



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

| | |
|-------------------------------|---|
| Project Title: | Tuvalu Census Analytical Report |
| Nature of the services | Short-term consultant to assist complete an analysis and preparation of national census analytical report highlighting the key data and findings. |
| Location: | Remotely delivery |
| Date of issue: | 12/05/2023 |
| Closing Date: | 30/05/2023 |
| SPC Reference: | RFQ 23-5329 |

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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 ElodieL@spc.int with copy to sandrag@spc.int and with the subject line of your email as follows: **Submission RFQ23-5329**. 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 and financial bid forms completed and signed including a proposed workplan/methodology and timeframe
- A Curriculum Vitae

- Cover letter
- Sample of previous piece of work
- Financial proposal form

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 midnight New Caledonia time on 30.05.2023.**

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.

Mr Scott Pontifex - Microdata Curator and Dissemination Adviser will be your primary point of contact for this RFQ and can be contacted at ScottP@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 | 12/05/2023 |
| RFQ Closing Date | 30/05/2023 |
| Award of Contract | 5/06/2023 |
| Commencement of Contract | 19/06/2023 |
| Conclusion of Contract | 31/10/2023 |

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 website: <https://www.spc.int/>.**

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

Tuvalu conducted a nationwide Population and Housing Census in 2022 with technical support from SPC. Taken roughly every five years in Tuvalu, the census information is an important development planning resource available to Government, Province and Local Administrations, International Agencies, NGO's, businesses, communities, and the general public.

The Tuvalu Population and Housing census was conducted by the country's statistics agency, the Central Statistics Division (CSD). It provides an official count of people, along with demographic and socioeconomic information at the national and community level.

The census is also central to decisions in all areas of society and government decision making. It is the basis of population estimates; it provides insight into the wellbeing and needs of communities throughout the Tuvaluan society. It is also the most expensive single statistical undertaking for any nation, both in terms of providing value for this spending of public money, as well as in ensuring that users base these important decisions on trusted and high-quality data.

A short-term consultant is required to assist complete an analysis and preparation of national census analytical report highlighting the key data and findings. Currently, SPC requires expertise in analysing Census data and is actively searching for a Demographer to join their team on a permanent basis in 2023

B. Purpose, objectives, scope of services

In consultation with the Tuvalu Government Statistician Ms Grace Alapati, her staff and the staff of SPC's Statistics for Development Division (SDD).

Produce a final report on the in-depth analysis of the Census, the consultant is expected to undertake the following.

- i. Identify a framework and outline for the analysis and reporting. Hold discussions with CSD and SPC on how he/she intends to perform the task and prepare an inception report for the tasks ahead; Review the contents of the 2006, 2012 and 2017 Census datasets and develop a report outline and an analysis plan (including timeframe) in consultation with CSD and SPC.
- ii. In-depth analysis should be undertaken using the 2022 census dataset. Where possible trend analysis would be embarked upon provide an opportunity to examine trends in key indicators across socio-economic groups.
- iii. Produce a report in electronic format including final text with tables, graphs, and any maps.
- iv. Review and as far as possible verify the final census data set and support CSD and SDD, to produce agreed census tabulations. Verification can be made using demographic techniques.
- v. Generate analytical tables for use in the report writing. Complete demographic and socio-economic analysis and prepare census analytical report, including time series commentary, where appropriate, through the inclusion of previous census data/reports. This should include analysis and summary indicators in the following areas: fertility and mortality estimation, internal migration, labour force participation and informal work, educational attainment and school attendance, household and dwelling characteristics.
- vi. Produce a draft report and share the draft report with CSD and SPC for comments and incorporate comments before finalising the report.

| Activity: (Approximate Time Frame) | Task | Location | Outputs | Estimated delivery time |
|---|---|------------|---|-------------------------|
| Inception Report (1 week) | <ul style="list-style-type: none"> - Engage with to discuss with Government Statistician the required priorities for the analysis and the main Census report. - Verify the data sets to be analysed and tabulations to be produced (with SDD). - Develop work plan to deliver on the required outputs from the consultancy. | | Draft a work plan to be shared and endorsed by SDD and Tuvalu (CSD) (1 week). | 07 July 2023 |
| Data Analysis and Tabulations (5 weeks) | <ul style="list-style-type: none"> - Complete analysis of the Tuvalu census data and produce tabulations, including trends and indicators as agreed. - Add descriptive text to the tabulations and indicators to explain the results and key changes between 2012, 2017 and 2022. - Prepare first draft of Tuvaluan analytical report. - Provide capacity transfer to Tuvalu CSD that develops knowledge and skills in census data analysis and report writing with practical examples. | Home-based | Submit tabulations and draft analysis and recommendations to SDD for Tuvalu for review; | 31 August 2023 |
| Final Report Writing and support to Tuvalu in the preparation of Census Analytical report - (1 week) | <ul style="list-style-type: none"> - Finalise analytical report and recommendations, taking account of comments and feedback received from CSD and SDD | | Submit final tabulation and analytical report with incorporated comments and feed-back from SDD and Tuvalu (CSD). | 2 October 2023 |

C. Timelines

Work is expected to commence at the signature of the contract and work must be completed before October 2, 2023.

The expected outputs and timeline, under this RFQ, are provided in the table above.

D. Reporting and contracting arrangements

Place of Assignment: Home based.

Duration of assignment:

This short-term consultancy contract will be completed by October 2023.

Institutional Arrangement

The consultant will be responsible to the Advisor, Statistical Collections at the Statistics for Development Division.

E. Skills and qualifications

- Advanced degree in Statistics, Demography or a related discipline;
- 10 – 15 years first-hand experience of census or survey data analysis and creation of demographic indicators, including the use of data processing, and analysis packages (including working knowledge of CPro, STATA, R, SPSS, and Mortpak);
- Substantive knowledge and practical experience in the measurement and methods of Fertility, Migration, and Mortality estimation from a Census;
- Sound understanding of the importance of a user-focused approach towards determining population-based products and services;
- Ability to synthesise the data collected and choose the most relevant modes of representation.
- Strong written, verbal, listening and presentation skills;

Must be familiar with:

- the environment in which SDD is working in and the work it has already done in the area of Pacific census data analysis and reporting;
- Experience working with Pacific National Statistics Offices or regional agencies on population or socio-economic analysis.

F. Scope of Bid Price and Schedule of Payments

The contract is lump sum payments based on three milestones.

The milestones include:

- 1) Drafting a work plan to be shared and endorsed by SDD and Tuvalu (CSD).
- 2) Submitting tabulations and draft analysis and recommendations to SDD for Tuvalu for review.
- 3) Final tabulation and analytical report with incorporated comments and feed-back from SDD and Tuvalu.

The bidder must include all costs including professional fees, management and operating costs, and any other administrative costs in the contract price

The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions

| Milestone/deliverables | Deadline | % payment |
|---|-----------------|------------------|
| Draft a work plan to be shared and endorsed by SDD and Tuvalu (CSD) (1 week). | 7 July 2023 | 20% |
| Submit tabulations and draft analysis and recommendations to SDD for Tuvalu for review (5 weeks) | 31 August 2023 | 50% |
| Submit final tabulation and analytical report with incorporated comments and feed-back from SDD and Tuvalu (CSD) (1 Week) | 2 October 2023 | 30% |
| | TOTAL | 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.

This evaluation will be based on the document provided with the technical proposal (Cf. Part 5)

| Competency Requirements | Score Weight (%) |
|---|------------------|
| Experience: Detailed experience in demographic analysis including 10 – 15 years detailed first-hand experience of census or survey data analysis and creation of demographic indicators, data tabulation and dissemination/analysis and reporting of census data including the use of data processing, and analysis packages (including working knowledge of CPro, STATA, R, SPSS, and Mortpak); | 30% |
| Technical requirement 1: Advanced Degree in Demography, Statistics, Social Sciences or other related discipline | 15% |
| Technical requirement 2: Substantive knowledge and practical experience in the measurement and methods of Fertility, Migration, and Mortality estimation from a Census; | 30% |
| Technical requirement 3: Demonstrated understanding of the ToRs and the required outputs including a proposed methodology, workplan and ability to meet deadlines | 15% |
| Technical requirement 4: Demonstrated experience in working & communicating with stakeholders - with demonstrated knowledge of Pacific country demography | 10% |
| Total Score | 100% |

Part 5: TECHNICAL PROPOSAL FORM

Your technical proposal shall include:

- [The Conflict-of-Interest Declaration form](#) completed and signed
- Technical proposal form completed and signed
- Proposed workplan/methodology and timeframe
- A Curriculum Vitae
- Cover letter
- Sample of previous piece of work

| Competency Requirements | Score Weight (%) | RESPONSE |
|---|------------------|--|
| Experience: Detailed experience in demographic analysis including 10 – 15 years detailed first-hand experience of census or survey data analysis and creation of demographic indicators, data tabulation and dissemination/analysis and reporting of census data including the use of data processing, and analysis packages (including working knowledge of CPro, STATA, R, SPSS, and Mortpak); | 30% | |
| Technical requirement 1: Advanced Degree in Demography, Statistics, Social Sciences or other related discipline | 15% | |
| Technical requirement 2: Substantive knowledge and practical experience in the measurement and methods of Fertility, Migration, and Mortality estimation from a Census; | 30% | |
| Technical requirement 3: Demonstrated understanding of the ToRs and the required outputs including a proposed methodology, workplan and ability to meet deadlines | 15% | Through a technical memo (max 5 pages) attached to this technical proposal form |
| Technical requirement 4: Demonstrated experience in working & communicating with stakeholders - with demonstrated knowledge of Pacific country demography | 10% | |
| Total Score | 100% | |

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

Part 6: FINANCIAL PROPOSAL FORM

The bidder must include all costs including professional fees, management and operating costs, and any other administrative costs in the contract price.

Please note that the contract will be lump sum payments based on the 3 milestones and percentage as per below table:

| Description (output) | N° of days | Daily rate | Total in € (excluding taxes) | Total in € (including taxes) |
|--|------------|------------|------------------------------|------------------------------|
| Drafting workplan to be shared and endorsed by SDD and Tuvalu (CSD) | | | | |
| Submit tabulations and draft analysis and recommendations to SDD for Tuvalu review | | | | |
| Submit final tabulation and analytical report with incorporated comments and feed-back from SDD and Tuvalu (CSD) | | | | |
| TOTAL | | | | |

Total price of the service (in words and in euros):

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*