

CALL FOR EXPRESSION OF INTEREST (EOI) FOR SERVICES

Project Title:	South Pacific Form Seven Certificate (SPFSC)
Nature of the services	Curriculum and Assessment short term consultancy
Location:	FIJI
Date of issue:	8/07/2022
Closing Date:	22/07/2022
SPC Reference:	22-4286

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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 call for Expression of Interest (EOI) Process

At SPC, a call for expression of interest (EOI) is a solicitation process that allows SPC to develop a list of potential bidders for goods, services or works that maybe

- Included on a shortlist roster; or
- Considered for a future detailed RFP (Request for Proposal) process.

The call for EOI process does not lead to an award a contract, but it is the process used by SPC to establish a shortlist of prospective vendors, technically able to provide the services sought.

Your participation confirms your acceptance of SPC's conditions of participation in the call for EOI process.

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

SPC invites you to submit an EOI to deliver the services as specified in [Part 3](#).

SPC has advertised this call for EOI on its website and may send it directly to potential applicants. The same specifications, submission and other solicitation requirements will be provided to all potential applicants.

SPC has compiled these instructions to guide potential applicants and to ensure that all applicants are given equal and fair consideration.

Please read the instructions carefully before submitting your EOI. For your EOI to be considered, you must provide all the prescribed information by the closing date and in the format specified.

2.2 EOI instructions

Your EOI must be clear, concise and complete and should only include information that is necessary to respond effectively to this call for EOI. Please note that you may be marked down or excluded from the call if your submission contains any ambiguities or lacks clarity.

Your EOI must include the following documents:

- a) Expression of Interest Submission Form (Part 5);
- b) Curriculum vitae

You must submit your **Expression of interest** in English as an attachment to one email. Your EOI is to be sent to laveniej@spc.int with the subject line of your email as: **Submission EOI22-4286**, or hand delivered to:

SPC/EQAP
3 Luke Street,
Nabua

Your EOI must be received no later than **22/07/2022** by **4.00pm Suva time**. Only one EOI per bidder is permitted.

SPC reserves the right to exclude from consideration any proposal not received by the deadline, with incomplete information or in incorrect form.

2.5 Key dates

Please see the proposed 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.

STAGES	DATES
EOI advertised	8/07/2022
EOI Closing Date	22/07/2022
Training for pre-selected applicants	August - October 2022

2.6 Legal and compliance

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the call for EOI are already in the public domain when shared with the applicant, applicants shall at all times treat the contents of the call for EOI and any related documents as confidential. SPC will also treat the information it receives from the applicants as confidential.

No offer of contract or invitation to contract: This call for EOI is not an offer to contract or an invitation by SPC to enter into a contract with you.

Privacy: The applicant 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 call for EOI. SPC will handle any personal information it receives under the call for EOI in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Warranty, representation, assurance, undertaking: The applicant 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 call for EOI process.

2.8 Complaints process

Applicants that consider they were not treated fairly during any SPC EOI process may lodge a protest. The protest should be addressed to complaints@spc.int. The applicant must provide the following information: (1) full contact details; (2) details of the relevant call for EOI; (3) reasons for the protest, including how the alleged behaviour negatively impacted the applicant; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

Part 3: Terms of Reference

A. Background information

The Pacific Community through its Educational Quality and Assessment Programme (EQAP) provides a high-quality outcome based regional Form Seven qualification, called the South Pacific Form Seven Certificate (SPFSC) qualification, for students seeking tertiary education across the Pacific region as well as internationally. SPC also supports several Ministries of Education in the Pacific with their national secondary curricula improvements, assessments, and examinations.

Due to the need for curriculum improvement and assessment instrument development and moderation for regional and national qualifications, SPC invites Expressions of Interest (EOI) from qualified and experienced professional in the following subjects:

English, Mathematics, Accounting, Economics, Chemistry, Biology, Physics, Geography, History, Agriculture, Information and Communications Technology, Tourism and Hospitality, French, Design Technology, Clothing and Textiles, Food and Nutrition, Health and Physical Education, Music and Visual Arts.

B. Evaluation

Key Selection Criteria:

- At least 5 years teaching experience in the relevant subject/s at the Form 7 level or equivalent
- Must hold at least a bachelor's degree in the relevant subject area
- Previous experience as a curriculum writer or assessment instrument developer at national or regional level
- Knowledge of Outcomes Based Education

EOI application

Your EOI should include the following information:

- Your qualifications, past experience, and contact details of two referees
- Your two-teaching subject(s)
- Detailed/updated CV
- Confirmation of your availability to undertake the Micro Qualification
- Your contact details (including phone and email)

Evaluation process

Shortlisted applicants will be required to undertake a Micro Qualification on "Assessment Instrument Development" via blended mode – online and face to face in August - October 2022, and successfully complete the course in order to be selected for any curriculum and assessment work (examiners, moderators, scorers, curriculum writers, etc.)

Note that individuals who have already completed the Micro Qualification on Assessment Instrument Development with EQAP, need not apply.

Part 4: EOI EVALUATION MATRIX

4.1 Evaluation criteria & Score Weight

An evaluation committee will assess the EOI received against the pre-established evaluation criteria listed below.

The competencies which will be evaluated are detailed in [Part 3](#).

Evaluation Criteria	Score weight (%)	Points obtainable
Expertise		
At least 5 years teaching experience in the relevant subject/s at the Form 7 level or equivalent	30%	30
Must hold at least a bachelor's degree in the relevant subject area	30%	30
Previous experience as a curriculum writer or assessment instrument developer at national or regional level	20%	20
Knowledge of Outcomes Based Education	20%	20
TOTAL	100%	100
Qualification Score	70%	70