

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Consultant – DQAF Report
<b>Nature of the services</b>	Consultant to prepare Data Quality Education Framework Report for Fiji
<b>Location:</b>	SPC EQAP, Suva
<b>Date of issue:</b>	24/04/2023
<b>Closing Date:</b>	5/05/2023
<b>SPC Reference:</b>	RFQ EQAP 23-010

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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](mailto: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 [shaheenar@spc.int](mailto:shaheenar@spc.int) and with the subject line of your email as follows: **Submission** RFQEQAP 23-010 Consultant-DQAF Report. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
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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 **4.00pm Fiji Time on 5/05/2023**.

### 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.

Shaheena Rahman will be your primary point of contact for this RFQ and can be contacted at shaheenar@spc.int. You should copy any communications into [rfq@spc.int](mailto: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	24/04/2023
RFQ Closing Date	5/05/2023
Award of Contract	19/05/2023
Commencement of Contract	5/06/2023
Conclusion of Contract	31/07/2024

### 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 FJD 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](mailto: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

**Education Data Quality Assessment is an in-depth and education sector wide assessment of the national data production chain and will help develop a sectoral strategy for the development of statistics.**

The purpose of the Data Quality Assessment is:

- Investigate the data production chain and provide a diagnostic of the state of the collection, production, use and dissemination of the education data.
- Assess national capacity needs and develop recommendations for support and resources required for the improvement of the monitoring of the Education sector.

In a close collaboration with the national technical team, a joint UNESCO Institute of Statistics (UIS) and the Pacific Community (SPC) fact-finding mission was undertaken to assess the quality of the data production chain through a consultative process with key stakeholders in the education sector. The team involved reviewed on the production and use of education statistics, including:

- policies and regulations
- technical documents
- statistical publications
- data user feedback

The Republic where the Data Quality Assessment Framework (DQAF) exercise was used to assess the capacity of the country's Education statistics system that mainly includes the Education Management Information Systems (EMIS) and other education data systems.

The project consultant will be based in the EQAP office for the whole duration when he or she will be engaged in the contract.

## **B. Purpose, objectives, scope of services**

### **(i) Purpose:**

To prepare the Data Quality Education Framework report for Fiji.

### **(ii) Objectives:**

- To prepare the first draft of the DQAF report for Fiji
- To coordinate the review of the DQAF report
- To present the DQAF report
- To coordinate the final publication and communication of the DQAF report

## **C. Major activity to be undertaken by Contractor:**

To draft the DQAF report for Education Data in Fiji using the Data Quality Assessment results for the country and other information relevant for the report.

## **D. Required activities (scope, location, subjects, etc.) and other information that will help prospective bidders understand the nature of the work:**

- (i) Using the DQAF exercise results data conduct a comprehensive desk review of the country's education structure in pre-primary, basic education (primary to secondary) and TVET and higher education.
- (ii) Compile the relevant education data quality assessment (excel sheet template to be provided by EQAP Data team), analyse and present as appropriate.
- (iii) Analyse country's processes in education management information systems.
- (iv) Identify innovative EMIS on SDG4 (Education 2030).
- (v) Analyse Education data system gap in pre-primary, primary and secondary education by 2030 using the DQAF results developed for this Project.

The work is mostly deskwork and using online means of communication with focal points and stakeholders.

## **E. List per activity the literature/data/information already on hand and may be made available to the Contractor as reference/input to the activity.**

- (iii) There are other DQAF reports and literature that the contractor can use as reference.
- (iv) Major sources of data are from the DQAF results.
- (v) Preliminary data was prepared by the Data Team of the EQAP Division in SPC.
- (vi) The Contractor will also work closely with Education Data focal point in Fiji.

## F. Work Assignment:

The consultant shall specifically perform the following tasks:

1. To prepare the DQAF report for Fiji based on the attached suggested template, which will include the following activities:
  - a. Compile the relevant Data Quality Assessment (DQAF excel sheet templates to be provided by the Data Team of EQAP), analyse and present as appropriate.
  - b. Gather DQAF results and conduct a comprehensive desk review of the country's education system and structure in pre-primary, basic education (primary to secondary) and TVET and higher education.
  - c. Analyse information gathered in the Data Quality Assessment spreadsheet.
  - d. Based on the DQAF findings, provide a number of recommendations aimed at improving the quality of education data system in the Ministry of Education.
  - e. Submit the Data Quality Assessment report for endorsement by the Ministry of Education

Country: Fiji

## G. Timelines

Data Production Activities	Planned Dates - Fiji	
	From	To
Revision of DQAF Rubric on Master Sheet	5 <sup>th</sup> June	9 <sup>th</sup> June
DQAF results analysed and confirmed	12 <sup>th</sup> June	16 <sup>th</sup> June

\*\* Refer to part I for rest of the timeline which is given as milestones

## H. Reporting and contracting arrangements.

- The person selected for the contract will be directly responsible to the Education Data Team Leader of the Education Quality and Assessment Programme (EQAP) from whom he/she will be seeking approval and acceptance from.
- The frequency of progress reporting will be given on a fortnightly basis.
- In the course of the work, the Contractor is expected to interact and collaborate with the Regional Advisor and other relevant personnel from the UNESCO Institute of Statistics (UIS) and Education Statistics focal persons of the Ministries of Education in Fiji and Palau.
- Representatives from UIS will provide advice on the framework and content of the Data Quality Assessment and will conduct quality review check of the report. The Officers of the Ministries of Education for Fiji and Palau will provide further information for the DQAF rubrics, information on their Ministries of Education and will also participate in the review of the final reports.
- The contractor will be based in the EQAP office during the duration of his/her contract period.
- The contractor will be required to report on a regular basis after the completion of each milestone and submit to EQAP and UIS for final approval.



### I. Skills and Qualifications

- Advanced degree in education, economics, or social development.
- Strong understanding in Education Statistics and Research and SDG4.
- At least 3 years of relevant work experience, and proven experience in preparing high-quality analytical reports or publications.
- Excellent written and spoken English.
- Experience working with international development partners and Government is an advantage.

### J. Scope of Bid Price and Schedule of payments

- The contract price is based on milestones that are to be accomplished on specific times.
- Contract duration
  - 40 days
- Fee
  - TBD

Milestone/deliverables	Deadline	% payment
DQAF results analysed and confirmed	16 <sup>th</sup> June 2023	20%
Education organisation structures finalised	23 <sup>rd</sup> June 2023	10%
1 <sup>st</sup> drafts of DQAF reports start	30 <sup>st</sup> May 2023	10%
Stakeholder consultations and review	7 <sup>th</sup> July 2023	10%
Presentation of final version	14 <sup>th</sup> July 2023	10%
Publication version commences	21 <sup>st</sup> July 2023	10%
DQAF Report final presentation	28 <sup>th</sup> July 2023	30%

### K. Annexes to the Terms of Reference

Data Quality Assessment Report for Pacific Island countries that have completed the DQAF exercise  
[Link](#)

## 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
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> Experience in data collection and analysis for research or study purpose	25%	175
<b>Technical requirement 2:</b> Relevant qualifications and industry average.	25%	175

<b>Technical requirement:</b> Ability to deliver the service within the allocated time.	25%	175
<b>Technical requirement 3:</b> Ability to report findings from the data quality assessment framework.	25%	175
<b>Total Score</b>	<b>100%</b>	<b>700</b>