follows:

1. **WIL Annual Progress report –up to 5 days**
  - a. Up to 1.5 days to consult with relevant staff and units to source information.
  - b. Up to 3 days to draft and finalise the WIL Programme Annual Progress Report. Report is linked to the PWL Annual Progress Report.
  - c. Up to 0.5 day to summarise key report content WIL Progress brochure, due date to finalise to be determined with the Programme Coordinator.
2. **Development of the WIL Programme Monitoring, Evaluation and Learning Framework – up to 20 days**
  - a. Up to 10 days for consultations and information gathering:
    - Desk based work; and
    - In-country consultations in Suva and Noumea;
  - b. Up to 10 days develop the MEL Framework, receiving inputs and finalisation
    - Presentation to the Taskforce on Women in Leadership

### D. Reporting and contracting arrangements

The Monitoring and Evaluation Consultant will be reporting to the Programme Coordinator - Women in Leadership programme. Frequency of progress reporting will be determined on the first day of briefing once contracted.

All travel, accommodation, and associated costs will be covered by the WIL Programme, in line with organisational policy.

## E. Skills and qualifications

- Postgraduate qualifications in evaluation, development, or a related Social Science discipline, with at least fifteen years' experience working with development programs.
- In-depth understanding of a wide range of M&E methodologies and approaches, and the relative benefits or drawbacks associated with each particularly in developing countries.
- Extensive experience in developing and delivering M&E capacity building approaches to a range of stakeholders in developing countries.
- Practical experience planning and implementing M&E systems in a variety of development settings / sectors, particularly for large and/or complex programs.
- Excellent analytical and reporting writing skills, including ability to write to DFAT specifications.
- High-level IT skills and ability to utilise computer software and technologies for the purposes of analysis and dissemination.
- Demonstrated communication and facilitation skills, and experience conveying complex information to stakeholders of varying levels of experience or ability.
- Experience with Pacific regional gender equality programming is highly desirable
- Ability to travel in country for up to two-three weeks at a time.

## F. Scope of Bid Price and Schedule of Payments

The consultancy's travel, accommodation, and associated costs will be covered by PWL at SPC.

Milestone/deliverables	Deadline	% Payment
<b>Briefing with the Women in Leadership Team</b> <ul style="list-style-type: none"> <li>• Zoom/Teams meeting to clarify assignment scope and agree approach to expected outputs and deliverables</li> </ul>	Feb 2023	40%
<b>Background reading for preparation</b> <ul style="list-style-type: none"> <li>• Read all available project documentation.</li> <li>• Identify reporting gaps and work with the team to address these issues as much as possible</li> </ul>	Feb/March 2023	
<b>Annual Progress Report due on 31 March to DFAT</b> <ul style="list-style-type: none"> <li>• First draft of the Annual Performance Report for WIL</li> <li>• Addressing comments and feedback and finalisation</li> </ul>	March 2023 (Dates to be mutually agreed)	
<b>WIL Programme Monitoring, Evaluation and Learning Framework</b> <ul style="list-style-type: none"> <li>• Develop plan and approach for discussion with the WIL Programme Coordinator.</li> </ul>	March/April 2023	60%
<ul style="list-style-type: none"> <li>• In country consultations</li> </ul>	27 <sup>th</sup> March – 4 <sup>th</sup> April (Suva) April TBC - Noumea	
<ul style="list-style-type: none"> <li>• Submission of draft MELF</li> <li>• Finalisation of MELF</li> </ul>	April 2023 (Dates to be mutually agreed)	



<b>PWL Progress Brochure:</b> Executive summary, and key data to be extracted from the Annual Performance Report for the WIL Programme	March/April 2023 Dates to be mutually agreed)	
<b>TOTAL</b>		100%

## 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.

Evaluation criteria	Score Weight (%)	Points obtainable
<b>Mandatory requirements</b>		
<ul style="list-style-type: none"> <li>▪ <b>Postgraduate qualifications in evaluation, development, or a related Social Science discipline, with at least fifteen years' experience working with development programmes.</b></li> <li>▪ <b>High-level IT skills and ability to utilise computer software and technologies for the purposes of analysis and dissemination.</b></li> <li>▪ <b>Ability to travel in country for up to two-three weeks at a time.</b></li> </ul>	<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met	
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> In-depth understanding of a wide range of M&E methodologies and approaches, and the relative benefits or drawbacks associated with each particularly in developing countries.	20%	280
<b>Technical requirement 2:</b> Extensive experience in developing and delivering M&E capacity building approaches to a range of stakeholders in developing countries.	25%	175
<b>Technical requirement 3:</b> Practical experience planning and implementing M&E systems in a variety of development settings / sectors, particularly for large and/or complex programs. Excellent analytical and reporting writing skills, including ability to write to DFAT specifications.	25%	175
<b>Technical requirement 4:</b> Demonstrated communication and facilitation skills, and experience conveying complex information to stakeholders of varying levels of experience or ability.	25%	175
<b>Other:</b> Experience working on Pacific regional gender equality programming	5%	35
<b>Total Score</b>	<b>100%</b>	<b>700</b>