

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Pacific Regional Culture Strategy (PRCS) National and Regional Stocktake
Nature of the services	Consultancy to undertake an assessment of cultural development, systems and capacity of SPC member countries and territories, and CROP agencies on the delivery of PRCS 2022 – 2032 priorities.
Location:	Work remotely and will require some travel to some implementation countries
Date of issue:	28/02/2025
Closing Date:	20/03/2025
SPC Reference:	25-7554

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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 francesv@spc.int and with the subject line of your email as follows: **Submission 25-7554**. 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)
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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 time on 20/03/2025**.

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.

Team Leader, Culture for Development will be your primary point of contact for this RFQ and can be contacted at francesv@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	28/02/2025
RFQ Closing Date	20/03/2025
Award of Contract	27/03/2025
Commencement of Contract	3/04/2025
Conclusion of Contract	30/06/2025

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 Regional Culture Strategy 2022 -2032 was endorsed by Pacific Ministers of Culture in April of 2022, and its first five-year implementation plan, endorsed in June of 2023. The PRCS is mandated by the governments of SPC member countries. The strategy takes a future-focussed perspective in the context of our Pacific cultural story, recognises distinct priorities of each PICT and identifies those areas where countries can work collectively towards common goals and priorities.

The policy direction of this ten-year strategy is aligned with and complements other regional commitments including the *Pacific Framework for Regionalism* (2014); *SAMOA Pathway* (2014); the *Pacific Roadmap for Sustainable Development* (2018); *Pacific Regional Education Framework* (2018–2030); *Pacific Sustainable Tourism Framework* (2021), draft Regional Kava Development Strategy, draft Pacific Islands Private Sector Strategy, Pacific Leaders Ocean Statement (2021) and the 2050 Strategy for the Blue Pacific Continent.

The PRCS is informed by international commitments and instruments such as the UN Declaration on the Rights of Indigenous Peoples (UNDRIP 2007), Universal Declaration of Human Rights (UDHR 1948), Convention on Biological Diversity (CBD 1992), Nagoya Protocol (2010), UNESCO Universal Declaration on Cultural Diversity (2001), 1980 Recommendations concerning the Rights of the Artist, 2015 Recommendation on Museums and Collections, as well as United Nations Educational, Scientific and Cultural Organization (UNESCO) conventions pertaining to culture and heritage, including:

- 1952, 1971 Protection of Copyright and Neighbouring Rights
- 1954 Protection of Cultural Property in the Event of Armed Conflict
- 1970 Fighting against the illicit trafficking of cultural property
- 1972 Protection of the World Cultural and Natural Heritage
- 2001 Protection of the Underwater Cultural Heritage
- 2003 Safeguarding of the Intangible Cultural Heritage
- 2005 Protection and Promotion of the Diversity of Cultural Expressions

The approach and vision focus on capacity strengthening and are intended to assist PICTs to achieve their respective culture development priorities. The strategy is intended as a guiding and enabling policy framework. It provides a foundation for investment, development and growth within the culture sector and across national and regional development priorities. It aims to provide guidance and support to:

- influence national, regional and global platforms.
- enhance understanding of the value of culture across sectors.
- build opportunities for partnerships and sharing.
- increase communication and advocacy.
- build capability across the sector and for cross- and multi-sector approaches, and,
- strengthen accountability for culturally sustainable development.

As a contextual living document, the PRCS is responsive and resilient to both longstanding, current and potential future issues that impact the culture sector and influence the living cultural experience of people of the Pacific region. Maintaining this responsiveness requires attention to emerging contemporary issues. Over time, this has extended from an initial emphasis of safeguarding cultural heritage to other development needs such as climate change, oceans and, most recently, the COVID-19 pandemic.

A stocktake has been endorsed as a key activity of the PRCS Monitoring, Evaluation and Learning Plan. The stock take will:

1. Assess culture sector priorities and capacity in member PICTs, specific challenges/barrier to cultural development and national stakeholder agencies tasked with various roles and responsibilities pertaining to culture and culture development.
2. Capture an assessment of the scope of work covered by regional agencies and organizations with programmes related to culture sector development aligned with the priorities of the PRCS.
3. Map the cultural sector and serve as a situational analysis of the benchmark in each member PICT as to where each country is at in relation to the PRCS priority areas.
4. Provide regional snapshot of those CROP agencies and development partners actively engaged in the culture and development space as well as the resources put towards culture and activities which operationalise the culture agenda at the regional level.
5. Identify results, illustrate what factors have contributed to these results, and what areas need further support, which are essential to planning and resource mobilisation for the PRCS.
6. Provide a complete baseline of activities with regards to cultural development to support the effective delivery and reporting of the MEL Plan. This will enable improved understanding of change occurring over time, which was a limitation of the previous strategy.

Identify MEL capacity at the national and regional level and help in improved understanding of the kinds of capacity strengthening interventions that will need to be facilitated within the first five-year PRCS Implementation Plan.

B. Purpose, objectives, scope of services

A national stocktake was initially planned as part of the early-stage discussions around Phase 2 of the PRCS in 2019. However, this did not eventuate. To establish baselines for the assessment of the implementation of the PRCS, and in line with the PRCS Monitoring, Evaluation and Learning Plan, this stocktake is scheduled to take place in the first half of 2025. While the methodology and processes are adapted from the original plans but have been expanded to include a regional CROP and development partner agency scoping.

The stocktake aims to capture a comprehensive picture of cultural development and MEL capacity across all member PICTs. The stocktake will examine PICTs' work on all aspects of cultural development, not just those related to the RCS. The stocktake will explore in detail existing resources, capability and functions of the cultural sector and plans for further development, as well as PICTs' perspective on the value-add of the PRCS. Overarching questions that will be considered are as follows:

- (1) What have been the primary priorities of PICTs, who are party to the PRCS, for cultural development over the last five years?
- (2) To what extent will the PRCS enable the achievement of the main cultural priorities of each PICT?
- (3) What institutional mechanisms, resources and capacity are in place across the sector?
- (4) How do the priorities of PICTs relate to, or inform, each other?
- (5) What is the current MEL-capacity within the primary national culture agencies in each PICT?
- (6) What are the greatest challenges/barriers to cultural development and sector growth in each PICT?
- (7) What are the culture mandates and activities within CROP agencies?

(8) Which development partners include a culture mandate within their funding priority areas? What aspects of culture do they support? How can this be better harnessed to further the outcomes of the PRCS?

(9) How might CROP agencies and development partner agencies collaborate in MEL-capacity strengthening for culture sector development and the implementation of the PRCS MEL Plan?

(10) What could be done differently at a national (and regional) level to progress implementation of the PRCS?

The Consultant will be on contract for a four-month period and is expected to deliver the following:

1. Attend a briefing session to discuss the scope of the end of project evaluation exercise.
2. Develop the PRCS Stocktake workplan in collaboration with the SPC Secretariat.
3. Meet with project lead and PRCS Working Group to present the design for discussion and endorsement.
4. Maintain close communication with the project coordinator to secure relevant background information and resource documents as required throughout the stocktake process.
5. Facilitate evaluation workshop with key stakeholders (individuals and organizations).
6. Submit a draft report and present to the PRCS Working Group.
7. Submit a final report in advance of the end of contract.
8. Present to Senior officials at the Council of Pacific Arts and Culture (CPAC) meeting.

C. Timelines

The entire final evaluation process is expected to be completed within 40 days. The submission of final evaluation report will be made not later than May 30, 2025. Aligned with the milestone outputs, the following schedules are indicated in the table below.

Activity	Level of Effort (No. of days)	Indicative Dates
1. Desk review and submission of workplan	5	24 Mar 2025
2. Stakeholder consultations	24	28 Mar – 16 May 2025
3. Debriefing and presentation to PRCS Working Group of preliminary findings	1	23 May 2025
4. Draft final report	5	15 June 2025
5. Final version of the Stocktake report & Presentation to Council of Pacific Arts and Culture	5	30 June 2025
Maximum number of days (level of effort)	40	

D. Reporting and contracting arrangements

At key stages of the desk review, the consultant shall inform HRSD of key updates on the design and implementation of the review process as may be required.

The team of consultant/s will mainly liaise with the Team Leader for Culture for Development, and Team Leader for Monitoring, Evaluation, Learning, Knowledge management and Communications (MELKMC) in the implementation of the entire evaluation.

In the event of an in-person consultation workshop, HRSD procurement team will offer administrative and logistical support and HRSD/SPC will bear the cost of travel to and from the consultant's place of domicile for the in-person consultation workshop.

E. Skills and qualifications

- i. The lead consultant: Must have a master's degree in a Culture sector related area of study with at least 10 years combined experience in conducting evaluations of development projects in the social sector – preferably in the Culture Sector, and the Cultural and Creative Industries in developing country or: Pacific Island contexts.
- ii. Member(s) of consultancy team: Must have background in Sociology, social sciences, cultural and creative industries, culture policy and/ or: cultural statistics with at least 10 years combined experience capacity building and strengthening, conducting training, coaching and mentoring and similar culture project engagement in the Pacific region.
- iii. The Technical bid must demonstrate quality and captures the intent and purpose of this consultancy, and adhere with the indicative timelines
- iv. Should be able to provide at least 2 samples of similar Monitoring, Evaluation and Learning reports and/or situational analysis/ stocktake exercises carried out in the last 2 years – preferably in the socio-development/ culture sectors.
- v. Should be able to demonstrate comprehensive industry knowledge and experience of the Pacific arts and culture sectors, relating specifically to Culture Policy, Cultural statistics, and/or: the Cultural and Creative Industries.
- vi. Must have experience working in the developing country context employing participatory techniques to capacity building, organizational strengthening, advocacy, project management, monitoring and evaluation.

F. Scope of Bid Price and Schedule of Payments

- Payment for this contract will be made with the completion of each of the deliverables below.
- The bidder must include their costs for the work to include professional fees, management and operating costs, travel costs, per-diem, visa costs and any other administrative costs.

The entire final evaluation process is expected to be completed within 30 days. The submission of final evaluation report will be made not later than **June 30, 2025**. Aligned with the milestone outputs, the following schedules are indicated in the table below.

Milestone/deliverables	Deadline	Indicative Dates
1. Desk review and submission of workplan	5	24 Mar 2025
2. Stakeholder consultations	24	28 Mar – 16 May 2025
3. Debriefing and presentation to PRCS Working Group of preliminary findings	1	23 May 2025
4. Draft final report	5	15 June 2025
5. Final version of the Stocktake report & Presentation to Council of Pacific Arts and Culture	5	30 June 2025
Maximum number of days (level of effort)	40	

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		
<p>The lead consultant: Must have a master’s degree in a Culture sector related area of study with at least 10 years combined experience in conducting evaluations of development projects in the social sector – preferably in the Culture Sector, and the Cultural and Creative Industries in developing country or: Pacific Island contexts.</p> <p>Member(s) of consultancy team: Must have background in Sociology, social sciences, cultural and creative industries, culture policy and/ or: cultural statistics with at least 10 years combined experience capacity building and strengthening, conducting training, coaching and mentoring and similar culture project engagement in the Pacific region.</p>	<p>Mandatory requirements. Bidders will be disqualified if any of the requirements are not met</p>	
Technical requirements		
<p>Technical requirement 1: The Technical bid must demonstrate quality and captures the intent and purpose of this consultancy, and adhere with the indicative timelines</p>	20%	200
<p>Technical requirement 2: Should be able to provide at least 2 samples of similar Monitoring, Evaluation and Learning reports and/or situational analysis/ stocktake exercises carried out in the last 2 years – preferably in the socio-development/ culture sectors.</p>	20%	200
<p>Technical requirement 3: Should be able to demonstrate comprehensive industry knowledge and experience of the Pacific arts and culture sectors, relating specifically to Culture Policy, Cultural statistics, and/or: the Cultural and Creative Industries.</p>	20%	200
<p>Technical requirement 4: Must have experience working in the developing country context employing participatory techniques to capacity building, organizational strengthening, advocacy, project management, monitoring and evaluation.</p>	10%	100
Total Technical Requirements	70%	700
Financial Requirements		
Pricing	30%	300
Total Score	100%	1000