



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Pacific Statistics and Data (PSD) Initiative
<b>Nature of the services</b>	End of Project: Evaluation/Reporting, improving access to Pacific Statistics and Data (PSD) initiative.
<b>Location:</b>	Home based
<b>Date of issue:</b>	8/11/2022
<b>Closing Date:</b>	22/11/2022
<b>SPC Reference:</b>	22-4760

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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 [elodiel@spc.int](mailto:elodiel@spc.int) with CC to [sandrag@spc.int](mailto:sandrag@spc.int) and with the subject line of your email as follows: **Submission RFQ22-4760**. 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
- Technical proposal and financial bid forms (Annexes I and II) completed and signed
- A Curriculum vitae

- A cover letter
- Sample of previous piece of work
- Methodology and workplan

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 Noumea time on 22/11/2022**.

### 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.

Mr Siieli Tonga will be your primary point of contact for this RFQ and can be contacted at [sioelit@spc.int](mailto:sioelit@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
<b>RFQ sent to potential vendors</b>	8/11/2022
<b>RFQ Closing Date</b>	22/11/2022
<b>Award of Contract</b>	28/11/2022
<b>Commencement of Contract</b>	2/12/2022
<b>Conclusion of Contract</b>	15/03/2023

## 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](#) 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 Euros 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

On behalf of its member countries and territories, the Pacific Community (SPC) is the custodian of large amounts of data. There is growing momentum to unlock the power of this data to support evidence-informed decision making for the sustainable development of the region and to achieve genuine and lasting improvement in people's lives.

The New Zealand Ministry of Foreign Affairs and Trade (MFAT) funded Activity for Improving Access to Pacific Statistics and Data (PSD) Initiative, led by the Statistics for Development Division (SDD) and the Pacific Data Hub (PDH – [www.pacificdata.org](http://www.pacificdata.org)), is a programme of work being implemented by SPC. The program supports interconnected streams of work for SDD and the PDH and provides an important public good for the region.

The goal of the initiative is to improve evidence-informed decision making in the Pacific through increasing access to and capability to utilise quality and timely data and statistics. In 2019, the programme received a 4-year activity grant from the MFAT which concludes in March 2023.

The PSD initiative is an integrated, cross-organisational programme of work with the entirety of SPC in service to the Pacific Region. Both SPC and MFAT recognise that the PSD, while building on existing streams of work, is a “regional first” in both its implementation approach and intended outcomes. As such, SPC and MFAT have agreed to use an adaptive approach to the management and implementation of the PSD.

The programme involves a number of workstreams, including the development and strengthening of the PDH platform as the principal source of Pacific Evidence, as well as support to regional Sustainable Development Goals (SDG) data collection and monitoring, improvements to National Statistics Office (NSO) websites and dissemination, data curation (including microdata curation), improved data governance (within SPC, member governments and a Pacific data ecosystem), and capacity development for evidence-informed decision-making at national and regional level. The programme is working towards a range of short, medium, and long-term outcomes, which collectively describe the interconnected nature of the PSD Initiative. See working Theory of Change in Annex A.

A formative evaluation and implementation review of the PSD commissioned by the PSD Steering Committee and MFAT in January to June 2021 reviewed the progress of the project and provided recommendations for the remaining lifespan of the project<sup>1</sup>. The key findings from the evaluation highlighted that *‘Improving access to Pacific Statistics and Data initiative should be viewed overall as largely positive with significant opportunities for the Pacific Data Hub, in going forward. The success of the PSD and the PDH is also viewed by all stakeholders as important to support evidence informed decision making for the sustainable development of the region’*.

A number of action plan specified in the joint SPC and MFAT Management response to the evaluation recommendations<sup>2</sup> were actioned including developing the SPC Data Governance Policy Framework.

<sup>1</sup> See detailed report: [PSD formative evaluation and implementation review report](#)

<sup>2</sup> <https://www.mfat.govt.nz/assets/Aid-Prog-docs/Evaluations/2021/MFAT-Management-Response-to-the-Formative-Evaluation-of-the-PSD-Initiative.pdf>

A new Business Case for the next phase of the PSD initiative is currently under development. Information collected in developing the new Business Case will provide important background context and a cross-section of perspectives from different stakeholder groups on the efficacy, challenges and opportunities facing the PSD initiative.

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

### **B1. Consultancy Purpose and Objectives of Evaluation**

SPC now seeks a skilled evaluator to design and lead an end of project review and development of evaluative case studies of the PSD initiative. The PSD project will come to an end in March 2023, however due to plans for a phase two iteration to expand and scale-up the project<sup>3</sup>, and as specified in the Grant Funding Agreement (GFA) for end of project reporting, this evaluative activity is needed before Mid-March 2023 to support assessment of progress against the PSD goals and outcomes as well as feed-into phase two implementation of the PSD initiative.

The purpose of this evaluation is threefold:

- i. Assess the quality and application of the Monitoring Evaluation Results Learning (MERL) framework to support the end of projection completion report, and phase two implementation of the PSD initiative.
- ii. Develop 3 evaluative case studies of how the PSD has supported progress towards the intended and unintended outcomes, and the PSD's contribution to these outcomes. This is intended to support understanding that will inform future programs.
- iii. Based on (i) and (ii), identify and document key lesson learned and best practises and to propose practical recommendations for follow-up interventions in phase two of the PSD initiative.

Together, these outputs will help to build understanding of how statistics and data programs on achieved outcomes and improve the next phase of the PSD.

The intended audiences for the evaluation are the PSD Steering Committee (comprising SPC, MFAT and Pacific Community member country representatives), SPC Senior Leadership, and the PSD Technical Working group.

The end of project evaluation will inform NZ MFAT, member countries and other relevant stakeholders of the next steps to support decisions on longer-term investment for evidence-informed decision making and the management, dissemination and governance of statistics and data in the Pacific Region can be based.

### **B2. Scope and focus of the Evaluation**

The evaluation will focus on the period between May 2019 – December 2022- and select a number of case studies that demonstrate what the PSD has achieved in relation to desired (and unexpected) outcomes, and how the PSD has adapted to the emerging risks in particular the impacts of COVID-19, on the program and budget, and key lessons for the next phase of the PSD and related data and statistics initiatives in the region.

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<sup>3</sup> Refer to PSD new Business Case

The evaluation will also assess the quality and application of the MERL framework (Annex A) in the context of the current and recommended implementation arrangements, and the effectiveness of the PSD and the PDH partnerships with various external and internal partners and institutions (such as the National Statistics Offices, CROP agencies, SPC Divisions etc) in promoting stakeholder engagement and collaboration in sharing of data and uptake.

The scope covers the PSD initiative, comprising activities led by the Pacific Data Hub team (Information Services) and the Statistics for Development Division (SDD), including collaboration activities with other SPC division, regional and global partners

The evaluation should consider the Organisation for Economic Co-operation and Development (OECD) evaluation criteria and the definitions and principles for use, as well as the added criteria of relationships, and gender, equity, and social inclusion.

- Coherence
- Relevance
- Effectiveness
- Impact
- Efficiency:
- Sustainability:
- Partnerships, relationships, and governance
- Gender and Social Inclusion

A list of indicative questions is included in Annex B

### **B3. Proposed Methodology**

A mixed-methods, case study approach proposed for the evaluation, which is subject to review and recommendations by the evaluation team. The approach may be refined during the inception period by the consultant(s), but it is anticipated to include: a desk review and analysis of existing data including donor progress reports, the mid-term formative evaluation and implementation review report (published in July 2021), the PSD new Business Case providing the basis for the next iteration of the project, key informant interviews, and specific case study analysis in thematic areas such as food system, gender, public health (with COVID-19) and ocean science to capture the diversity of the PSD broader context.

The case study may use three approaches:

- **Contribution Analysis:** Key analysis will capture the contributions being made by PSD to outcomes, verifications of stakeholder engagements and partnership contributions to the Voluntary National Reviews (VNRs) and Sustainable Development Goals (SDGs), food systems, gender, public health and ocean science, interventions to adaptive management and reflection on the innovative approaches due to the Covid 19 pandemic.
- **Outcome harvesting:** conduct outcome harvesting sessions with project stakeholders, PSD-Technical Working Group (TWG), MFAT to expand on the identified outcomes, contextualize, and analyse their significance—working backwards to identify how an intervention contributed to these changes, and achieving the project’s objectives.
- **Process tracing:** tracing if PSD results are consistent with the PSD theory of change for improving the credibility of contribution claims in a transparent and replicable way.



**Pacific-centred approaches** will be applied to monitoring and evaluation. The program MEL draws on lessons from the *Pacific MEL Capacity Strengthening Rebbilib* and will continue discussions with the PacMEL programme. Key elements include evidence-based storytelling to capture the real experience of Pacific Island stakeholders involved in the PSD, and for MEL activities to be led by and for Pacific Islanders, with a view of building capacity in the region.

The range of outcomes from the mix methods approach will further support SPC, MFAT and stakeholders in building their own understanding towards sharing and having access to quality data for evidenced based decision making.

### C. Timelines

The assignment is expected to take 30-40 working days. Work is expected to commence at the signature of the contract and work must be completed before February 27<sup>h</sup>, 2023.

Deliverables		Detail	Indicative Due Date
0	<b>Introductory Session with project</b>	<ul style="list-style-type: none"> <li>Understand the project and key objectives of evaluation</li> </ul>	7 December 2022
1	<b>Inception Report and Evaluation Plan</b>	<ul style="list-style-type: none"> <li><b>A 3–5-page inception report</b> (including refined key evaluation questions) and methodology for the end of project evaluation, using the MFAT evaluation plan template as far as possible.</li> <li>A precise presentation of the consultant’s understanding of the TOR and the assignment therein.</li> </ul>	21 December 2022
2	<b>Desk review, Case study, analysis, participatory workshop(s) and Summary Report</b>	<ul style="list-style-type: none"> <li>Review of relevant project documentation</li> <li>Case study analysis-review of contributions and outcomes harvested throughout the life of the project.</li> <li>Participatory review of outcome and evidence collected by the project in line with the MEL Results Framework.</li> <li>A summary report submitted</li> </ul>	6 <sup>TH</sup> February 2023

3	<b>Draft Evaluation Report and Presentation</b>	<ul style="list-style-type: none"> <li>• A draft evaluation report of no more than 25-30 pages, with an executive summary of no more than 2 pages, and clear case studies, using an approved template</li> <li>• A draft knowledge product 2 pages, summarizing key case study findings, and lessons that implementing the PSD hold for other MEL stakeholders in the region</li> <li>• Presentation of preliminary findings validation of results and consensus on recommendations.</li> </ul>	20 <sup>th</sup> February 2023
4	<b>Final Evaluation Report</b>	<ul style="list-style-type: none"> <li>• Final evaluation report taking on board feedback</li> </ul>	3 <sup>rd</sup> March 2023
5	<b>Presentation</b>	<ul style="list-style-type: none"> <li>• Presentation of key findings and recommendations to the steering committee</li> </ul>	10 <sup>th</sup> March 2023

## **D. Reporting and contracting arrangements**

### **D1. Reporting and Institutional Arrangements**

The evaluation will be Commissioned by SPC with day-to-day contract management by SPC. It will be managed by the SPC SDD Statistics Advisor - Strategic Planning, Monitoring and Analysis with support from PDH Program Manager and SPC's Strategy, Performance and Learning Unit. The evaluation will be overseen by an Evaluation Steering group comprising of MFAT, country representatives on the PSD steering committee and the Directors of Information Services, the Statistics for Development Division and the Strategy, Performance and Learning Unit at SPC. The group will be involved in the selection of the consultant(s), selection of case studies, and oversight of the evaluation methodology and process including provision of feedback on the draft evaluation report and recommendations.

The PSD Technical Working Group – as the key group of SPC staff responsible for the implementation of the PSD – will play a central role in the evaluation. This includes:

- Develop Terms of Reference for the PSD Evaluation
- Manage and coordinate the overall implementation of the evaluation
- Supervision of external evaluator(s)
- Ensuring deliverables outlined in the evaluation plan are met
- Providing regular updates to the PSD Management Team and the Steering Committee on the progress of evaluation
- Providing a response to certain recommendations.
- Managing external and internal communications with evaluation stakeholders (MFAT and SPC Divisions), ensuring that a summary of the evaluation is published.

### **D2. Evaluation Questions**

A set of initial evaluation questions is outlined in Annex G. These will be reviewed and finalised in agreement between the Evaluation Steering Group and the selected consultant(s), detailed in an inception report.

### **D3. Type of Contract**

The consultant will be offered a fixed-price contract to include all the activities and deliverables listed above

### **D4. Place of Assignment**

The work will be desk-based at the consultant's usual work location. No travel will be required.

## E. Skills and qualifications

### E1. Qualifications of the successful contractor

The Successful Contractor will have:

Required:

- A tertiary degree or post graduate qualification in monitoring and evaluation, social sciences, economics, statistics, or a related discipline.
- At least 10 years' experience in programming and/or evaluation experience in statistics, open data, or knowledge management, policy, or programme monitoring, evaluation and learning frameworks.
- Experiences and technical knowledge, skills, and expertise in a range of MEL methodologies, evaluation design, concepts, and approaches, and evaluating complexity.
- Strong analytical skills to support both qualitative and quantitative research including case studies
- Excellent oral and written communication and report-writing skills in English.

Strongly Preferred:

- Demonstrated more than 7 years of working experience in the Pacific region and with Pacific Island countries and institutions.
- Experience in the field of open data, data portals, and systems development.
- Leadership and strategic thinking skills;
- Active listening, proactive learning, and time management skills, with readiness to be in a learning role;
- Previous experience and comfort with working for multiple stakeholders with competing priorities/interests; and

### E2. Key Performance criteria

- *Quality, Utility and Timeliness of Deliverables:* the evaluation should be delivered on time, to agreed quality standards. Attention should be paid to the utility and usability of outputs and deliverables.
- *Stakeholder engagement and cross-cultural competence:* the consultant should pay attention, at all times, to quality of stakeholder engagement, in particular by the programme's governance group. This includes identifying ways to share findings with stakeholders. It also includes paying attention to cultural and contextual dynamics in the carrying out the evaluation.
- *Ethics and data protection:* The consultant and SPC will agree on a standard for ethical conduct and the use of data and evidence.
- *Gender, equity and social inclusion:* the process and outputs clearly demonstrate how gender and other elements of social inclusion interact with programme activities and outcomes.
- *Sustainability:* The consultant will consider the current resourcing envelope, and strategies for sustaining the initiative beyond that resourcing envelope.

## F. Scope of Bid Price and Schedule of Payments

The contract is lump sum payments based on five milestones.

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

Payments will be made on delivery of outputs as listed in (Expected Outcomes) and based on the following schedule.

	Milestone/deliverables	Deadline	% payment	Amount
1	Inception Report and Evaluation Plan	21 December 2022	20%	
2	Desk review, Case study, analysis and participatory workshop(s) and summary report	6 February 2023	0%	
3	Draft Evaluation Report and Presentation	20 February 2023	40%	
4	Final Evaluation Report submitted and approved by SPC	3 <sup>rd</sup> March 2023	0%	
5	Presentation	10 <sup>th</sup> March 2023	40%	
	<b>TOTAL</b>			

## G. Annexes to the Terms of Reference

-PSD Theory of Change-Formative Evaluation and Implementation Review Report:  
[https://sdd.spc.int/digital\\_library/formative-evaluation-and-implementation-review-pacific-statistics-and-data-psd](https://sdd.spc.int/digital_library/formative-evaluation-and-implementation-review-pacific-statistics-and-data-psd)

- Suggested evaluation questions

## 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 (%)
<ul style="list-style-type: none"> <li>• Copy of business registration</li> <li>• Experience in conducting evaluations</li> </ul>	<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
<b>Technical Requirements (include strongly preferred and key Performance Criteria)</b>	
A relevant tertiary degree or post graduate qualification (MEL, Social Science, Economics, Statistics, or related discipline) and professional background with at least 10 years of previous experience in conducting programmatic evaluations, facilitation, case studies and/or data collation.	20 %
Strong understanding and familiarity of the assignment, and identification of appropriate methodologies for meeting the requirements of the Scope of Services and specific deliverables expected throughout the assignment <b>including workplan.</b>	25 %
Demonstrated more than 7 years knowledge and experience working in the Pacific region and with Pacific Island countries and institutions, on statistics, open data, data portals, and systems development or knowledge management.	15 %
Demonstrated leadership and strategic thinking skills, active listening, proactive learning, and time management skills, with excellent English language written skills, and facilitation skills	15%
Cost and ability to deliver within the timeframe ( <i>Quality, Utility and Timeliness of Deliverables</i> : the evaluation should be delivered on time, to agreed quality standards.	15%
<i>Gender, equity and social inclusion</i> : The process and outputs clearly demonstrate how gender and other elements of social inclusion interact with programme activities and outcomes.	10%
Total Score	100%