

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	EQAP Technical Partnership – School Leadership Summit
Nature of the services	Consultant to lead the review of the Regional School Leadership Standards in the regional summit
Location:	Fiji
Date of issue:	1/05/2023
Closing Date:	8/05/2023
SPC Reference:	EQAP 23-011

Contents

PART 1: INTRODUCTION	3
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
PART 2: INSTRUCTIONS TO BIDDERS	3
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
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	6
D. REPORTING AND CONTRACTING ARRANGEMENTS	7
E. SKILLS AND QUALIFICATIONS	7
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	8
G. ANNEXES TO THE TERMS OF REFERENCE	8
PART 4: PROPOSAL EVALUATION MATRIX.....	9
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	9

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 mikaelk@spc.int and with the subject line of your email as follows: **Submission** EQAP 23-011. 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
- Proposal and quote

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 **4pm Fiji Time on 8/05/2023**.

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.

Mikael King will be your primary point of contact for this RFQ and can be contacted at mikaelk@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	1/05/2023
RFQ Closing Date	8/05/2023
Award of Contract	15/05/2023
Commencement of Contract	17/05/2023
Conclusion of Contract	10/10/2023

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 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

1. Background/context

1. *The issue of teachers and teacher quality remains a challenge for most countries in the Pacific. Research has shown that school leaders who create stimulating learning environments and establish effective relationships with their wider communities develop schools that bring out the best in students, teachers, and parents. Although second only to the direct impact of teachers in improving student learning, the influential leadership role of school principals in shaping the quality and impact of teaching on student outcomes can no longer be side-lined. This was duly recognized by CPEM, FeDMM as it was known then, in its 2007 meeting, and endorsed a regional commitment to developing the Regional School Leadership Standards. In response to this ministerial commitment, the regional Standards were jointly developed by country representatives, regional agencies, and donor partners in 2009.*
2. *Seventeen years after the regional Standards were developed, one could not help but ponder the relevance of the Standards today. Mobile phones were but a dream during this time. The world has changed so much and so rapidly, that the role of school leaders has never been so demanding and complex. The Covid-19 pandemic brought about a new reality that necessitates the repositioning or rather the reshaping of the Regional School Leadership Standards, appended as Annex 1.*
3. *This project calls on the expertise of a consultant to lead the review of the Regional School Leadership Standards in the regional summit scheduled for August 14-18, 2023.*
4. *The concept note for the Regional Summit to Review the Regional School Leadership Standards is appended as Annex 2*

2. Purpose, objectives, scope of services

1. *In preparation for the Summit, the Consultant is expected to:*
 - a. *Support EQAP in co-designing the research to investigate the factors that influence the different roles of school principals and find out the different expectations of stakeholders and the system level of school principals.*
 - b. *Provide constructive and technical advice on the development of the questionnaire.*
 - c. *Co-lead the analysis and reporting of the research findings.*
 - d. *Peer-review the recommendations for reshaping the Regional Leadership Standards*
 - e. *Co-develop with EQAP the final Regional Leadership Standards.*

3. Timelines

1. *The Consultant will:*
 - a. *Engage in this work for 30 days from mid-May to 10th October 2023.*

2. Outlined in the table below are the expected activities and timelines for the assignment.

Month	Activity Description	Responsible
May	<ul style="list-style-type: none"> a. Online survey platform tested b. Administration of survey in 3 weeks c. Analysis and reporting template developed d. Literature review e. Survey instruments, sample frame developed f. Research analysis framework developed g. Discuss research findings with countries h. Preliminary review of Standards using the findings 	Country/Consultant/EQAP
June/July	<ul style="list-style-type: none"> a. Recommendations for reshaping the pillars of the regional school leadership standards developed b. Draft framework for reviewing the standards developed 	Country/Consultant/EQAP
August (14 th – 18 th)	<ul style="list-style-type: none"> a. Regional Summit to Review and Revise the Regional School Leadership Standards 	Consultant/EQAP
October	<ul style="list-style-type: none"> a. Final Regional School Leadership Standards developed as a post-Summit activity. 	Consultant/EQAP

4. Reporting and contracting arrangements

1. The Consultant will:

- a. Work closely with EQAP in reviewing the regional school leadership standards.
- b. Report to the Director of EQAP through its internal focal point, the Policy and Research Team, on the status and completion of the deliverables.
- c. Work remotely from own duty station and provide advice upon request by EQAP.
- d. Meet fortnightly with EQAP Team
- e. Provide technical and advisory support to the EQAP Team as and when required.
- f. Should travel to Fiji to facilitate and manage the programme of the Summit.
- g. Consolidate the outcomes of the Summit and lead the write-up of the new Regional School Leadership Standards.

5. Skills and qualifications

1. It is expected that the Consultant assigned to the project has the following:

- a. At least 10 years of experience working in developing a qualification and/or programmes on school leadership for pre-service and in-service trainees.

- b. *Demonstrate and provide evidence of expert skills in working with countries in adapting and adopting these programmes to make them context relevant to the needs and demands of the respective countries.*
- c. *At least 10 years conducting in-country trainings for school principals in the region including the provision of ongoing technical expertise and advice on the field of leadership.*
- d. *In-depth knowledge of the various cultural nuances and traditions in the Pacific and the importance these have in maintaining a vibrant school ethos that respects community partnership.*

6. Scope of Bid Price and Schedule of Payments

Milestones/Deliverables	Deadline	No Days	% Payment
1. <i>Conduct a thorough literature review that will inform the review of the Regional School Leadership Standards in the Summit:</i> <i>a. Online survey platform tested</i> <i>b. Administration of survey in 3 weeks (completed)</i> <i>c. Analysis and reporting template developed</i> <i>e. Survey instruments, sample frame developed</i> <i>f. Research analysis framework developed</i> <i>g. Discuss research findings report with countries</i> <i>h. Preliminary review of Standards using the findings</i>	<i>31st May</i>	<i>10</i>	<i>33%</i>
2. <i>Facilitate and present in sessions in the Summit</i> 3. <i>Recommendations for reshaping the pillars of the regional school leadership standards developed</i> 4. <i>Draft framework for reviewing the standards developed</i>	<i>18th August</i>	<i>5</i>	<i>17%</i>
5. <i>Review and incorporate outcomes of the Summit and develop the revise final draft of the new Regional School Leadership Standards</i>	<i>10th October</i>	<i>15</i>	<i>50%</i>
TOTAL		<i>30</i>	<i>100%</i>

7. Annexes to the Terms of Reference

- a. Annex 1: Pacific Regional – Principal Standards
- b. Annex 2: Regional Summit for School Leadership Standards – Concept Note

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
Mandatory requirements		
	Mandatory requirements. <i>Bidders will be disqualified if any of the requirements are not met</i>	
Technical requirements		
Technical requirement 1: <i>Expert content knowledge in developing tertiary programmes on school leadership</i>	25%	175
Technical requirement 2: <i>Experience conducting research on school leadership with a collection of published papers on the subject</i>	25%	175
Technical requirement: <i>Over 10 years' experience conducting training in building capacity of Pacific countries on school leadership</i>	25%	175
Technical requirement: <i>In-depth knowledge of the various cultural nuances and traditions in the Pacific and the importance these have in maintaining a vibrant school ethos that respects community partnership</i>	25%	175
Total Score	100%	700