

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Land Resources Division Job Description Review and Revision
Nature of the services	Consultancy to undertake job description review and revision for the Centre for Pacific Crops and Trees (CePaCT) and Plant Health Unit of the Land Resources Division of the Pacific Community (SPC)
Location:	Suva, Fiji
Date of issue:	22/03/2023
Closing Date:	5/04/2023
SPC Reference:	RFQ 23-5197

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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 azarial@spc.int and with the subject line of your email as follows: **Submission RFQ 23-5197**. 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 Proposal Submission form
- Financial Proposal Submission form
- CV
- Business registration certificate if available

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 Fiji time on 5/04/2023**.

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.

Azaria Lesa-Ah Kau will be your primary point of contact for this RFQ and can be contacted at azarial@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	22/03/2023
RFQ Closing Date	5/04/2023
Award of Contract	12/04/2023
Commencement of Contract	14/04/2023
Conclusion of Contract	12/05/2023

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 bidders' local currency 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

The Pacific Community ('SPC') is an international development organisation owned and governed by its 26 country and territory members. It is the principal scientific and technical organisation in the Pacific region working for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures.

The Land Resources Division

The Land Resources Division (LRD) leads SPC's support to members in the areas of Genetic Resources, Sustainable Forests and Landscapes, Sustainable Agriculture and Markets for Livelihoods.

LRD is implementing its work programme under its Business Plan 2021-2025, to achieve the following objectives:

Objective 1: Land, agriculture, forestry, and genetic resources are sustainably managed / conserved.

Objective 2: Enhanced ability to meet local and international market requirements for agricultural and forest products.

Objective 3: Access to diverse and nutritious agriculture/forestry resources resilient to impact of climate change and disasters.

Objective 4: Regional and national policies, programmes and services in agriculture and forestry are gender responsive, socially inclusive, and promote and protect cultural heritage and human rights.

To implement the Business Plan, LRD has program staff – Team Leaders, Advisers and Officers – based in Suva. LRD also manages two regional resource laboratories including, (1) the Centre for Pacific Crops and Trees (CePaCT) with the core role of long-term conservation and utilisation (distribution) of the region's main plant genetic resources for food and agriculture; and (2) the Plant Health Laboratory which facilitates diagnostics of plant disorders and diseases and make relevant recommendations on appropriate actions to address plant health issues in countries.

Background

CePaCT sits under the Genetic Resources Pillar of LRD and is the Pacific's main regional genebank, established in 1998 by SPC as part of its long-term investment in sustainable food-secure Pacific. CePaCT works to ensure efficient long-term conservation of a broad range of genetic diversity of key crops and tree species of the Pacific region, as well as promote underutilized crops. The Centre comprises of several biotechnological units including a Plant Tissue Culture laboratory which holds 92% of its plant collections, a seed laboratory (holding 7% of the collections), a field collection (1% of the collections), a Germplasm Health Unit (consisting of a molecular laboratory and a small tissue culture lab) responsible for plant pathogen diagnostics and elimination, three screen-houses and a stand-alone unit holding duplicates of total collections. At the end of 2022, the Centre has a total of 23 professional (5) and support (17) staff. CePaCT is internationally recognized by the Global Crop Diversity Trust, the CGIAR Research Institutes and international networks as a focal point for plant genetic resources for food and agriculture in the region. The Centre has developed an investment plan to enhance its service to the region. This Investment plan is a 10-year road map for transforming CePaCT into a Centre of Excellence. The Investment Plan has gained considerable traction and investment from Australia, New Zealand and the Crop Trust resulting in significant growth and development, and thus the need to review and revise existing job descriptions for technical roles to ensure the appropriate capabilities are in place and that there is consistency across similar roles.

The SPC LRD Plant Health Laboratory (PHL) sits under the Sustainable Agriculture Pillar of LRD and is the only SPC laboratory classified at Biosecurity Containment Level 3 (PC3). The PHL's core role is to study various pests and diseases requiring a high level of biosecurity containment, such as insects, fungi, and bacteria. This facility facilitates the diagnostics of plant disorders and diseases, make treatment recommendations, and mass-produce insects and microbes to act as biological agents of controls. At the end of 2022, PHL has 3 (1 professional and 2 supporting) staff.

This consultancy will build on earlier work that identified some inconsistencies in job banding and the need to review existing job descriptions considering the evolving work of CePaCT as well as the importance of standardising job descriptions across other similar scientific and technical capacities in LRD and particularly under the PHL.

B. Purpose, objectives, scope of services

CePaCT has a total of 23 staff, 17 of which are laboratory-based staff. PHL currently has 3 laboratory-based staff working under the management of the LRD Sustainable Agriculture Pillar Program Leader. The Plant Health staff has a field coordinator who also does laboratory analysis work. The consultant is required to undertake a full review of 5 existing categories of roles within CePaCT and PHL:

- Laboratory Assistants
- Laboratory Technicians
- Research Assistants
- Field Coordinator
- Specialist technical roles that include management responsibilities.

In close collaboration with the LRD Genetic Resources and Sustainable Agriculture Pillars' Programme Leaders and the LRD Director:

- Identify and document capabilities required for each category of roles, including where a category may require a subcategory.
- Design appropriate generic JD's for these categories and look at aligning job titles where possible to reflect nature of work and relative capability requirements and responsibility levels

To assist in this regard, the consultant will be provided with access to all LRD job descriptions and staff files subject to execution of a binding privacy and confidentiality agreement. Interviews with staff in the roles under review can also be facilitated.

Key Outputs

1. An inception report outlining strategy and timelines for undertaking the consultancy.
2. An interim report including a draft capability matrix for each category of role and recommendations
3. A final report including a finalised capability matrix and revised job descriptions for a minimum of 4 and maximum of 8 job descriptions for the agreed categories of roles; any other recommendations

C. Timelines

The work is expected to commence upon signing and be completed before 12/05/2023.

The consultant will be paid according to days worked up to a maximum of 15 days.

D. Reporting and contracting arrangements

The consultant will report to Logotonu Waqainabete and Gibson Susumu, Program Leaders, Land Resources Division. The consultant will liaise with SPC Human Resources to ensure Job Descriptions meet Organisational requirements /templates and ensure they capture the information required for Job Evaluation under the Strategic Pay (SP10) framework

The consultant is expected to work remotely with the possibility of 2 visits to the office if located outside of Suva, Fiji. Costs must be included in the bid as a separate line item. All other related costs will be reimbursable based on actuals.

In cases where SPC feels it is more cost effective to directly arrange travel and pay DSA for an international travel, it will do so in its best interest. SPC does not provide insurance for consultants travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable.

If located locally visits as required can be arranged. The consultant/s must therefore be able to commit to regular engagement with SPC staff members during Fiji working hours.

The consultant shall also provide his/her own workspace and computer for the duration of the assignment along with stable internet connection for zoom interactions when necessary.

Milestone deliverables will constitute reporting requirements.

E. Skills and qualifications

- Degree in Human Resources, Organisational Design or Change management (or a related field)
- Minimum 10 years generalist HR experience with at least 5 years' experience in Organisational Design or Organisational Change Management
- Experience in organisational design, restructuring, and job design (including job descriptions.)
- Job evaluation knowledge would be useful but not mandatory.
- Experience with Strategic Pay-SP10 Framework would be an advantage.
- Experience in the Pacific region would be useful but not mandatory. Prior experience working with SPC Pacific Community would be advantageous but not mandatory.
- Experience in developing job descriptions for scientific and/or technical or laboratory-based work would be advantageous.

F. Scope of Bid Price and Schedule of Payments

The bidder must include in the computation of contract price professional fees, management and operating costs, travel costs, per diems and any other administrative costs.

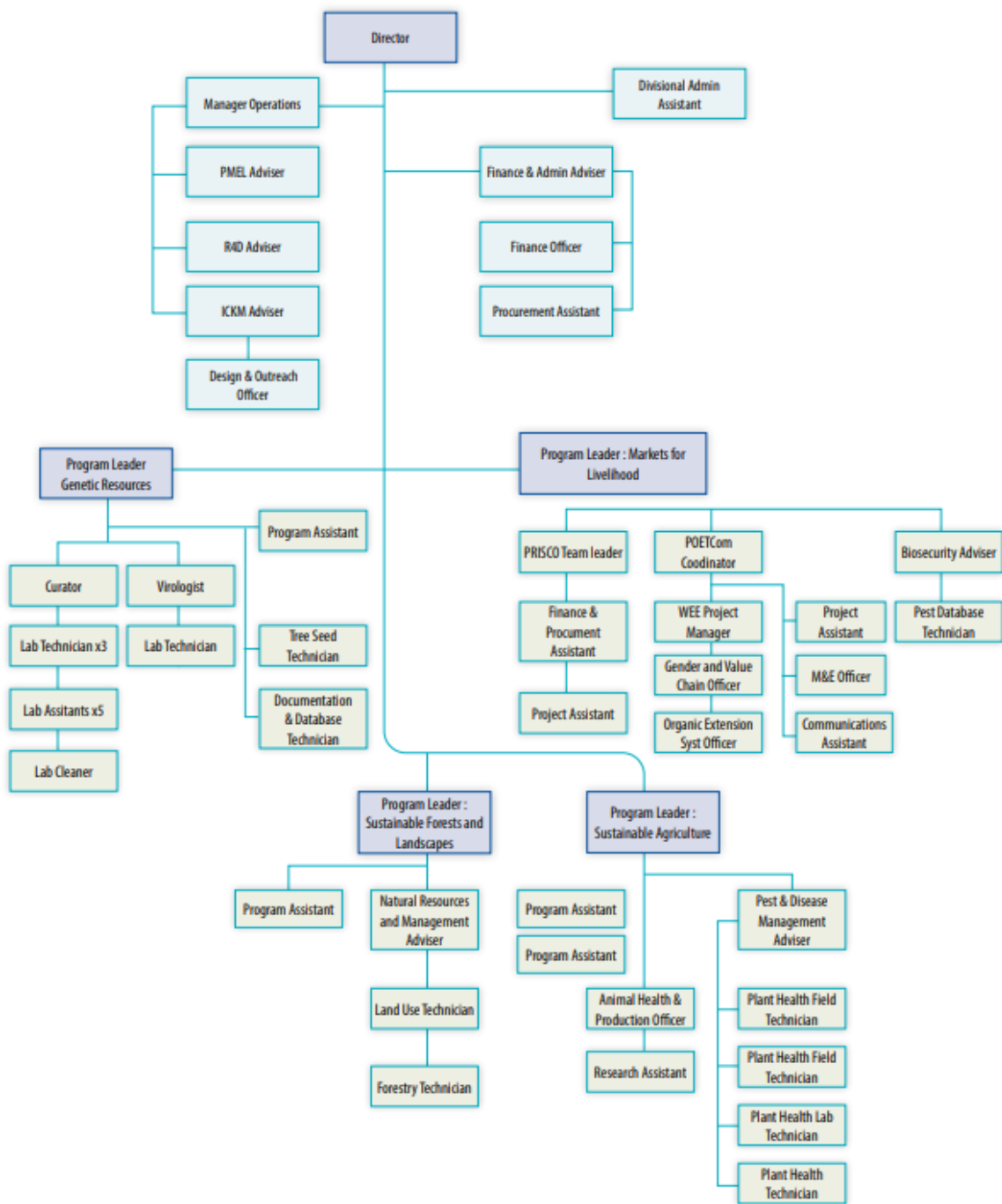
The contract price is lump sum payments based on the following milestones.

Milestone	Due Date	%	Output
Inception report	14/04/2023	20%	Inception report and process for undertaking contract approved

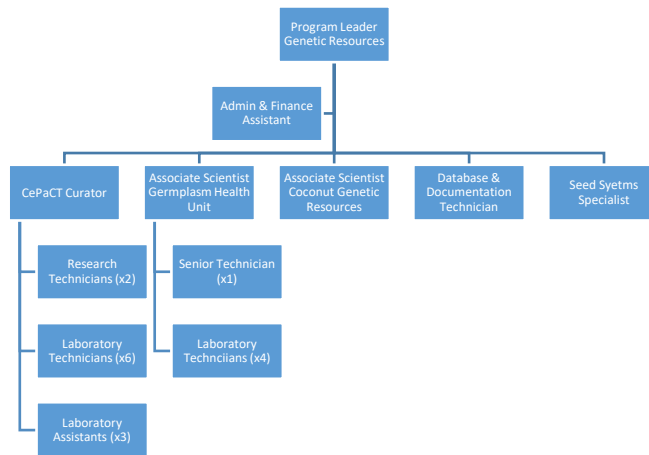
Interim report	26/04/2023	30%	Interim report as outlined in TOR approved and accepted by SPC
Final report	05/05/2023	50%	Final report accepted after addressing comments from SPC on draft

G. Annexes to the Terms of Reference

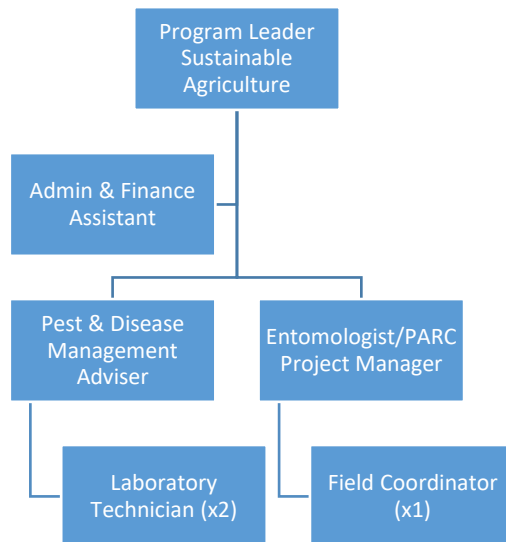
LRD Staff Structure



CePaCT Current Staff Structure



Plant Health Lab Current Staff Structure



Sample JDs for both CePaCT and PHL positions to be reviewed. These are attached with the RFQ and can be accessed through the RFQ link.



Foxit PDF Reader Document



Foxit PDF Reader Document



Foxit PDF Reader Document



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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		
CV	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Degree in Human Resources, Organisational Design or Change management (or a related field)	15%	105
Technical requirement 2: Minimum 10 years generalist HR experience with at least 5 years' experience in Organisational Design or Organisational Change Management	15%	105
Technical requirement 3: Experience in organisational design, restructuring, and job design (including job descriptions.)	30%	210
Technical requirement 4: Job evaluation knowledge would be useful but not mandatory. Experience with Strategic Pay-SP10 Framework would be an advantage.	20%	140
Other: Experience in the Pacific region would be useful but not mandatory. Prior experience working with SPC Pacific Community would be advantageous but not mandatory. Experience in developing job descriptions for technical or laboratory-based work would be advantageous	20%	140
Total Score	100%	700

PART 5 TECHNICAL AND FINANCIAL PROPOSAL SUBMISSION FORMS

TECHNICAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 3) on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.

Technical Requirements		
Name:		
Physical Address:		
Postal Address:		
Telephone Contact:		
Email:		
Two contacts of referees or references. Attach additional details considered as relevant		
Mandatory		
Attach latest CV with the proposal		
<i>Evaluation criteria</i>	<i>Response by Bidder</i>	
Experience and specified personnel/sub-contractors		
Experience: : Minimum 10 years generalist HR experience with at least 5 years' experience in Organisational Design or Organisational Change Management	Experience:	
	<i>[insert details of relevant experience]</i>	
	Details for three references:	
	1. Client's name: <i>[insert name of client 1]</i>	
	Contact name: <i>[insert name of contact]</i>	
	Contact details: <i>[insert contact details]</i>	
	Value contract: <i>[insert value of contract]</i>	
	2. Client's name: <i>[insert name of client 2]</i>	
	Contact name: <i>[insert name of contact]</i>	
	Contact details: <i>[insert contact details]</i>	
	Value contract: <i>[insert value of contract]</i>	
	3. Client's name: <i>[insert name of client 3]</i>	
	Contact name: <i>[insert name of contact]</i>	
	Contact details: <i>[insert contact details]</i>	
Value contract: <i>[insert value of contract]</i>		
Personnel: <i>[insert details of the personnel/su-contractors required]</i>	Details about personnel/sub-contractors	
	Manager's experience (if required for this work):	<i>[insert details about manager's experience]</i>
	Consultants' experience:	<i>[insert details about consultants' experience]</i>
Qualifications		
Degree in Human Resources, Organisational Design or Change management (or a related field)	<i>[Bidder's answer]</i>	
Experience and Other technical Competencies		
Experience in organisational design, restructuring, and job design (including job descriptions)	<i>[Bidder's answer]</i>	
Job evaluation knowledge would be useful but not mandatory. Experience with Strategic Pay-SP10 Framework would be an advantage.	<i>[Bidder's answer]</i>	

Experience in the Pacific region would be useful but not mandatory. Prior experience working with SPC Pacific Community would be advantageous but not mandatory. Experience in developing job descriptions for technical or laboratory-based work would be advantageous	<i>[Bidder's answer]</i>
Method of approach and ability to meet the timelines in the TOR	<i>[Bidder's answer]</i>

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

BIDDER'S FINANCIAL PROPOSAL

Services description	Lump sum Price [Currency]	Total quantity	Total Amount Put local [currency]
Professional Fees (Daily rate)	[unit price]	[quantity]	[total amount]
Other related costs (if applicable)- Please specify cost.	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
Total Cost inclusive of all taxes (state the currency bidding in)			[Total 1]

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

For the Bidder: [insert name of the company]

Signature:

Name of the representative: [insert name of the representative]

Title: [insert Title of the representative]

Date: [Click or tap to enter a date]