

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Monitoring, Evaluation and Learning (MEL) Support for the Land Resources Division
Nature of the services	Short term technical assistance in Monitoring, Evaluation and Learning (MEL) for the Land Resources Division of the Pacific Community
Location:	Suva, Fiji
Date of issue:	20/06/2023
Closing Date:	4/07/2023
SPC Reference:	RFQ 23-5496

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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 azarial@spc.int and with the subject line of your email as follows: **Submission** RFQ 23-5496- Short term MEL support-LRD. 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
- Part 5 Bidders letter of Application and technical and Financial Proposal Submission forms
- Curriculum Vitae (CV) and Qualifications

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 **11.59 Fiji time on 4/07/2023**.

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.

Azaria Lesa-Ah Kau will be your primary point of contact for this RFQ and can be contacted at azarial@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	20/06/2023
RFQ Closing Date	4/07/2023
Award of Contract	6/07/2023
Commencement of Contract	10/07/2023
Conclusion of Contract	30/11/2023

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 in Bidders Local Currency 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

SPC is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. We work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures. (<https://www.spc.int/>).

The **Land Resources Division (LRD)** provides effective expert scientific advice, capacity building and services on conservation, development and utilization of plant genetic resources, forest and landscape management, resilient agricultural systems, diversification of livelihood strategies and access to markets to maintain ecosystem services and improve land productivity and the food, nutrition security and resilience of Pacific communities.

LRD has expertise in genetic resource conservation, resilient agriculture, biosecurity, pest and disease management, agricultural extension, plant pathology, entomology, and animal health. It collaborates with governments, regional organisations, civil society and other SPC divisions to pinpoint the needs and priorities of Pacific countries and communities and provide technical expertise to address them.

This mission is realized through four main thematic work areas, or pillars, and a progressively integrated approach to programming that works towards achieving SPC's development goals. LRD's integrated programming connects the pillars and its wider alliance with SPC and its seven other divisions, delivering a holistic programme of work for Pacific lands that meets the SPC vision of a region of peace, harmony, security, social inclusion, and prosperity so that all people can lead healthy and productive lives.

Key points to note: -

- The Division is in its final year of implementing the LRD business plan 2019 – 2023.
- SPC has recently launched its ten-year Strategic Plan 2022 - 2031

The main purpose of this assignment is to provide short term technical support for the LRD in managing and coordinating its Monitoring, Evaluation and Learning function specifically supporting the 2023 mid-year reporting requirements against the overall SPC Strategic Plan 2022-2031 and a brief performance analysis of the LRD business plan

B. Purpose, objectives, scope of services

Under the guidance of the Operations Manager and the Strategic Performance and Learning (SPL) team of SPC, the consultant's scope of work will focus on providing support to the PMEL function of LRD around the following key areas:

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

- Review the alignment of the Divisional results framework to the new SPC Strategic Results Framework, suggest recommendations (if any) to ensure proper mapping of results at every level.
- Prepare and adapt the reporting tool provided for mid-year reporting of results to the LRD

context.

- Organise and lead on meetings with the Senior Management team, Pillars, and project teams to collate relevant information required for updating the results framework and broader reporting purposes.
- Engage with LRD staff and pillars when required to review and conduct quality assurance of reports, and cross-sectoral lens in reporting.
- Liaise with the LRD focal point in the SPL team to ensure alignment of the division's data and report to the overall framework.
- 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.
- Prepare a draft mid-year results report for LRD senior management review.
- Prepare the final LRD mid-year results report for submission through quality clearance processes led by SPL.

2. Support in analysing results against the LRD business plan targets from 2019 – midyear 2023

- Consolidate and provide an analysis (with the use of visualisation tools) on the status of progress against the LRD Business plan objectives and key results areas using the annual results reports produced from 2019 – mid 2023.

3. Other MEL support activities required by the Division

- The division may require support over Sept – November period with the collation of MEL data and analysis for final reporting.
- The Division may require the consultant to facilitate its annual reflection workshop which is usually a 1–2-day(s) event towards the end of the year. This will require travel to Fiji

C. Timelines

Expected Timeline:

This contract will be for at least 35 days effective from July – November 2023.

D. Reporting and contracting arrangements

The consultant will be home based and operate virtually. He/she will report directly to the LRD Operations Manager.

- An initial briefing will take place with the Operations Manager and the SPL team of SPC to define objectives, expected tasks and work methods and endorse the workplan for the assignment.
- Meetings will be scheduled with relevant staff and senior managers of LRD to collate data for analysis and reporting purposes.
- Progress meetings will be held with Senior LRD staff where necessary.
- An end of consultancy meeting will be held towards the final days of the assignment

E. Skills and qualifications

Education

- Post-graduate qualification in monitoring and evaluation or equivalent

disciplines

Experience

- Demonstrated experience in monitoring and evaluation practices in the Pacific, including design and application of appropriate approaches, methods and tools
- Demonstrated experience in designing and managing results framework and collecting and analysis data for reporting purpose.
- Demonstrated experience of the aid and development sector in the Pacific region
- Excellent analytical and report writing skills.
- Excellent networking and relationship management skills within a multicultural setting

F. Scope of Bid Price and Schedule of Payments

Milestone/deliverables	Deadline	% payment
Initial briefing with LRD and SPL team members – set workplan	Start of July	10%
Draft mid-year results framework provided for assessment	Mid of July	25%
Final mid-year results report endorsed by the LRD Division	End of July	25%
Final analysis report for the LRD Business Plan from 2019 – mid 2023	August	20%
Other MEL support activities	Sept - Nov	20%
TOTAL		100%

G. Annexes to the Terms of Reference

- [LRD Business Plan 2019-2023](#)
- [SPC Strategic Plan 2022-2023](#)
- [SPC Results Report 2019](#)
- [SPC Results Report 2020](#)
- [SPC Results Report 2021](#)

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		
CV and Qualifications	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Post graduate qualification in Monitoring and Evaluation or in a similar discipline	10%	70
Demonstrated experience in monitoring and evaluation practices in the Pacific, including design and application of appropriate approaches, methods and tools	25%	175
Demonstrated experience in designing and managing results framework and collecting and analysis data for reporting purpose	25%	175
Demonstrated experience of the aid and development sector in the Pacific region	10%	70
Excellent analytical and report writing skills.	15%	105
Excellent networking and relationship management skills within a multicultural setting	15%	105
Total Score	100%	700

Financial Evaluation

Financial evaluation carries a total score of 300. These scores are calculated according to the formula below:
[Total financial component score] x [Lowest price]/ [Price under consideration] = Score for financial proposal

Part 5: PROPSOAL SUBMISSION FORMS

BIDDER'S LETTER OF APPLICATION FORM

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required *[Choose an item]* for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the RFP/RFQ documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The RFP/RFQ documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the RFP/RFQ documents nor the acceptance of any tender nor any agreement made subsequent to the RFP/RFQ documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the RFP/RFQ documents, or since the date as at which any information contained in the RFP/RFQ documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the RFP/RFQ documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

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

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert title of the representative]*

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

TECHNICAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical criteria on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.

Technical Requirements	
Evaluation criteria	Response by Bidder
Experience and specified personnel/sub-contractors	
Referees	Experience: 5 or more years of related experience in natural or environmental sciences, biosecurity, legislation and policy review work or other similar expertise.
	<i>[insert details of relevant experience]</i>
	Details for three references:
	1. Client's name: <i>[insert name of client 1]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	2. Client's name: <i>[insert name of client 2]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	3. Client's name: <i>[insert name of client 3]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
Mandatory – CV	Please provide CV of all key personnel proposed
Technical Requirements	
Post graduate qualification in Monitoring and Evaluation or in a similar discipline	<i>[Bidder's answer]</i>
Demonstrated experience in monitoring and evaluation practices in the Pacific, including design and application of appropriate approaches, methods, and tools	<i>[Bidder's answer]</i>
Demonstrated experience in designing and managing results framework and collecting and analysis data for reporting purpose	<i>[Bidder's answer]</i>
Demonstrated experience of the aid and development sector in the Pacific region	<i>[Bidder's answer]</i>
Excellent analytical and report writing skills.	<i>[Bidder's answer]</i>
Excellent networking and relationship management skills within a multicultural setting	<i>[Bidder's answer]</i>

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]*

BIDDER’S FINANCIAL PROPOSAL

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes. The format shown below should be used in preparing the price schedule. All prices in the proposal must be presented in bidders’ local currency.

Particulars	Amount [STATE CURRENCY]
Professional fees	Day rate: _____
Total professional fees (lumpsum)	
Travel expenses [Specify is any]	
Other expenses (please specify)	
TOTAL	

Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team if applicable. i.e., 50% full time, full-time, etc.).

SPC will not cover separate lines for overheads/running costs, contingencies... If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.

SPC does not provide or reimburse insurance for consultants travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes, or duties for which the consultant may be liable.

The Contractor’s duty station is their home country with travel. If travel is required, SPC will pay semi flexible economy airfares, meals, incidentals, and accommodation (DSA).

SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary.

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

For the Bidder: <i>[insert name of the company]</i>
Signature:
Name of the representative: <i>[insert name of the representative]</i>
Title: <i>[insert Title of the representative]</i>