

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	The national strategy for development of statistics (NSDS) assessment
Nature of the services	The NSDS project consultancy is to undertake an assessment of NSDS status and effectiveness in the Pacific and to design an NSDS approach that is fit-for-purpose for smaller NSOs in the region.
Location:	Home-based
Date of issue:	4/04/2025
Closing Date:	18/04/2025
SPC Reference:	RFQ25-7825

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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 godwino@spc.int; shantillya@spc.int and with the subject line of your email as follows: **Submission RFQ25-7825 - NSDS assessment**. 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 curriculum Vitae
- A cover letter
- Sample of similar previous piece of work

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 **23h45 Nouméa time UTC + 11** on **18/04/2024**.

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.

Ms Evelyn Wareham will be your primary point of contact for this RFQ and can be contacted at evelynw@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	4/04/2025
RFQ Closing Date	18/04/2025

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 Euros 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 National Strategies for the Development of Statistics (NSDS) are a key tool for strengthening the coordination and capacity of a country's national statistical system. Pacific Island countries and territories (PICTs) started to develop their NSDS in the mid-2010s. However, there are only eight countries that have developed and are currently implementing their NSDS. Three countries are now in their second phase of implementing their NSDS, while fifteen countries have expressed interest in NSDS development. Some countries undertook NSDS development, but did not complete this fully, and are working with draft strategies, and in most cases the NSDS are yet to be endorsed or approved by their governments.

At the regional statistics governance meeting of the fifth Pacific Statistics Standing Committee (PSSC5) in October 2023 in Port Vila, member countries expressed their interests in reviewing or developing their NSDS. Early Pacific NSDS had a long term of ten to thirty years, but countries now prefer shorter spans of four to five years with tangible goals. Countries have asked for their next NSDS to be simpler, shorter, strategic and achievable. The PSSC at its fifth meeting in Port Vila in October 2024 in support of this initiative have recommended that Pacific Community (SPC) will design an NSDS approach that is fit-for-purpose for smaller NSOs working in the Pacific region.

Following this, the goal of the NSDS Consultancy project is to support SPC in assessing the status of NSDS of our member countries, and to develop an NSDS approach that is fit-for-purpose for smaller NSOs in the region. The SPC's Statistics for Development Division (SDD), as the statistics system leader in the region has supported member countries in their NSDS development. The outcome of this consultancy project will help SPC in guiding and providing the right support across the PICTs to improve and strengthen statistical systems at national and regional, that will support data needs for use in policies, governance and decision making.

This project will inform the next stage of the work from mid-2025 onwards that will focus on:

- Piloting the proposed approach with 3 countries in 2025
- Supporting PICTs with the refresh or development of their NSDS
- Coordinating partner and NSO support for NSDS development more widely

B. Purpose, objectives, scope of services

Purpose

The main purpose of the NSDS project consultancy is to **undertake an evaluation or assessment of NSDS status and effectiveness in the Pacific and to design an NSDS approach that is fit-for-purpose for smaller NSOs in the region**. The consultant will support stakeholder consultations, facilitating and drafting of an assessment report including reviewing relevant documents, identification of gaps, outlining experiences in the Pacific and assessing the effectiveness, efficiency and relevance of the implementation of the NSDS, where possible drawing / documenting lessons for future decisions in enabling changes. The project consultancy will also include designing of an NSDS approach fit-for-purpose for smaller NSOs

Objectives

Specific key objectives are to: **Develop an agreed approach for NSDS development that fits the needs of PICTs**

Scope of work

The consultant shall specifically

1. **Prepare an assessment report** for review and approval by SPC and member countries. This includes preparation of assessment / evaluation tools appropriate for the review (e.g. survey questionnaires, key informant interview schedules, etc).
2. **Undertake desk review on the current state of NSDS and NSS**. The review may draw from evaluations and assessments, on NSDS development previously undertaken.
3. **Relative to Task 2 above, conduct further consultations and discussions** with SPC, NSOs, data producers in the national statistical systems and data users/stakeholders (planners, including development partners)
4. **Review NSDS guidelines that** have been used by member countries in developing their NSDS and, if needed, develop guidelines that fit with the Pacific small island countries' context.
5. **Prepare a draft and final assessment report and recommendations** on the agreed approach for NSDS development that fits the needs of PICT

C. Timelines

The expected outputs and timeline are provided in the below table.

Expected Outcomes and Deliverables				
N°	Deliverables	Detail	Indicative Due Date	Location
1	Inception Report and Evaluation Plan	<ul style="list-style-type: none"> A detailed plan (including key evaluation questions) and methodology for the NSDS project assessment. A precise presentation of the consultant's understanding of the TOR and the assignment therein. 	30 April 2025	Remote-via teams or zoom conferencing
2	Desk review, field work analysis and participatory workshop	<ul style="list-style-type: none"> Review on the current state and effectiveness of NSDS and NSS. Conduct consultations and participatory workshop with key stakeholders. 	26 May 2025	Remote-via teams or zoom conferencing.
3	Draft Assessment Report and Presentation	<ul style="list-style-type: none"> A draft assessment report of no more than 30 pages on NSDS effectiveness in the Pacific with an executive summary of no more than 3 pages, using an approved SPC template. A draft knowledge product of two pages, documenting key findings and lessons learned A draft guideline/manual on NSDS development of no more than 15-20 pages Presentation of preliminary findings validation of results and consensus on recommendations. 	16 June 2025	Remote-via teams conferencing
4	Final Evaluation Report	<ul style="list-style-type: none"> Final review report taking on board feedback 	4 July 2025	Remote-via teams conferencing
5	Presentation	<ul style="list-style-type: none"> Presentation of key findings and recommendations to the NSDS steering committee 	9 July 2025	Remote-via teams conferencing

D. Reporting and contracting arrangements

Reporting Requirements

The Consultant will report to the Statistics Advisor- Governance and Co-ordination, who reports to the Deputy Director Leadership and Governance.

The SDD Finance Team Leader will be the focal point for all finance and administrative aspects of the Consultancy.

The Consultant will be expected to: maintain regular dialogue with respect to reporting requirements, timing of deliverables and ensuring the Terms of Reference are fully executed

Contracting arrangements

The project will be commissioned with day-to-day contract management by SPC. It will be managed by the Deputy Director Leadership and Governance with support from Statistics Adviser Governance and Co-ordination and Statistics Adviser Planning Monitoring and Evaluation.

The Assessment will be overseen by an NSDS Steering Group comprising country representatives from the Heads of Planning and Statistics (HOPS), key partner representatives and the senior leadership of the Statistics for Development Division at SPC. The group will be involved in the review of the assessment report and the guidelines to NSDS development and presentation at the HOPS7 for endorsement.

The external consultant(s) are expected work from home except for data collection period and presentation to NSDS Steering Committee on summary of initial assessment findings.

The consultant(s) may travel to several PICTs for face-to-face consultations/interviews and observations or through online platform

E. Skills and qualifications

1. Qualifications of the successful contractor

The Successful Contractor will have:

Required:

- Relevant postgraduate qualifications.
- Strategy development and/or evaluation experience, preferably in statistics development.
- Extensive technical knowledge, skills, and expertise in evaluation/assessment design, concepts, and approaches, and evaluating complexity.
- Facilitation skills, particularly related to programmatic and organizational learning, particularly in the context of adaptive management.
- Strong analytical skills to support both qualitative and quantitative research.
- Good understanding of the context and challenges for developing countries (particularly small island states in the Pacific)
- Excellent oral and written communication and report-writing skills in English.
- Attention to detail, especially related to documenting data and associated processes.

Strongly Preferred:

- Demonstrated experience in the Pacific region and with Pacific Island countries and institutions.
- Experience in the field of official statistics, evidence-based development, and data strategies and systems.
- Leadership and strategic thinking skills.
- Active listening, proactive learning, and time management skills, with readiness to be in a learning role.
- Previous experience and comfort with working for multiple stakeholders with competing priorities/interests.

2. Key Performance criteria

- *Quality, Utility and Timeliness of Deliverables:* the evaluation should be delivered on time, to agreed quality standards. Attention should be paid to the utility and usability of outputs and deliverables.
- *Stakeholder engagement and cross-cultural competence:* the consultant should pay attention, at all times, to quality of stakeholder engagement, including by the program's governance group. This includes identifying ways to share findings with stakeholders. It also includes paying attention to cultural and contextual dynamics in the carrying out the evaluation.
- *Ethics and data protection:* The consultant and SPC will agree on a standard for ethical conduct and the use of data and evidence
- *Gender, equity and social inclusion:* the process and outputs clearly demonstrate how gender and other elements of social inclusion interact with program activities and outcomes.
- *Sustainability:* The consultant will consider the current resourcing envelope, and strategies for sustaining the initiative beyond that resourcing envelope.

1. Evaluation Criteria

Criteria	Weight (%)
Relevant qualification and professional background and experience in conducting programmatic evaluations	25 %
Understanding of the assignment and identification of appropriate methodologies.	30 %
Knowledge and experience working with statistics and data strategies and understanding of context for developing countries in the Pacific region.	15 %
Excellent English language written skills, and facilitation skills	15%
Cost and ability to deliver within the timeframe	15%

2. Bid price and schedule of payments

Total approved budget allocated for the NSDS Assessment is in euro based on the five milestones. This budget is to cover the full cost of the evaluation/assessment including consultant fees, data collection exercise including online questionnaires, interviews and virtual workshops.

Payments will be made on delivery of outputs as listed in C (Expected Outcomes) and based on the following schedule.

Task	Milestone/output	Deadline	Payment
1	<ul style="list-style-type: none"> A detailed plan (including key evaluation questions) and methodology for the NSDS project assessment 	30 April 2025	20%
2	<ul style="list-style-type: none"> Review on the current state and effectiveness of NSDS and NSS Conduct consultations and participatory workshop with key stakeholders 	26 May 2025	15%
3	<ul style="list-style-type: none"> A draft assessment report of no more than 30 pages on NSDS effectiveness in the Pacific with an executive summary of no more than 3 pages, using an approved SPC template A draft knowledge product of two pages, documenting key findings and lessons learned A draft guideline/manual on NSDS Development of no more than 15-20 pages Presentation of preliminary findings validation of results and consensus on recommendations. 	16 June 2025	25%
4	<ul style="list-style-type: none"> Consultant to Finalise and submit final report within ten working days of feedback being received and provision of an invoice 	4 July 2025	30%
5	<ul style="list-style-type: none"> Brief Summary Presentation to Steering Committee 	9 July 2025	10%

F. Annexes to the Terms of Reference

NSDS Development Concept Note: [NSDS Development Consultancy Concept Note.docx](#)

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		
<ul style="list-style-type: none"> • Copy of business registration • Experience in conducting evaluation for National Strategies for Development Statistics • All the documents required in section "2.2 Submission Instructions" 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements (include strongly preferred and key performance criteria)		
Technical requirement 1: A relevant tertiary degree or post graduate qualification (Social Science, Economics, Statistics, MEL) and professional background and experience in conducting programmatic evaluations and strategy development in statistics	15%	175
Technical requirement 2: Understanding of the assignment and identification of appropriate methodologies with extensive technical knowledge, skills and expertise in evaluation/assessment design and approaches for meeting the requirements of the scope of services.	30%	210
Technical requirement 3: Demonstrated Knowledge and experience working with statistics and data strategies and understanding of context for developing countries in the Pacific region	5%	105
Technical requirement 4: Demonstrated strategic thinking skills with Excellent English language written skills, and facilitation skills	5%	105
Other: Cost and ability to deliver within the timeframe (quality, utility, and timeliness of deliverables)	15%	105
	70%	700
Financial Criteria (out of 300)		
(Total amount of your offer ÷ Lowest evaluated price) × 300	30%	300
Total score	100 %	1000