

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Updating the HRSD Business Plan
Nature of the services	Consultancy Services
Location:	Hybrid
Date of issue:	11/05/2023
Closing Date:	31/05/2023
SPC Reference:	RFQ23-5373

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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 josea@spc.int and with the subject line of your email as follows: **Submission Updating the HRSD Business Plan**. 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
- Supporting documents: CV, Cover Letter, Technical proposal, and Quotation

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 **16:00pm Fiji Standard Time (GMT+12) on 31/05/2023**.

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.

Jose Antonio - Team Leader, Monitoring, Evaluation, Learning, Knowledge Management and Communication will be your primary point of contact for this RFQ and can be contacted at josea@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	11/05/2023
RFQ Closing Date	31/05/2023
Award of Contract	9/06/2023
Commencement of Contract	12/06/2023
Conclusion of Contract	30/09/2023

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 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. 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 (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. It is an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, SPC works across more than 20 sectors and is known for our knowledge and innovations.

The Human Rights and Social Development (HRSD) Division leads SPC's work programme in providing culturally and contextually grounded technical assistance to support the 22 Pacific Island Countries and Territories (PICTs) that are SPC members to advance human rights, gender equality, disability and social inclusion (GEDSI), youth development and cultural development. HRSD also provides technical assistance across SPC to help implement the SPC Social and Environmental Responsibility (SER) policy through a people-centred approach (PCA). PCA places people and their environment at the centre of development planning, implementation, decisions, monitoring and reporting.

HRSD brings together the previous Social Development Programme (SDP) and Regional Rights Resource Team (RRRT). As separate programmes, SDP was focused on gender equality, youth development and culture development, and RRRT on promotion and protection of human rights in the region. Both programmes-built credibility for their work in partnership with SPC members, civil society and other partners. The merger of these programmes on 1st September 2020 occurred with the objective to amplify the impact on these related areas of work across Pacific Island countries and territories (PICTs), civil society, implementing partners and other SPC divisions. As a result of this merger, the HRSD established the Business Plan 2021-2025.

HRSD Business Plan 2021-2025 incorporates the RRRT Business Plan 2018-2021 and the SDP business plan 2019-2023. The HRSD work programme builds on the synergies from these plans and has adapted in response to the current environment shaped by Covid-19 and climate change. Its construction occurred through talanoa sessions, drawing on the expertise of staff in the division over multiple planning sessions. It also drew on insights from across SPC, SPC members, civil society, implementing partners.

Meanwhile, SPC launched the Strategic Plan (2022-2031) on the occasion of 75th anniversary, outlining ten-year commitment to developing a resilient Blue Pacific: a region of peace, harmony and prosperity for all. Similarly, SPC launched its gender equality flagships programs including the Pacific Women Lead (PWL) programme on 18 March 2022 and Women in Leadership (WIL) programme in early 2022. In addition, HRSD also considers the opportunities for enhancing its support to the PICs on youth empowerment and persons with disability supplementing conventional approaches in the formal education system by providing alternative pathways to decent work or meaningful engagement in society.

The HRSD Business Plan 2021-2025 thus requires updating to account for, enhance, and ensure alignment of the aforementioned opportunities and current implementation progress, making the business plan relevant and responsive. The revision process will take into account referring PICs' national framework conditions and priorities especially on topics around Human Rights, Gender Equality and Social Inclusion, implementation challenges, and/or other external factors that may have an impact on the program's effectiveness in achieving its objectives.

(The consultancy services necessitate travel to the SPC office in Suva, Fiji, for consultation with internal and external stakeholders dealing with the core businesses of SPCs/HRSDs.)

B. Purpose, objectives, scope of services

The purpose of the consultancy is to update HRSD Business Plan for 2021-2026 enhancing its relevance to the needs, opportunities, and challenges of the PICs. It should ensure that HRSD's programme intervention meets its objectives for ensuring improvement of the lives of people in the Pacific region.

Specifically, the consultancy services requires that the final draft Business Plan shall;

- Review and make a note of the 2050 Blue Pacific Continent Strategy. Identify the interconnections between the six categories (social development, economic development, environment, technology, political/legal, geopolitical/geostrategy) that will impact our ability to achieve the vision for 2050.
- Be fully aligned with SPC's Strategic Plan (2022-2031) and its corresponding results matrix and indicators.
- Align with the newly established SPC Gender Equality Flagship programme.
- Fully integrate the Pacific Women Lead (PWL) Programme and its corresponding results indicators.
- Articulate the working relationship between HRSD and the SPC Principal Strategic Lead – Pacific Women and Girls, noting the strategic relationship between the two.
- Align with the Pacific Regional Culture Strategy 2022 – 2032 and its indicators
- Ensure alignment of (and where appropriate integrate) the Women in Leadership (WiL) Programme and its indicators.
- Strengthen HRSD's Social Inclusion programme around youth, disability and other sectors such as but not limited to children, and education, including *aligning with the Pacific Youth Development Framework 2014-2023*).
- Integrate the lessons and learning from implementation of the Business Plan to date, and embed core services and capabilities.
- Provide strategic options effective management and delivery of services to the PICs while ensuring coherence, complementation across HRSD programs and projects. This may entail revisiting current MELKMC frameworks, and processes.

The major activities to be undertaken with HRSD include;

- **Desk review-** revision of current HRSD's Business Plan (2021-2025), current SPC's Strategic Plan (2022-2031), gender equality flagship programmes (PWL and WiL), strategic documents such as but not limited to youth and persons with disability, and other relevant policies, plans and programs.
- **Inception report:** Building on the technical proposal of the consultant, an inception report will be shared that encapsulates among others, the discussions from the briefing meeting with the HRSD and the results of the desk review. The inception report should clearly outline the precise timing with which the entire consultancy will be carried out ensuring timeliness and precision in the delivery of milestone outputs.
- **Stakeholder consultations and validation:** It is the consultant's responsibility to hold meetings and consultations (**in hybrid modality**) with internal and external stakeholders to ensure that the updated business plan is responsive and relevant. Below are the initial lists of stakeholders that will be consulted:
 - **Internal to SPC:** HRSD Director, SPC Principal Strategic Lead - Pacific Women and Girls, Director of Strategy Performance and Learning (SPL), Pacific Women Lead Programme, Women in Leadership (WiL), Project Governance, PYEEEP Project, Manager Programmes and HRSD team leaders of objectives 1 (governance and institutional strengthening), 2 (Gender Equality and Social Inclusion) and 3 (Culture for

Development). As deemed appropriate, the consultant may also consult with the directors of the SPC sub-regional offices (Melanesia, Micronesia, and Polynesia).

- **External:** Representatives from the development partners such as but not limited to Change Management consultant (Alan Woodside), Swedish-SIDA, Australia-DFAT, New Zealand-MFAT, USAID, European Union/Commission. Germany, and members of the HRSD Advisory Board.
- **Updated Business Plan:** The draft business plan (version 1) shall be submitted to HRSD MELKMC team leader (who shall arrange for review by the BP core group) prior to the validation workshop. Below is the stepwise process:
 - The consultant shall present the draft business plan for review by the BP core group comprising of the members of HRSD Senior Management Team (SMT), and program and project coordinators, including SPL (to ensure quality assurance and advice and alignment to other SPC plans and programs), will review the draft business plan. Observations and inputs will then be incorporated and a second version of the business plan shall be submitted (version 2).
- **Presentation/Validation:** A presentation/validation session will be held to present and discuss the second draft of the updated Business Plan (version 2). The consultant is expected to lead the presentation and validation process. This schedule and timing for this validation session will be determined during the briefing session and in consultation with the HRSD core group.
- Observations and inputs during the validation workshop will then be incorporated to the revised draft version (Version 3). Once cleared by the BP Core Group, the consultant will be requested to submit the final draft (edited, ready for publication version 4). Once cleared, MELKMC team leader shall notify the consultant for submitting its final invoice.
- **Activity report:** The overall process for updating the business plan will be captured in a brief activity report – template will be provided as annex to this RFQ. The consultant will be required to submit the activity report together with the final invoice.

C. Timelines

The consultancy service is expected to be completed within 40 days, not exceeding the final deadline of September 30, 2023.

Milestones	Allocation of Days
1. Desk Review: A briefing meeting will be held to ensure clarity of the ToR and the corresponding milestone outputs. The HRSD Director will introduce the consultant to the HRSD Staff during its divisional meeting (exact date will be known during the briefing session). By June 20, 2023 , the consultant should have completed all desk review tasks.	5 days
2. Inception Report: The consultant should provide the inception report that encapsulates the discussions from the briefing meeting, and the results of the desk review. The inception report should clearly outline the precise timing with which the entire consultancy will be carried out ensuring timeliness and precision in the delivery of milestone outputs. The approved inception report will be the basis for processing the first invoice .	3 days
3. Stakeholder Consultation: The entire updating process should be inclusive and purposeful. The consultant should therefore ensure that internal and	10 days

external stakeholders (indicated in the previous sections of this RFQ) are consulted. Results of this consultations shall be incorporated/ considered in drafting the updated business plan (version 1). This tasks should be completed by 30th of July 2023 .	
4. Draft/s updated Business Plan: Version 1 of the updated business plan shall be discussed by the BP Core group where which the observations and strategic inputs, shall incorporated in further revisions (version 2). The version 1 will be reviewed by the BP Core Group. The review will be held not later than 7th of August 2023 . This will give the consultant ample time to come up with version 2 which will then be presented to the validation workshop. Approval of version 2 will be the basis for processing Second invoice .	17 days
5. Presentation and validation of the draft updated Business Plan (version 2): The consultant should present the revised version (version 2) of the updated Business Plan and solicit feedback and suggestions from the HRSD team (divisional meeting as venue). The workshop will take place in the week of 23rd August 2023 . The consultant is expected to incorporate the feedback during the validation workshop to the Version 3 of the updated business plan.	1 day
6. Submission of the Final Updated HRSD Business Plan: By 15th of September 2023 , the consultant should submit the final version of the Business Plan. This version should be of excellent quality (edited and printer-ready) incorporating all strategic inputs from previous consultations and validations. Acceptance of the final version and the corresponding activity report shall be the basis for processing the final invoice .	4 days
Maximum number of days for this consultancy	40 days

D. Reporting and contracting arrangements

- At key stages of the updating process, the consultant shall liaise with MELKMC team leader. All relevant background information and documents (especially those that are not mentioned in this RFQ) will be made available to the consultant during the briefing meeting.
- MELKMC unit and HRSD procurement officer, shall facilitate the coordination of briefing meetings, validation workshops, and other activities regarding this consultancy. The consultant shall have full access to the contact details of the suggested stakeholders that will be consulted to ensure efficiency in setting up appointments. It is essential that the MELKMC team leader is informed (copied in all email communications) of these meetings.
- Procurement team will offer administrative and logistics supports.
- SPC/HRSD will bear the costs of travel to and from Suva, Fiji, during the consultancy.

E. Skills and qualifications

- A minimum of master's degree in a relevant field, with at least of 10-15 years of experience in the strategic planning, design and development of organisational business plan and growth strategies.

Evidence (should be clearly marked in the CV and at least 2 samples of previous similar works should be made available) of having undertaken similar assignments is a requirement.

- Understanding of the mandate by proposing an adequate methodology with clearly defined activities, roles and responsibilities.
- Understanding of People Centred Approach to management and operations, planning, and programming.
- Advanced and proven analytical skills.
- Excellent organizational and communication skills, ability to prioritize and work with minimum supervision.
- Extensive experience working with Pacific Governments and with Civil Society Organizations.

F. Scope of Bid Price and Schedule of Payments

- The contract price will be based on lump sum payments tied to the milestones (in previous section) set out below.
- The cost components must be inclusive of professional fees.
- As mentioned in section D, accommodation and travel costs during the validation workshop shall be covered by SPC/HRSD (as per SPC policy).
- The terms of payment shall be in accordance with the provisions of Article 10 of SPC's General Conditions.

Milestone/deliverables (refer to Section D of this RFQ)	Deadline	% payment
First tranche upon signing of the contract	TBD	NA
Inception Report: The approved inception report will be the basis for processing the first invoice .	June 20	20%
Draft updated Business Plan (version 2): Approval of version 2 will be the basis for processing second invoice .	August 7	50%
Submission of the Final HRSD Business Plan: Acceptance of the final version and the corresponding activity report shall be the basis for processing the third invoice .	Sept. 15	30%
TOTAL	40 days	100%

G. Annexes to the Terms of Reference

SPC Website: <https://www.spc.int/>

HRSD Website: <https://hrsd.spc.int/home>

Current Projects: <https://hrsd.spc.int/current-projects>

HRSD's Business Plan: <https://hrsd.spc.int/sites/default/files/2021-06/HRSDBusinessPlan2021-2025-eVersion.pdf>

SPC's Strategic Plan: <https://www.spc.int/strategic-plan>

2050 Strategy for a Blue Pacific Continent: <https://spccfpstore1.blob.core.windows.net/digitallibrary-docs/files/b3/b3c1eb525827f7c953d9387d598e3323.pdf?sv=2015-12->

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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		
<ul style="list-style-type: none"> Post-graduate (at least Masteral degree) qualification(s) in the field relevant to this service, preferably in international development, development management, political and/or social sciences. Minimum of 10 years combined professional experience in project design, project development, management and implementation. Preference will be given to consultants who have prior hands-on experience in the Pacific Countries. 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Experience in the designed and development of organisational business plan and growth strategies.	5%	35
Technical requirement 2: Prior strategic planning and development work and evidence of undertaking similar assignments (with at least 2 samples of previous similar work)	30%	210
Technical requirement: Preferably but not required - prior work with SPC, and understanding of People Centred Approach to management and operations, planning and programming	30%	210
Technical requirement: Organisational and communication skills, ability to prioritize and work with minimum supervision	5%	35
Other: Financial weight (Financial assessment will only be made for those candidates who meet the 49 minimum points under the technical assessment)	30%	210
Total Score	100%	700