

CALL FOR EXPRESSION OF INTEREST (EOI)

FOR SERVICES

Project Title:	External Evaluators
Nature of the services	Call for external evaluators to be part of the pool of experts that will conduct the evaluation of applications, whether they are for institutions, qualifications or micro-qualifications. The training of evaluators is therefore critical in ensuring they are able to understand and apply the Pacific Qualifications Framework, the standards and requirements for the accreditation of institutions, qualifications and micro-qualifications and they are able to compile clear, presentable and suitable evaluation reports.
Location:	FIJI
Date of issue:	30/05/2024
Closing Date:	14/06/2024
SPC Reference:	24-6570

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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 call for Expression of Interest (EOI) Process

At SPC, a call for expression of interest (EOI) is a solicitation process that allows SPC to develop a list of potential bidders for goods, services or works that maybe

- Included on a shortlist roster; or
- Considered for a future detailed RFP (Request for Proposal) process.

The call for EOI process does not lead to an award a contract, but it is the process used by SPC to establish a shortlist of prospective vendors, technically able to provide the services sought.

Your participation confirms your acceptance of SPC's conditions of participation in the call for EOI process.

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

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

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

SPC has compiled these instructions to guide potential applicants and to ensure that all applicants are given equal and fair consideration.

Please read the instructions carefully before submitting your EOI. For your EOI to be considered, you must provide all the prescribed information by the closing date and in the format specified.

2.2 EOI instructions

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

Your EOI must include the following documents:

- a) Expression of Interest Submission Form (Part 5);
- b) Curriculum vitae

You must submit your **Expression of Interest** in English as a single attachment via email. Your EOI is to be sent to ikatongah@spc.int with the subject line of your email as: **Submission EOI** , Your EOI must be received no later than **14/06/2024** by **4.00pm Fiji time**. Only one EOI per bidder is permitted.

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

2.5 Key dates

Please see the proposed 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.

STAGES	DATES
EOI advertised	30/05/2024
EOI Closing Date	14/06/2024
Training for selected applicants	20th-22nd November 2024

2.6 Legal and compliance

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

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

Privacy: The applicant 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 call for EOI. SPC will handle any personal information it receives under the call for EOI in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Warranty, representation, assurance, undertaking: The applicant 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 call for EOI process.

2.8 Complaints process

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

Part 3: Terms of Reference

A. Background information

The quality assurance of higher education and training in the Pacific region has become an important aspect of ensuring quality education and is in line with the desires of Pacific leaders under the Pacific Qualifications Framework (PQF) for high quality, relevant programmes for learners at all levels of education.

The accreditation of institutions, qualifications and micro-qualifications are processes intended to ascertain whether an applicant has met various quality standards and requirements. This process usually results in the award of accredited status that is valid for a period of time at the end of which a review is expected to be carried out and renewal of accreditation is undertaken.

Evaluation of applications, whether they are for institutions, qualifications or micro-qualifications accreditation are undertaken by external evaluators. These are experts who are qualified and experienced in the field. While they are experts in their field, they may not be familiar with quality assurance in the higher education sector and specifically the accreditation of institutions, qualifications and micro-qualifications.

The training of evaluators is therefore critical in ensuring they are able to understand and apply the Pacific Qualifications Framework, the standards and requirements for the accreditation of institutions, qualifications and micro-qualifications and they are able to compile clear, presentable and suitable evaluation reports.

B. Evaluation

Key Selection Criteria:

- A post-secondary education or training qualification in one or more of the fields mentioned above;
- At least 5 years teaching experience/ training experience in the same or a similar subject;
- Knowledge and experience in the conduct of quality assurance of higher education and training;
- Experience in the development and delivery of post-secondary education and training;
- Knowledge and understanding of the standards and key features of a training programme;
- Knowledge and understanding of the qualification development and approval processes;
- Experience in development and presentation of meeting papers;
- Knowledge and experience of current assessment methodologies and issues;
- Experience in developing training/teaching and learning materials for post-secondary education and training;
- Experience in the use of information technology tools for communication with external stakeholders;
- Good communication and computing skills;
- Ability to work independently.

EOI application

Your EOI should include the following information:

- A copy of your qualifications certificates.
- Updated CV and contact details of two referees.

Evaluation process

Selected applicants will be required to undertake a training facilitated by the Qualification and Standards Team of Educational Quality and Assessment Programme (EQAP) and is mandatory for appointment as an external evaluator.

Part 4: EOI EVALUATION MATRIX

4.1 Evaluation criteria & Score Weight

An evaluation committee will assess the EOI received against the pre-established evaluation criteria listed below.

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

Evaluation Criteria	Score weight (%)	Points obtainable
Expertise		
A post-secondary education or training qualification in one or more of the fields mentioned above and experience in developing training/teaching and learning materials for post-secondary education and training with experience in the development and delivery of post-secondary education and training;	40%	40
At least 5 years teaching experience/ training experience in the same or a similar subject;	10%	10
Knowledge and experience in the conduct of quality assurance of higher education and training with knowledge and understanding of the standards and key features of a training programme;	20%	20
Knowledge and understanding of the qualification development and approval processes with experience in development and presentation of meeting papers;	20%	20
Knowledge and experience of current assessment methodologies and issues;	10%	10
TOTAL	100%	100
Qualification Score	70%	70

Part 5: EXPRESSION OF INTEREST SUBMISSION FORM

Preliminary questions	
Are you interested to be:	<input type="checkbox"/> an Evaluator
Organisational Background and Experience	
At least 5 years teaching experience/ training experience in the same or a similar subject;	<i>[Bidder's answer]</i>
A post-secondary education or training qualification in one or more of the fields mentioned above and experience in developing training/teaching and learning materials for post-secondary education and training with experience in the development and delivery of post- secondary education and training;	<i>[Bidder's answer]</i>
Knowledge and experience in the conduct of quality assurance of higher education and training with knowledge and understanding of the standards and key features of a training programme;	<i>[Bidder's answer]</i>
Knowledge and understanding of the qualification development and approval processes with experience in development and presentation of meeting papers;	<i>[Bidder's answer]</i>
Knowledge and experience of current assessment methodologies and issues;	
Past experience	
Please detail your past experience in Qualifications and Standards work.	<i>[Bidder's answer]</i>
Details for two references	
1. Reference 1	
Contact name:	<i>[insert name of contact]</i>
Contact details:	<i>[insert contact details]</i>
2. Reference 2	
Contact name:	<i>[insert name of contact]</i>
Contact details:	<i>[insert contact details]</i>
Educational subject(s) you are applying for	
<input type="checkbox"/> Waste to Energy <input type="checkbox"/> Nature-based Solutions for climate change and adaptation <input type="checkbox"/> Injury prevention and rehabilitation <input type="checkbox"/> Plumbing <input type="checkbox"/> ICT for visually impaired learners <input type="checkbox"/> Fashion designing <input type="checkbox"/> Child care services	<input type="checkbox"/> Oral Medicine and Oral Pathology in Dental Practice <input type="checkbox"/> Coaching (Performance analysis, diversity, and inclusion) <input type="checkbox"/> Sports administration <input type="checkbox"/> Sports management <input type="checkbox"/> Teaching (Education, English) <input type="checkbox"/> Bridging and vocational studies <input type="checkbox"/> Agriculture and forestry

- Accounting and Finance
- Occupational Health and Safety
- Carpentry and joinery
- Licensed Electrician

- Health regulators (medical)
- Medical doctor
- Beekeeping
- Administration and helpdesk support

Please add your CV to the EOI

Signature:

Name: *[insert name of the representative]*

Title: *[insert Title of the representative]*

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