

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Evaluation of the Strengthening Health Interventions in the Pacific – Data for Decision Making (SHIP-DDM) programme outputs and outcomes
Nature of the services	Consultancy for Monitoring and Evaluation to provide improvement recommendations for SHIP-DDM Program
Location:	<i>Pacific Region</i>
Date of issue:	18/07/2023
Closing Date:	1/08/2023
SPC Reference:	RFQ 23- 5548

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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 cyrilleg@spc.int and with the subject line of your email as follows: **Submission RFQ23-5548**. 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
- CV and references are required

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 **23.59 FJT** on **1/08/2023**.

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.

Cyrille Goarant will be your primary point of contact for this RFQ and can be contacted at cyrilleg@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	18/07/2023
RFQ Closing Date	1/08/2023
Award of Contract	8/08/2023
Commencement of Contract	14/08/2023
Conclusion of Contract	20/12/2023

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](#) 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. 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

Field Epidemiology Training Programs (FETPs) are internationally accepted models for supporting the development of capacities to implement the International Health Regulations (IHR) and strengthen global health security. The Strengthening Health Interventions in the Pacific – Data for Decision Making (SHIP-DDM) Program is the Pacific’s fledgling equivalent to an FETP. It integrates field and applied epidemiology into a set of 3 sequential and inter-related courses: (1) basic course Data for Decision Making accredited as the Postgraduate Certificate in Field Epidemiology; (2) intermediate course Operational Research accredited for the Postgraduate Diploma in Applied Epidemiology; and (3) advanced course Applied Epidemiology accredited for the Masters in Applied Epidemiology. This curriculum was developed by partners of the Pacific Public Health Surveillance Network (PPHSN) and successfully taking the Postgraduate Certificate in Field Epidemiology (PGCFE) provides a FNU graduation.

The PGCFE curriculum includes and culminates in an individual “improvement project” aimed at strengthening one specific component of the health system of the participant’s workplace and country.

However, the expected benefits for both the graduates and the country’s health system have not yet been evaluated.

The Monitoring and Evaluation (M&E) Consultant will provide this evaluation together with recommendations on how to improve the SHIP-DDM program.

B. Purpose, objectives, scope of services

The service to be provided +aims at evaluating the impacts of the PGCFE (1) on the country’s health system as well as (2) on graduates’ personal development and career development.

Interviews or questionnaires should be used to evaluate the impact of PGCFE delivery and implementation project. These questionnaires / interviews should target senior staff of country’s health systems to document an expected improvement of the system provided through staff empowerment and individual projects’ implementation. Another aspect is to interview / administer questionnaires to PGCFE graduates to inform an expected career development in relation to their project implementation and PGCFE graduation.

More specifically, the following countries and graduates’ cohorts should be evaluated as part of this service:

- Fiji (with 12 people to graduate in September 2023)
- Vanuatu (with graduates of former cohorts)
- Kiribati (with 10 participants expected to graduate by December 2023)
- Nauru (with 6 participants expected to graduate by December 2023)

Lastly, other stakeholders involved (FNU, PIHOA SHIP-DDM trainers, WHO) may also be interviewed if useful.

The overall aim of the work is to evaluate if and how SHIP-DDM contributes to successfully (1) reinforce in-country health systems (2) including collection, analysis and use of health data supporting decision-

making and (3) implement and comply with the International Health Regulations (IHR (2005)). Specifically, it must inform if/how SHIP-DDM has helped countries improve their use of context-specific evidence to inform local decisions, policies & actions, possibly leading to accelerated development, implementations and evaluation of priority policies, programs & action. Whether PGCFE improvements have successfully led to effective health system improvements must also be evaluated. Whether senior health workers and decision-makers (1) perceive improvements, (2) link some of these improvements to PGCFE improvements projects and (3) take into consideration PGCFE graduation in staff career progression notably need to be studied. Whether decision-makers have gained access to a mechanism for identifying and generating the evidence base for guiding policy development and whether they think SHIP-DDM has been contributing to this progress should also be evaluated. From the PGCFE graduates viewpoint, whether PGCFE has empowered them at work and whether it has impacted their career progression must be evaluated too. Data collected from other sources (reports, press release, social networks) may be included in the analysis if relevant.

As a cross-cutting issue, data that can be disaggregated by age, gender and geographic origin should be reported so.

Reporting using the theory of Change logical framework is required to transfer this evaluation into SPC PEARL (Planning, Evaluation, Accountability, Reflections and Learning) policy.

C. Timelines

This evaluation must be provided before the end of the Pac-EVIPP project in December 2023. Therefore, we expect a draft evaluation format and strategy to be shared as soon as possible, not later than 31st August 2023. Direct discussions between the selected bidder and PHD stakeholders must allow reaching an agreed format and strategy by mid-September 2023.

One month can be dedicated to the evaluation with countries and participants (and possibly other stakeholders) and an interim report should be shared and presented not later than 31st October 2023.

A final report is to be provided to SPC-PHD not later than 30th November 2023.

D. Reporting and contracting arrangements

The bidder selected will work under the supervision of:

Staff responsible	Epidemiologist, Project coordinator, Surveillance, Preparedness and Response Team, Public Health Division, SPC
Supervisor	Team leader of Surveillance, Preparedness and Response Team, Public Health Division, SPC

Three steps in reporting are expected:

First, the evaluation strategy and format should be shared with PHD for review, discussion and possible amendments.

After the evaluation, an interim report is to be shared with PHD, together with a meeting with a presentation of the key findings and recommendations.

- Lastly, a final report is to be provided to PHD, which includes findings and recommendations

Contracting:

The bidder is responsible for choosing the most appropriate working format, which may include in-country visits to conduct consultations, video-conferencing, telephone interviews, online questionnaires or surveys or any other tool or mechanism etc.

The Contractor's duty station is their home country. A maximum amount for Travel costs for the workshops is to be included in the bid price or SPC will pay or reimburse semi flexible economy airfares and accommodation.

SPC will not cover separate lines for overheads/running costs and contingencies. If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.

SPC does not provide or reimburse insurance for consultants travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable.

SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary.

E. Skills and qualifications

- The selected bidder (or bidding team) should have a good knowledge of the Pacific Public Health Surveillance Network and its partners.
- Knowledge of Field Epidemiology Training Programs in general (and of SHIP-DDM in particular if possible) is also needed.
- The selected bidder must also have a recognized expertise in program evaluation in the field of Public Health.
- Former knowledge of the health systems of the countries targeted (Fiji, Vanuatu, Kiribati, Nauru) would be appreciated.
- Ability to work in a multicultural context and good interpersonal skills are needed for this work.
- The selected bidder (or bidding team) should have a good knowledge of SPC PEARL (Planning, Evaluation, Accountability, Reflections and Learning) policy and reporting framework for this evaluation.

F. Scope of Bid Price and Schedule of Payments

The selected bidder (individually or as part of a consortium) is expected to work 3 days for preparation, discussion and validation of the evaluation format and strategy. Evaluation with countries, participants (and possibly other stakeholders) is anticipated to require 4 working weeks, with another 2 days to draft the interim report and presentation. Another 2 days could be needed to finalise the final report with recommendations.

Note: If in-country visits are planned for the evaluation, travel cost must be included in the bid application or SPC will pay or reimburse semi flexible economy airfares and accommodation in accordance to SPC travel policy.

Milestone/deliverables	Deadline	% payment
1. Evaluation format and strategy shared with PHD	31 August 2023	20%
2. Evaluation format and strategy reviewed and validated by PHD	15 September 2023	20%
3. Interim report and presentation to PHD	31 October 2023	30%
4. Final report and recommendations	30 November 2023	30%
TOTAL		100%

G. Annexes to the Terms of Reference

The Pacific Public Health Surveillance Network

<https://www.pphsn.net/>

The Strengthening Health Interventions in the Pacific Program (SHIP-P)

<https://www.pphsn.net/services/ship-programme/>

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		
CV and evidence of qualification to deliver the evaluation Completed Technical submission form Financial Submission form	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Good knowledge of the Pacific Public Health Surveillance Network and its partners	20%	140
Technical requirement 2: Knowledge of Field Epidemiology Training Programs in general (and of SHIP-DDM in particular if possible) is also needed	20%	140
Technical requirement 3: Expertise in program evaluation in the field of Public Health	15%	105
Technical requirement 4: Knowledge of the health systems of the countries targeted (Fiji, Vanuatu, Kiribati, Nauru) would be appreciated	10%	70
Technical requirement 5: Ability to work in a multicultural context and good interpersonal skills are needed for this work	25%	175
Technical requirement 6: Good knowledge of SPC PEARL (Planning, Evaluation, Accountability, Reflections and Learning) policy and reporting framework for this evaluation	10%	70
Financial requirements		
Pricing	30%	300
Total Score	100%	1,000

TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

Bidder/s need to meet the mandatory requirement set in the RFQ and will be disqualified if these are not met.

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>	
Requirement 1	
Good knowledge of the Pacific Public Health Surveillance Network and its partners	<i>[Bidder's answer]</i>
Requirement 2	
Knowledge of Field Epidemiology Training Programs in general (and of SHIP-DDM in particular if possible) is also needed	<i>[Bidder's answer]</i>
Requirement 3	
Expertise in program evaluation in the field of Public Health	<i>[Bidder's answer]</i>
Requirement 4	
Knowledge of the health systems of the countries targeted (Fiji, Vanuatu, Kiribati, Nauru) would be appreciated	<i>[Bidder's answer]</i>
Requirement 5	
Ability to work in a multicultural context and good interpersonal skills are needed for this work	<i>[Bidder's answer]</i>
Requirement 6	
Good knowledge of SPC PEARL (Planning, Evaluation, Accountability, Reflections and Learning) policy and reporting framework for this evaluation	<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

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes. The format shown below should be used in preparing the price schedule. All prices in the proposal must be presented in EUR.

Particulars	Amount (AUD)
Professional fees	Day rate: AUD _____
Travel expenses if applicable (lumpsum)	
Other expenses (please specify)	
TOTAL	

Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team if applicable. i.e. 50% full time, full-time, etc.).

SPC will not cover separate lines for overheads/running costs and contingencies. If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.

SPC does not provide or reimburse insurance for consultants travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable.

The Contractor's duty station is their home country. A maximum amount for Travel costs for the workshops/in country is to be included in the bid price or SPC will pay or reimburse semi flexible economy airfares and accommodation.

SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary.

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]*