

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Facilitation and Documentation of the PROJECT Governance Mid-Term Review Workshop
Nature of the services	Consultancy Services: To facilitate and document PROJECT Governance Mid-Term Review workshop
Location:	Nadi, Fiji
Date of issue:	16/11/2023
Closing Date:	30/11/2023
SPC Reference:	RFQ23-6004

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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 mannar@spc.int and with the subject line of your email as follows: **Submission RFQ23-6004: Facilitation and documentation of the PROJECT Governance Mid-Term Review workshop**. 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 Submission Form

- Financial Proposal Submission Form
- CVs of team member (s) with at least two referees with contact 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 **11:59 pm FJT on 30/11/2023**.

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.

Mohammad Manna Rahman will be your primary point of contact for this RFQ and can be contacted at mannar@spc.int. You should copy any communications into rfg@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	16/11/2023
RFQ Closing Date	30/11/2023
Award of Contract	1/12/2023
Commencement of Contract	2/12/2023
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](https://spc.int/procurement) 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 Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. It is an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, SPC works across more than 20 sectors and is known for our knowledge and innovations.

PROJECT Governance is a 5-year (May 2021-May 2026) \$19.8m region-wide program funded by the US Government through the USAID in partnership with the Pacific Community (SPC). The program supports the aspirations of the Pacific leaders and their people in achieving good governance.

Promoting good governance is a central priority for Pacific leaders and peoples. With the signing of the Biketawa Declaration over 20 years ago, Pacific Island Forum (PIF) Leaders explicitly pledged themselves to promote good governance in the interest of their peoples. In 2015, PIF Leaders endorsed the 2030 Agenda for Change and the Sustainable Development Goals (SDGs), which entrench a rights-based approach to development. More recently, PIF Leaders reiterated their commitment to good governance in the Boe Declaration, “so that all Pacific people can lead free, healthy and productive lives.”

The PROJECT Governance is contributing to all the outcomes areas of HRSD business plan and to the SPCs strategic plans Key Focus Areas (KFAs) 04 which are Equity, education, and social development. KFAs 04 future state 2031 is social development systems result in real gains for education, gender equality and social inclusion through a contextualised approach to human rights and good governance that incorporates Pacific cultures and ways of knowing. Noting that 2023 is the midpoint in project implementation, having a midterm review provides an opportunity for SPC and its sub-grantee partners including CARE, East-West Centre and IFES to reflect on the successes, risks, challenges, and opportunities for improved delivery of project results in the remaining life of the project.

B. Purpose, objectives, scope of services

Objectives of the PROJECT Governance Mid-Term Review (MTR):

- Share the best practices and learning from each organisation.
- To identify opportunities for collaboration among the sub-grantees and areas for improvement.
- To review the financial execution rates, the effectiveness of current communication and visibility processes, and Monitoring, Evaluation, and Learning (MEL) processes.
- To analyse current risks, and risk management processes, and propose measures for further risk mitigation.
- To engage in discussions concerning the project closure process and sustainability plan of the project.

Expected outputs.

At the end of the PROJECT Governance Mid-Term Review (MTR):

- Captured the collective wisdom and expertise of the sub-grantees.
- A comprehensive understanding of the project achievements and challenges to date.
- Provided concrete plans and strategies for enhancing project collaboration, efficiency, and impact.
- Mitigation strategies for identified risks and uncertainties.
- A shared understanding of the project closure process and its key components.

- One comprehensive output document/report will be produced.

Methodology:

The participatory methodology will use the entire MTR which ensures active participation, knowledge sharing, and collaboration among the sub-grantees during the Mid-Term Review process. It aims to facilitate a holistic assessment of the project's progress, foster innovative solutions, and contribute to the project's overall effectiveness, sustainability, and impact.

C. Timelines

The consultancy service is expected to be completed by 31st December 2023.

Milestones	Allocation of Days
1. Briefing meeting and preparation of workshop documents: A briefing meeting will be held to ensure clarity of the ToR, the corresponding milestone outputs.	1 day
2. Actual facilitation during the workshop: The entire workshop should be inclusive and purposeful. The consultant will facilitate the workshop as agreed in the approach paper/workshop design.	3 days
3. Workshop Report: A workshop report using the prescribed template shall be prepared. The report shall contain and/or indicate the workshop highlights such as but not limited to highlights of issues discussed, and decisions or agreements reached. The draft report shall be submitted not later than 1-week (i.e., December 13, 2023) from the completion of the workshop. Once the report is approved by PROJECT Governance team, the consultant will be notified to submit the invoice.	3 days
Maximum number of days for this consultancy	7 days

D. Reporting and contracting arrangements

- At key stages of the preparation period, the consultant shall work with the PROJECT Governance MEL Officer.
- SPC/PROJECT Governance will provide/offer administrative, and logistics support as deemed appropriate/necessary.
- SPC/PROJECT Governance will organise travel in economy class and accommodation during the travel. SPC will not be responsible for any visa fees and Meals & Incidentals during travel hence must be met by the consultant.
- SPC/ PROJECT Governance will not cover separate lines for overheads/running costs or contingencies. If these apply, the costs are to be considered in the fees charged for the delivery of the specific services.

E. Skills and qualifications

- At least Masteral degree in the field relevant to these services, preferably in international development, development management, political and/or social sciences, communications.
- Minimum of 10 years combined professional experience in facilitating workshops, seminars, trainings.
- Extensive experience in facilitating, moderating employing various participatory techniques and tools in drawing inputs from multi-disciplinary teams and cultural backgrounds,
- Ability to clearly and effectively communicate among diverse audiences.
- Strong knowledge of governance, development, and program management in the Pacific region.
- Ability to engage with a diverse range of stakeholders.
- Strong analytical and report-writing skills.

F. Scope of Bid Price and Schedule of Payments

- The contract price will be based on lump sum payments tied to the milestones (in previous section) set out below.
- The terms of payment shall be in accordance with the provisions of Article 10 of SPC's General Conditions.

Milestone/deliverables (<i>refer to Section D of this RFQ</i>)	Deadline	% payment
Briefing meeting and preparation of workshop documents Indicator: Building on the technical proposal, an approach paper outlining in detail the facilitation flow of the entire 3-day workshop. Once this is cleared by HRSD, the consultant can submit the first invoice as indicated here	3 December	20
Facilitate the workshop – (tentatively 4 th to 6 th December) Indicator: Successfully completed the workshop facilitation.	-	-
Facilitation of the 3-day workshop (tentatively 4 th to 6 th December) Indicator: The draft workshop report to be submitted by the consultant	10 December	40
Submission of the Workshop Report Indicator: Final workshop report to be submitted by the consultant	13 December	40
TOTAL		100%

G. Annexes to the Terms of Reference

SPC Website: <https://www.spc.int/>
HRSD Website: <https://hrsd.spc.int/home>

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 and financial requirements) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
<ul style="list-style-type: none"> • Conflict of Interest Declaration form completed • Technical proposal Submission form • Financial proposal submission form • Applicant (s) Resume • Business registration and/or Tax Identification Number (TIN) letter (as applicable as per consultant's applicable legislation) • At least a Master's degree in the field relevant to these services, preferably in international development, development management, political and/or social sciences • Minimum of 10 years combined professional experience in facilitating workshops, seminars, trainings 		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: Quality of the technical bid captures the intent and purpose of this consultancy and adhere with the indicative timelines	15%	150
Technical requirement 2: Extensive experience in facilitating, moderating (large groups) employing various participatory techniques and tools in drawing inputs from multi-disciplinary teams and cultural backgrounds.	20%	200
Technical requirement 3: Demonstrate strong knowledge of Governance, development, and program management in the Pacific region.	20%	200
Technical requirement 4: Strong analytical and listening skills applied to a complex program and multi-dimensional scope and can demonstrate strong problem-solving skills.	10%	100
Technical requirement 5: Ability to clearly and effectively communicate among diverse audiences	5%	50
Financial requirements		
Daily Rate	30%	300
Total Score	100%	1000