



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

### RE-ADVERTISED

<b>Project Title:</b>	Job Description Review and Revision
<b>Nature of the services</b>	Consultancy to undertake job description review and revision – Land Resources Division
<b>Location:</b>	Suva, Fiji
<b>Date of issue:</b>	17/11/2022
<b>Closing Date:</b>	25/11/2022
<b>SPC Reference:</b>	RFQ 22-4751

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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](mailto: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](mailto:azarial@spc.int) and with the subject line of your email as follows: **Submission RFQ 22-4751**. The email should also be copied to [rfq@spc.int](mailto: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

- CV
- Business registration certificate if available

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 **5pm Fiji time on 25/11/2022**.

### 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](mailto:azarial@spc.int). You should copy any communications into [rfq@spc.int](mailto: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
<b>RFQ sent to potential vendors</b>	17/11/2022
<b>RFQ Closing Date</b>	25/11/2022
<b>Award of Contract</b>	30/11/2022
<b>Commencement of Contract</b>	30/11/2022
<b>Conclusion of Contract</b>	31/12/2022

### 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 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](mailto: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***

The Pacific Community ('SPC') is an international development organisation owned and governed by its 26 country and territory members. It is the principal scientific and technical organisation in the Pacific region working 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.

#### ***The Land Resources Division***

The Land Resources Division (LRD) leads SPC's support to members in the areas of Genetic Resources, Sustainable Forests and Landscapes, Sustainable Agriculture and Markets for Livelihoods.

LRD is implementing its work programme under its Business Plan 2021-2025, to achieve the following objectives:

Objective 1: Land, agriculture, forestry and genetic resources are sustainably managed / conserved

Objective 2: Enhanced ability to meet local and international market requirements for agricultural and forest products.

Objective 3: Access to diverse and nutritious agriculture/forestry resources resilient to impact of climate change and disasters.

Objective 4: Regional and national policies, programmes and services in agriculture and forestry are gender responsive, socially inclusive, and promote and protect cultural heritage and human rights.

To implement the Business Plan, LRD has program staff – Team Leaders, Advisers and Officers – based in Suva. LRD also manages a critical regional public good, the Pacific Centre for Crops and Trees (CePaCT) which conserves and supports utilisation of the regions plant genetic resources for food and agriculture.

#### ***Background***

CePaCT works to ensure efficient long-term conservation of a broad range of genetic diversity of key crops and tree species of the Pacific region, as well as promote underutilized crops. CePaCT is the Pacific's main regional genebank and was established in 1998 by SPC as part of its long-term investment in sustainable food-secure Pacific. CePaCT is internationally recognized by the Global Crop Diversity Trust, the CGIAR Research Institutes and international networks as a focal point for plant genetic resources for food and agriculture in the region.

CePaCT has developed an investment plan to enhance its service to the region. The Investment plan is a 10-year road map for transforming CePaCT into a Centre of Excellence. The Investment Plan has gained considerable traction and investment from Australia, New Zealand and the Crop Trust resulting in significant growth and development, and the need to review and revise existing job descriptions for technical roles to ensure the appropriate capabilities are in place and that there is consistency across similar roles. This consultancy will build on earlier work that identified some inconsistencies in job banding and the need to review existing job descriptions in light of the evolving work of CePaCT.

## **B. Purpose, objectives, scope of services**

CePaCT has a total of 23 laboratory staff. The consultant is required to undertake a full review of 4 existing categories of roles within CePaCT:

- Laboratory Assistants
- Laboratory Technicians
- Research Assistants
- Specialist technical roles that include management responsibilities.

In close collaboration with the Genetic Resources Programme Manager and LRD Director:

- Identify and document capabilities required for each category of roles, including where a category may require a subcategory.
- Design appropriate generic JD's for these categories and look at aligning job titles where possible to reflect nature of work and relative capability requirements and responsibility levels

To assist in this regard, the consultant will be provided with access to all LRD job descriptions and staff files subject to execution of a binding privacy and confidentiality agreement. Interviews with staff in the roles under review can also be facilitated.

### **Key Outputs**

1. An inception report outlining strategy and timelines for undertaking the consultancy.
2. An interim report including a draft capability matrix for each category of role and recommendations
3. A final report including a finalised capability matrix and revised job descriptions for a minimum of 4 and maximum of 8 job descriptions for the agreed categories of roles; any other recommendations

## **C. Timelines**

The work is expected to commence upon signing and be completed before 31/12/2022.

The consultant will be paid according to days worked up to a maximum of 15 days.

## **D. Reporting and contracting arrangements**

The consultant will report to Logotonu Waqainabete, Genetic Resources Programme Manager, Land Resources Division. The consultant will liaise with SPC Human Resources to ensure Job Descriptions meet Organisational requirements /templates and ensure they capture the information required for Job Evaluation under the Strategic Pay (SP10) framework

The consultant is expected to work remotely with the possibility of 2 visits to the office if located outside of Suva, Fiji. Costs must be included in the bid as a separate line item.

If located locally visits as required can be arranged. The consultant/s must therefore be able to commit to regular engagement with SPC staff members during Fiji working hours.

The consultant shall also provide his/her own workspace and computer for the duration of the assignment along with stable internet connection for zoom interactions when necessary.

Milestone deliverables will constitute reporting requirements.

### E. Skills and qualifications

- Degree in Human Resources, Organisational Design or Change management (or a related field)
- Minimum 10 years generalist HR experience with at least 5 years experience in Organisational Design or Organisational Change Management
- Experience in organisational design, restructuring, and job design (including job descriptions. )
- Job evaluation knowledge would be useful but not mandatory.
- Experience with Strategic Pay-SP10 Framework would be an advantage.
- Experience in the Pacific region would be useful but not mandatory. Prior experience working with SPC Pacific Community would be advantageous but not mandatory. Experience in developing job descriptions for technical or laboratory based work would be advantageous.

### F. Scope of Bid Price and Schedule of Payments

The bidder must include in the computation of contract price professional fees, management and operating costs, travel costs, per diems and any other administrative costs.

The contract price is lump sum payments based on the following milestones.

<b>Milestone</b>	<b>Due Date</b>	<b>%</b>	<b>Output</b>
Inception report	4/12/2022	20%	Inception report and process for undertaking contract approved
Interim report	20/12/2022	30%	Interim report as outlined in TOR approved and accepted by SPC
Final report	30/12/2022	50%	Final report accepted after addressing comments from SPC on draft



## 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
<b>Mandatory requirements</b>		
<b>CV</b>	<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met	
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> Degree in Human Resources, Organisational Design or Change management (or a related field)	20%	140
<b>Technical requirement 2:</b> Minimum 10 years generalist HR experience with at least 5 years' experience in Organisational Design or Organisational Change Management	20%	140
<b>Technical requirement:</b> Experience in organisational design, restructuring, and job design (including job descriptions. )	20%	140
<b>Technical requirement:</b> Job evaluation knowledge would be useful but not mandatory. Experience with Strategic Pay-SP10 Framework would be an advantage.	20%	140
<b>Other:</b> Experience in the Pacific region would be useful but not mandatory. Prior experience working with SPC Pacific Community would be advantageous but not mandatory. Experience in developing job descriptions for technical or laboratory-based work would be advantageous	20%	140
<b>Total Score</b>	<b>100%</b>	<b>700</b>

## Part 5: PROPOSAL SUBMISSION FORMS

### Section 1 - Technical Submission Form

#### PART A – Background

	RESPONSE BY BIDDER
Name:	
Physical Address:	
Postal Address:	
Telephone Contact:	
Email:	
Two contacts of referees or references. Attach additional details considered as relevant	
Attach latest CV with the proposal	

#### PART B – Evaluation Criteria

CRITERIA	RESPONSE BY BIDDER
Degree in Human Resources, Organisational Design or Change management (or a related field)	
Minimum 10 years generalist HR experience with at least 5 years' experience in Organisational Design or Organisational Change Management	
Experience in organisational design, restructuring, and job design (including job descriptions. )	
Job evaluation knowledge would be useful but not mandatory. Experience with Strategic Pay-SP10 Framework would be an advantage.	
Experience in the Pacific region would be useful but not mandatory. Prior experience working with SPC Pacific Community would be advantageous but not mandatory.	

CRITERIA	RESPONSE BY BIDDER
Experience in developing job descriptions for technical or laboratory-based work would be advantageous	

## Section 2 – Financial Submission Form

In the financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, this should be stated as a lump sum and then as a total amount (e.g., lump sum can be daily rate for a consultant).

No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

The financial proposal must be submitted inclusive of taxes in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFQ .

Particulars	Amount [state local currency]
<b>Total Professional fees</b> Bidders to specify daily rate as well (Hourly/Daily).	
<b>Any Other Related Costs</b> (Please Specify the cost being quoted. This is reimbursable based on actuals)	
<b>Total Financial offer</b> (inclusive of all taxes)	

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:** *[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]*