

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Technical Assistant for the Pacific Ministers for Youth Meeting (PMYM)
Nature of the services	<p>To develop:</p> <ul style="list-style-type: none"> - The Draft Youth development Strategy - Provide technical leadership to internal rapporteurs and draft the reports of the Senior Officials of National Youth Machineries Meeting (August) and the Pacific Ministers for Youth Meeting (September)
Location:	Suva, Fiji
Date of issue:	12/04/2024
Closing Date:	28/04/2024
SPC Reference:	24-6423

Contents

PART 1: INTRODUCTION	3
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
PART 2: INSTRUCTIONS TO BIDDERS	3
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	4
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT:	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES:	8
C. TIMELINES, WORKPLAN & BUDGET:	9
D. REPORTING & CONTRACTING ARRANGEMENTS:	9
E. SKILLS AND QUALIFICATIONS:	10
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS:	10
PART 4: PROPOSAL EVALUATION MATRIX.....	12
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	12

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 taritab@spc.int and with the subject line of your email as follows: **Submission RFQ 24-6423** .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
- Curriculum Vitae, Cover Letter, Technical Proposal, Reference Letter(s), Tax Registration, Business Registration

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 **11:45pm Fiji Standard Time (GMT+12) on 28/04/2024**.

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. Tarita Bartley will be your primary point of contact for this RFQ and can be contacted at taritab@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	12/04/2024
RFQ Closing Date	28/04/2024
Award of Contract	10/05/2024
Commencement of Contract	13/05/2024
Conclusion of Contract	2/12/2024

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. 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 need to establish a regular Youth Ministerial Meeting to monitor commitments made to youth development at the regional level, stem from recognition that, whilst there are regular meetings of Pacific ministers for various sectors, there is no equivalent for youth development. For example, regionally, women ministers meet triennially; ministers for culture meet bi-ennially; ministers for health, education, agriculture, fisheries meet bi-ennially. The Pacific Islands Forum convene our regional political leaders annually and since 2022, have instituted the annual meeting of Forum Women Leaders.

In terms of keeping account of commitments to youths, the following reports and convenings have been the occasions when Pacific youth has been 'the agenda':

- State of Pacific Youth Reports in 2005, 2011 and 2017;
- References to youth empowerment in two PIF Leaders communique (2011, 2012)
- 1 Pacific Youth Ministers Meeting in 2009 which endorsed the Pacific Youth Declaration
- 1 Pacific Youth Ministers Meeting in 2013 which endorsed the Pacific Youth Development Framework 2014- 2023.

Since then, there's been no tracking of commitments under the Pacific Youth Development Framework 2014- 2023 (PYDF).

The Pacific Youth Development Framework 2014- 2023 (PYDF):

The Pacific Youth Development Framework (PYDF) 2014–2023 was launched by Pacific Ministers for Youth meeting in Noumea in 2013. It responded to calls from young people, development partners and governments for greater support for the implementation of countries' youth policies, and to address barriers to progress. The PYDF was developed with the intention to increase investments in youth across development sectors by strengthening the evidence base and accountability, and improving development effectiveness through engagement, coordination and strategic communication between all youth stakeholders, including key populations of young people.

The PYDF four (4) outcome areas are:

- 1) More young people secure decent employment.
- 2) Young people's health status is improved.
- 3) Governance structures empower young people to increase their influence in decision-making processes; and
- 4) More young people participate in environmental action.

The Pacific Youth Council (PYC) was a key partner with SPC in the development of the PYDF. As a co-coordinator for the implementation of the PYDF, it was responsible for facilitating the engagement of young people, including marginalized groups. The partnership was also supported by other regional organizations, United Nations agencies and the Commonwealth Secretariat. The Pacific Youth Council (PYC) is the regional body representing 10 national youth council bodies in the Pacific, which, in turn, represent provincial youth councils in member countries. The PYC presents a unique opportunity for development agencies and governments to engage young people in development and to create space for young people to exercise leadership in contributing to the framework.

In 2019/2020, the Social Development Programme¹ (SDP) of SPC, which had original carriage of the youth work, commissioned a mid-term review (MTR) of the PYDF. After the merger, HRSD finalized the draft review report and coordinated with SPC divisions on the SPC management response. The PYDF and the Review Report (in the English and French versions) were sent out to SPC member countries, CROP, UN, development partners, the PYC and NYCs in the last three (3) months. Virtual and face to face briefings are also on-going with these stakeholders.

The SPC Proposal for building a regional accountability mechanism for youth development:

SPC is hosting a Pacific Ministers for Youth Meeting (PMYM) from 4-5 September 2024 in Nadi, Fiji. This will be preceded by:

- 1) A meeting of Senior Officials of the National Youth Machineries (NYM) from 13th – 15th August &
- 2) A convening of the Pacific Youth Council, National Youth Councils, Youth-Led Regional CSOs and Youth desks within regional CSOs from 29th April to 3rd of May. This convening will include the hosting of the General Assembly of the PYC.

These meetings will be informed and guided by virtual meetings/convenings being held between February – June 2024, whereby stakeholders are required to:

- 1) Review key findings of the PYDF-Mid-Term Review Report;
- 2) Consider key components to design an effective accountability mechanism for youth development across the region;
- 3) Provide guidance and feedback on the proposed methodology for the development of the regional accountability mechanism and the next iteration of the PYDF; and
- 4) Provide guidance for a Roadmap to support the implementation, monitoring and resourcing.

The PMYM 2024 presents a unique platform for technical and political considerations, that will strengthen the regional accountability architecture for youth development.

The PYDF Successor: A Guidance Strategy & Accountability Mechanism:

The Aim: SPC aims to work with NYMs, the PYC, National Youth Councils, youth-led regional CSOs, youth desks within regional CSOs, CROP, UN agencies, development, donor partners, academic institution and the private sector to develop a robust regional mechanism that is accountable to the region's youth.

It proposes the following fundamentals:

- I. That SPC be tasked by the region's Ministers for Youth, with the mandate to convene the region's Ministers for Youth meetings either bi-ennially or triennially or quadrennially or quinquennially, and this regularity is to be determined at the PMYM 2024.
- II. That SPC work with all stakeholders in a consultative manner to develop the next iteration of the PYDF – whether it is a framework or a strategy or simply a guidance strategy;
- III. That the next iteration be the guiding document for the regional accountability mechanism with a MEL Framework, a communications strategy, a budget, a resource mobilisation plan and seed funding to start the work.

¹ The Human Rights and Social Development Division (HRSD) is a merger of the former Regional Rights Resource Team (RRRT) and the Social Development Programme (SDP) in September 2020.

- 1. The proposed accountability mechanism: The proposed accountability mechanism, in principle, aims to strategically align its decision** making and reporting processes with overall regional reporting mechanisms, such as the Leaders 2050 Blue Pacific Strategy and regional sectoral mechanisms that ultimately lead to accountability to international commitments such as the SDGs and the UNDHR.

It is envisioned that the accountability mechanism will be operationalized through the structure of the:

- I. Pacific Ministers for Youth Meeting (PMYM)) with the technical support structures of a Technical Advisory Group and Thematic Working Groups.
 - II. The proposed ministerial meetings will be advised by the meeting of the Senior Officials of the National Youth Machineries (SOM) meeting at least six (6) weeks prior. It is proposed that the SOM have as equal meeting partners representation from the Pacific Youth Council and a sub-regional representative from National Youth Councils, which they will pre-decide through their processes.
- 2. The proposed Methodology:** The PMYM Approach seeks to demonstrate SPC's people centred approach ensuring that all stakeholders are meaningfully consulted and invited to contribute from the outset. This ensures the preparation for the PMYM 2024 itself is consultative but also that the development of the Guidance Strategy and next iteration is inclusive of all relevant stakeholders, especially young people.

B. Purpose, Objectives, Scope of Services:

The Purpose & Objectives:

The Technical Assistant/Consultant sought shall provide the technical assistance required by the HRSD/SPC to:

1. Undertake: A desk review of accountable mechanisms for youth at the global level and how the Pacific Island Countries and Territories are being meaningfully engaged with tangible outcomes for the region's youths; Review regional strategic development frameworks to better inform alignment of a regional youth mechanism.
2. Attend the virtual and hybrid consultations being organised by SPC for the purpose of this exercise and preparing a draft framework to be discussed at the Senior Officials Meeting in August. The draft framework to contain the proposed regional accountability mechanism and the most common regional priorities being captured through the consultations.
3. Develop: the 1st Draft of the Youth Development Framework/Strategy and Consultation Report obtained through the PICs (TAG & Thematic Working Groups) to inform Senior Youth Officials & Youth Ministers meetings.
4. Lead a team of rapporteurs for the SOM in August and the PMYM in September 2024 and develop the Official Report for the Convenings. (Note: the rapporteurs will be provided by the meeting convenors).
5. Post PYMY Follow Up: Undertake follow up consultations with PICs through the TAG & Thematic Working Groups to develop a workplan for the development of the framework and mechanism as endorsed by the Ministers for Youth.

The Scope of Services:

The Technical Assistant/Consultant sought shall primarily focus his/her technical capabilities in the development of the DRAFT Youth Development Framework/Strategy, in consultation with the Technical Advisory Group and PICTs through the relevant mechanism proposed by the SPC.

In the conduct of his/her duties, the TA/Consultant's work will be reviewed and approved by the **PMYM Technical Advisory Group (TAG)**.

The TA/Consultant is expected to support the development of documentation for the Senior Officials Meeting (August 2024) and Youth Ministers Meeting (September). Furthermore, provide lead rapporteur service and lead the compilation of the HRSD/SPC Official Report for the Ministerial Convening.

Following the PMYM 2024, the TA/Consultant is expected to have finalized all key components requested and submit all key documentation to the HRSD/SPC to inform PICs of the process and timelines for crafting of the next iteration of the Youth Development Framework/Strategy.

C. Timelines, Workplan & Budget:

The expected duration for Technical Assistant/Consultancy Services sought, commences 13th May, 2024 until 2nd December, 2024.

In accordance with the timeframe and expected deliverable above, applicants are requested to submit a Work Plan and Budget.

The preferred location for the TA sought is Suva, Fiji to enable ease of access to HRSD Office and Technical Staff, in addition to facilitating the required communications and consultations with PICs (NYMs, NYCs, PYC, CROP, UN, development partners)

D. Reporting & Contracting Arrangements:

Within SPC HRSD, the TA/Consultant sought, will report directly to **the Team Leader Inclusive & Equitable Societies, SPC HRSD**. Should there be a need for the TA to undertake field work, the costs will be covered under SPC's travel policy.

E. Skills and Qualifications:

- 1) At least 7-10 years of experience in regional policy development and strategic planning, including demonstrated experience in technical report writing.
- 2) At least 7 years of demonstrated experience in regional and/or multi-country youth development or related social and human rights development field.
- 3) Proven experience of using participatory and innovative techniques to facilitate senior government stakeholder consultations, with sound contextual familiarity and communication skills suited to the Pacific Governments, CSOs and Youth Organizations.
- 4) Proven ability to work independently with strong problem-solving skills to navigate the technical, cultural and political sensitivities of the task at hand.
- 5) Demonstrated familiarity with the concept of: human rights, gender equality, social inclusion and culture for development, as they relate to strengthening the regional architecture for youth development across the Pacific Region.
- 6) Demonstrated analytical and writing skills with an ability to complete high quality reports efficiently, is essential.
- 7) A post-graduate qualification in Social Development, Human Rights, Law or related technical area, is desirable.

F. Scope of Bid Price and Schedule of Payments:

The Vendor is to provide one quote, with itemised costing.

The contract will be paid on a milestone basis, with supervisor confirmation or acceptance of the associated deliverables required before payment. As part of solicitations, the technical Assistant is expected to provide a confirmation of time required for the scope of services.

Bidder is requested to specify the preferred schedule of payments and terms acceptable, noting that generally, SPC will not enter into arrangement requiring a 100% advance payment.

Terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

The key milestones & deadlines expected of the TA throughout this period is detailed below:

Milestone/deliverables		Deadline
1. Desk Review, Initial Consultations for verification and clarifications	A desk review of accountable mechanisms for youth at the global level and how the Pacific Island Countries and Territories are being meaningfully engaged with tangible outcomes for the region's youths; Review regional strategic development frameworks to better inform alignment of a regional youth mechanism.	24 th May 2024
	Provide a draft of an Accountability Mechanism & Operational Structure in consultation with the TAG	3 rd June, 2024
	Verify & Consolidate regional thematic priorities in consultation with the TAG and submit a revised draft	17 th June, 2024
	Develop Stakeholder Consultation Report and a 1 st Draft of a Regional Youth Development Framework/Strategy for SOM consideration	30 th July 2024

2. Development of 1st Draft Youth Framework & SOM Consultation Report	Provide Lead Rapporteur Services for the SOM (13-15 August) & submit a Report of the Convening	22 August
3. Rapporteur services for PMYM, Convening Report & Policy Brief	Provide Lead Rapporteur Services for the PMYM 2024 (4 th – 5 th September) & submit a Report of the Ministerial Convening	30 th September 2024
4. Follow Up Consultations & Finalization of deliverables	Conduct follow consultations with PICs to reconfirm agreed key outcomes of the PMYM & Finalize the Draft Regional Youth Development Framework/Strategy	18 th October 2024
	Technical Meeting with HRSD and Submission of core documents/deliverable produced	25 th October 2024
	Final edited report submitted	2 nd December, 2024

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 requirement:		
<ul style="list-style-type: none"> Conflict of Interest Declaration form completed. Technical Proposal Submission form Financial Proposal Submission form Business registration, Tax Identification Number (TIN) Letter (as applicable as per consultant's applicable legislation) Submission of cover letter, detailed CV with at least three referees and their contacts details Sample of previous work done. 		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements:		
Technical requirement 1: At least 7-10 years of experience in policy development and strategic planning, including demonstrated experience in analytical and writing skills with proven ability to produce high quality reports in a timely manner.	30%	250
Technical requirement 2: At least 7 years of demonstrated experience in regional and/or multi-country youth development or related social and human rights development field.	10%	150
Technical requirement 3: Proven experience of using participatory and innovative techniques to facilitate regional and multi-level stakeholder consultations, with sound contextual familiarity and communication skills suited to the Pacific Governments, CSOs and Youth Organizations.	10%	10
Technical requirement 4: Proven ability to work independently with strong problem-solving skills to navigate the technical, cultural and political sensitivities of the task at hand.	10%	10
Technical requirement 5: Demonstrated familiarity with the concept of: human rights, gender equality, social inclusion and culture for development, as they relate to strengthening the regional architecture for youth development across the Pacific Region.	10%	10
Other: A post-graduate qualification in Social Development, Human Rights, Law or related technical area, is desirable.		
Total Technical Requirements	70%	700
Financial Requirements		
Pricing	30%	300
Total Score	100	1,000