

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Regional Training of Trainers, Gender, and Organic Value Chain Analysis
Nature of the services	Consultancy to facilitate a 4-days Training of Trainers for POETCom members and partners.
Location:	Nadi, Fiji
Date of issue:	23/06/2023
Closing Date:	3/07/2023
SPC Reference:	RFQ 23-5505

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	6
C. TIMELINES	6
D. REPORTING AND CONTRACTING ARRANGEMENTS	7
E. SKILLS AND QUALIFICATIONS	7
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	7
G. ANNEXES TO THE TERMS OF REFERENCE	8
PART 4: PROPOSAL EVALUATION MATRIX.....	9
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	9

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 Flavia Ciribello and with the subject line of your email as follows: **Submission** RFQ 23-5505- Consultancy to facilitate a 4-days Training of Trainers for POETCom members and partners. .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 and proposal in **response to the evaluation criteria in part 4 of the RFQ document**. The proposal should also clearly show the total financial offer inclusive of any applicable taxes and any other related cost. Bidders must also specify daily rate and what

the other related costs comprises of. The total financial offer will be considered during financial evaluation.

- CV (Mandatory)
- Business registration certificate if applicable / Tax Identification Number letter

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 **11.59pm Fiji time** on **3/07/2023**.

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.

Flavia Ciribello will be your primary point of contact for this RFQ and can be contacted at flaviac@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	23/06/2023
RFQ Closing Date	3/07/2023
Award of Contract	5/07/2023
Commencement of Contract	15/07/2023
Conclusion of Contract	31/07/2023

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 bidders' local currency 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 Organic and Ethical Trade Community (POETCom) at the Pacific Community (SPC) Land Resources Division (LRD) will implement a **Regional Training of Trainers (ToT)**, as part of the Australian-funded Building Prosperity for Women Producers, Processors and Women Owned Businesses through Organic Value Chains (BPWP) project.

The training will be based on the newly launched [Gender and Organic Value Chain Analysis Toolkit](#), and it will take place from 15th to 19th July in Tanoa International Hotel, Nadi, Fiji .

The regional ToT will deepen and expand POETCom ongoing efforts in building and strengthening regional capacity in Gender Equity and Social Inclusion within the organic movement. Specifically, the ToT will build the capacity of key organic stakeholders in conducting gender and organic value chain analysis and their skills as facilitator enabling them to transfer the acquired knowledge. The hope and the expectation of the *ToT* is to initiate a *training* cascade: skills and knowledge will be taught to a small group of *trainees* who become *trainers* and will enable them to subsequently train other people to ensure local ownership and sustainability. To this purpose, National workshops in BPWP implementing countries – Palau, Republic of Marshall Islands, Federated States of Micronesia (Pohnpei State), and Kiribati - will be organized after the regional workshop.

The main targeted audience for the ToT will be the implementing partners of the BPWP project including organic farmers associations; producers, processors and businesses, including women’s groups, in the organics sector; national government ministries and departments.

B. Purpose, objectives, scope of services

The contractor is expected to facilitate the **four-day Training of Trainers (ToT) on gender and organic value chain analysis using as reference the POETCom Gender and Organic Value Chain Analysis Toolkit**. In consultation with POETCom, the contractor is expected to incorporate feedback from participants involved in a previous similar training which took place in June 2023.

Specific objectives of the service include:

- Development of the ToT Agenda;
- Facilitation of the ToT;
- Preparation of materials needed for training implementation by tailoring toolkit tools and exercises to the expected audience;

Specific Contractor deliverables include:

- Training agenda;
- Training activities tailored to the expected audience;
- Training facilitation;
- Training report including key lesson learnt from toolkit implementation;

C. Timelines

6 days of engagement: 2 days to prepare the training + 4 days to facilitate and deliver the workshop.

Contractor will be requested to:

- Finalize workshop agenda/programme by 07th July;
- Prepare training exercises tailored to expected audience by 10th July 2023
- Successfully implement the workshop from 15 to 19 July in Nadi (Fiji) 2023

D. Reporting and contracting arrangements

The contractor will report to Flavia Ciribello, Gender and Value Chains Advisor at POETCom.

Regular meetings will be scheduled with the contractor to monitor the progress of the work, and its consistency with POETCom's vision.

Note:

SPC does not provide or reimburse insurance for consultants travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes, or duties for which the consultant may be liable.

SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary.

SPC will not cover separate lines for overheads/running costs, contingencies... If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.

If travel is required, bidders are required to include this cost in their financial offer showing as other related cost, and specify duration and location of travels etc.

E. Skills and qualifications

- Minimum of 7 years of experience in gender and women's empowerment field;
- Demonstrated experience in facilitating training on gender and social inclusion with agricultural stakeholders;
- Previous experience working with POETCom, and its members/partners;
- Sound knowledge of Pacific context;
- Excellent communication and facilitation skills.

F. Scope of Bid Price and Schedule of Payments

Milestone/deliverables	Deadline	% payment
Successful implementation of the training of trainers	End of the project (by end of July)	100 %
TOTAL		

G. Annexes to the Terms of Reference

Relevant background documents will be shared with the contractor upon recruitment.

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		
Cover letter Proposal CV Business registration certificate (if applicable) Tax Identification Letter	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Minimum of 7 years of experience in gender and women's empowerment	20%	140
Demonstrated experience in facilitating training on gender and social inclusion with agricultural stakeholders	20%	210
Previous experience working with POETCom, and its members/partners	15%	140
Sound knowledge of Pacific context	15%	105
excellent communication and facilitation skills	20%	105
Total Score	100%	700

Financial Evaluation

Financial evaluation carries a total score of 300. These scores are calculated according to the formula below:

[Total financial component score] x [Lowest price]/ [Price under consideration] = Score for financial proposal