



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Pacific Partnership to End Violence against Women and Girls programme
Nature of the services	Monitoring, Evaluation and Learning Consultant for Social Citizenship Education, PPEVAWG Project.
Location:	Suva, FIJI
Date of issue:	11/07/2023
Closing Date:	25/07/2023
SPC Reference:	RFQ23-5540

Contents

PART 1: INTRODUCTION	3
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
PART 2: INSTRUCTIONS TO BIDDERS	3
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	5
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	6
D. REPORTING AND CONTRACTING ARRANGEMENTS	6
E. SKILLS AND QUALIFICATIONS	7
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	7
G. ANNEXES TO THE TERMS OF REFERENCE	8
PART 4: PROPOSAL EVALUATION MATRIX.....	9
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	9

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 amelias@spc.int and with the subject line of your email as follows: **Submission RFQ23-5540** Monitoring, Evaluation and Learning Consultant for Social Citizenship Education, PPEVAWG Project. 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

- A Cover Letter responding to the RFQ Scope of Services.
- A copy of CV with at least names of three referees with contact details.
- Technical Proposal.
- A Financial Proposal or Quote outlining all costs, in line with the milestones of this RFQ (refer to Section F).
- 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 **11:59pm Fiji Time on 25/07/2023**.

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.

Amelia Siga, Acting Project Coordinator, SCE/PPEVAWG will be your primary point of contact for this RFQ and can be contacted at amelias@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	11/07/2023
RFQ Closing Date	25/07/2023

Award of Contract	28/07/2023
Commencement of Contract	28/07/2023
Conclusion of Contract	30/11/2023

2.6 Legal and compliance

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ and any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

Conflict of interest: Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFQ process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](https://spc.int/procurement) available on our procurement page website: <https://spc.int/procurement>.**

Breach of this requirement can result in SPC terminating any contract with a successful bidder.

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in EURO] and must be net of any direct or indirect taxes and duties, and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

No offer of contract or invitation to contract: This RFQ is not an offer to contract or an invitation by SPC to enter into a contract with you.

Privacy: The bidder is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this RFQ. SPC will handle any personal information it receives under the RFQ in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Warranty, representation, assurance, undertaking: The bidder acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any contract which may (or may not) follow on from this RFQ process.

2.7 Complaints process

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to complaints@spc.int. The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

Part 3: TERMS OF REFERENCE

A. Background/context

In 2018, the Pacific Community (SPC) entered into a 4-year project, known as The Pacific Partnership to End Violence Against Women and Girls in partnership with UN Women and the Pacific Islands Forum Secretariat (PIFS). The goal of this project, (herein referred to as the Pacific Partnership/ PPEVAWG), is to promote gender equality and prevent violence against women and girls. Based on a mid-term review, the European Union has signed an agreement for a phase two to the PPEVAWG programme in the Pacific. The Human Rights and Social Development Division is delivering on the SPC component of the project in collaboration with one other SPC division, the Educational Quality and Assessment Programme (EQAP).

This component aims to enhance formal in-school and informal education on gender equality and prevention of violence against women and girls primarily in four countries: Kiribati, Republic of the Marshall Islands, Tuvalu and Vanuatu. This position of Social Citizenship Education Officer for Vanuatu is a full-time position under this project, which will run until the end of 2027.

The Social Citizenship Education Programme is implemented with funding from the European Union through the Pacific Partnership to End Violence Against Women and Girls (Pacific Partnership). The Pacific Partnership programme brings together governments, civil society organisations, communities and other partners to promote gender equality, prevent violence against women and girls (VAWG), and increase access to quality response services for survivors.

B. Purpose, objectives, scope of services

The Social Citizenship Education MEL Consultant will undertake the following areas:

- Collect, collate, consolidate and codify data and information of the PPEVAWG project in accordance with the project indicators and/or results.
- Building on task number 1, prepare a draft report clearly indicating outputs produced and outcomes achieved.
- Prepare a results-oriented presentation material highlighting outputs and outcomes, to the SPC PPEVAWG team.
- Support the SPC PPEVAWG project team in the conduct of the reflection and learning session.

C. Timelines

The work is expected to take a maximum of 120 working days within the timeframe beginning 1 August – 30 November 2023.

D. Reporting and contracting arrangements

- The MEL Consultant will work under the direct supervision of PPEVAWG Project Coordinator and will report to the HRSD Social Citizenship Education (SCE) Project Coordinator based in Suva, Fiji.

- Travel costs associated with the scope of work are not required to be reflected in the quote. The SPC – PPEVAWG team will arrange and cover the cost of any associated travel, such as transport and accommodation and per diem – in accordance with SPC’s Travel and Social and Environmental Responsibility policies – should any travel be required during this contract.
- SPC is not responsible for any arrangements or payments related to visas, taxes, duties or separate lines for overheads/running costs or contingencies for which the **consultant** may be liable. If these apply, the costs are to be considered in the fees charged for the delivery of the specific services.

E. Skills and qualifications

- A well-qualified professional with an undergraduate degree in monitoring, education, social sciences, humanities or a related field. Masters’ qualifications in monitoring and evaluation of social or educational programs or projects or related subjects beneficial.
- Have a minimum 5 years of work experience in monitoring and(or) evaluation related work; experience working with SPC or other international/national organizations is beneficial.
- Have adequate knowledge of PICs and an understanding of education and the broader development challenges in the countries and region.
- Excellent coordination, administrative, interpersonal, networking and negotiation skills with Proven ability to work independently.
- Excellent computer skills, interpersonal communications skills, writing skills and a commitment to teamwork.
- Provide a short description (maximum 800 words) of 2 similar assignments relating to monitoring and evaluation in which you have been involved.

F. Scope of Bid Price and Schedule of Payments

- The contract price will be based on lump sum payments tied to the six milestones (in previous section) set out below.
- The cost components must be inclusive of professional fees and any overheads/running costs or contingencies.
- As mentioned in section D, accommodation and economy class travel costs during the validation workshop shall be covered by SPC/HRSD, hence will not be responsible for any visa fees and Meals & Incidentals during travel.
- The terms of payment shall be in accordance with the provisions of Article 10 of SPC’s General Conditions.

Milestone/deliverables	Deadline	% payment
Signing of Contract	1 August 2023	-
Report 1: <ul style="list-style-type: none"> • Collect, collate, consolidate and codify data and information of the PPEVAWG project in accordance with the project indicators and/or results. 	31 August 2023	20%

Report 2: <ul style="list-style-type: none"> Prepare a Draft report clearly indicating outputs produced and outcomes achieved. 	30 September 2023	50%
Report 3: <ul style="list-style-type: none"> Prepare a results-oriented presentation material highlighting outputs and outcomes, to the SPC PPEVAWG team 	15 October 2023	
Report 4: <ul style="list-style-type: none"> Support the SPC PPEVAWG project team in the conduct of the reflection and learning session. 	31 October 2023	
Final Report: <ul style="list-style-type: none"> Report of all work including Lessons learnt with the aim of informing Phase II of the project 	30 November 2023	30%
TOTAL		100%

G. Annexes to the Terms of Reference

- A graduate qualification in education, gender, social sciences, or related fields.
- Curriculum Vitae including three referees each from the applicant's last three employers.
- Submission of interest to be inclusive of Technical and Financial Proposals.

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		
<ul style="list-style-type: none"> - A Cover Letter responding to the RFQ Scope of Services. - A copy of CV with at least names of three referees with contact details. - Technical Proposal. - A Financial Proposal or Quote outlining all costs, in line with the milestones of this RFQ (refer to Section F). - Sample of work undertaken to demonstrate suitable for this assignment. Please refer to the Section on Qualification and Technical requirements in the TORs - Provide a short description (maximum 800 words) of 2 similar assignments relating to monitoring and evaluation in which you have been involved. 		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: A well-qualified professional with an undergraduate degree in monitoring, education, social sciences, humanities or a related field. Masters' qualifications in monitoring and evaluation of social or educational programs or projects or related subjects beneficial.	20%	140
Technical requirement 2: Have a minimum 5 years of work experience in monitoring and(or) evaluation related work; experience working with SPC or other international/national organizations is beneficial.	20%	140
Technical requirement 3: Have adequate knowledge of PICs and an understanding of education and the broader development challenges in the countries and region	20%	140
Technical requirement 4: Excellent coordination, administrative, interpersonal, networking and negotiation skills with Proven ability to work independently	20%	140
Technical requirement 5: Excellent computer skills, interpersonal communications skills, writing skills and a commitment to teamwork.	20%	140
Total Score	100%	700