

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	SPC Gender Equality Flagship integrated programme
<b>Nature of the services</b>	Technical services to design and develop the SPC Gender Equality Flagship integrated programme
<b>Location:</b>	Suva, Noumea and remotely
<b>Date of issue:</b>	5/04/2023
<b>Closing Date:</b>	21/04/2023
<b>SPC Reference:</b>	RFQ23-5242

## Contents

<b>PART 1: INTRODUCTION .....</b>	<b>3</b>
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
<b>PART 2: INSTRUCTIONS TO BIDDERS .....</b>	<b>3</b>
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
<b>PART 3: TERMS OF REFERENCE .....</b>	<b>6</b>
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	7
C. TIMELINES	9
D. REPORTING AND CONTRACTING ARRANGEMENTS	9
E. SKILLS AND QUALIFICATIONS	9
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	10
G. ANNEXES TO THE TERMS OF REFERENCE	10
<b>PART 4: PROPOSAL EVALUATION MATRIX.....</b>	<b>10</b>
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	10

## 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 [kalolainiw@spc.int](mailto:kalolainiw@spc.int) and with the subject line of your email as follows: **Submission RFQ23-5242**. 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 and financial proposal forms, CV and cover letter

- Sample of work undertaken to demonstrate suitable for this assignment. Please refer to the Section on **Qualification and Technical requirements** in the TORs.

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 **4:00pm Fiji time on 21/04/2023**.

### 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.

Julie Bukikun will be your primary point of contact for this RFQ and can be contacted at [juliebu@spc.int](mailto:juliebu@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>	5/04/2023
<b>RFQ Closing Date</b>	21/04/2023
<b>Award of Contract</b>	26/04/2023
<b>Commencement of Contract</b>	1/05/2023
<b>Conclusion of Contract</b>	15/12/2023

### 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 AUD 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

SPC's membership is committed to advancing gender equality, to ensure that Pacific women and girls in all their diversity are safe and have equitably share in resources, opportunities and decision-making, with men and boys. This commitment is articulated in the Pacific Platform for Action for gender equality and women's human rights, the Outcomes of the 14<sup>th</sup> Triennial Conference of Pacific Women, and the Pacific Leaders' Gender Equality Declaration.

SPC prioritises a people centred approach and our Strategic Plan (2022-2031) is intentional about SPC being a values-based service provider for its 27 member countries and territories. The importance of including cultural wisdom and indigenous knowledge - in an already complex regional development sector environment – reflects SPC intent to ensure transformational change beyond “business as usual”. The aim of the flagship is to incorporate **human rights, gender equality** and **social inclusion**, cultural development and the relationship of people (past, present and future) to their environment into all aspects of SPC's work.

To achieve this, SPC has committed to a two-pronged strategy to address gender equality and women's empowerment through an invest, act, adapt and scale-up approach. SPC is working to:

- i. Strengthen institutional frameworks and mechanisms to support and empower its female workforce through the Women in Leadership (WIL) programme. It aims enhance SPC's corporate direction to embed substantive equality through a change in organisational culture, strengthening of accountability mechanisms, policies and procedures.
- ii. Mainstream gender in external programming which includes a range of programmes, projects and activities. This complements gender equality initiatives within sectoral programmes and gender mainstreaming – also facilitated through a whole-of-organisation people-centred approach (PCA), as a component of SPC's Social and Environmental Responsibility (SER) Policy.

SPC divisions support gender equality and social inclusion, social transformation to varying degrees from equality and equity to transformative social norms change in our work. SPC's Gender Flagship design will consolidate and strengthen these including current capabilities in gender equality:

- High level commitment and leadership, in particular the role of the Principal Strategic Lead – Pacific Women and Girls.
- Pacific Women Lead (PWL) programme, in the Human Rights and Social Development Division, providing AUD56.8 million in resourcing for gender equality over five years.
- Women in Leadership programme, working across SPC and connecting with CROP agencies, to create pathways for women's leadership within these institutions and in collaboration with PWL.
- Technical support for gender and social inclusion and people centred approaches through the Social and Environmental Responsibility helpdesk.
- Analysing results and assessing potential to upscale gender equality and mainstreaming initiatives across divisions and projects, notably PEUMP in fisheries, POETCOM in agriculture and emerging work in the energy and maritime sectors.
- Analysing results and assessing potential to integrate gender equality and mainstreaming initiatives across divisions and projects, notably SDD and EQAP.

- Supporting the informal network of gender advisors across SPC and providing space for connecting and amplifying existing initiatives, sharing learning, innovations, knowledge and building momentum for gender equality to become a community of practice.
- Gender mainstreaming and accountability support to PICT Governments through SPC technical and funding support.

SPC also provides support to Asia-Pacific regional and international negotiations on gender equality, working through the gender technical working group (which includes the Pacific Islands Forum Secretariat), including for the UN Commission on the Status of Women and for gender and climate discussions under UNFCCC. This advocacy is guided by regional commitments, but also builds on national commitments within national gender equality policies and related national action plans.

The advantage of the integrated flagship programme for gender equality is connecting and scaling up existing resources and capabilities to 'shift the dial' on entrenched widespread inequality in the region. The visibility, coordination and synergies of SPC gender equality action through the flagship will maximise SPC's impact and ability to support our members to achieve their goals. Ultimately, through this flagship, SPC seeks to serve the most marginalised women and girls of our region.

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

The purpose of this consultancy is to support SPC through the design and inception of the SPC-wide Gender Equality Flagship programme, providing services related to context analysis, programme design, and monitoring, evaluation and learning.

The Gender Equality Flagship will provide the over-arching framework for action on the cross-cutting issue of gender inequality. It will serve to connect the critical resources (projects, funding, and people) that support gender equality in pursuit of the goals outlined in SPC's Strategic Plan 2022–2031 and the international, regional and national commitments made by SPC members. This flagship will strengthen SPC's organisation-wide capabilities in advancing gender equality and enhance the value of the resources SPC is investing and mobilising towards gender equality, together with SPC members.

### **Objectives**

To support the conceptual and practical foundations of the programme, SPC is working across divisions to design the Gender Equality Flagship. This commenced with an initial flagship design workshop in December 2022, where five SPC divisions along with executive leadership, identified eight dimensions for the flagship:

- Leadership and decision-making
- Gender-based violence
- Economic justice and livelihoods
- Health
- Social/human capital/capabilities (education, employment, etc)
- Gender research, data and innovation
- Resilience and climate action
- Governance and institutional mechanisms, and coordination

The enabling mechanisms identified for the dimensions are communications for development; culture for development and people centred approach; resource mobilisation; data, statistics and knowledge; MEL; and regional coordination, convening and partnerships.

Building on this initial conceptualisation, SPC requires technical support to design the Gender Equality Flagship. This will include support for:

- Broad consultation across SPC to confirm and refine the draft Gender Equality Flagship dimensions and enablers;
- Developing and validating the dimensions into a full programme design;
- Identification of flagship programme implementation arrangements, drawing on capabilities and resources across SPC.

The consultant will be working alongside a working group of SPC staff contributing to the development of the flagship. Day to day management and supervision will be provided by the Pacific Women Lead Manager and the WIL Programme Coordinator.

Strategic guidance and directions to the design process will be provided by the SPC Principal Strategic Lead with support from the Director of the Human Rights and Social Development Division (HRSD) and advisory support from the Strategy, Performance and Learning (SPL) Division. The Executive Office will provide overall guidance.

### **Scope of Services**

SPC requires the services of a consultant to undertake the following:

- Refine and finalise a workplan and deliverables timeline for the development of the Gender Equality Flagship programme based on initial concepts already developed.
- Support the consolidation and finalisation of a mapping and contextual analysis of gender equality activities and resources at SPC.
- Confirm and refine the draft Gender Equality Flagship vision, outcomes, dimensions and enablers; this activity and the previous task will encompass individual and group consultations with relevant divisional staff to better understand and articulate capabilities throughout all divisions, based on the existing draft dimensions for the flagship.
- Design and lead the facilitation of flagship programme planning discussion(s) related to the flagship, and lead documentation of key workshops and meetings.
- Facilitate the development of a short design document, including a Theory of Change, and draft monitoring, evaluation and learning framework (MELF) for the Gender Equality Flagship. This should build on the identified dimensions for the flagship and align with the SPC 2022 Strategic Plan, divisional business plans, and regional commitments to gender equality.
- Through the design, identify institutional mechanisms to operationalise the flagship programme in SPC, including arrangements for: accountability and oversight; management support; programme implementation; cross-divisional (sectoral) coordination and alignment with other SPC Flagship programmes; communication and visibility; implementation of programme MELF.
- Partnership and coordination: Review alignment with regional priorities and effectiveness of coordination with key partners and stakeholders, including coordination with CROPs and an understanding of how the programme will support and enhance the Pacific Regional Gender Equality Architecture.
- Initial mapping of financial landscape including international and national, private and public sources of financing for the integrated programme, with a focus on the medium term beyond 2025.



### C. Timelines

The expected duration of the consultancy is for up to 60 days spread out over the period of May to December 2023. The exact time allocation will depend on the development of a final timeline, and adaptations may be needed throughout the year, but a rough allocation is as follows.

Preparation, and delivery of agreed workplan	Up to 5 days
Lead consultations to confirm dimension of the Gender Equality Flagship	Up to 10 days
Further consultations, mapping and contextual analysis	Up to 20 days
Development of a draft flagship design document (approx. 20 pages plus annexes), theory of change and draft MEL framework, and a finalised version following consultations.	Up to 15 days
Facilitation of design workshops and additional discussions	Up to 5 days
Additional tasks including meetings with other Flagship teams, CROPs and other partners, engagement and presentation to the SPC Senior Leadership Team	Up to 5 days

*The above timeline assumes time for facilitation, interviews and other internal and external consultation. Flexibility will be required.*

### D. Reporting and contracting arrangements

- Strategic guidance and directions to the design process will be provided by the SPC Principal Strategic Lead with support from the Director of the Human Rights and Social Development Division (HRSD) and advisory support from the Strategy, Performance and Learning (SPL) Division.
- Day to day management and supervision will be provided by the Pacific Women Lead Manager and the WIL Programme Coordinator. Reporting frequency and dates of delivery of key tasks for payment will be determined once a workplan has been agreed to.
- The contractor will be required to consult with a range of divisions and staff and will consult with the core team (described above) in doing so.
- Whilst some of the work can be done remotely, it is expected that face to face consultations with Suva and Noumea based teams is ideal and should be factored into the bid. These costs will be covered separately from this contract and will be agreed based on successful bid and workplan. Please do not include these travel and related costs in your quotation.
- All information and outputs from the consultancy will remain the property of SPC and are subject to confidentiality unless expressly agreed otherwise.

### E. Qualifications and Technical requirements

- A degree in the field of gender and women studies, social sciences or related field is required.
- 7 years or more work experience in social development programmes in the Pacific region, particularly in advancing gender equality and women's empowerment, and an understanding how this links to other sectoral work. Knowledge of the unique context of Pacific SIDS and members of SPC in the region is important.
- 7 years or more experience in programme design, research, synthesis including M&E and learning. Application of gender and other people-centred considerations in the context of gender

equality and women’s empowerment programming in these processes is important (provide examples of previous work).

- Demonstrated experience in leading participatory design processes and integrated approaches to work across sectors and disciplines to achieve outcomes, in particular on gender equality and women’s empowerment (provide examples of previous work).
- Demonstrated facilitation skills in complex organisational settings with excellent writing and communication skills (provide examples of previous work).

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

Milestone/deliverables	Deadline	% Payment	Amount in AUD
1. Mobilisation and delivery of agreed workplan with milestones and dates.	Within 7-10 days of contracting	30%	
2. 1 <sup>st</sup> Report: Summary report of work satisfactorily completed with timesheet and copies of outputs attached. Content and structure of the report to be agreed with the supervisory team.	June/July 2023, date to be agreed	30%	
3. 2 <sup>nd</sup> Report: Summary report of work satisfactorily completed with timesheet and copies of outputs attached.	Sept/October 2023, date to be agreed	30%	
4. End of consultancy report. Summary report of work satisfactorily completed with timesheet and copies of outputs attached. Content and structure of the report to be agreed with the supervisory team.	15 December 2023 or earlier subject to completion of tasks/deliverables	10%	
<b>TOTAL</b>		<b>100%</b>	

## G. Annexes to the Terms of Reference

- [Pacific Platform for Action \(2018-2030\)](#)
- SPC’s Strategic Plan 2022-2031: <https://www.spc.int/strategic-plan>
- [Other](#) source documents will be provided by the SPC working group.

## 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.

Competency Requirements	Score Weight (%)	Points obtainable
	<b>Mandatory requirements.</b>	Bidders will be disqualified if any of the requirements are not met
<b>1. Qualification:</b> A degree in the field of gender and women studies, social sciences or related field is required.	10%	70
<b>2. Technical requirement:</b> 7 years or more work experience in social development programmes in the Pacific region, particularly in advancing gender equality and women’s empowerment, and an understanding how this links to other sectoral work. Working knowledge of the unique context of Pacific SIDS and members of SPC in the region will is important.	25%	175
<b>3. Technical requirement:</b> 7 years or more experience in programme design, research, synthesis including M&E and learning. Application of gender and other people-centred considerations in the context of gender equality and women’s empowerment programming in these processes is important (provide examples of previous work.	25%	175
<b>4. Technical requirement</b> Demonstrated experience in leading participatory design processes and integrated approaches to working across sectors and disciplines to achieve outcomes, in particular on gender equality and women’s empowerment (provide examples of previous work).	25%	175
<b>5. Technical requirement</b> Demonstrated facilitation skills in complex organisational settings with excellent writing and communication skills provide examples of previous work.	15%	105
<b>Total Score</b>	<b>100%</b>	<b>700</b>