

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Final Evaluation of Progressing Gender Equality in the Pacific (PGEP) Phase II</b>  <b>Project (December 2018-Dcember 2023)</b>  <b>Grant Arrangement 69294/46</b>
<b>Nature of the services</b>	Consultancy to undertake the final evaluation of the PGEP II project.
<b>Location:</b>	Desk based. Will require some travel to some implementation countries
<b>Date of issue:</b>	25/09/2023
<b>Closing Date:</b>	6/10/2023
<b>SPC Reference:</b>	RFQ23-5825

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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](mailto:procurement@spc.int)

### 1.3 SPC's Request for Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFQ process.

## Part 2: INSTRUCTIONS TO BIDDERS

### 2.1 Background

SPC invites you to submit a quotation to deliver the services as specified in [Part 3](#).

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration. Please read the instructions carefully before submitting your bid. For your quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

### 2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to [neomaim@spc.int](mailto:neomaim@spc.int) and with the subject line of your email as follows: **Submission RFQ23-5825: Consultancy to undertake the final evaluation of the PGEP II project**. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed

- A Cover Letter and filled technical proposal form on provided template, responding to the RFQ Scope of Services.
- A proposed workplan that outlines all deliverables and costing in accordance with the timeframes for the event.
- Filled Financial Proposal outlining all costs, in line with the milestones of this RFQ (refer to Section F).
- A copy of CV with at least names of two referees with contact details.
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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 **11:59 PM, Fiji time on 6/10/2023**.

### 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.

Neomai Maravuakula will be your primary point of contact for this RFQ and can be contacted at [neomaim@spc.int](mailto:neomaim@spc.int). You should copy any communications into [rfq@spc.int](mailto:rfq@spc.int).

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency of the procurement process. While SPC prefers written communication in the RFQ process, at any point where there is phone call or other conversation, SPC expects to keep a file note of the exchange, with all forms of communication with prospective bidders to be retained as source documents for the procurement of the services.

### 2.5 Key Dates

Please see the proposed procurement timetable in the table below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
<b>RFQ sent to potential vendors</b>	25/09/2023
<b>RFQ Closing Date</b>	6/10/2023
<b>Award of Contract</b>	9/10/2023
<b>Commencement of Contract</b>	10/10/2023
<b>Conclusion of Contract</b>	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](#) 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](mailto:complaints@spc.int). The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

## Part 3: TERMS OF REFERENCE

### A. Background/context

The Pacific Community (SPC) and the Government of Australia (represented by the Department of Foreign Affairs and Trade (DFAT) forged a grant arrangement for the implementation of Progressing Gender Equality in the Pacific (PGEP) Phase II project in December 2018. The project is implemented by then SPC's Social Development Program (SDP). An amount of AUD 5,494,202 was earmarked by DFAT to finance the project implementation from December 2018 to December 2023.

In September 2020, SDP and the Regional Rights Resource Team (RRRT) were merged to establish the Human Rights and Social Development (HRSD) Division of SPC. HRSD division is responsible for supporting SPC members with their work in the areas of human rights, gender equality and social inclusion, youth, and culture. A year after the merger, HRSD established its Business Plan 2021-2025 which serves as the guiding document for programming and delivery of various interventions.

Progressing Gender Equality in the Pacific (PGEP) Phase II project aims to strengthen gender mainstreaming, policy design, and implementation, accountability mechanisms of planning, budgeting, accountability, monitoring and reporting systems enhance progress towards achieving gender equality commitments including strategic support to civil society organisations (including women and young people) have the capacity and positioning to influence policies, programs, practices including laws. PGEP II outcomes and objectives align with the Pacific Leaders' Gender Equality Declaration (PLGED, 2012) and the Pacific Platform of Action on Gender Equality and Women's Human Rights' (PPA, 2017-2030) priorities through the provision of:

- (a) Technical assistance (TA) and support to Pacific Island Countries' (PICs) public institutions to adopt policies, programs, practices including legislation that promote gender equality and women's human rights.
- (b) Enhancing efforts of Governments' gender mainstreaming planning, budgeting, accountability, monitoring and reporting systems strengthen progress towards achieving gender equality commitments.
- (c) Support that takes into consideration the "new normal" ways of working and impacts of Covid 19 pandemic on PGEP II outcomes.

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

The PGEP project continues to address the Pacific Leaders' Gender Equality Declaration (PLGED,2012) priorities (now revised) and use of the Pacific Platform for Action on Gender Equality and Women's Human Rights (PPA, 2017 - 2030) to guide its interventions of supporting PICs to adopt policies and legislation for the promotion of gender equality and women's human rights. The adoption, implementation, and monitoring of these policies and legislation, in turn, are key contributors to improved gender equality outcomes identified in the Sustainable Development Goals (SDGs), PLGED and national gender policies relating to women in decision-making, Elimination of Violence Against Women (EVAW), and women's economic empowerment.

There are two long-term outcomes of PGEP II related to two of the four strategic objectives of the PPA and to the Pacific Women Monitoring, Evaluation, and Learning (MEL) Framework:

1. Gender mainstreaming: Public institutions are implementing policies, practices and programs that support gender equality.

2. Accountability mechanisms: Government gender mainstreaming planning, budgeting, accountability, monitoring and reporting systems enhance progress towards achieving gender equality commitments.

The PGEP II programme logic (**Error! Reference source not found.**) illustrates that the remaining two PPA strategic objectives related to knowledge and partnerships are key avenues for achieving these two long-term outcomes. The programme theory highlights that a project approach building on country direction, collective efforts with other development partners, and opportunities for regional and sub-regional learning will be applied alongside an emphasis on strengthening national capacity in MEL, communications, gender analysis and gender statistics. These efforts will support PICs to develop and implement a concise plan for delivering gender mainstreaming priorities; coordinate accountability, monitoring and reporting systems related to gender equality commitments; and utilise both gender data and a gender lens in policy and planning across sectors. These changes in turn will support public institutions to implement policies, practices, programmes and systems that support gender equality and enhance progress towards achieving gender equality commitments, and ultimately contribute to public institutions upholding the rights of women and girls. The programme theory, in line with the PPA, illustrates that attention to these four components of accountability, gender mainstreaming, knowledge and partnerships will accelerate progress towards the project goal, “Public Institutions are upholding the rights of women and girls”.

Based on the programme logic, activities were identified and underpinned by the six ways of working:

1. Applying a tiered approach to the amount of technical assistance provided to countries (with 5 Tier 1 PICs receiving the most assistance – Federated States of Micronesia (FSM), Kiribati, Republic of the Marshall Islands (RMI), Tuvalu, Tonga);
2. Building multiple entry points for assistance through National Women’s Machineries (NWMs), National Statistics Offices (NSOs), development partners and civil society organisations and in priority sectors including agriculture, fisheries and Disaster Risks Reduction/Disaster Risks Management (DRR/DRM);
3. A tailored approach responding to country priorities;
4. Building a regional pool of gender mainstreaming experts, including through the gender mainstreaming across SPC’s technical and scientific programmes;
5. Strengthening project and country monitoring, evaluation, and learning; and
6. Strengthening visibility and communication using gender for development approaches.

### C. Timelines

The entire final evaluation process is expected to be completed within 30 days. The submission of final evaluation report will be made not later than **November 30, 2023**. Aligned with the milestone outputs, the following schedules are indicated in the table below.

Activity	Level of Effort	Indicative Dates (TBC)
1. Desk review and submission of evaluation plan	4	Oct. 13
2. Stakeholder consultations and site visits	15	Oct 20 – Nov 9
3. Debriefing and presentation of preliminary findings	1	Nov 10

4. Draft final evaluation report	5	Nov 17
5. Final version of the Final Evaluation report	5	Nov 24
<b>Maximum number of days (level of effort)</b>	<b>30</b>	

#### **D. Reporting and contracting arrangements**

At key stages of the desk review, the consultant shall inform HRSD of key updates on the design and implementation of the review process as may be required.

The team of consultant/s will mainly liaise with the Team Leader for Governance & Institutional Strengthening and Team Leader for Monitoring, Evaluation, Learning, Knowledge management and Communications (MELKMC) in the implementation of the entire evaluation.

HRSD Finance and Administrative team will offer administrative and logistical support in arranging for the country visits.

HRSD/SPC will bear the cost of travel to and from the consultant's place of domicile, including the costs of country visits.

#### **E. Skills and qualifications**

Applications submitted by consultancy firms or duty constituted groups will be preferred. The evaluation criteria that will be applied is indicated below:

**(i) Team Leader**

- Must have a master's degree in international development, management, business management, governance;
- At least 10 years combined experience in conducting evaluations of development projects in social sector – preferably promoting gender equality and social inclusion.

**(ii) Member**

- Must have a master's degree in Sociology, social sciences, statistics;
- At least 10 years combined experience capacity building and strengthening, conducting training, coaching and mentoring.

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

- Payment for this contract will be made with the completion of each of the deliverables below and approved by SPC.
- The bidder must include in their professional fees (not on separate lines) their costs for management and operating costs, potential visa costs and any other administrative costs and expenses.
- SPC/HRSD will not cover separate lines for overheads/ running costs or contingencies. If these apply, the costs are to be considered in the professional fees charged for the delivery of the



specific services. Travel (airfare, accommodation, Meals & Incidentals) if required will be arranged separately by SPC, according to its Travel Policy.

The entire final evaluation process is expected to be completed within 30 days. The submission of final evaluation report will be made not later than **November 30, 2023**. Aligned with the milestone outputs, the following schedules are indicated in the table below.

<b>Activity</b>	<b>Indicative Dates</b>	<b>Percentage of payment</b>
1. Desk review and submission of evaluation plan	Oct. 13	10%
2. Stakeholder consultations and site visits completed.	Oct 20 – Nov 9	25%
3. Debriefing and presentation of preliminary findings.	Nov 10	45%
4. Submission of Draft final evaluation report	Nov 17	
5. Finalised version of the Final Evaluation report submitted.	Nov 24	20%
<b>Maximum number of days (level of effort)</b>	<b>30 days</b>	<b>100%</b>

## 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
<b>Mandatory requirements</b>		
<ul style="list-style-type: none"> <li>- <a href="#">The Conflict-of-Interest Declaration form</a> completed.</li> <li>- A Cover Letter and filled technical proposal form on provided template, responding to the RFQ Scope of Services.</li> <li>- A proposed workplan that outlines all deliverables and costing in accordance with the timeframes for the event.</li> <li>- Filled Financial Proposal outlining all costs, in line with the milestones of this RFQ (refer to Section F).</li> <li>- A copy of CV with at least names of two referees with contact details.</li> </ul>		<b>Mandatory requirements. Bidders will be disqualified if any of the requirements are not met</b>
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> Quality of the technical bid captures the intent and purpose of this consultancy and adhere with the indicative timelines.	40%	280
<b>Technical requirement 2:</b>  <b>Team Leader:</b> Must have a master’s degree in international development, management, business management, governance with at least 10 years combined experience in conducting evaluations of development projects in social sector – preferably promoting gender equality and social inclusion.  <b>Member:</b> Must have a master’s degree in Sociology, social sciences, statistics with at least 10 years combined experience capacity building and strengthening, conducting training, coaching and mentoring.	20%	140
<b>Technical requirement 3:</b> Can provide at least 2 samples of evaluation reports carried out in the last 2 years – preferably in the socio-development sector.	30%	210
<b>Technical requirement 4:</b> Experience working in Asia-Pacific region employing participatory techniques to capacity building, organizational strengthening, advocacy.	10%	70
<b>Total Score</b>	<b>100%</b>	<b>700</b>
<p><b>Note:</b> Those previously involved in PGEP Phase I or PGEP Phase II implementation are disqualified from engaging in this consultancy.</p>		

## PART 5: SUBMISSION FORMS

### 5.1. Technical Submission Form

#### PART A – Background

	RESPONSE BY BIDDER
Name:	
Physical Address:	
Postal Address:	
Telephone Contact:	
Email:	
Two contacts of referees or references. Attach additional details considered as relevant.	

#### PART B – Evaluation Criteria

- Provide CVs of all personnel's being proposed for this work.

CRITERIA	RESPONSE BY BIDDER
<p><b>Technical requirement 1 (40%)</b> Quality of the technical bid captures the intent and purpose of this consultancy and adhere with the indicative timelines.</p>	
<p><b>Technical requirement 2 (20%): Team Leader:</b> Must have a master's degree in international development, management, business management, governance with at least 10 years combined experience in conducting evaluations of development projects in social sector – preferably promoting gender equality and social inclusion.</p> <p><b>Member:</b> Must have a master's degree in Sociology, social sciences, statistics with at least 10 years combined experience capacity building and strengthening, conducting training, coaching and mentoring.</p>	

<p><b>Technical requirement 3 (30%):</b> Can provide at least 2 samples of evaluation reports carried out in the last 2 years – preferably in the socio-development sector.</p>	
<p><b>Technical requirement 4 (10%):</b> . Experience working in Asia-Pacific region employing participatory techniques to capacity building, organizational strengthening, advocacy.</p>	

## 5.2. Financial Undertaking Form

(to be completed and submitted by the bidder)

### **Part A: Undertaking**

1. If this proposal is accepted, I agree that to enter into an agreement with SPC, to commence and complete all the work specified or indicated in the contract documents.
2. I confirm that I have examined all the RFQ documents to:  
*RFQ23-5825 Consultancy to undertake the final evaluation of the PGEP II project.*
3. I agree to complete the services for the price stated in the remuneration.

I agree to complete the services for the following price (VIP):

Particulars	Amount (Put your own local currency here)
Professional Fees (Hourly/Daily/Monthly rate- Specify)  <b>Note:</b> <i>* SPC/HRSD will not cover separate lines for overheads/ running costs or contingencies. If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.</i> <i>* Travel (airfare, accommodation, Meals &amp; Incidentals) if required will be arranged separately by SPC, according to its Travel Policy.</i>	
<b><u>Milestone 1 – 10%</u></b> Desk review and submission of evaluation plan.	
<b><u>Milestone 2 – 25%</u></b> Stakeholder consultations and site visits completed.	
<b><u>(Milestones 3 &amp; 4 – 45%)</u></b>  <b><u>Milestone 3</u></b> Debriefing and presentation of preliminary findings.  <b><u>Milestone 4</u></b> Submission of Draft final evaluation report.	
<b><u>Milestone 5 – 20%</u></b> Finalised version of the Final Evaluation report submitted.	
<b>Total Financial offer (inclusive of all taxes)</b>	