**RFQ 23-5823**

**PART 5: SUBMISSION FORMS**

**5.1. Technical Submission Form  
  
PART A – Background**

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|  | **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.**

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| **CRITERIA** | **RESPONSE BY BIDDER** |
| **Technical requirement 1 (25%):** At least 15 years of demonstrated professional experience of providing advice in the Pacific region, to Governments and development programs at a senior level in the development of gender, human rights treaties such as CEDAW, government planning processes, governance structures, including design of programs, budget and resource allocation, work of women’s machinery and normative framework at all levels, gender mainstreaming and responsive budgeting and capacity development and data collection**.** |  |
| **Technical requirement 2 (15%):** Demonstrated experience in two of the program's operational areas like in comprehensive desk reviews, compilation of Baselines, Strategic Management, Implementation Plan, Workplan, MELF, Communication, Engagement and Visibility. |  |
| **Technical requirement 3 (15%):** Expertise and Pre-knowledge on RMI and/or another Pacific Island country, preferably within Micronesia, gender equality and social inclusion issues, policies, laws, treaties including international, regional, and national commitments, government structures, women’s NGOs including locally based civil society organizations/networks will be an asset. Ability to relate and apply other regional and international experience to the situation of a Pacific based small island developing country like RMI. |  |
| **Technical requirement 4 (20%):** Knowledge of relevant international, regional, and national frameworks CEDAW and Optional Protocols and reporting mechanisms, Pacific Platform for Action on Gender Equality and Women’s Human Rights, the Pacific Leaders Gender Equality Declaration, the Pacific Youth Development Framework, Jined Kiped Declaration, Micronesian Islands Forum Gender Equality Standing Committee.*.* |  |
| **Technical requirement 5 (12.5%):** Strong interpersonal skills and the ability to communicate widely with a diverse group of stakeholders including cross-culturally and remotely. |  |
| **Technical requirement 6 (12.5%):** Excellent engagement, drafting, facilitating and analytical skills. |  |

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| **For the Bidder:** *Insert company name here* |
| Signature:  Name of the representative: *Insert representative’s name here*  Position: *Insert representative’s position here* |
| Date: *Click or tap here to enter a date* |

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**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:

*RFQ23-5823 Development of the Implementation Strategy, Action Plan and Workplan for the Gender Equality Act (2019), with accompanying Monitoring, Evaluation, Learning Framework (MELF) and Communication Course of Actions on the ground.*

1. I agree to complete the services for the price stated in the remuneration.

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

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| --- | --- |
| **Particulars** | **Amount**  **(Put your own local currency here)** |
| Professional Fees (Hourly/Daily/Monthly rate- Specify)  ***Note:***  *\* 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.* | |
| **Milestone 1 – 20%**  Acceptance by GRMI’s MoCIA and SPC HRSD of Inception Report covering Desk Review results and proposed methodology, the Questionnaire for Consultations with RMI communities and stakeholders on the Workplan. |  |
| **Milestone 2 – 40%**  Submit Workplan and Budget for conducting of field assessments, interviews, research, scoping and consultation & Conduct field work and interviews, validation meeting(s) based on the final and cleared plans & Submission of Initial Draft Report by Consultant/team, Reviewed and Approved by SPC HRSD and MoCIA. |  |
| **Milestone 3 – 40%**  Compilation of Final Draft Report accompanied with pictures, audio recordings, and data gleaned from the field assessments and acceptance by SPC HRSD and MoCIA &  Final reviewing and editing of report for Publication by Consultancy team, SPC HRSD and MoCIA.  Sharing of key findings in a meeting of Government with key stakeholders. |  |
| **Total Financial offer (inclusive of all taxes)** |  |

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| **For the Bidder:** *Insert company name here* |
| Signature:  Name of the representative: *Insert representative’s name here*  Position: *Insert representative’s position here* |
| Date: *Click or tap here to enter a date* |