



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Short-term Technical Assistance in Writing Surge Capacity for Strategy, Performance and Learning team
Nature of the services	<i>Consultancy</i>
Location:	Contractor's home base
Date of issue:	18/04/2023
Closing Date:	2/05/2023
SPC Reference:	RFQ23-5169

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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 SPL's Principal Strategy Adviser at sarahm@spc.int and SPL's Office Coordinator at bernedinem@spc.int and with the subject line of your email as follows: **Submission RFQ23-5169 – Short-term Technical Assistance in Writing Surge Capacity for Strategy**. 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 (for companies other than individual consultant, please do not disclose names on CVs)
- Cover letter including skills and competences.
- Sample and description of any previous similar or equivalent work (a copy of a report or publication is requested to verify the quality of your work - Layout, Writing style and content development for briefs)
- 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 **8 pm, Noumea time on 2/05/2023**.

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.

SPL's Principal Strategy Adviser and SPL's Office Coordinator will be your primary point of contact for this RFQ and can be contacted at sarahm@spc.int and 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	18/04/2023
RFQ Closing Date	2/05/2023

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 Strategy, Performance and Learning (SPL) team of The Pacific Community (SPC) plays a central role in supporting generation, analysis and synthesis of evidence of SPC's performance in developing and implementing its Strategic Plan 2022-2031. As a specialist unit in the Director-General's Office, SPL leads, coordinates and supports strategic and performance management initiatives across the organisation to strengthen SPC's relevance and effectiveness as a development organisation.

SPL's mandate and objectives are shaped by the needs of the Secretariat and members, and are guided by the Planning, Evaluation, Accountability, Reflection and Learning (PEARL) Policy. SPL facilitates biannual meetings with the CRGA Subcommittee for the Strategic Plan, and biannual 'One SPC' results, reflection and reporting processes. SPL trials new approaches to monitoring and reporting performance against the Pacific Community Strategic Plan. SPL also designs and leads evidence generation, and the use of this evidence in performance improvement, programming, planning and budget decisions across SPC.

As a small team with a large mandate, from time-to-time SPL needs to access additional human resources for short periods. This helps to ensure that the team can deliver the results it has sets out to achieve and maintain a standard level of service to the organisation and our members.

This term of reference sets out the requirements for a short-term consultancy 'Writer Surge Capacity' required to work with us on creating content in accessible formats for Pacific audiences from evaluation reports, scientific assessments, and other technical forms of evidence.

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.

C. Scope of work

The consultant will develop written content, provide technical advice and writing support across the three areas of "Strategy and Foresight" "Monitoring, Evaluation & Learning (MEL)" and "Programming and Innovation". Key areas of work are as follows :

- Develop written materials for a range of audiences to support thought leadership activities including SPC Strategic Plan 2022 - 2031 and its Socialisation Guide.
- Create targeted, engaging content based on existing materials, including opinion editorials, human interest stories, knowledge briefs, articles, blog posts, speeches, talking points and other written materials, as needed.
- Conduct background interviews and synthesise existing research materials that tell the story of SPC's work, strategy, programmes and processes in a way that connects to SPC's key audiences.
- Develop presentations about strategic topics and knowledge products.

- Identify opportunities for thought leadership and related knowledge products, liaising with the Strategy, Performance and Learning Team to develop content that promotes their work and its value.
- Conduct at least two writing upskilling opportunities for the SPL team.

We expect writers to manage all stages of a writing project, with support from SPC colleagues including: timelines, coordinating input from multiple teams, and ensuring error-free work.

We expect writers to craft powerful prose about SPC's work with members and partners, with emphasis on strong logical flow, use of hard data and qualitative evidence, and Pacific perspectives.

To be effective, writers must develop and sustain a deep working knowledge of SPC, our context, operating model, results, and future plans. For individual projects, you may also need to conduct additional research into specific aspects of our work. Writers should also comply with SPC's [publishing style manual](#). All written outputs will be the property of SPC.

D. Deliverables

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

- Milestone report of activities and time sheets
- Existing templates and tools review and update
- Capabilities for the SPL team on Writing Skills Discovery and strengthening.

E. Institutional arrangements

The consultant will report to the Director, SPL. The Consultant's counterpart within SPL and day-to-day contacts will vary depending on the writing task being undertaken.

The consultant will agree with SPL on a work plan that will specify the activities to be undertaken and the timelines to be met. This will be reviewed on a monthly basis and any adjustments made based on the need to manage workflow and any emerging SPL priorities.

F. Duration of the Work

The Consultant will be engaged in **May 2023** and complete work no later than **8 December 2023**. The consultant will work **up to 40 days** during the term of the contract.

G. Duty Station

Work will be desk-based in the consultant's home base, and involve communication with SPC staff using email, Skype for Business, Microsoft Teams and Zoom.

H. Qualification, Skills and Experience

The Consultant will have:

- A recognised qualification relevant to writing, editing, or creative content development.

- Excellent writing skills to fit different formats, as well as the ability to communicate and collaborate effectively.
- Demonstrated experience in tailoring content development for a wide range of audiences.
- Experience in the layout of knowledge products (briefing notes, infographics, briefs and summaries) and social media content.
- Capacity to draft quickly and from scratch with the ability to synthesise significant amounts of information.
- Demonstrated experience in applying Pacific ways of knowing and being to communicate and share knowledge.
- The ability to consistently meet tight deadlines.

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
Recognised qualification relevant to writing, editing, or creative content development	10 %	70
Demonstrated experience in content development and communication: <ul style="list-style-type: none"> - Writing skills to fit different formats - Communication and collaboration skills - Effective presentation of knowledge products (briefing notes, infographics, briefs and summaries) and social media content 	40 %	280
Experience and understanding of Pacific and international audiences in the development sector	30 %	210
Delivering high quality, user-focused products in a timely manner: <ul style="list-style-type: none"> - Ability to consistently meet tight deadlines. - Capacity to draft quickly and from scratch - Ability to synthesise significant amounts of information 	20 %	140
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:

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