

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Women in Leadership Programme</b>
<b>Nature of the services</b>	Adviser - Institutional mainstreaming of the Women in Leadership M&E and Learning system
<b>Location:</b>	Homebased with travel as required
<b>Date of issue:</b>	21/11/2023
<b>Closing Date:</b>	30/11/2023
<b>SPC Reference:</b>	RFQ23-6026

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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 [julieb@spc.int](mailto:julieb@spc.int) and with the subject line of your email as follows: **Submission RFQ23-6026 – Adviser: Institutional mainstreaming of the Women in Leadership M&E Learning system.** 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

- A Cover Letter and filled technical proposal form on provided template, responding to the RFQ Scope of Services.
- Filled Financial Proposal outlining all costs, in line with the milestones of this RFQ (refer to Section C and Section F).
- A copy of CV or CVs (if more than one team member) with at least names of two referees with contact details.
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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 **11:59 PM, Fiji Time** on **30/11/2023**.

### 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.

Julie Bukikun will be your primary point of contact for this RFQ and can be contacted at [julieb@spc.int](mailto:julieb@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 (Tentative)
RFQ sent to potential vendors	21/11/2023
RFQ Closing Date	30/11/2023
Award of Contract	4/12/2023
Commencement of Contract	4/12/2023
Conclusion of Contract	28/06/2024

## 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 **AUD** 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

The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

SPC has a two-pronged approach on addressing gender equality. First, internally it is strengthening its institutional framework and mechanisms to support and empower its female workforce through the Women in Leadership (WIL) programme. Second, there are various gender equality programmes underway across divisions which serve its members, this includes the AUD 56.8 million Pacific Women Lead at SPC programme. The efforts are being consolidated and further strengthened under SPC's Gender Flagship which is being designed and finalised by mid-2023.

The Gender Equality Flagship will provide an over-arching framework for action on the cross-cutting issue of gender inequality. It will serve to connect the critical resources (projects, funding, and people) that support gender equality in pursuit of the goals outlined in SPC's Strategic Plan 2022–2031 and the international, regional and national commitments made by SPC members.

The Women in Leadership (WIL) Programme is part of the Pacific Women Lead is the Australian Government's Pacific gender equality programme that commenced in 2021 for an initial period of five years. It is linked to SPC's broader work on gender equality and human rights led by the Human Rights and Social Development Division (HRSD). The WIL Programme works in an integrated manner with the Pacific Women Lead at SPC.

The overall objective of the WIL Programme is to enhance representation of women in leadership roles within SPC and thereby ensure that more women meaningfully inform and participate in the strategic and programmatic direction of the organisation.

To support and inform the WIL Programme, SPC conducted a robust leadership audit in 2022. The audit resulted in 16 Recommendations which has informed a high-level design framework for the WIL Programme, a multi-year workplan and a WIL monitoring, evaluation and learning framework (MELF).

The WIL Programme is seeking a Mel Adviser to support the development of an implementation and reporting process for the WIL MELF. The consultancy will ensure WIL monitoring, evaluation, reporting and learning is fully integrated throughout SPC by April 2024. The consultant will support implementing Divisions incorporate WIL indicators into Divisional performance frameworks and prepare for reporting on progress towards achievement of WIL the WIL MELF.

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

The purpose of this consultancy is for a MEL Adviser to work with the WIL Programme, Executive Office, SPL, HRD, HRSD and other Divisions to establish data collection, reporting and learning systems across the organisation for the implementation of the WIL programme MELF.

The scope of services include:

1. Development and socialisation of the WIL Programme MELF implementation plan.
2. Consult with WIL Task force, SLT, SPL and key stakeholders to establish priorities and processes for developing the WIL MELF implementation plan including processes for data collection and documentation, reporting systematically to SPL and processes for organisational reflection and learning.
3. Provision of high-quality technical assistance and support SPC Divisions and Gender Flagship to develop a supporting MEL plan for WIL outcomes.
  - a. Support divisions including HRD and the to incorporate WIL outcomes, indicators into Divisional performance, data collection and reporting processes.
4. Development of MEL tools and resources and a toolkit to guide the use of these tools;
  - a. Consult with SPL, SER, HRSD, HRD and responsible Divisions to identify resource requirements and develop shared tools and resources to facilitate quality data collection and reporting on WIL indicators, outcomes and learnings.
  - b. Collate data collection tools and resources in a WIL MEL toolkit.
5. Provision of capacity development and support to Divisions for setting up processes to incorporate WIL outcomes on demand.
  - a. Provide support and guidance for Divisions to build their capacity to implement the WIL MELF in collaboration with SPL.
6. Develop the WIL 2024 Annual report (the first using the WIL MELF).
  - a. Facilitate a data analysis and reporting workshop with key WIL stakeholders and Divisions to guide the reporting and review the value and efficacy of the WIL MELF.
  - b. Work with the WIL programme team to produce the 2024 Annual report, drawing on contributions across SPC Divisions.
7. Prepare plan for Mid-term Review of the WIL Programme and support recruitment and induction of the WIL MEL Adviser.

### C. Timelines

The consultancy is for a maximum of 80 days from December 2023 to June 2024. The scope of work and number of days for tasks, deliverables and dates will be agreed on through a detailed workplan.

The outline below is for guidance to support planning and costing (in AUD) of the consultancy.

Milestone/deliverables	Estimate no. of days	% Payment
1. Mobilisation, consultation and development of plan activities to achieve deliverables.	2	20%
2. Support the WIL Planning Meeting and Taskforce meeting (7 and 8 December 2024 in Suva) and provide inputs to the 2024 WIL Workplan.	Up to 5	
3. Development of MEL data collection, and reporting tools and develop a WIL MELF Toolkit for use by all Divisions.	Up to 15	30%
4. Development and socialisation of the WIL Programme Monitoring, Evaluation and Learning Framework	Up to 15	

implementation plan in consultation with WIL Task force, SLT, SPL and key stakeholders.		
5. MEL capacity development and support for Divisions collecting data and reporting on WIL outcomes.	Up to 20	40%
6. Facilitate a 2x data analysis and reporting workshop with key WIL stakeholders: SPC Staff and Divisions to guide the reporting and review.	Up to 5	
7. Production of the first WIL program Annual report for SPC and DFAT utilising the WIL MELF.	Up to 8	
8. Prepare plan for Mid-term Review of the WIL Programme and support recruitment and onboard/induction of the WIL MEL Adviser	Up to 10	10%
<b>Total</b>	<b>80 days</b>	<b>100%</b>

#### D. Reporting and contracting arrangements

The MEL Adviser will report to the Programme Coordinator - Women in Leadership programme. Frequency of progress reporting will be determined on the first day of briefing once contracted. All travel, accommodation, and associated costs will be covered by the WIL Programme, in line with organisational policy

#### E. Skills and qualifications

The required competencies and experience must be reflected in the applicant's cover letter and CV.

- Postgraduate qualifications in evaluation, development, or a related Social Science discipline, with at least fifteen years' experience working with development programs.
- 10 years' experience in implementing MEL systems in a variety of development settings / sectors, particularly for large and/or complex programs.
- In-depth understanding of a wide range of MEL methodologies and approaches, and the relative benefits or drawbacks associated with each particularly in developing countries.
- Extensive experience in developing and delivering MEL capacity building approaches to a range of stakeholders in developing countries.
- Excellent analytical and reporting writing skills, including ability to write to SPC and DFAT specifications.
- High-level IT skills and ability to utilise computer software and technologies for the purposes of analysis and dissemination.
- Demonstrated communication and facilitation skills, and experience conveying complex information to stakeholders of varying levels of experience or ability.
- Experience with Pacific regional gender equality programming is highly desirable.
- Ability to travel in country for up to two-three weeks at a time.

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

The Consultant will be paid lumpsum based on deliverables listed in the table below. The Consultant is to use information in Section C above to prepare his/her financial proposal in Part 5 – 5.2.



All travel costs which will be paid for separately by SPC HRSD in accordance with SPC Travel Policy.

<b>Milestone Deliverables</b>	<b>Tentative Deadlines</b>	<b>% Payment</b>
Signing of contract by the successful bidder.		N/A
<b><u>Deliverables</u></b> 1. Mobilisation and development of plan activities to achieve deliverables. 2. Support the WIL Planning Meeting and Taskforce meeting (7 and 8 December 2024 in Suva) and provide inputs to the 2024 WIL Workplan.	5 <sup>th</sup> December 2023	20%
<b><u>Deliverables</u></b> 3. Development of MEL data collection, and reporting tools and develop a WIL MELF Toolkit for use by all Divisions. 4. Development and socialisation of the WIL Programme Monitoring, Evaluation and Learning Framework implementation plan in consultation with WIL Task force, SLT, SPL and key stakeholders.	28 February 2024	20%
<b><u>Deliverables</u></b> 5. Production of the first WIL program Annual report for SPC and DFAT utilising the WIL MELF.	30 March 2024	30%
<b><u>Deliverables</u></b> 6. MEL capacity development and support for Divisions collecting data and reporting on WIL outcomes. 7. Facilitate a data analysis and reporting workshop with key WIL stakeholders and Divisions to guide the reporting and review.	31 May 2024	20%
<b><u>Deliverables</u></b> 8. Prepare plan for Mid-term Review of the WIL Programme and support recruitment and onboard/induction of the WIL MEL Adviser.	28 June 2024	10%
<b>TOTAL</b>		<b>100%</b>

## G. Annexes to the Terms of Reference

SPC Website: <https://www.spc.int/>  
 HRSD Website: <https://hrsd.spc.int/home>

## 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
<b>Mandatory requirements</b>		
<ul style="list-style-type: none"> <li>- A Cover Letter and filled technical proposal form on provided template, responding to the RFQ Scope of Services.</li> <li>- A <u>draft or proposed</u> workplan that outlines all deliverables and costing in accordance with the timeframes for the event.</li> <li>- Filled Financial Proposal outlining all costs, in line with the milestones of this RFQ (refer to Section C and F).</li> <li>- A copy of CV or CVs (if more than one team member) with at least names of two referees with contact details.</li> </ul>		<p><b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met</p>
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> Postgraduate qualifications in evaluation, development, or a related Social Science discipline.	10%	70
<b>Technical requirement 2:</b> 10 years' experience developing MEL tools and systems, and application in a variety of development settings / sectors, particularly for large and/or complex programs. provide examples of previous work).	30%	210
<b>Technical requirement 3:</b> Demonstrated experience in leading participatory processes on MEL methodologies and approaches, and the relative benefits or drawbacks. provide examples of previous work.	30%	210
<b>Technical requirement 4:</b> A proven track M&E and MEL advisory services provided to institutions or organisations in the Pacific is required. provide examples of previous work).	10%	70
<b>Technical requirement 5:</b> Demonstrated facilitation skills in complex organisational settings with excellent writing and communication skills (provide examples of previous work).	20%	140
<b>Total score</b>	<b>100%</b>	<b>700</b>

## PART 5: SUBMISSION FORMS

### 5.1. Technical Submission Form

#### PART A – Background

	RESPONSE BY BIDDER
Name:	
Physical Address:	
Postal Address:	
Telephone Contact:	
Email:	
Two contacts of referees or references. Attach additional details considered as relevant.	

#### PART B – Evaluation Criteria

• Provide CVs of all personnel's being proposed for this work.

CRITERIA	RESPONSE BY BIDDER
<b>Technical requirement 1 (10%):</b> Postgraduate qualifications in evaluation, development, or a related Social Science discipline.	
<b>Technical requirement 2 (30%):</b> 10 years' experience developing MEL tools and systems, and application in a variety of development settings / sectors, particularly for large and/or complex programs. provide examples of previous work).	
<b>Technical requirement 3 (30%):</b> Demonstrated experience in leading <b>participatory processes</b> on MEL methodologies and approaches, and the relative benefits or drawbacks. provide examples of previous work.	
<b>Technical requirement 4 (10%):</b> A proven track M&E and MEL advisory services provided to institutions or organisations in the Pacific is required. provide examples of previous work).	

<b>Technical requirement 5 (20%):</b> Demonstrated facilitation skills in complex organisational settings with excellent writing and communication skills (provide examples of previous work).	
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**For the Candidate:** *[insert name of the company]*

Signature:

Name of the Candidate's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

## 5.2. Financial Undertaking Form

(to be completed and submitted by the bidder)

### Part A: Undertaking

1. If this proposal is accepted, I agree that to enter into an agreement with SPC, to commence and complete all the work specified or indicated in the contract documents.
2. I confirm that I have examined all the RFQ documents to: **RFQ23-6026 – Adviser - Institutional mainstreaming of the WIL M&E and Learning system.**
3. I agree to complete the services for the price stated in the remuneration.

I agree to complete the services for the following price (VIP):

Particulars		Amount (AUD)
<p><b>Note:</b>            * SPC/HRSD will not cover separate lines for overheads/ running costs or contingencies. If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.            * Travel (airfare, accommodation, Meals &amp; Incidentals) if required will be arranged separately by SPC, according to its Travel Policy.</p>		
Signing of contract by the successful bidder.	-	Not applicable
<p><b>Milestone 1</b></p> <ol style="list-style-type: none"> <li>1. Mobilisation and development of plan activities to achieve deliverables.</li> <li>2. Support the WIL Planning Meeting and Taskforce meeting (7 and 8 December 2024 in Suva) and provide inputs to the 2024 WIL Workplan.</li> </ol>	20%	
<p><b>Milestone 2</b></p> <ol style="list-style-type: none"> <li>3. Development of MEL data collection, and reporting tools and develop a WIL MELF Toolkit for use by all Divisions.</li> <li>4. Development and socialisation of the WIL Programme Monitoring, Evaluation and Learning Framework implementation plan in consultation with WIL Task force, SLT, SPL and key stakeholders.</li> </ol>	20%	
<p><b>Milestone 3</b></p> <ol style="list-style-type: none"> <li>5. Production of the first WIL program Annual report for SPC and DFAT utilising the WIL MELF.</li> </ol>	30%	
<p><b>Milestone 4</b></p> <ol style="list-style-type: none"> <li>6. MEL capacity development and support for Divisions collecting data and reporting on WIL outcomes.</li> <li>7. Facilitate a data analysis and reporting workshop with key WIL stakeholders and Divisions to guide the reporting and review.</li> </ol>	20%	

<b>Milestone 5</b>  <b>8.</b> Prepare plan for Mid-term Review of the WIL Programme and support recruitment and onboard/induction of the WIL MEL Adviser.	10%	
<b>Total Financial offer (inclusive of all taxes)</b>	<b>100%</b>	

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*