



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Recruitment of SPC Director-General
Nature of the services	Recruitment and Selection
Location:	Remote
Date of issue:	2/02/2025
Closing Date:	21/02/2025
SPC Reference:	RFQ25-7596

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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 both mariamad@spc.int and procurement@spc.int, and with the subject line of your email as follows: **Submission RFQ25-7596**. 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 (Annex 1)
- Due Diligence questionnaire (Annex 2)
- Vendor Registration Form (Annex 3)

- Proposal for deliverables
- Methodology
- CV

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 **11:59pm New Caledonia time on 21/02/2025**.

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.

Mariama Daramy-Lewis, Director Human Resources will be your primary point of contact for this RFQ and can be contacted at mariamad@spc.int . You should copy any communications into procurement@spc.int and 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	2/02/2025
RFQ Closing Date	21/02/2025
Award of Contract	13/03/2025
Commencement of Contract	14/03/2025
Conclusion of Contract	30/09/2025

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

3.1 Background/context

The SPC Director-General normally holds office for a maximum of six years comprising three consecutive contracts of two years each, with contractual renewal depending on sound performance. 2025 marks the final contractual renewal of SPC's current Director-General and hence this recruitment process.

The recruitment process of SPC's Director-General is guided by SPC's Governance Arrangement, Annex 4 and appointed by SPC's Governance Body.

SPC seeks to engage a reputable international search and recruitment agency with in-depth knowledge, expertise and network in the Pacific context in lieu of the normal internal process. The selected firm should have capability in the Pacific region to source potential candidates with diverse capabilities from within its own pool of candidates and notably with solid outreach within the Pacific region and globally. The selected firm should be capable of advertising the position as widely as possible to attract a broad range of candidates. In addition to this outreach, the recruitment notice will be circulated to all SPC focal points in each member country or territory. The position is being advertised, as guided by the Governance Compendium, for at least two months. It should be noted that SPC is an equal opportunity employer and that due attention must be given to gender equity and the maintenance of strong representation from Pacific Island professionals.

3.2 Purpose, objectives, scope of services

The preferred contract shall undertake initial assessment of the role, develop their own workplan, approach, and collaborate with SPC in accordance with the Job Description of the position of Director-General. The selection process will be led by SPC's Governance Body. The selected firm will develop a long list of candidates. SPC's Governance Body will review the long-listed candidates and develop a shortlist to be interviewed. The search firm will support SPC with engagement of the current Director-General and Director Human Resources.

Regularly reporting on progress to the Director General and Director Human Resources and undertake candidate administration on behalf of SPC culminating with the selection of the appointed Director-General.

Planning, assessment of roles, recruitment, search for potential candidates primarily residing in the Pacific region and background referee checking and reporting to SPC.

The main source documents that support this activity are SPC's Governance Arrangement, Annex 4 and the job description of the Director-General.

There are no literature or topical information that is referenced to in this particular situation but simply the need to engage a reputable internally focussed executive search agency who would undertake confidential executive recruitment.

Expected written/tangible outputs in accordance with the sequence of the work shall be: Initial assessment and agreement on candidate profiles and criterions for the selection process. The recruitment process commences with the search for suitable candidates, with an emphasis on profiles from the Pacific region. This will be followed by candidate assessment, delivery of longlist to the Director-General and Director Human Resources who will serve as Secretariat of SPC's Governance Body.

It is expected that the recruitment process will be culminated by August 2025

3.3 Timelines

The expected duration end to end process will be 6 (six) months.

3.4 Reporting and contracting arrangements

The contractor will be responsible to the Director-General, SPC and the Director Human Resources, SPC. The contract will be implemented remotely.

Progress reporting is intended to be at least weekly.

The contractor is expected to interact/collaborate/meet with prospective candidates across the Pacific region, and also from a global pool of candidates, as well as referees for longlisted and shortlisted candidates as required. The contractor is expected to be engaged to provide background check information on selected candidates. Confidential referees report will be sought by the Secretariat on behalf of the Governance body of the top 3 candidates.

SPC Director-General and Director Human Resources will oversee the management of the outlined process.

3.5 Skills and qualifications

Contractor will be in the form of an agency / commercial entity and as such will be staffed by suitably qualified individuals.

Special skills/experience and other qualifications which will prove to be advantageous and vital to the success of the work implementation will be demonstrated experience at senior level executive recruitment in a Pacific regional search environment with placement of senior executives within large multinational corporates and large-scale NGO's.

Personnel within the recruiting team must possess relevant qualifications in human resources management or a related field:

- A reputable firm with a minimum of 10 years' experience in recruiting high-level personnel.
- Demonstrated professional experience in HR recruitment, preferably within international or regional organizations or public sector.
- Demonstrated experience at senior level executive recruitment in a Pacific regional search environment with placement of senior executives within large multinational corporates and large-scale NGO's.
- A recruitment team that includes at least one senior recruitment expert as Team Leader and another expert with familiarity in the public/international organisation sector.
- Capacity to assess candidates in English.
- A substantial understanding of SPC's environment and Pacific context will be essential.

3.6 Scope of Bid Price and Schedule of Payments

Contract payments are based on milestones or time-based outcome.

There is no travel required for this consultancy. With the selection of the search firm to be appointed by 13th March 2025, the contract commences 14th March 2025.

Milestone/deliverables	Deadline	% payment
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1. Consultation with SPC and submission of process timeline with dates.	13 th March 2025	20%
2. Approval of shortlisted candidates	13 th May 2025	40%
3. Selection process and appointments	30 th August 2025	40%
TOTAL		100%

3.7 Annexes to the Terms of Reference

Annex 4 - SPC Strategic Plan: <https://www.spc.int/strategic-plan>
Annex 5 - Governance : <https://www.spc.int/about-us/governance>

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>Technical Submission: Special skills/experience and other qualifications which will prove to be advantageous and vital to the success of the work implementation will be demonstrated experience at senior level executive recruitment in a Pacific regional search environment with placement of senior executives within large multinational corporates and large-scale NGO's</p> <ul style="list-style-type: none"> • Submission of resumes (CVs) for all staff proposed for this assignment • Names and phone numbers of a minimum of three (3) references. References should have direct experience with the proposing Firm and other proposed key personnel. Reference sheet(s) are not counted in the overall page total and shall be included as an appendix. • Proven history of engagements of similar scope, in the public sector or international organisations is preferred • Business Registration <p>Financial submission:</p> <ul style="list-style-type: none"> • Pricing and terms 		<p>Mandatory requirements. Bidders will be disqualified if any of the requirements are not met</p>
Technical requirements		
Technical requirement 1: Extensive relevant experience with Executive assignments successfully conducted in similar environments (NGOs, Public Sector, Institutions, etc.) at Pacific regional and/or international level	25%	250
Technical requirement 2: Proven and detailed methodology in identifying, approaching, interviewing, selecting, and presenting the best executive candidates (including job advertisement costs, background checks, psychometric assessment).	25%	250
Technical requirement 3: Demonstrated experience at senior level executive recruitment in a Pacific regional search environment with placement of senior executives within large multinational corporates and large-scale and regional understanding of pacific local context.	25%	250
Other: Awareness and understanding of the SPC environment and Pacific local context.	10%	100
Financial requirements		
Pricing and payment terms	15%	150
Total Score	100%	1000