

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	SPC Women in Leadership Programme
Nature of the services	Consultancy for Gender mainstreaming to support institutional strengthening.
Location:	Suva with travel as required
Date of issue:	6/04/2023
Closing Date:	21/04/2023
SPC Reference:	RFQ23-5244

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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 naniset@spc.int and with the subject line of your email as follows: **Submission** RFQ23-5244. 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
- Cover letter responding to the RFQ Evaluation Criteria – Mandatory and Technical requirements listed in Part 4

- Up to date CV

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 ST 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. 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	6/04/2023
RFQ Closing Date	21/04/2023
Award of Contract	28/04/2023
Commencement of Contract	1/05/2023
Conclusion of Contract	30/04/2024

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 FJD 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

Background/context for Consultancy: Gender mainstreaming to support institutional strengthening

A.

The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

SPC has a two-pronged approach on addressing gender equality. First, internally it is strengthening its institutional framework and mechanisms to support and empower its female workforce through the Women in Leadership (WIL) programme. Second, there are various gender equality programmes underway across divisions which serve its members, this includes the AUD 56.8 million Pacific Women Lead at SPC programme. The efforts are being consolidated and further strengthened under SPC's Gender Flagship which is being designed and finalised by mid-2023.

The Gender Equality Flagship will provide an 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.

The WIL Programme works in an integrated manner with the Pacific Women Lead at SPC. Its overall objective is to enhance representation of women in leadership roles within SPC and thereby ensure that more women meaningfully inform and participate in the strategic and programmatic direction of the organisation.

To support and inform the WIL Programme, SPC conducted a robust leadership audit in 2022. The 16 Recommendations from the audit include important institutional requirements for SPC to undertake to embed substantive gender equality. These include supporting gender mainstreaming within SPC and its members, supporting women's leadership roles and enhancing its work through a people-centred approach as set out in its Social and Environmental Responsibility Policy.

The WIL Programme is seeking a Gender Mainstreaming expert through a consultancy contract to provide high level technical advice as set out in Section B.

B. Purpose, objectives, scope of services

The purpose of this consultancy is to provide on demand high-quality technical advice and demand support to progress gender mainstreaming and accountability within SPC to support its commitment on gender equality. These include the role of the SPC's Principal Strategic Lead – Pacific Women and Girls (Principal Strategic Leader), the WIL Programme and findings and recommendations from the 2022 Women in Leadership audit; Pacific Women Lead at SPC and the to SPC's Social and Environmental Responsibility Policy.

The scope of services include:

1. Provides high-quality technical assistance and support for gender mainstreaming and accountability to SPC's Principal Strategic Lead – Pacific Women for programme delivery in PICTs and in regional and international fora.
 - i. Technical assistance and support to Principal Strategic Lead – Pacific Women public engagements in SPC and with CROP, PICTs and development partners.
 - ii. Technical assistance and support to Principal Strategic Lead – Pacific Women and Women in Leadership to progress gender mainstreaming.
 - iii. Technical to SPC Gender Flagship based on directions of the Principal Strategic Lead.
2. Delivers technical assistance to the WIL Programme to implement findings of the 2022 audit recommendations and its multi-year workplan (2023-2026):
 - i. Inputs into the high-level programme design;
 - ii. Supports Human Resources Division implement WIL audit recommendations including revising and updating SPC's gender mainstreaming matrix.
 - iii. Inputs M&E and Learning Framework.
 - iv. Develops Workstream 5 on Accountability, evidence, impact and learning.
 - v. Supports WIL Programme Coordinator with convenings of key meetings including meetings of the WIL Taskforce, SPC Gender Community of Practice and CROP WoW Network
 - vi. Annual reporting to DFAT and SPC Executive team.
 - vii. Other priorities as required.
3. Delivers technical assistance to the Pacific Women Lead at SPC to support for gender mainstreaming and accountability in PICTs.
 - i. Delivers gender mainstreaming and accountability technical assistance and support as required.
 - ii. Facilitates, develops and/or delivers capacity and skills building on gender mainstreaming and accountability as required.
 - iii. Other priorities as required.
4. Provision of high-quality technical assistance and support to SPC's Social and Environmental Responsibility (SER) Policy support group to integrate gender equality and social inclusion according to SPC's SER Policy.
 - i. Delivers gender technical assistance and support as required for SER policy implementation.
 - ii. Delivers gender technical assistance and support as required for the SER Technical Support Group requests for assistance from SPC divisions.
 - iii. SPC Divisions and regional offices understand the SER, People centred approach and gender mainstreaming responsibilities provided through socialisation and capacity building.
5. Supports accountability and impact of gender mainstreaming through:
 - i. Inputs to the respective Monitoring, Evaluation, Reporting and Learning Frameworks by provision of reliable data and statistics to support:
 - Gender Equality Flagship
 - WIL Programme
 - Pacific Women Lead Programme
 - SER
 - ii. Coordination of the above-mentioned programmes and teams by identifying synergies for collaboration to maximise impact of the SPC's commitment and invest in gender mainstreaming.

C. Timeframes and allocation of time

The scope of work and number of days for tasks and deliverables will be agreed on through a detailed workplan with the Principal Strategic Lead and the programmes/teams listed in Section B.

The services of this consultant is expected to be delivered from the time of selection of a suitable Consultant to 30 April 2024.

The number of working days each month will be 23 days, which comes to 270 working days from the period May 2023 to April 2024. As a guide, the following can be anticipated:

- Up to 7-10 days work to draft a detailed workplan, identify key tasks and deliverables.
- Up to 25% of the total number of days to support to the Principal Strategic Lead.
- Up to 15% of the total number of days to support to SPC's Gender Flagship initiative.
- Up to 25% of the total number of days to support to the WIL Programme.
- Up to 20% of the total number of days to support the Pacific Women Lead at SPC.
- Up to 15% of the total number of days to support the SER Policy Team.

D. Reporting and contracting arrangements

The Consultant will be based at SPC Suva Campus Office and travel as required. Overall directions will come from the Principal Strategic Lead. Day to day management will be provided by the WIL Programme Coordinator in consultation with the Manager-Programmes Pacific Women Lead at SPC. The team leader for SER Policy Group will also be consulted.

All travel, accommodation, and associated costs will be covered by PWL at SPC, in line with organisational policies. The consultant should be able to travel as required.

E. Qualification and Technical requirements

The required competencies and experience must be reflected in the applicant's cover letter and CV.

1. Master's or advanced degree social sciences, humanities, gender and development or related field.
2. 10 years or more demonstrated experience in providing advisory services in the areas of human rights, gender equality and social inclusion. Provide examples of past work.
3. At least 5 years of experience in gender mainstreaming, integrated programming and developing and overseeing program workplans, and associated MEL, reporting etc requirements. Provide examples of past work.
4. At least 5 years of experience leading and supporting implementation of programmes and projects across multi-disciplinary and cross-cultural teams. Provide examples of past work.
5. Demonstrated experience working on development in Pacific in an international organisation is essential to provide context and to engage with concepts associated with human rights, gender equality, social inclusion, and culture from a development perspective.

F. Scope of Bid Price and Schedule of Payments

The contract is expected to be paid on a milestone basis, following the completion of related deliverables.

Milestone/deliverables	Deadline	% Payment
1. Mobilisation, consultations Principal Strategic Lead, WIL Programme Coordinator, Manager-Programmes Pacific Women Lead at SPC and SER Policy Lead, submission of agreed workplan with dates	7-10 days from date of contracting	

2. Monthly summary report of work satisfactorily completed with timesheet and copies of outputs attached. <i>Content and structure of the report to be agreed with the supervisory team for this and each month going forward.</i>	25 May 2023	8.3
3. Monthly summary report of work satisfactorily completed with timesheet and copies of outputs attached.	25 June 2023	8.3
4. Monthly summary report of work satisfactorily completed with timesheet and copies of outputs attached.	25 July 2023	8.3
5. Monthly summary report of work satisfactorily completed with timesheet and copies of outputs attached.	25 August 2023	8.3
6. Monthly summary report of work satisfactorily completed with timesheet and copies of outputs attached.	25 September 2023	8.3
7. Monthly summary report of work satisfactorily completed with timesheet and copies of outputs attached.	25 October 2023	8.3
8. Monthly summary report of work satisfactorily completed with timesheet and copies of outputs attached.	25 November 2023	8.3
9. Monthly summary report of work satisfactorily completed with timesheet and copies of outputs attached.	25 December 2023	8.3
10. Monthly summary report of work satisfactorily completed with timesheet and copies of outputs attached.	25 January 2024	8.3
11. Monthly summary report of work satisfactorily completed with timesheet and copies of outputs attached.	25 February 2024	8.3
12. Monthly summary report of work satisfactorily completed with timesheet and copies of outputs attached.	25 March 2024	8.3
13. End of consultancy report. Summary report of work satisfactorily completed with timesheet and copies of outputs attached.	25 April 2024	8.3
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		
		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Qualification 1: Master's or advanced degree social sciences, humanities, gender and development or related field.	20	140
Technical requirement 2: 10 years or more demonstrated experience in providing advisory services in the areas of human rights, gender equality and women women's empowerment and social inclusion. Provide examples of past work.	20	140
Technical requirement 3: At least 5 years of experience in gender mainstreaming, integrated programming and developing and overseeing program workplans, and associated MEL, reporting etc requirements. Provide examples of past work.	20	140
Technical requirement 4: At least 5 years of experience leading and supporting implementation of programmes and projects across multi-disciplinary and cross-cultural teams. Provide examples of past work.	20	140
Technical requirement 5: Demonstrated experience working on development in Pacific in an international organisation is essential to provide context and to engage with concepts associated with human rights, gender equality, social inclusion, and culture from a development perspective.	20	140
Total Score	100%	700