

REQUEST FOR PROPOSAL (RFP)

FOR SERVICES

Project Title:	Pacific Islands Emergency Management Alliance (PIEMA) 2023-2028 program
Nature of the services	Provision of Monitoring, Evaluation, Research and Learning (MERL) services
Location:	Remote
Date of issue:	1/03/2024
Closing Date:	31/03/2024
SPC Reference:	RFP24-6185

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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).

SPC has our headquarters in Noumea, New Caledonia and has regional offices in Fiji, the Federated States of Micronesia and Vanuatu, as well as an office in France. SPC works across the Pacific and has staff in nearly all of our Pacific Island Country and Territory members.

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. 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.

SPC's *Procurement Policy* provides the framework for ensuring that SPC obtains the best value for its purchases, in terms of both cost and quality; demonstrates financial probity and accountability to its members and development partners; manages and prevents the potential for conflicts of interest; reduces its environmental impact and manages any other risks.

At SPC, all procurement follows the same main steps: planning; statement of needs; requisition; solicitation; evaluation; award; receipt; and payment. Different procedures apply depending on the value of the goods, services and works to be procured.

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 Proposal (RFP) Process

At SPC, procurement valued at more than EUR 45,000 must be advertised through a Request for Proposal (RFP) with any bids received evaluated by SPC's Procurement Committee to determine the offer that provides the best value for money.

This RFP sets out SPC's requirements and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information. The RFP contains detailed instructions and templates to enable you to submit a compliant bid. It sets out the overall timetable; it confirms the evaluation criteria that SPC will use to evaluate proposals; it explains the administrative arrangements for the receipt of the bids; and it sets out how bidders can request further information.

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

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

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

SPC has advertised this RFP on its website and may send it directly to potential vendors. The same specifications, submission and other solicitation requirements will be provided to all vendors.

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 bid to be considered, you must provide all the prescribed information by the closing date and in the format specified.

2.2 Submission instructions

Your submission must be clear, concise and complete and should only include information that is necessary to respond effectively to this RFP. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Your proposal must include the following documents (annexes of [Part 5](#) of the RFP):

- a) Bidder's Letter of Application (Annex 1);
- b) Conflict of Interest Declaration (Annex 2);
- c) Information about the bidder and Due diligence (Annex 3);
- d) Technical proposal submission form (Annex4);
- e) Financial proposal submission form (Annex 5).

Your proposal must be submitted in **two separate emails**.

You must submit your **Technical proposal** (Annexes 1 to 4 and all their supporting documents) in English as an attachment to one email. No financial information may appear in the technical proposal.

You must submit your **Financial proposal** (Annex 5) in a separate email. All prices in the proposal must be presented in AUD. Your Financial proposal is to be password protected. SPC will request the password in the event that it is required.

Both emails are to be sent to procurement@spc.int with the subject line of your email as: **Submission RFP24-6185**.

Your proposal must be received no later than **31/03/2024** by **11:45PM Fiji Time**. Only one bid per bidder is permitted.

SPC will send a formal acknowledgement to each proposal received before the deadline.

SPC reserves the right to exclude from consideration any proposal not received by the deadline, with incomplete information or in incorrect form.

2.3 Clarifications

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to procurement@spc.int with the subject line: **Clarification RFP24-6185**. The deadline for submission of clarifications is **17/03/2024** by **11:45PM Fiji Time**.

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 RFP process, at any point where there is phone call or other conversation, SPC will keep a record or a file note of the exchange with prospective bidders.

2.4 Evaluation

Validity

Each proposal will be assessed for compliance with the submission requirements by the Bids Opening Committee. At this stage, basic due diligence will also be undertaken.

To assist in the examination, evaluation and comparison of proposals, SPC may ask the bidder for clarification of its proposal or additional information. The request for clarification will be in writing.

Technical

All valid proposals will be assessed against the technical evaluation criteria set out in Part 4. The criteria are provided with weighted scores according to the relative importance of each. SPC will not change the evaluation criteria set out in the RFP at any stage of the procurement process. Any changes in the evaluation criteria will result in the RFP process being re-issued.

Bidders are expected to familiarise themselves with local conditions and take these into account in preparing their proposal. Where minimum qualifications are set as specific evaluation criteria (which may include educational qualification, professional accreditation or certification, licensing, experience and expertise), proposals submitted must necessarily meet these criteria.

Financial

Any bids that pass the minimum technical evaluation requirements will pass onto financial evaluation.

During the financial evaluation, if there is a discrepancy between the unit price and the total price, the lower price shall prevail. If there is a discrepancy between words and figures the amount in words will prevail.

The total cost of the proposal must be submitted inclusive of taxes in accordance with the applicable legislation, and is not subject to revision.

2.5 Contract award

SPC may award the contract once the Procurement Committee has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be the most responsive to the RFP documents, provide the best value for money and best serve the interests of SPC.

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFP, unless otherwise agreed. Any requested changes to the General Terms and Conditions of Contract must be foreshadowed in the submission.

The award of the contract will be made by contract signed and dated by both parties.

2.6 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
RFP advertised	1/03/2024
Deadline for seeking clarification	17/03/2024
RFP Closing Date	31/03/2024

2.7 Legal and compliance

Child and vulnerable adult protection: SPC is committed to the well-being of children and vulnerable adults. All SPC contractors are required to commit to the principles of SPC's Child and Vulnerable Adult Protection Policy ([XI.G Manual of Staff Policies](#)). Breach of this requirement can result in SPC terminating any contract with a successful bidder. Any allegations of potential misconduct in relation to this RFP involving children or vulnerable adults should be sent to complaints@spc.int.

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFP are already in the public domain when **shared** with the bidder, bidders shall at all times treat the contents of the RFP 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 RFP 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 RFP process. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder.

Cost of preparation of proposals: Under no circumstances will SPC be liable for any proposal submission costs, expenditure, work or effort that you may incur in relation to your provision of a proposal (including if the procurement process is terminated or amended by SPC).

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.

Eligibility: Bidders are required to disclose to SPC whether they are subject to any sanction or temporary suspension imposed by any international organisation, or whether they are subject to bankruptcy proceedings. You may not be bankrupt or suspended, debarred, or otherwise identified as ineligible by any international organisation. Failure to disclose such information may result in debarment and termination of any contract issued to the bidder by SPC.

Fraud and corruption: SPC has zero tolerance for fraud and corruption. All contractors have an obligation to report potential fraud and corruption. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder. Allegations of potential misconduct by an SPC staff member or contractor involving fraud or corruption can be sent to complaints@spc.int.

Good faith: The information in this RFP is provided by SPC in good faith. No representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability will be accepted by SPC in relation to the adequacy, accuracy, completeness or reasonableness of this RFP or any information provided by SPC in relation to this RFP.

Modifications: Any clarifications, corrections or modifications will be published on the SPC website prior to deadline. In the event a bidder has submitted a bid before the clarification, correction or modification, the bidder will be informed and may modify the bid. The modified bid will still need to be received before the deadline.

No offer of contract or invitation to contract: This RFP 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 RFP. SPC will handle any personal

information it receives under the RFP in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Right to amend, seek clarity, withdraw, not award: SPC reserves the right to: (1) amend, add to or withdraw all or any part of this RFP at any time, or to re-invite bids on the same or any alternative basis; (2) seek clarification or documents in respect of any bidder's submission; (3) choose not to award a contract as a result of this RFP; (4) make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason. Please note that while SPC will not change the evaluation criteria set out in the RFP without the RFP process being re-issued, SPC does reserve the right at the time of award of contract to vary the quantity of services and goods specified in the RFP and to accept or reject any proposal at any time prior to award of the contract without incurring any liability to the affected bidder or any obligation to inform the affected bidder/s of the grounds for SPC's action.

Right to disqualify: SPC reserves the right to disqualify: (1) any bidder that does not submit a proposal in accordance with the instructions in this RFP; (2) any bidder that misrepresents information to SPC; (3) any bidder that directly or indirectly canvasses any SPC employee concerning the award of a contract.

Use of material: Bidders shall not use the contents of the RFP or any related material for any purpose other than for the purpose of considering submitting, or submitting, a bid to SPC.

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 RFP process.

2.8 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

Established in 2013, the Pacific Islands Emergency Management Alliance (PIEMA) is a partnership between the key emergency management agencies across 14 Pacific Island Countries (PICs)—the National Disaster Management Offices (NDMO), Police, and Fire and Emergency Services—to improve resilience and create “*excellence in emergency management for safer Pacific communities*”. The Pacific Community (SPC) provides secretariat and coordination services, bringing emergency and disaster preparedness expertise to deliver a broad strategic direction of the PIEMA.

PIEMA is built on several regional policies and frameworks. It directly contributes to one of the three goals in the Framework for Resilient Development in the Pacific (FRDP) 2017-2030 by improving the capacity of Pacific Island Countries (PICs) to prepare for emergencies and disasters, thereby ensuring timely and effective response and recovery to both rapid and slow onset disasters, which may be exacerbated or caused by climate change.

The Boe Declaration on Regional Security (2018) recognises the expanded concept of security that includes humanitarian assistance and regional cooperation to build resilience to disasters and climate change. It goes further to recommend—also reaffirmed by the Pacific Ministers for Disaster Risk Management in September 2022—the establishment of a regional Humanitarian and Disaster Response (HADR) mechanism that will enable transboundary support between countries in the region and with the international community. It includes Pacific-wide incident management system training, competency-based training, peer-to-peer learning and collaboration, opportunities for resourcing and other related initiatives as the foundational elements of the regional HADR, all of which are the core business of PIEMA.

In addition, the 2050 Strategy for the Blue Pacific Continent, endorsed by the Pacific Islands Forum Leaders in July 2022, also outlines the importance of continuing to strengthen the capacity of the Pacific peoples, communities, and nations to respond effectively in times of adversity under the Resilience and Wellbeing Strategic Pathway, one of the strategic pathways for achieving the Vision 2050.

After the conclusion of the previous phase of PIEMA (2017-2023) on 31st March 2023, the new phase of PIEMA (2023-2028) is underway and its design outlines the strategic steps to be taken over the next five years, by defining the goal and realigning activities towards supporting more coordinated, professionalised, and self-sustaining PIEMA members across participating PICs. Most importantly, it articulates the growing desire for elevating the focus of change from individuals to institutional change, thereby further enhancing sustainability, and differentiating delivery approaches while rolling out locally led and managed emergency management activities, established through the previous phase of the PIEMA Project.

A.2. Context

Australia’s Department of Foreign Affairs and Trade (DFAT) and New Zealand’s Ministry of Foreign Affairs and Trade (MFAT), continue to be the support partners for SPC in the implementation of the new phase of PIEMA (2023-2028). Both donors are committed to promoting the strategic directions of the FRDP, the Boe Declaration, and the 2050 Strategy for the Blue Pacific Continent.

While addressing some of the bigger questions raised in the midterm review of the previous phase of PIEMA (2017-2023) and embracing the desire for changed focus and delivery approaches, the design of PIEMA (2023-2028) has a new Monitoring, Evaluation, Research and Learning (MERL) plan for the current phase.

The MERL plan and project design are largely guided by the PIEMA program’s principal lessons for an

integrated approach to change, which are: a) direct investment and focus at the national level; b) embedding a people-centred approach¹ (that focuses on gender equality, disability and social inclusion, culture and environmental responsibility); c) continued delivery of a sustainable package of support; and d) strengthened capacity development and leadership.

B. Purpose, objectives, scope of services

The design specialist is expected to:

- **Work Plan**
 - Develop a work plan detailing planned inputs, activities and outputs over the consultancy period.
- **Review and Needs Assessment:**
 - Conduct an initial assessment to understand the PIEMA program goals, objectives, outcomes and key performance indicators. In doing so,
 - Review and update (if required) the PIEMA (2023-2028) program's Results Framework and MERL Plan. This will involve (but not be limited to) reviewing the Completion Report and Results Framework from the previous phase of PIEMA (2017-2023), and linkages with SPC's organisational Key Focus Areas (KFAs) and Pathways, Geoscience Energy and Maritime (GEM) Divisional Business Plan Objectives and Key Result Areas and the Disaster and Community Resilience Programme's (DCRP) Results Frameworks.
 - There is also a need to look at any existing monitoring systems, implementing countries national priorities, stakeholders needs and other relevant sources, monitoring tools and data collection tools used to incorporate qualitative and quantitative data from historical baseline data, project results and activities.
 - Identify information needs and data requirements for monitoring and evaluation.
 - Suggestion: Draw on past experiences of data/ information gaps and recommend solutions for managing the same.
- **Monitoring Services:**
 - Design and implement a monitoring framework to track project activities, outputs, and outcomes with financial resources utilisation
 - Develop monitoring templates, tools and systems for regular monitoring.
 - Train PIEMA program staff on data collection and reporting mechanism with timelines.
 - Conduct regular meetings with PIEMA program staff to ensure data quality checks and completeness.
 - Enable uptake of monitoring data to guide adaptive management for the project.
- **Evaluation Services:**
 - Conduct an initial assessment to recommend type of evaluations to be recommended for the PIEMA project.

¹ SPC Social and Environmental Responsibility (SER) Policy – can be sent upon request.

- Use the findings from this assessment to design and conduct any PIEMA program evaluations using appropriate methodologies (e.g., impact assessments, formative evaluations, summative evaluations).
- Develop evaluation plans, including data collection and analysis strategies.
- Provide actionable and time-bound recommendations based on evaluation findings to improve PIEMA program effectiveness.
- **Research Services:**
 - Assess the PIEMA program's research needs and conduct studies to address specific questions or gaps in understanding.
 - Perform literature reviews and environmental scans to inform project decision-making.
 - Analyse and synthesise research findings for the PIEMA program and relevant stakeholders.
 - Enable feeding of research findings into monitoring and evaluation processes to strengthen findings.
- **Learning and Knowledge Management:**
 - Develop a learning culture for the PIEMA program to capture lessons learned and best practices and to document them with a structured system developed.
 - Facilitate knowledge-sharing sessions and workshops within the PIEMA program team.
 - Working with the Knowledge Management Specialist – PIEMA, create systems to support the PIEMA Knowledge Management Framework that document and disseminate knowledge gained during the PIEMA program.
 - Support the DCRP and GEM PMEL team to streamline learning from PIEMA into institutional planning and other processes.
- **Capacity Building:**
 - Provide training and capacity-building support to PIEMA program staff on monitoring, evaluation, research and Learning methodologies.
 - Strengthen the PIEMA program team's ability to independently manage MERL activities.
 - Together with the knowledge management specialist, provide hand-holding support to the PIEMA team for uptake and use of the Knowledge Management framework and System.
- **Reporting and Communication:**
 - Prepare regular reports and/or updates to the PIEMA Coordinator on the program's performance, including monitoring and evaluation results.
 - Develop and lead PIEMA program reporting requirements (internal and external) using the updated PIEMA program's Results Framework, MERL Plan, implementing countries stakeholders and other relevant sources.
 - When required, present findings to PIEMA program staff and relevant stakeholders through written reports, presentations at PIEMA Annual Meetings, and other communication channels.
 - Establish and maintain working relationship with the GEM and DCRP MERL team members and when required, the SPC MERL team.
 - Use the qualitative indicators and data to drive collection of the PIEMA program's performance and impact stories that will be shared with internal and external stakeholders, and through the PIEMA Knowledge Management Framework.
- **Advisory and Consultation:**
 - Offer expert advice on MERL strategies and methodologies tailored to the PIEMA program's context including, when required, to that of DCRP and SPC.
 - Provide ongoing consultation to ensure the integration of MERL activities into the program cycle.
 - Offer advice, as required to align PIEMA's narratives with other related projects in the DCRP ecosystem.

- **Continuous Improvement:**
 - Work collaboratively with the project team to identify areas for improvement and innovation.
 - Recommend adjustments to project deliverables based on monitoring and evaluation findings.
 - Continuous update of PIEMA program's Results Framework and MERL Plan when required.

B.3. Expected Outputs

The consultant will deliver the following outputs:

- **Work Plan**
 - Work plan detailing planned inputs, activities and outputs with financial budgets.
- **Review and Needs Assessment Output:**
 - Report of no longer than 15 pages, and presentation to the PIEMA program team, on the review of the PIEMA (2023-208) program's Results Framework and MERL Plan including any recommended changes. This will also include any information needs and data requirements for monitoring and evaluation over the life of the program.
- **Monitoring Outputs:**
 - Regularly updated monitoring reports.
 - Data collection tools and systems in place.
 - Evidence of training programs designed for PIEMA program staff on monitoring procedures.
 - Evidence of regular meetings with PIEMA program staff to ensure data quality and completeness.
 - Evidence of support for Results Based Management of the project by providing inputs for informed decision making.
- **Evaluation Outputs:**
 - Report of not more than 20 pages detailing assessment of evaluation needs for the PIEMA program including evaluation plans, data collection and analysis strategies.
- **Research Outputs:**
 - Report of not more 10 pages detailing the PIEMA program's research needs.
 - Research studies addressing specific PIEMA program questions.
 - Synthesised research findings for PIEMA program stakeholders.
 - Evidence of uptake of research findings to strengthen Monitoring, Evaluation and learning processes, as applicable.
- **Learning and Knowledge Management Outputs:**
 - Established learning culture for the PIEMA program.
 - Documentation of lessons learned and best practices.
 - Knowledge-sharing sessions and workshops conducted.
- **Capacity Building Outputs:**
 - Trained and skilled PIEMA program staff in MERL methodologies.
 - Improved internal capacity for independent MERL management.
 - Support knowledge management system training in collaboration with the Knowledge Management Specialist – PIEMA.
 - Contribute to DCRP training for MERL in collaboration with the DCRP MERL Adviser.
- **Reporting and Communication Outputs:**
 - Quarterly reports of not more than 15 pages on the PIEMA program's performance, including monitoring and evaluation results.

- Progress Reports to DFAT and MFAT2 (and any new donor) and any internal reporting³ including evidence of the PIEMA program’s performance and impact stories.
- Evidence of written reports, presentations at PIEMA Annual Meetings, and other communication channels to PIEMA program staff and relevant stakeholders.
- **Advisory and Consultation Outputs:**
 - Evidence of expert advice on MERL strategies.
 - Evidence of consultation sessions contributing to improved project MERL practices.
- **Continuous Improvement Outputs:**
 - Identified areas for improvement and innovation.
 - Recommendations for adjustments to project strategies based on MERL findings.

C. Timelines

The consultancy required is for a maximum of 250 days between May 2024 and December 2028.
The consultant will work remotely whether based in Fiji or not.

D. Reporting and contracting arrangements

The consultant will report to the PIEMA Coordinator. Based on the scope of services, there are several deliverables for the consultancy as laid out below:

E. Skills and qualifications

The consultant should demonstrate:

- Tertiary qualification related to international development, statistics, demographics, public policy, economics or related field.
- At least 5 years demonstrated experience specialising in monitoring and evaluation of development programs, preferably in the Pacific.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans.
- Knowledge of the major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.
- Experience in developing and refining data collection tools.
- Excellent written, oral and analytical communication skills.
- Demonstrated track record of delivering work across multiple settings on time and on budget.

² See Annex 1 for schedule of Progress Reports to DFAT and MFAT

³ See Annex 2 for schedule of SPC reporting

SPC encourages Pacific Island consultants to submit bids.

F. Scope of Bid Price and Schedule of Payments

- The contract price is lump sum payments based on below milestones
- Financial proposal to include professional fees
- Bidder is requested to specify the preferred schedule of payments and terms acceptable, noting that generally, SPC will not enter into arrangements requiring a 100% advance payment.
- Terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions

Milestone/deliverables	Deadline
Work Plan	2 weeks after contract signing date
Review and Needs Assessment Output: Report and presentation on review of the PIEMA (2023-2028) program's Results Framework and MERL Plan	31 May 2024
Time-based inputs: (i) Monitoring Outputs. (ii) Evaluation Outputs. (iii) Research Outputs. (iv) Learning and Knowledge Management Outputs. (v) Capacity Building Outputs. (vi) Advisory and Consultation Outputs. (vii) Continuous Improvement Outputs.	Two weeks after output is delivered throughout the consultancy
Reporting and Communications Output: (i) Quarterly Reports on the PIEMA program's performance including monitoring and evaluation results (ii) Progress Reports to DFAT and MFAT and SPC reporting (iii) Written reports or presentations at PIEMA annual meetings	31 July 2024 and every quarter thereafter See Annex 1 and 2 Within 2 weeks after PIEMA annual meeting

G. Annexes to the Terms of Reference

Annex 1 – PIEMA program reporting to DFAT and MFAT

Indicative Date	Milestone Number	Requirement
17 July 2024	3	<ul style="list-style-type: none"> Annual status report for the period ending 31 December 2023 Updated PIEMA program Results Framework, including Monitoring and Evaluation Plan
17 July 2025	4	<ul style="list-style-type: none"> Annual status report for the period ending 31 December 2024
17 July 2025 (date to be confirmed)*	5	<ul style="list-style-type: none"> Mid Term Review
17 July 2026	6	<ul style="list-style-type: none"> Annual status report (taking into consideration MTR findings in the forward workplan) for the period ending 31 December 2025
17 July 2027	7	<ul style="list-style-type: none"> Annual status report for the period ending 31 December 2026
17 July 2027 (date to be confirmed)*	8	<ul style="list-style-type: none"> Final independent evaluation
Within one month of the Completion Date or any earlier termination of this Arrangement	9	<ul style="list-style-type: none"> A final report summarising the Project activities undertaken, key outputs, outcomes and achievement of or progress towards achievement of the Project objectives

*Note: * not a deliverable of this consultancy but consultant may have an input into the process and use this information as part of evaluation needs for the PIEMA program*

Annex 2 – SPC annual reporting requirements

Due Date	Report description
July each year	Mid-year results progress reporting for PIEMA program indicators as part of the DCRP
July each year	Submission of two performance stories for PIEMA program as part of DCRP
December each year	End of year results progress reporting for PIEMA program indicators as part of the DCRP
December each year	Submission of two performance stories for PIEMA program as part of DCRP

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Evaluation criteria & Score Weight

A two-stage procedure will be utilised to evaluate the proposals, with evaluation of the **Technical proposal** being completed prior to any **Financial proposal** being opened and compared.

The competencies which will be evaluated are detailed in [Part 3](#).

The evaluation matrix below also 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.

The technical component, which has a total possible value of 700 points, will be evaluated using the following criteria.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
FIRST EMAIL		
<ul style="list-style-type: none"> a) Bidder's Letter of Application (Annex 1); b) Conflict of Interest Declaration (Annex 2); c) Information about the bidder and Due diligence (Annex 3); d) Technical proposal submission form (Annex4); <ul style="list-style-type: none"> a. Valid Business Licence b. demonstrate at least two similar services undertaken in the past ten years 	Bidders will be disqualified if any of the requirements are not met	
SECOND EMAIL		
e) Financial proposal submission form (Annex 5).-password protected		
Technical requirements		
Technical Requirements 1		
Demonstrated In-depth understanding of a wide range of MERL methodologies and approaches, and the relative benefits or drawbacks associated with each particularly in developing countries.	40%	280
Technical Requirements 2		
Extensive experience in developing and delivering MERL capacity building approaches to a range of stakeholders in developing countries.	15%	105
Technical Requirements 3		
Practical experience planning and implementing M&E systems in a variety of development settings / sectors, particularly for large and/or complex	30%	210

programs. Excellent analytical and reporting writing skills, including ability to write to DFAT specifications.		
Technical Requirements 4	15%	105
Demonstrated experience communication and facilitation skills, and experience conveying complex information to stakeholders of varying levels of experience or ability.		
Total Score	100%	700
Qualification score	70%	490

4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the services and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum 300 points and other financial offers and incentives will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$

Part 5: PROPOSAL SUBMISSION FORMS

Annex 1: BIDDER'S LETTER OF APPLICATION

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the Request for Proposal documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The Request for Proposal documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the Request for Proposal documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

For the Bidder: *[insert name of the company]*

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

Annex 2: CONFLICT OF INTEREST DECLARATION

INSTRUCTIONS TO BIDDERS

What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder concerned from taking part in a tender process. **However, the declaration of the existence of such a conflict by the persons concerned is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.)

Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

<input type="checkbox"/>	To my knowledge, I am not in a conflict-of-interest situation
<input type="checkbox"/>	There is a potential conflict of interest with regard to my <i>[Choose an item]</i> . relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process
<input type="checkbox"/>	I may be in a conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process
<input type="checkbox"/>	To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i>

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the RFP *[SPC Reference]* may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

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]*

Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

Please complete the following questionnaire and provide supporting documents where applicable.

VENDOR INFORMATION				
Are you already registered as an SPC vendor?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. Please provide information related to your entity.				
Company name	[Enter company name]		Address	[Enter address]
Director/CEO	[Enter name of the executive person]		Position	[Enter position of the executive person]
Business Registration/License number	[Enter company registration/license number (or tax number)]			
Date of business registration	[Enter date of business registration]			
Country of business registration	[Enter country of business registration]			
Status of the entity:				
<input type="checkbox"/> For-profit entity (company), <input type="checkbox"/> NGO, <input type="checkbox"/> International organisation, <input type="checkbox"/> Government body, <input type="checkbox"/> University, <input type="checkbox"/> Association, <input type="checkbox"/> Research Institute, <input type="checkbox"/> Other: [insert details]				
2. Please provide relevant documentation to support and verify the legal existence of the entity, the authority of its officer and proof of its address, such as:				
<input type="checkbox"/> Delegation of authority or power of attorney document <input type="checkbox"/> Certificate of business registration/license <input type="checkbox"/> Memorandum, Articles or Statutes of Association <input type="checkbox"/> Telephone, water, or electricity bill in the name of the entity <input type="checkbox"/> Bank account details bearing the name of the entity				
3. How many employees does your company and its subsidiaries have?			[provide answer]	
4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', what type of business insurance do you have?			[provide answer]	
5. Are you up to date with your tax and social security payment obligations?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', please explain the situation:			[Provide details]	
6. Is your entity regulated by a national authority?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please specify the name:			[Insert name of the national regulation authority]	
7. Is your entity a publicly held company?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Does your entity have a publicly available annual report?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please send SPC your audited financial statement from the last 3 financial years if available				

DUE DILIGENCE					
9. Does your entity have foreign branches and/or subsidiaries?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you answered 'yes' to the previous question, please confirm the branches:					
• Head Office & domestic branches			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Domestic subsidiaries			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Overseas branches			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Overseas subsidiaries			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
10. Does your entity provide financial services to customers determined to be high risk including but not limited to:					
Foreign Financial Institutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Casinos	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash Intensive Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Foreign Government Entities	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Non-Resident Individuals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Money Service Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other, please provide details:			[Provide details]		
11.If you answered 'yes' to any of the boxes in question 10, does your entity's policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please explain how:			[Provide explanation]		
12.Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please send SPC your policy in English.					
If 'No', what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?				[provide answer]	
13.Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:			[Insert name and contact details]		
14.Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		
15.Has your entity or any of its current or former directors or CEOs ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		

SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

16.Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please send SPC your policy in English.					
If 'No', what process does your entity have in place to ensure your social and environmental responsibility?				[provide answer]	
Does your Policy or Process cover the followings?					
<input type="checkbox"/> Child protection <input type="checkbox"/> Human rights <input type="checkbox"/> Gender equality <input type="checkbox"/> Social inclusion <input type="checkbox"/> Sexual harassment, abuse or exploitation <input type="checkbox"/> Environmental responsibility					
Please, outline the major actions you have undertaken in these areas:			[provide answer]		
17.Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:			[Insert name and contact details]		

SUPPORTING DOCUMENTS (where relevant)

• Business registration/license proof	<input type="checkbox"/>
• Bank account details document	<input type="checkbox"/>
• Address of the entity and Authority of officer proofs	<input type="checkbox"/>
• Audited financial statement from the last 3 financial years	<input type="checkbox"/>
• Fraud, corruption, anti-money laundering and counter terrorist financing Policy	<input type="checkbox"/>
• SER Policy	<input type="checkbox"/>

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

I declare that none of the funds received or to be received by my company will be used for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

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]*

Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 3) on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.

Technical Requirements	
Evaluation criteria	Response by Bidder
Experience and specified personnel/sub-contractors	
Experience: the bidder must demonstrate at least 10 years' experience in the fields identified in Part 3 and must provide details of two reference clients in this field	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>	
Personnel: <i>[insert details of the personnel/sub-contractors required]</i>	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>
Technical Requirement 1	
Demonstrated In-depth understanding of a wide range of M&E methodologies and approaches, and the relative benefits or drawbacks associated with each particularly in developing countries.	<i>[bidders response]</i>
Technical Requirement 2	
Extensive experience in developing and delivering M&E capacity building approaches to a range of stakeholders in developing countries.	<i>[bidders response]</i>
Technical Requirement 3	
Practical experience planning and implementing M&E systems in a variety of development settings /	<i>[bidders response]</i>

<p>sectors, particularly for large and/or complex programs. Excellent analytical and reporting writing skills, including ability to write to DFAT specifications.</p>	
<p>Technical Requirement 4</p>	
<p>Demonstrated communication and facilitation skills, and experience conveying complex information to stakeholders of varying levels of experience or ability.</p>	<p><i>[bidders response]</i></p>

<p>For the Bidder: <i>[insert name of the company]</i></p>
<p>Signature:</p> <p>Name of the representative: <i>[insert name of the representative]</i> Title: <i>[insert Title of the representative]</i> Date: <i>[Click or tap to enter a date]</i></p>

Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

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 **AUD**.

Particulars	Amount (AUD)
Professional fees	Day rate: AUD _____
Other expenses (please specify)	
TOTAL (up to 250 working days)	

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, 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.

Any Travel under this consultancy will be organised by SPC.

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]*