



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Women in Leadership Programme
Nature of the services	Technical assistance to design the Micronesian Gender Equality Framework.
Location:	Homebased with travel to Micronesian States and Fiji
Date of issue:	19/11/2023
Closing Date:	3/12/2023
SPC Reference:	RFQ23-6021

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	5
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	8
D. REPORTING AND CONTRACTING ARRANGEMENTS	8
E. SKILLS AND QUALIFICATIONS	9
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	9
G. ANNEXES TO THE TERMS OF REFERENCE	10
PART 4: PROPOSAL EVALUATION MATRIX.....	11
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	11
PART 5: SUBMISSION FORMS	11
5.1 TECHNICAL SUBMISSION FORM	11
5.2 FINANCIAL UNDERTAKING FORM	12

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 julieb@spc.int and with the subject line of your email as follows: **Submission RFQ23-6021**. 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
- 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.
-

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 **3/12/2023**.

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. 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	19/11/2023
RFQ Closing Date	3/12/2023
Award of Contract	8/12/2023
Commencement of Contract	1/02/2024
Conclusion of Contract	31/07/2024

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 **USD** 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 Micronesian Sub-region is geographically and culturally diverse. Gender inequality remains a persistent challenge. While efforts to promote gender equality have been made, progress has been slow and uneven. In a significant step towards promoting gender equality and women and girls' empowerment in the Pacific region, the Pacific Forum Leaders endorsed the region's Gender Equality Declaration in 2012. This landmark declaration aimed to uplift the status of women and girls, and empower them across economic, political, and social spheres. To accelerate progress towards gender equality, there is a need for coordinated action between government and non-state actors.

In February 2023, Micronesia became the first subregion to act on these commitments through its commitment to develop a subregional gender equality framework. During the 25th Micronesian Islands Forum (MIF) in February 2023, the Micronesian Leaders affirmed their decision from 2019 for their MIF Gender Equality Committee to progress work on:

- The development of a Micronesian regional gender equality framework.
- To mainstream gender into sectoral work.
- To mobilise resources to effect these outcomes.

The Pacific Community-SPC is a longstanding development partner of the Micronesian States providing a range of technical support and funding assistance to various development priorities including gender equality and advancement of women in girls. Through a request from the MIF Micronesian Gender Equality Committee, SPC held a planning meeting from 10th-13th July 2023 led by the Principal Strategic Lead for Pacific Women and Girls to initiate design of the proposed Gender Equality Framework for Micronesia. The outcome is an agreement for SPC to provide technical support and funding design of the Gender Equality Framework for Micronesia.

The process to develop the Micronesian Gender Equality Framework will serve as an example and impetus to the rest of the Pacific on localising actions to addressing gender disparities, promoting women's economic empowerment, and ensuring their active participation in sustainable development initiatives to foster inclusive growth, reduce poverty to achieve 2050 Strategy for the Blue Pacific Continent and the SDGs. The Gender Equality Framework for Micronesia would also contribute to strengthening governance and democracy by promoting inclusivity and diversity.

B. Purpose, objectives, scope of services

The purpose of this consultancy is to support the MIF Gender Equality Committee to commence design and inception of the Gender Equality Framework for Micronesia. This builds on the outcome of the planning meeting organised by SPC from 10th-13th July 2023 and will include these key deliverables:

1. Consultations with the Chair of the MIF Gender Equality Committee and members for directions.
2. Identify operational/organisational needs for effective functioning of the MIF Gender Equality Committee.
3. Design the Gender Equality Framework for Micronesia:
 - a. Identify dimensions and shared priorities
 - b. Validate into the framework
4. Develop a costed implementation plan or roadmap for the framework.

- a. Include implementation arrangements, drawing on capabilities and resources across.
5. Reports of key meetings and consultations organised and attended.

Scope of Services

The consultant is to undertake the following tasks and activities as part of the design process:

1. Workplan process- Research and information gathering
 - Using the outcome of the planning meeting held from 11th-13th July 2023 as a basis conduct desk-based work to develop a workplan for the design of the Micronesian Gender Equality Framework.
 - Research and collate information on key issues in Micronesia.
 - List of key partners and participants to be identified in consultation with MIF Gender Equality Committee and SPC.
 - Identify and include civil society and non-government organisations to consult and involve in meetings.
2. Identify functional needs of the MIF Gender Equality Committee
 - Assess and prepare outline of functional and capacity needs of the Committee
 - Assess and advise on training needs on issues such as gender equality and human rights.
3. Design of the Micronesian Gender Equality Framework
 - Mapping of key priorities to inform the framework.
 - Identify and include civil society and non-government organisations Validate priorities and develop dimensions for the framework.
 - Facilitate discussions to develop vision, outcomes, dimensions and enablers for the Framework
4. Implementation plan/roadmap
 - Identify institutional mechanisms to operationalise the Micronesian Gender Equality Framework.
 - Arrangements for coordination and management, accountability and oversight; communication and visibility.
 - Prepare costed workplan/schedule based on priorities of the MIF Gender Equality Committee and members to commence rollout.
5. Engagement and socialisation of the Micronesian Gender Equality Framework.
 - Document the process for reporting.
 - Prepare briefs and statements for the Chair of the MIF Gender Equality Committee and members for strategic dialogues and forums.
 - Provide information for media and visibility.

C. Timelines

The consultancy is for a maximum of 100 days from 15 January 2024 to 30 August 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 USD) of the consultancy.

Output	# Estimated maximum Days work
1. Preparation and submission of agreed workplan Consultation with Chair of the MIF Gender Equality Committee and SPC. The workplan development process include desk review of available documents, research, information gathering.	Up to 15
2. Report on functional needs of the MIF Gender Equality Committee . This may include visits to FSM and other Micronesian States.	Up to 10
3. Support meetings and consultations to gather information for the design process and to create awareness/socialisation of the concept (e.g. Micronesia Women’s Conference and Triennial)	Up to 15
4. Design of the Micronesian Gender Equality Framework <ul style="list-style-type: none"> • Mapping of key priorities to inform the framework. • Identify and include civil society and non-government organisations. • Validate priorities and develop dimensions for the framework. • Facilitate discussions to develop vision, outcomes, dimensions and enablers for the Framework 	Up to 30
5. Implementation plan/roadmap <ul style="list-style-type: none"> • Identify institutional mechanisms to operationalise the Micronesian Gender Equality Framework. • Arrangements for coordination and management, accountability and oversight; communication and visibility. • Prepare costed workplan/schedule based on priorities of the MIF Gender Equality Committee and members to commence rollout. 	Up to 15
6. Engagement and socialisation of the Micronesian Gender Equality Framework. <ul style="list-style-type: none"> • Document the process for reporting. • Prepare briefs and statements for the Chair of the MIF Gender Equality Committee and members for strategic dialogues and forums. • Provide information for media and visibility. 	Up to 15

D. Reporting and contracting arrangements

- The consultant will report to the Chair of the MIF Gender Equality Committee. The consultant will engage with the MIF Gender Equality Committee through the guidance of the Chair.
- Strategic guidance and directions to the design process will be provided by the SPC Principal Strategic Lead with support from SPC technical and advisory staff and the SPC Gender Equality Flagship as required.
- Reporting frequency and dates of delivery of key tasks for payment will be determined once a workplan has been agreed to.

E. Skills and qualifications

- A degree in the field of gender and women studies, social sciences or related field is required.
- 7 years or more work experience in social development programmes in the Pacific region, particularly in advancing gender equality and women’s empowerment, and an understanding how this links to other sectoral work. Knowledge of the unique context of Micronesia, Pacific SIDS and members of SPC in the region is important.
- 7 years or more experience in programme design, research, synthesis including M&E and learning. Application of gender and other people-centred considerations in the context of gender equality and women’s empowerment programming in these processes is important (provide examples of previous work).
- Demonstrated experience in leading participatory design processes and integrated approaches to work across sectors and disciplines to achieve outcomes, in particular on gender equality and women’s empowerment (provide examples of previous work).
- Demonstrated facilitation skills in complex organisational settings with excellent writing and communication skills (provide examples of previous work).

F. Scope of Bid Price and Schedule of Payments

The Consultant will be paid as per the deliverables listed table below. The Consultant is to use as a guide the information on section C to prepare his/her financial proposal.

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

Milestone/deliverables	Tentative Deadlines	% Payment
Signing of contract by the successful bidder.		N/A
<u>Milestone 1</u>		
Submission and Approval of agreed workplan with dates.	15 February 2024	20%
<u>Milestone 2</u>		
Submission and Approval of Progress report on the tasks in the agreed workplan.	5 April 2024	20%
<u>Milestone 3</u>		
Submission and Approval of draft of the Micronesian Gender Equality Framework.	15 June 2024	30%
<u>Milestone 4</u>		
Finalisation of the Micronesian Gender Equality Framework and completion of tasks.	31 July 2024	20%
<u>Milestone 5</u>		
Submission and Approval of Report on completion of tasks and deliverables in the agreed workplan.	15 August 2024	10%
TOTAL		100%

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
Mandatory requirements		
<ul style="list-style-type: none"> - A Cover Letter and filled technical proposal form on provided template, responding to the RFQ Scope of Services. - A <u>draft or proposed</u> workplan that outlines all deliverables and costing in accordance with the timeframes for the event. - Filled Financial Proposal outlining all costs, in line with the milestones of this RFQ (refer to Section C and F). - A copy of CV or CVs (if more than one team member) with at least names of two referees with contact details. 		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: A degree in the field of gender and women studies, human rights, social sciences or related field is required.	10%	70
Technical requirement 2: 7 years or more work experience in social development programmes in the Pacific region, particularly in advancing gender equality and women’s empowerment, and an understanding how this links to other sectoral work. Knowledge of the unique context of Micronesia, Pacific SIDS and members of SPC in the region is important.	20%	140
Technical requirement 3: 7 years or more experience in programme design, research, synthesis including M&E and learning. Application of gender and other people-centred considerations in the context of gender equality and women’s empowerment programming in these processes is important (provide examples of previous work).	30%	210
Technical requirement 4: Demonstrated experience in leading participatory design processes and integrated approaches to work across sectors and disciplines to achieve outcomes, in particular on gender equality and women’s empowerment (provide examples of previous work).	20%	140
Technical requirement 5: Demonstrated facilitation skills in complex organisational settings with excellent writing and communication skills (provide examples of previous work).	20%	140
Total score	100%	700

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
Technical requirement 1 (10%): A degree in the field of gender and women studies, human rights, social sciences or related field is required.	
Technical requirement 2 (20%): 7 years or more work experience in social development programmes in the Pacific region, particularly in advancing gender equality and women's empowerment, and an understanding how this links to other sectoral work. Knowledge of the unique context of Micronesia, Pacific SIDS and members of SPC in the region is important.	
Technical requirement 3 (30%): 7 years or more experience in programme design, research, synthesis including M&E and learning. Application of gender and other people-centred considerations in the context of gender equality and women's empowerment programming in these processes is important (provide examples of previous work).	
Technical requirement 4 (20%): Demonstrated facilitation skills in complex organisational settings	

with excellent writing and communication skills (provide examples of previous work).	
Technical requirement 5 (20%): Demonstrated facilitation skills in complex organisational settings with excellent writing and communication skills (provide examples of previous work).	

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]*

5.2. Financial Undertaking Form

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: **RFQ23-6021 - Technical Assistance to design the Micronesian Gender Equality Framework.**
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 (USD)
Note: * 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 & Incidentals) if required will be arranged separately by SPC, according to its Travel Policy.		
Milestone 1 Submission and Approval of agreed workplan with dates.	20%	
Milestone 2 Submission and Approval of Progress report on the tasks in the agreed workplan.	20%	
Milestone 3 Submission and Approval of draft of the Micronesian Gender Equality Framework.	30%	
Milestone 4 Finalisation of the Micronesian Gender Equality Framework and completion of tasks.	20%	
Milestone 5 Submission and Approval of Report on completion of tasks and deliverables in the agreed workplan.	10%	
Total Financial offer (inclusive of all taxes)	100%	

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]*