

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	HUMAN RIGHTS HERO/INES COMPILATION
Nature of the services	CONSULTANT FOR COLLATION AND EDITING OF PROFILES AND ARTWORK FOR HUMAN RIGHTS HERO/INES COMPILATION
Location:	Desk based consultancy
Date of issue:	11/10/2022
Closing Date:	26/10/2022
SPC Reference:	RFQ22-4699-PRO

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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 neomaim@spc.int and with the subject line of your email as follows: **Submission RFQ22-4699-PRO**. 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
- Cover letter
- Curriculum of vitae

- Sample of previous piece of work

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 **4pm Fiji Time on 26/10/2022**.

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.

Neomai Maravuakula will be your primary point of contact for this RFQ and can be contacted at neomaim@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	11/10/2022
RFQ Closing Date	26/10/2022
Award of Contract	2/11/2022
Commencement of Contract	4/11/2022
Conclusion of Contract	3/02/2023

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 EURO 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 Human Rights and Social Development Division - HRSD (formerly encompassing the Regional Rights Resource Team (RRRT) and Social Development Programme (SDP)) undertakes the human rights and social development work of the Pacific Community (SPC). HRSD is implementing a Social Citizenship Education (SCE) programme in the Republic of the Marshall Islands, Kiribati, Tuvalu and Vanuatu. The programme aims to increase awareness and practice among students, teachers and school communities of human rights and responsibilities, gender equality and social inclusion, and to promote an end to violence against women and girls. The programme has two key components:

1. Working within the formal education system to integrate topics of social citizenship into the curriculum and supporting the teaching of these topics; and
2. Working with communities around the schools to create a supportive and enabling community that supports the classroom learnings on social citizenship. This includes training Community Facilitators to conduct outreach and awareness raising activities in communities and schools on issues such as human rights and responsibilities, gender equality, social inclusion and ending violence against women and girls.

HRSD is working with Ministries of Education to implement the SCE programme, part of which calls for education around basic human rights and associated responsibilities that is grounded in the Pacific context. Recognising the often perception that human rights are a foreign concept, the education programme specifically aims to show the links between Pacific cultural values and human rights values and principles. Part of this work aims to also highlight the number of Pacific Islanders who, over the years, have fought for the rights of their people, to inspire the next generation on what they too can achieve and contribute to the development of their countries through understanding their human rights and social responsibilities. HRSD is therefore compiling short one-page write-ups on Pacific Islanders from across the region who have taken up issues related to human rights, to be written to suit secondary school students and young adults, and be published as a small book. The book aims to:

- showcase those people from the Pacific region who have been engaging on human rights issues and leading struggles for rights, even if they have not used always the language of human rights;
- inspire children to understand that through understanding and applying social citizenship values and concepts, which includes human rights and responsibilities, they too can become human rights heroes/ines who contribute to development and prosperity in their country and region;
- promote discussion on the value of engaging on human rights as Pacific Island communities.

The **proposed book** would include:

- An introduction on human rights and the idea of human rights heroes/heroines, including a mention of the methodology by which these profiles were collected.
- Organisation of the profiles potentially around the issues around which people were struggling/working towards, with a short write-up that links their stories to the different human rights at stake.

B. Purpose, objectives, scope of services

The consultancy will involve a number of activities to collate and edit profiles, and coordinate the creation of artwork to accompany each profile. The following are the specific activities that will be carried out under the consultancy:

- Complete the editing of the remaining 2 Fiji profiles.
- Edit and finalise profiles that come in from the region, in collaboration with HRSD country-based staff.
- Coordinate with country-based staff to ensure that the interviewees provide clearance/approval before the final profiles can be published.
- Coordinate the creation of artwork to go alongside each profile, in collaboration with HRSD and SPC's publications team.

C. Timelines

The deliverables of the consultancy will take place over 3 months beginning 4 November 2022 and ending 3 February 2023 as follows:

Milestone/Output	Deadline (dates)	%Payment
Submission of draft workplan and finalised with the feedback from HRSD team	9 th November 2022	20%
Submission to HRSD the draft profiles for review	17 th December 2022	20%
Incorporation of feedback for the draft profiles	6 th January 2023	20%
Coordinate and finalise the artwork that will accompany the profiles.	13 th January 2023	20%
Submit the final profile and artwork to HRSD	3 rd February 2023	20%

D. Reporting and contracting arrangements

- The consultant will be directly responsible to the Team Leader Governance & Institutional Strengthening – Ms Neomai Maravuakula, who will finalise and approve all deliverables.
- The consultant will be home based.
- The consultant will have regular catch up meetings with the responsible team leader and these will be organised on a mutually appropriate dates.
- The consultant will work closely with the allocated Team to ensure the publication is in an accepted finalised stage before the end of the contract.

E. Skills and qualifications

- Minimum of undergraduate degree in communications, administration, education, or more than 3 years' experience in communications, English language editing, human rights or related subjects.
- Experience in coordination and logistics.
- Excellent English language written skills. Any proposal should include an original piece of writing by the contractor (without external editing) in English.
- Experience in English language editing desired.

F. Scope of Bid Price and Schedule of Payments

The consultant's services will be paid once the milestones/deliverables agreed below have been submitted to SPC. Once the deliverable has been approved by SPC, an invoice will be issued to SPC for payment. Please see below the various milestones/deliverables and their respective deadline dates.

Milestone/Output	Deadline (dates)	%Payment
Submission of draft workplan and finalised with the feedback from HRSD team	9 th November 2022	20%
Submission to HRSD the draft profiles for review	17 th December 2022	20%
Incorporation of feedback for the draft profiles	6 th January 2023	20%
Coordinate and finalise the artwork that will accompany the profiles.	13 th January 2023	20%
Submit the final profile and artwork to HRSD	3 rd February 2023	20%

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"> • Undergraduate degree or more than 3 years' experience in communications, English language editing, human rights or related subjects. • Written English expertise • Experience in English language editing 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Undergraduate degree or more than 3 years' experience in communications, English language editing, human rights or related subjects.	15%	105
Technical requirement 2: Written English expertise	25%	175
Technical requirement 3: Experience in English language editing	15%	105
Technical requirement 4: Experience in coordination and logistics handling	15%	105
Other: Budget	30%	210
Total Score	100%	700