

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Consultant- Palau Disability Policy
Nature of the services	Local Consultant to conduct consultations, drafting and development of Palau's national disability policy.
Location:	Palau
Date of issue:	22/01/2025
Closing Date:	5/02/2025
SPC Reference:	25-7571

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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 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 gabriellam@spc.int and with the subject line of your email as follows: **Submission RFQ25-7571**. 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
- A Cover Letter and filled technical proposal form on provided template, responding to the RFQ Scope of Services.

- Filled Financial Proposal outlining all costs, in line with the milestones of this RFQ (refer to Section F).
- A copy of CV with at least names of two referees with contact details.
- Business Registration (if applicable)
- Tax Registration (if applicable)

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 Fiji Standard Time (GMT+12) on 5/02/2025.**

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.

Ms. Gabriella McMahon will be your primary point of contact for this RFQ and can be contacted at gabriellam@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	22/01/2025
RFQ Closing Date	5/02/2025
Award of Contract	7/02/2025
Commencement of Contract	10/02/2025
Conclusion of Contract	10/07/2025

2.6 Legal and compliance

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

Conflict of interest: Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFQ process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](#) available on our procurement page website: <https://spc.int/procurement>.**

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

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

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

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

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

2.7 Complaints process

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

Part 3: TERMS OF REFERENCE

A. Background/Context:

The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The Human Rights and Social Development (HRSD) Division has a vision for just, equitable and resilient Pacific societies. It aims to achieve this by advancing human rights, equality, and social inclusion for all Pacific people, grounded in cultural values and principles.

A consultant is being sought to provide input, expertise and leadership to inform the design and development of a national disability policy for the government of Palau.

B. Purpose, Objectives, Scope of Services:

The Purpose & Objectives:

SPC, alongside the Government of Palau is committed to establishing an inclusive and equitable society where persons with disabilities have equal rights, opportunities, and access to essential services. Recognising the need for a structured approach to address the challenges faced by persons with disabilities, the government is developing a National Disability Inclusion Policy. This policy will focus on eliminating systemic barriers and discrimination in sectors such as education, healthcare, employment, and social services. To ensure the policy is comprehensive and inclusive, a collaborative process involving key stakeholders is necessary. This process will include multiple phases of preparation, consultation, and revision. To support and guide this initiative, the government seeks to engage a Disability Inclusion Consultant. The purpose of this assignment is to develop a National Disability Inclusion Policy that:

- Safeguards the rights and dignity of persons with disabilities, ensuring they receive equal opportunities and access to essential services.
- Identifies and addresses systemic barriers and discrimination that impede the full participation of persons with disabilities in society.
- Promotes a culture of inclusivity, equity, and empowerment, encouraging the active involvement and contributions of persons with disabilities.
- Aligns with international commitments, including the United Nations Convention on the Rights of Persons with Disabilities (CRPD), and reaffirms the nation's dedication to human rights and justice.

SCOPE OF SERVICES

The Consultant will assist the HRSD division and the government of Palau with the successful design and development of a new National Disability Inclusion Policy which aligns with international commitments, including those under the UNCRPD. The Consultant will bring expert knowledge and experience to this process, ensuring that the policy effectively addresses the needs and rights of persons with disabilities. This consultant will play a crucial role in guiding the development of a policy that not only meets international standards but also reflects the unique context and aspirations of our society.

Noting that the work has already been underway, the Consultant will be required to review the consultations and policy review already undertaken and utilise these to inform policy refinement, and drafting. The scope of services for the consultant will include:

1. Policy Refinement and Finalisation

- comprehensive review of relevant existing policies/frameworks focusing on compliance and alignment with CRPD and human rights standards;
- Draft National Disability Inclusion Policy
- Summary Reports

2. Implementation Planning

- Monitoring and Evaluation Framework with defined indicators, methodologies and reporting mechanisms
- Implementation Plan document inclusive of budget and timeline
- Strategy outline for capacity building initiatives and awareness campaigns

3. Policy Adoption and Launch

4. Policy Review and Updates

C. Timelines, Workplan & Budget:

The vendor will commence work as soon as the contract has been signed.

All applicants are expected to submit a Work Plan, budget and design proposal that outlines all deliverables and costings in accordance with the timeframes for the event (costs for their delivery, excluding event costs).

The Consultant will be based Palau and be available to attend in person or online meetings as required.

The work is expected to be completed between February to July. The specific timelines for each of the deliverables are outlined below:

- 1. Policy Refinement and Finalisation- February**
- 2. Implementation Planning- March/April**
- 3. Policy Adoption and Launch- May**
- 4. Policy Review and Updates- June/July**

D. Reporting & Contracting Arrangements:

The Consultant will report directly to ***the Human Rights and Social Inclusion Advisor*** who will manage and approve expected deliverables. The Consultant will also be required to provide reports to Hera Subediang, Chief of the Division of Human Services in the Ministry of Health and Human Services, Palau.

E. Skills and Qualifications:

- **Education:**
Bachelor's university degree in political science, public policy, sociology, public administration, disability studies, or related field and/or technical certificate in community development, and disability inclusion with an additional 5 years of experience.
- **Experience:**
 - At least five years of experience working on disability inclusion and mainstreaming in a governmental, multilateral, or civil society organization or lived experience.
 - Excellent knowledge of disability inclusion and mainstreaming strategies and human rights-based approach.
 - Extensive experience in programme design, administration, monitoring and evaluation.
 - Experience in developing and strengthening partnerships within the Government and NGO community.
- Proven policy, advisory and advocacy experience, and engagement with senior levels of government, development partners, and donors.
- Excellent standard of written and spoken English.
- Excellent communication and facilitation skills.
- Ability to work collaboratively in a multi-stakeholder environment.

F. Scope of Bid Price and Schedule of Payments:

The Consultant is to provide one quote, with itemised costing.

The contract will be paid on a milestone basis, with supervisor confirmation or acceptance of the associated deliverables required before payment. As part of solicitations, the vendor is expected to provide a confirmation of time required for the scope of services.

Bidder is requested to specify the preferred schedule of payments and terms acceptable, noting that generally, SPC will not enter into arrangement 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
1. Policy Refinement and Finalisation	28 February 2025
2. Implementation Planning	10 April 2025
3. Policy Adoption and Launch	10 May 2025
4. Policy Review and Updates	1 July 2025
TOTAL	

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 requirement:		
<ul style="list-style-type: none"> - A Cover Letter and filled technical proposal form on provided template, responding to the RFQ Scope of Services. - Filled Financial Proposal outlining all costs, in line with the milestones of this RFQ (refer to Section F). - A copy of CV with at least names of two referees with contact details. - Business Registration (if applicable) - Tax Registration (if applicable) 		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements:		
Technical requirement 1: At least five years of experience working on disability inclusion and mainstreaming in a governmental, multilateral, or civil society organization or lived experience.	10%	100
Technical requirement 2: Excellent knowledge of disability inclusion and mainstreaming strategies and human rights-based approach	20%	200
Technical requirement 3: Extensive experience in programme design, administration, monitoring and evaluation.	20%	200
Technical requirement 4: Experience in developing and strengthening partnerships within the Government and NGO community and ability to work in a multi-stakeholder environment	10%	100
Technical requirement 5: Proven policy, advisory and advocacy experience, and engagement with senior levels of government, development partners, and donors, Excellent standard of written and spoken English and Excellent communication and facilitation skills.	10%	100
Total Financial Requirement	70%	700
Financial Requirements	30%	300
Total Score	100%	1,000