

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Technical position for the Strengthening of Civil Registration and Vital Statistics with a focus on the Availability and Quality of Fact and Cause of Death Data
Nature of the services	Technical assistance and support
Location:	Home based with travel if required
Date of issue:	26/05/2023
Closing Date:	8/06/2023
SPC Reference:	RFQ23-5415

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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 elodiel@spc.int with [CC sandrag@spc.int](mailto:sandrag@spc.int) and with the subject line of your email as follows: **Submission RFQ23-5415**. 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 (Annex I) completed and signed including a proposed timeframe
- A covering letter

- Financial proposal submission form (Annex II) completed and signed
- A Curriculum Vitae

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 **midnight New Caledonia time on 08.06.2023** .

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.

Mr Jeff Montgomery will be your primary point of contact for this RFQ and can be contacted at jeffm@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 advertised and sent to potential vendors	26/05/2023
RFQ Closing Date	8/06/2023
Award of Contract	16/06/2023
Expected commencement of Contract	23/06/2023
Conclusion of Contract	28/02/2024

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 available on our website: <https://www.spc.int/>.**

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

Background/context

Introduction

The Pacific Community and Statistics for Development Division

The Pacific Community (SPC) (www.spc.int) is the principal scientific and technical organization supporting development in the Pacific region. It is an international organization established by treaty (the Canberra Agreement) in 1947 and is owned and governed by its 27 members, including all 22 Pacific Island countries and territories (PICTs). SPC's headquarters are in Noumea, New Caledonia, and it is one of nine member agencies of the Council of Regional Organizations of the Pacific (CROP).

The Statistics for Development Division (SDD) (<http://sdd.spc.int/>) of SPC is the focal point for civil registration and vital statistics (CRVS) statistics and capacity development in the region. Working with Brisbane Accord Group (BAG)¹ partners, SDD leads and contributes to the strengthening of CRVS across the Pacific as well as providing a Pacific voice to international CRVS forums. The work of SDD and BAG are informed by the draft Action Plan for Pacific CRVS 2023 – 2026. SDD has contributed to national statistics capacity development and regional coordination and capability through a series of short and long-term programs.

SDD's goal is to strengthen the capacity of national statistical systems and social and economic planning agencies to provide policymakers and analysts with important demographic, economic and social indicators for planning and decision-making. SDD plays a significant role as a large and comprehensive technical provider to national statistics offices (NSOs) in the Pacific region, through partnerships with donors and development partners. SDD's technical assistance role has been strongly endorsed by NSOs, in particular the PICTs where resources are limited, and technical assistance and supplementation is essential.

The need to strengthen CRVS in the Pacific

Effective CRVS systems secure a person's legal identity and track major events in an individual's including birth, adoption, marriage, divorce, and death. At the 2014 Ministerial Conference on Civil Registration and Vital Statistics in Asia and the Pacific, Governments adopted the Ministerial Declaration to 'Get Every One in the Picture' and proclaimed the 'Asian and Pacific CRVS Decade'.² The Ministerial Declaration outlines the commitment of governments to achieve the shared vision that, by 2024, all people in Asia and the Pacific will benefit from universal and responsive CRVS systems that facilitate the realisation of their rights and support good governance, health, and development. The Declaration also lays out the following three goals:

1. Universal civil registration of births, deaths, and other vital events.

¹ Members of the BAG include the Pacific Community (SPC), Australian Bureau of Statistics (ABS), the Queensland University of Technology (QUT), the Pacific Civil Registrars Network (PCRN), UNFPA, WHO, UNICEF, UNDP, UNESCAP, Pacific Health Information Network (PHIN), Fiji National University (FNU), University of Queensland, and University of New South Wales - <https://sdd.spc.int/brisbane-accord-group-bag>

² <https://getinthepicture.org/resource/ministerial-declaration-get-every-one-picture-asia-and-pacific>

2. All individuals are provided with legal documentation of civil registration of births, deaths, and other vital events, as necessary, in order to claim identity, civil status and ensuing rights.
3. Accurate, complete, and timely vital statistics (including on causes of death), based on registration records, are produced and disseminated.

One of the key challenges faced by all countries and territories in the Pacific is ensuring universal registration of births and deaths, i.e., that all births and deaths are registered. Many Pacific countries have weak systems and significant progress is needed to achieve the vision of universal and responsive CRVS systems by the end of the Decade. However, encouraging trends are visible in the region. The percentage of births registered, also called birth registration completeness, is rapidly increasing in countries which had low birth registration rates at the beginning of the Decade. For example, from 2014 to 2018, birth registration completeness increased from 64 to 72 per cent in Fiji and from 52 to 80 per cent in Samoa. These countries are closing the gap with the 26 countries in wider Asia-Pacific region that are already registering more than 90 per cent of their births. Unfortunately, the Pacific still has the highest proportion of children under five not registered (30 per cent). Nevertheless, even for countries with high birth registration completeness, it is not clear if they have truly achieved universal registration and even one unregistered birth is one too many.

The registration of deaths follows the same trend as the registration of births for some countries of the Pacific with low death registration completeness at the beginning of the Decade now catching up with countries that already achieve high registration completeness. From 2014 to 2018 Fiji improved the percentage of deaths registered from 73 to 88 per cent while Tonga improved from 72 to 80 per cent. Nevertheless, in most Pacific countries, death registration is much less common than birth registration and in several countries less than 20% of deaths are registered.

A focus on e-CRVS, interoperability and data sharing

Each nation in the Pacific has an operational civil registration office, reflecting the subregion's prioritisation of civil registration in its domestic policy agenda, and governments' commitment to the realisation of the goals of the Regional Action Framework for CRVS. Although the countries and territories in the region exercise different coordination mechanisms and methods to conduct civil registration tasks, there remains a fundamental commitment to achieve complete civil registration.

With the ambitious targets of 100 per cent birth and 80 per cent death registration completeness by 2030, countries are employing different information and communication technologies to achieve their objectives. These are also being placed, at times, within the rapidly changing broader identity-management ecosystem, bringing additional challenges and opportunities for civil registration. While civil registrars in the Pacific face unique national challenges in achieving universal registration, they must also address practical registration issues, as well as cross-border issues including migration caused by natural hazards and climate change. Strengthening information and communication technology and adopting innovative approaches to meet these challenges requires registrars learn from each other and other sectors. SDD and BAG promotes South-South cooperation through disseminating knowledge of innovative methods for improving CRVS systems, developing data sharing approaches, and sharing good practices for improving systems to ensure no one is left behind.

Digital processing of data has enabled improved efficiency for data processing and the potential for sharing between different components of a system, including with other government systems. Digitisation offers an improved means to integrate different systems into one seamless system that reinforces a holistic approach to civil registration, vital statistics, and identity management, including the possibility to share information with other registers or create a population register. In recent years, several countries in the Pacific have invested significant resources to digitise their civil registration and legal identity systems, and most other countries either are currently in the process or have ambitions to move to e-CRVS systems.

There is also a desire to share civil registration between countries where people are frequently born in one country but move to another where they eventually die. A number of countries also need to share

birth and death information as part of cross-border health initiatives or where a second country (such as New Zealand or the USA) issue identity credentials such as passports. There is also potential for CRVS data to be shared at a regional level for statistical or disaster recovery purposes.

A focus on Death Registration and Cause of Death Data

Accurate data on deaths and cause-of-death are essential for the monitoring of important demographic and health indicators, including tracking progress against some of the key health priorities of the Pacific region. In particular, premature mortality due to non-communicable diseases (NCDs) and transport accidents among others are growing concerns. PICTs are committed to working towards the achievement of Agenda 2030; accurate data on deaths and cause-of-death are essential for tracking of at least eight of the 132 Pacific sustainable development indicators.

The availability and quality of cause of death data are fundamental challenges for most countries in the Pacific. This mainly stems from weak death registration practices and inaccurate/inadequate capacity in medical certification and coding of causes of death. With respect to coding, there are critical challenges in the inadequacy of the number of qualified staff available to undertake these functions (especially for the smaller island countries), and the limited technical knowledge on the subject by the relevant country officials.

SDD and BAG are seeking to strengthen its support to countries in improving reporting, quality, and analysis of cause of death data, in particular through strengthening cause of death certification and coding practices. This has recently been supported through the Bloomberg Philanthropies Data for Health (D4H) Initiative which has provided technical and financial assistance to conducted a needs and capacity assessment on medical certification of cause of death and ICD mortality coding among selected PICTs, developed - with relevant partners - an initial proposal for a regional centre for coding of causes of death, and published a regional training curriculum for medical certification of causes of death (MCCD) and a regional training curriculum for ICD mortality coding of causes of death. Implementation of these curricula are being discussed with regional academic institutions. Additional support for the region has primarily been provided through regional and in-country training, and on an ad hoc basis, based on the availability of qualified human and adequate financial resources, particularly at the Australian Bureau of Statistics (ABS), the Queensland University of Technology (QUT), World Health Organization (WHO), Vital Strategies and the SPC.

SDD and BAG are moving forward with investigating institutionalisation of support for medical certification of cause of death and mortality coding in the region. This includes enabling those who have already completed training to become trainers themselves.

A. Purpose, objectives, scope of services

SDD is seeking a CRVS technical expert to lead and coordinate the next phase of the Pacific Islands Regional Programme on Strengthening the Availability and Quality of Causes of Death Data as well as contribute as required to general CRVS capacity building in the Pacific.

This person will have knowledge of CRVS generally, with more specific knowledge ICD and mortality coding, medical certification of cause of death (MCCD) and ICD mortality coding (including on ICD-11 and the transition to ICD-11).

The expert will be hired to perform the tasks provided in the below table - working in close collaboration the SDD Civil Registration and Vital Statics Adviser, Jeff Montgomery, and with relevant development partners and national government stakeholders.

The work programme is subject to availability of funding, with some areas of work emergent and subject to change.

Activity	Task	Location
1	Ongoing Provide technical services on a needs basis, to support funding proposals and capacity building initiatives in Tonga, Tuvalu, Niue and the Cook Islands	Home-based, travel as agreed
2	Ongoing Support countries and individuals who have completed training in medical certification of cause of death or ICD mortality coding to implement and imbed new practices	Home-based
3	Ongoing Progress proposals for a Regional Coding Support Centre in partnership with other BAG members	Home-based
4	Ongoing Scope, plan and complete funding proposals for the delivery of medical certification of cause of death, ICD mortality coding or other identified needs in the North Pacific	Home-based
5	Ongoing Support countries or partners to finalise reports from the March 2023 Data Analysis and Report Writing course so it is available for inclusion in the Pacific Data Hub	Home-based
6	Ongoing Provide technical services on a needs basis, to support needs analysis and scoping of regional approaches for e-CRVS interoperability and data-sharing	Home-based, travel as agreed

B. Timelines and Outputs

The contract will start upon signature and will end on the 28 February 2024 at the latest.

The expected outputs and indicative timeframes, under this RFQ, are provided in the below table.

Tasks	Outputs and indicative timeframes	No of days
1	Provide technical services on a needs basis, to support funding proposals and capacity building initiatives in Tonga, Tuvalu, Niue and the Cook Islands	Timesheet and associated evidence of work completed
2	Support countries and individuals who completed training earlier in 2023 in medical certification of cause of death or ICD mortality coding to implement and imbed new practices	Timesheet and associated evidence of work completed. Report on progress to date and additional supported needed by 30 August 2023.

3	Progress proposals for a Regional Coding Support Centre in partnership with other BAG members	Timesheet and associated evidence of work completed. Report to 1 August BAG meeting on 1 August 2023 to be submitted by 24 July. Report to cover progress, options and next steps, considering the legal and data privacy requirements plus any necessary contractual arrangements.	
4	Scope, plan and complete funding proposals for the delivery of medical certification of cause of death, ICD mortality coding or other identified needs in the North Pacific	Timesheet and associated evidence of work completed. Options paper on areas of training to be delivered, possible participants, role of BAG partners, and potential funding sources by 1 October 2023.	
5	Support countries or partners to finalise reports from the March 2023 Data Analysis and Report Writing course so it is available for inclusion in the Pacific Data Hub	Timesheet and associated evidence of work completed. Data made available to the Pacific Data Hub by 1 November.	
6	Provide technical services on a needs basis, to support needs analysis and scoping of regional approaches for e-CRVS interoperability and data-sharing	Timesheet and associated evidence of work completed.	

C. Reporting and contracting arrangements

Duty station and travel: It is anticipated that the Consultant will be home based excepted if travel is required and approved in advance by SPC. The Consultant will be expected to use a variety of online tools to engage with SPC/SDD colleagues, development partners and country counterparts.

If travel is required to participate in the proposed workshop or other consultations with SPC, BAG members or national authorities this will be approved in advance by SPC and organised separately under the direct authority of SPC.

All travel shall be in compliance with SPC travel policy and submitted to validation. The Consultant is solely responsible for obtaining and payment of any visa and travel insurance required for the performance of the Services, including any tax or other liabilities incurred during the conduct of the Services.

Institutional Arrangement

The Consultant will be responsible to the Civil Registration and Vital Statistics Adviser, Mr Jeff Montgomery.

Noting the above reporting requirements, the Consultant will be required to work with BAG partners. The Consultant will have dialogue with the various national CRVS agencies, SDD and other SPC Staff.

D. Skills and qualifications

The successful consultant will have:

- A degree in public health, statistics, demography, economics, or equivalent, preferably at the post-graduate level.
- Experience in implementation of activities of the proposed nature in the area of mortality and causes of death. Work experience in the Pacific Region will be an advantage.
- Sound knowledge of civil registration and vital statistics systems and understanding of UN guidelines on the same. Track record in working with partners such as BAG partners and with CRVS national agencies and project team.
- Project and time management skills and the ability to meet deadlines.
- Experience in building capacity in the analysis of health and administrative data and preparation of analysis products.

E. Scope of Bid Price and Schedule of Payments

Payments will be made based on the submission of an invoice, timesheets and accompanying documentation as confirmation of work completed.

The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

Task/Output	Deadline	Payment
<ul style="list-style-type: none"> - Technical services on a needs basis, to support funding proposals and capacity building initiatives in Tonga, Tuvalu, Niue and the Cook Islands, with timesheet and associated evidence of work completed. - Report delivered on the support needed for countries and individuals who have completed training in medical certification of cause of death, ICD mortality coding to implement and imbed new practices, with timesheet and associated evidence of work completed. - Proposal delivered for a Regional Coding Support Centre in partnership with other BAG members, including progress, options and next steps, considering the legal and data privacy requirements plus any necessary contractual arrangements for the meeting 1 August BAG, with timesheet and associated evidence of work completed. - Options paper delivered on areas of training in medical certification of cause of death, ICD mortality coding or other 	As agreed	Up to 66 working days

<p>identified needs in the North Pacific to be delivered, possible participants, role of BAG, and potential funding sources, with timesheet and associated evidence of work completed.</p> <ul style="list-style-type: none"> - Data contained in the outputs from the March 2023 Data Analysis and Report Writing course is available for inclusion in the Pacific Data Hub. - Technical services on a needs basis, to support needs analysis and scoping of regional approaches for e-CRVS interoperability and data-sharing, with timesheet and associated evidence of work completed. <p>Monthly payment made upon submission of invoice, time sheet, report on activity completed and deliverables as outlines above.</p>		
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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 (%)
Academic qualification: a degree in public health, statistics, demography, economics, or equivalent, preferably at the post-graduate level.	20%
Technical requirement 1: Experience in implementation of activities of the proposed nature. Demonstrable experience in the area of mortality and causes of death. Work experience in the Pacific Region will be an advantage.	30%
Technical requirement 2: Demonstrated experience in working with partners such as BAG partners and with CRVS national agencies and project team. Familiarity in working with SDD environment is an advantage. Good project and time management skills and the ability to meet deadlines are essential.	20%
Technical requirement 3: Sound knowledge of civil registration and vital statistics systems and understanding of UN guidelines on the same.	20%
Technical requirement 4: Demonstrated experience in building capacity in the analysis of health and administrative data and preparation of analysis products.	10%
Total Score	100%

TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

Your technical proposal shall include the following:

- [The Conflict-of-Interest Declaration form](#) completed and signed
- Technical proposal submission form (Annex I) completed and signed including a proposed timeframe
- Cover letter
- Curriculum Vitae

Technical Requirements	
Evaluation criteria	Response by Bidder
Experience and specified personnel/sub-contractors	
Experience:	Experience:
	<i>[insert details of relevant experience]</i>
	Details for three references:
	1. Client's name: <i>[insert name of client 1]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	2. Client's name: <i>[insert name of client 2]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	3. Client's name: <i>[insert name of client 3]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
Value contract: <i>[insert value of contract]</i>	
Personnel:	Details about personnel/sub-contractors
	Manager's experience: <i>[insert details about manager's experience]</i>
	Consultants' experience: <i>[insert details about consultants' experience]</i>
Diploma:	
A degree in public health, statistics, demography, economics, or equivalent, preferably at the post-graduate level.	<i>[Bidder's answer]</i>
Technical requirement 1:	
Experience in implementation of activities of the proposed nature. Demonstrable experience in the area of mortality and causes of death. Work experience in the Pacific Region will be an advantage.	<i>[Bidder's answer]</i>
Technical requirement 2:	
Demonstrated experience in working with partners	<i>[Bidder's answer]</i>

such as BAG partners and with CRVS national agencies and project team. Familiarity in working with SDD environment is an advantage. Good project and time management skills and the ability to meet deadlines are essential.	
Technical requirement 3:	
Sound knowledge of civil registration and vital statistics systems and understanding of UN guidelines on the same.	<i>[Bidder's answer]</i>
Technical requirement 4:	
Demonstrated experience in building capacity in the analysis of health and administrative data and preparation of analysis products.	<i>[Bidder's answer]</i>

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]*

FINANCIAL PROPOSAL SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

In their 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, a project manager, a developer, a scientist, lump sum for the organisation of an event, price of a consultation and total amount can be: number of days of drafting required to produce the report, number of meetings required, number of conferences, workshops, etc.).

Good detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him. 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.

BIDDER'S FINANCIAL PROPOSAL – SERVICES

Total price of the services (in words and in euros): *[total amount]*

Services description	Daily <u>rate</u>	N° of days (Estimated 66 days max)	Total Amount Euro (including taxes)
Task 1: Provide technical services on a needs basis, to support funding proposals and capacity building initiatives in Tonga, Tuvalu, Niue and the Cook Islands	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Task 2: Support countries and individuals who have completed training in medical certification of cause of death or ICD mortality coding to implement and imbed new practices		<i>[quantity]</i>	<i>[total amount]</i>
Task 3: Progress proposals for a Regional Coding Support Centre in partnership with other BAG members		<i>[quantity]</i>	<i>[total amount]</i>
Task 4: Scope, plan and complete funding proposals for the delivery of medical certification of cause of death, ICD mortality coding or other identified needs in the North Pacific		<i>[quantity]</i>	<i>[total amount]</i>
Task 5: Support countries or partners to finalise reports from the March 2023 Data Analysis and Report Writing course so it is available for inclusion in the Pacific Data Hub		<i>[quantity]</i>	<i>[total amount]</i>
Task 6: Provide technical services on a needs basis, to support needs analysis and scoping of regional approaches for e-CRVS interoperability and data-sharing		<i>[quantity]</i>	<i>[total amount]</i>
Total		<i>[Total]</i>	<i>[Total]</i>

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]*

