

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Evaluation of the Pacific People Advancing Change (PPAC) Advocacy Capacity-Strengthening Programme
Nature of the services	Conduct research and produce an evaluation report with recommendations to help guide the PPAC programme over the next five years.
Location:	Home based with travel to at least two PPAC countries
Date of issue:	10/08/2023
Closing Date:	28/08/2023
SPC Reference:	RFQ23-5628

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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 martinch@spc.int and with the subject line of your email as follows: **Submission RFQ23-5628**. 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
- Filled Technical Proposal on provided template in response to the RFQ Scope of Services.

- Filled Financial Proposal on provided template, outlining all costs, in line with the milestones of this RFQ (refer to Section F).
- CVs of consultants who will be involved with at least names of two referees with contract details.

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 **2359 hrs Fiji Time, on 28/08/2023.**

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.

Martin Child will be your primary point of contact for this RFQ and can be contacted at martinch@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	10/08/2023
RFQ Closing Date	28/08/2023
Award of Contract	1/09/2023
Commencement of Contract	11/09/2023
Conclusion of Contract	31/12/2023

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 Human Rights and Social Development Division (HRSD) of the Pacific Community (SPC) has a vision for just, equitable and resilient Pacific societies and it aims to achieve this by advancing human rights, equality and social inclusion for all Pacific people, grounded in cultural values and principles. HRSD's Pacific People Advancing Change (PPAC) programme aims to strengthen advocacy capacity among Pacific Civil Society Organisations (CSOs) engaged with human rights issues, while also advancing those issues by supporting specific campaigns. It does this through a package of assistance that includes **advocacy training workshops**, ongoing **mentoring**, provision of **small grants**, and facilitating **regional dialogue** for advocates. The focus of the programme is capacity-strengthening, hence it prioritises CSOs that are typically smaller and newer, often volunteer-based, located in areas away from the metropolis, and representing or led by marginalised groups. Grantee campaigns span a diverse range of issues including Ending Violence Against Women and Girls (EVAWG), youth empowerment, disability rights, climate change adaptation, food security, social security, and government transparency.

The PPAC programme is currently in its fifth year and has given out more than 260 grants, spread among 17 islands in Kiribati, Federated States of Micronesia (FSM), Republic of the Marshall Islands (RMI), Palau, Solomon Islands, Tonga, Tuvalu and Vanuatu. The programme has experienced significant growth since the inception of the current modality in 2018. In Phase One, there were only 24 grantees under the programme, with only two staff devoting partial time to its implementation. In Phase Five (July 2022 – June 2023), PPAC had 60 grantees and five dedicated staff, plus two more staff contributing the majority of their time to the programme. Phase Six is commencing in July 2023, and 74 grantees have so far been confirmed for the next year.

PPAC has achieved significant success not just in terms of improved capacity for participating CSOs, but also in terms of grantee campaigns resulting in meaningful changes in their respective countries and communities, including changing laws and policies, new government services, increased community awareness and positive transformation of social norms and behaviours. However the programme has also encountered serious challenges along the way, arising primarily from the low starting capacity of many grantees, their challenging operating environments particularly for those located in remote areas, as well as SPC's own grants architecture.

Given the expansion of PPAC since its inception, it is a good time to undertake an external review of the programme, to take stock of progress and to help guide the programme direction over the next few years.

B. Purpose, objectives, scope of services

SPC is interested in procuring services to conduct an external evaluation and review of the PPAC programme.

SPC will seek quotations for the provision of the following services.

1. Conducting research and gathering information on the following:

- The PPAC modality and approach;
- The outcomes and impact of the programme over the past five phases;
- The accessibility of the programme, including its training materials and templates; and
- Institutional and environmental challenges.

The research and information gathering should give a view to:

- Assessing the efficacy and efficiency, strengths and weaknesses of the PPAC programme;
- Assessing the process including the grant cycle period, resourcing of the programme, grant amount and eligible costs; and
- Making recommendations to help guide the future direction and development of the programme.

The research should include:

- Reviewing relevant PPAC documents including programme and grantee reports, process documentation, templates and media products;
- Interviews with the PPAC team, other SPC stakeholders (such as in the Grants and Procurement section) and a sample of grantees;
- Travel to at least two PPAC countries and sites (to be arranged and paid for by SPC, according to its Travel Policy); and
- An online survey of current and past grantees.

2. Produce a report of the evaluation, containing findings on the model, process and impact of the PPAC programme, and making recommendations for its guidance and future development.

C. Timelines, Work Plan and Budget

Around 50 days will be required for this work, commencing in September 2023 and concluding by the end of December 2023. The estimated number of days for the key activities for the consultant are as follows:

Activities	No. of days
Reviewing relevant PPAC documents including programme and grantee reports, process documentation, templates and media products.	11 days
Interviews with the PPAC team and a sample of grantees.	5 days

Travel to at least two PPAC countries and sites.	18 days
Development, administration and analysis of online survey of current and past grantees.	6 days
Compiling and writing the evaluation report	10 days
Total number of days	50 days

D. Reporting and contracting arrangements

The consultant will work under the direct supervision of the HRSD Adviser managing PPAC, with oversight from Team Leader – Inclusive and Equitable Societies. Liaison with other staff within SPC’s Human Rights and Social Development Division (PPAC Team), and Grants & Procurement Team. This consultancy can be home-based, but some travel will be required to (at least two) PPAC programme counties for site visits. Some travel to Fiji may also be required if the consultant is based elsewhere. Travel will be arranged directly by SPC, according to its Travel Policy.

E. Skills and qualifications

- Experience in evaluating development programmes, with at least 8 years of relevant professional experience in international development, human rights, GESI or related fields.
- Experience in, or knowledge of, civil society, grassroots and community-based organisations in Pacific Island contexts.
- Ability to undertake primary research with a sample of respondents from diverse backgrounds and with varying levels of technical understanding, English competency, and literacy.
- Ability to provide at least one sample of a previous evaluation undertaken with a development programme.
- Tertiary qualifications in any of the following areas: Development Studies, International Relations, Anthropology, Sociology or other social science discipline.
- Knowledge of grants programmes and granting mechanics an advantage.

F. Scope of Bid Price and Schedule of Payments

The payment will be based on the following milestones being delivered and endorsed by the Project Manager responsible for overseeing this activity from SPC HRSD. **Alternative payment schedules may be considered depending on the selected vendors pricing model:**

Milestone/deliverables	Deadline	% payment
Submission of indicative survey results	By 20 October 2023	20%
Submission of trip reports for fieldwork in at least two PPAC countries	By 30 November 2023	30%
Submission of the final evaluation to SPC	By 31 December 2023	50%
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.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
Consultants CVs Application on SPC's Proposal Template		
<ul style="list-style-type: none"> - Filled Technical Proposal on provided template in response to the RFQ Scope of Services. - Filled Financial Proposal on provided template, outlining all costs, in line with the milestones of this RFQ (refer to Section F). - CVs of consultants who will be involved with at least names of two referees with contract details. 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Experience in evaluating development programmes, with at least 8 years of relevant professional experience in international development, human rights, GESI or related fields.	20 %	140
Technical requirement 2: Experience in, or knowledge of, civil society, grassroots and community-based organisations in Pacific Island contexts.	20 %	140
Technical requirement 3: Ability to undertake primary research with a sample of respondents from diverse backgrounds and with varying levels of technical understanding, English competency, and literacy.	20 %	140
Technical requirement 4: Ability to provide at least one sample of a previous evaluation undertaken with a development programme.	20%	140
Technical requirement 5: Tertiary qualifications in any of the following areas: Development Studies, International Relations, Anthropology, Sociology or other social science discipline.	10%	70
Technical requirement 6: Knowledge of grants programmes and granting mechanics an advantage.	10%	70
Total Score	100%	700