



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Pacific Islands Emergency Management Alliance (PIEMA) 2023-2028 program
Nature of the services	Gender Equality, Disability and Social Inclusion Analysis of PIEMA Program
Location:	<i>Remote</i>
Date of issue:	5/07/2024
Closing Date:	21/07/2024
SPC Reference:	RFQ24-6650

Contents

PART 1: INTRODUCTION	3
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
PART 2: INSTRUCTIONS TO BIDDERS	3
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	4
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	ERROR! BOOKMARK NOT DEFINED.
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	ERROR! BOOKMARK NOT DEFINED.
C. TIMELINES	ERROR! BOOKMARK NOT DEFINED.
D. REPORTING AND CONTRACTING ARRANGEMENTS	ERROR! BOOKMARK NOT DEFINED.
E. SKILLS AND QUALIFICATIONS	ERROR! BOOKMARK NOT DEFINED.
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	ERROR! BOOKMARK NOT DEFINED.
G. ANNEXES TO THE TERMS OF REFERENCE	ERROR! BOOKMARK NOT DEFINED.
PART 4: PROPOSAL EVALUATION MATRIX.....	6
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	10

Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the *Agreement Establishing the South Pacific Commission* (the Canberra Agreement).

Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: procurement@spc.int

1.3 SPC's Request for Quotation (RFQ) Process

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

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

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

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

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

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

2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to eileent@spc.int and with the subject line of your email as follows: **Submission RFQ24-6650**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Technical and financial proposal forms
- Curriculum Vitae
- Cover Letter
- Two References

- Sample of work undertaken to demonstrate suitable for this assignment. Please refer to the Section on Qualification and Technical requirements in the TORs.

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 **11.45pm FJT on 21/07/2024**.

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.

Eileen Turare will be your primary point of contact for this RFQ and can be contacted at eileent@spc.int. You should copy any communications into rfq@spc.int.

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

2.5 Key Dates

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

STAGE	DATE
RFQ sent to potential vendors	5/07/2024
RFQ Closing Date	21/07/2024
Award of Contract	July
Commencement of Contract	August
Conclusion of Contract	November

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](https://spc.int/procurement) available on our procurement page website: <https://spc.int/procurement>.**

Breach of this requirement can result in SPC terminating any contract with a successful bidder.

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in AUD and must be net of any direct or indirect taxes and duties, and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

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

Privacy: The bidder is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this RFQ. SPC will handle any personal information it receives under the RFQ in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Warranty, representation, assurance, undertaking: The bidder acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any contract which may (or may not) follow on from this RFQ process.

2.7 Complaints process

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

Part 3: TERMS OF REFERENCE

A. Background/context

In 2013, PIEMA was established to promote collaboration between, and interoperability of disaster and emergency management agencies in the Pacific in line with an “all risks, all hazards and all agencies”. This has involved building foundations of trust, leadership, and teamwork.

PIEMA (2023-2027) will be intentional and focused on the core value that PIEMA offers amidst the broad web of actors and initiatives that exist within the Pacific humanitarian environment and the tight limitations of PIEMA resources – it is a unique catalyst for change or node of influence seeking to improve collaboration and capacity of and amongst national core disaster and emergency management agencies, thus strengthening the ability of PICs to lead their own disaster and emergency responses.

To be successful, PIEMA must: build common understanding of the reciprocal expectations between PIEMA Members, the secretariat and other key partners; have a clear structure; work flexibly using a range of delivery modalities across the region, particularly, given the inevitable impact of frequent disaster events; embed a people-centred approach – and promote a learning pathways approach to personnel capability building activities.

The key objectives of the Programme are as follows:

While PIEMA will only be able to affect change at a short-term outcome (STO) level, PIEMA will contribute to three midterm outcomes (MTOs):

- confident decision-making, inspiring and inclusive leadership and influence across the Pacific disaster and emergency management sector (MTO 1);
- country and regional-level coordination and interoperability across disaster preparedness and response activities (MTO 2); and
- Pacific countries are capacitated/ enabled to efficiently and effectively lead disaster and emergency preparedness and response, which meet the needs of women, people with disabilities and marginalised groups (MTO 3). The impacts of disaster risks are experienced differently by different groups in society. Women, people living in poverty, elderly populations, people with a disability, persons of diverse SOGIESC and any combination of these groups are disproportionately affected by disasters. Disasters exacerbate many of the inequalities that exist in society. These inequities are the root causes of social vulnerability to disasters as they affect people's ability to anticipate, prepare for, survive, cope with, and recover from disasters. Understanding GEDSI dynamics in disaster and emergency management and working to address the issues through policy instruments, decision making processes, planning and budgeting and overall development processes are vital to enhance the adaptive capacities of vulnerable populations, thereby reducing the impacts of disasters.

While PIEMA published “Responding Together: Strategy for gender equality in disaster management in the Pacific” in 2020 and a subsequent work plan, there is still considerable effort required to strengthen implementation of this strategy (particularly through to domestic levels) and achieve greater equality and gender representation within disaster and emergency management decision-making and leadership.

Purpose, objectives and scope of services

The purpose of this Gender Equality, Disability and Social Inclusion (GEDSI) Analysis is to identify GEDSI-related barriers and risks in the PIEMA program (2017-2023), recommend actions to mitigate these as well as identify opportunities to advance gender equality, disability and social inclusion through the Disaster and Community Resilience Programme. This would then inform program implementation, MEL and capability required to advance GEDSI outcomes for the current phase of PIEMA (2023-2028). A key output of PIEMA

Phase 1 was the development of the *Strategy for Gender Equality in Disaster Management in the Pacific: Responding Together*, which was developed 4 years ago. This consultancy will also include the review and updating of the strategy.

SPC is therefore seeking the consultancy services of a gender equality and social inclusion expert to undertake a GEDSI analysis of the PIEMA program and update the PIEMA gender strategy. Under the overall supervision of the PIEMA Coordinator and in consultation of the PIEMA project team and other SPC staff, the consultant will be responsible for the following tasks:

a. Inception Phase

- The Consultant shall review relevant documentation and information as provided by the PIEMA program at the start of the assignment.
- Prepare an inception report summarising the objectives, scope and outputs of the assignment, organisation and methodology for achievement of the outputs, including the schedule.

b. Overall GEDSI analysis

- Assess the existing documents/reports and gender mainstreaming instruments and tools adopted in the PIEMA program with specific focus on disaster risk and emergency management aspects, including the PIEMA Strategy for Gender Equality in Disaster Management in the Pacific: Responding Together
- Assess overall differential impact of disasters on diverse men and women with special focus on risks caused by cyclones, floods, droughts and other prevalent disasters in the region.
- Identify differentiated impacts of the program on different groups (including case studies of specific physical infrastructure projects and/or activities implemented)
- Assess existing PIEMA institutional arrangements at the regional and national level and identify gaps in promoting active participation of women at different levels of decision-making process in the disaster and emergency management space.
- Facilitate group discussions and/or interviews separately for experts, PIEMA members and stakeholders to review the PIEMA Gender Strategy, identify key issues/gaps and explore strategies to mainstream GEDSI into planning and budgeting processes.

c. Project specific analysis/activities

- Undertake analysis to assess the level of gender integration and identification of enablers and barriers for integration, including a thorough review of the PIEMA Strategy for Gender Equality in Disaster Management in the Pacific: Responding Together
- Develop indicators of analysis and gender integration to be tested by the PIEMA program and consequently integrated into its second phase. Indicators are to inform DCRP to GEM reporting.
- Analyse the means of dissemination of gender disaster and emergency information regionally and nationally.
- Identify and prioritize interventions and activities for PIEMA management plans and activities.
- Review and recommend inputs to the Pacific and national Strategic Roadmap for Emergency Management to integrate gender considerations.
- Identify entry-points and develop Integration Plan to mainstream GEDSI into key documents/interventions.

The following expected outputs will be key to ensuring that the objective of this consultancy is achieved:

1. Inception Report summarising the objectives, scope and outputs of the assignment, organisation and methodology for achievement of the outputs, documentation review, meetings, findings, and setting out a detailed planning of the assignment, including the schedule.
2. Policy brief on GEDSI and DR/EM interventions – at the regional and national levels.
3. Terms of Reference for Gender Focal Points in relevant agencies of PIEMA implementing countries
4. GEDSI Analysis report

5. Updated PIEMA Strategy for GEDSI in Disaster Management in the Pacific including action plan and M&E Framework

Timelines

The consultancy required is for 45 days between July and September 2024.

The consultant will work remotely, whether based in Fiji or not, and may be required to travel.

Reporting and contracting arrangements

- The consultant will report to the PIEMA Coordinator and consult with the Disaster Risk Team Leader and DCRP Deputy-Director.
- Monthly progress reports will be required during the implementation of a contract.
- The supplier is expected to interact/collaborate closely with the PIEMA Reference Group, National Government, emergency services and qualifications authorities' personnel across the SPC member countries in the Pacific.
- Activities can be implemented remotely where possible, however if there is a business need for travel across the region, such as the delivery of face-to-face training programs, SPC will cover costs in line with the SPC travel policy, as agreed with the PIEMA Coordinator.
- The expectation is that the contractor is available for exchange from 8am – 4.30pm Monday to Friday GMT+12 to ensure effective implementation of the project with SPC.

Skills and qualifications

The consultant should demonstrate:

- A degree in the field of gender and women studies, social sciences or related field is required.
- A minimum of seven years of experience in social development programmes in the Pacific region, particularly in advancing gender equality, disability and social inclusion, particularly in disaster management projects or other relevant field, preferably in the Pacific region.
- Strong understanding of the Pacific Island Countries and Territories (PICTs) context, particularly in relation to disaster management and gender equality.
- Excellent analytical, monitoring and evaluation, report writing, and communication skills. Ability to work independently and collaboratively with a team. Proficiency in data collection and analysis.
- Fluency in English is required. Knowledge of other languages spoken in the PICTs would be an advantage.
- Good organisational and time management skills, with strong interpersonal skills and the ability to cultivate and maintain productive working relationships.

Scope of Bid Price and Schedule of Payments

The consultancy contract will be a lump sum contract, and payments will be made on achieving milestones. The milestones will be further defined in detail in the contract, and the corresponding percentage of the contract price paid per milestone will also be specified. The conditions and documentation required before the release of the payment will also be outlined in the contract.

To bid for the consultancy, bidders must specify the cost components that they have taken into account in the computation of the contract price. This should include professional fees, management and operating costs, travel costs, per diems, and any other administrative costs that are relevant to the project. By providing a detailed breakdown of the costs, bidders can ensure that their bid is competitive and accurately reflects the resources required to complete the project.

All terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

Milestone	Deliverables	Estimated Duration	Target Due Dates	% Payment

1	Inception Report outlining organization, methodology and schedule for achieving outputs	5 days	1 week after contract signing	10%
2	Policy brief on importance of GEDSI on DRM	4 days	August 2024	10%
3	TOR for Gender Focal Points in the relevant agencies	1 day	August 2024	
4	GEDSI Assessment analysis reports	15 days	September/October 2024	35%
5	Updated PIEMA Gender Strategy including action plan and M&E Framework	20 days	November 2024	45%
	TOTAL:	45 days		100%

Annexes to the Terms of Reference

- *SER Policy – Annex I*
- *Responding Together: Strategy For Gender Equality in Disaster Management In the Pacific – Annex II*
- *PIEMA Strategic Agenda 2020 – Annex III*

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

The evaluation matrix below reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
<ol style="list-style-type: none"> 1. Conflict of Interest Declaration form 2. Technical and financial proposal forms 3. Curriculum Vitae 4. Cover Letter 5. Two References 6. Sample of work 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: 7 years or more work experience in social development programmes in the Pacific region, particularly in advancing gender equality and women's empowerment, and an understanding how this links to other sectoral work. Working knowledge of the unique context of PICs is important.	30%	210
Technical requirement 2: 7 years or more experience in programme design, research, synthesis including M&E and learning. Application of gender and other people-centred considerations in the context of gender equality and women's empowerment programming in these processes is important (provide examples of previous work).	30%	210
Technical requirement: Demonstrated experience in leading participatory design processes and integrated approaches to working across sectors and disciplines to achieve outcomes, in particular on gender equality and women's empowerment (provide examples of previous work) in the disaster and emergency space.	20%	140
Technical requirement: Demonstrated facilitation skills in complex organisational settings with excellent writing and communication skills provide examples of previous work.	20%	140
Total Technical Requirements	70%	700
Other: Financial Requirements		
Price and payment terms	30%	300
Total Score	100%	1000