

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Evaluating the implementation of the Pacific Non-Communicable Diseases (NCDs) Roadmap (2014), and its effectiveness and impact in tackling NCDs in the Pacific
Nature of the services	Technical Consultancy
Location:	Remote with travel to Pacific Island countries and territories
Date of issue:	4/12/2023
Closing Date:	15/01/2024
SPC Reference:	RFQ23-6012

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Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the *Agreement Establishing the South Pacific Commission* (the Canberra Agreement).

Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: procurement@spc.int

1.3 SPC's Request for Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFQ process.

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

SPC invites you to submit a quotation to deliver the services as specified in [Part 3](#).

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration. Please read the instructions carefully before submitting your bid. For your quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to ilisapecik@spc.int and with the subject line of your email as follows: **Submission RFQ 23-6012**. 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 with daily consultancy rate or a total consultancy service fee
- Updated resume of the consultant(s)

- Detailed proposal addressing evaluation plan and framework and review and reporting timeframe and processes.

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 **23.45 FJT on 15/01/2024**.

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.

Ilisapeci Kubuabola will be your primary point of contact for this RFQ and can be contacted at ilisapecik@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	4/12/2023
RFQ Closing Date	15/01/2024
Award of Contract	16/02/2024
Commencement of Contract	1/03/2024
Conclusion of Contract	30/08/2024

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](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 bidder's 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

Pacific NCDs Roadmap: NCDs account for approximately 75% of the mortality in the Pacific Islands Countries and Territories (PICTs) and the majority are premature deaths. The health and economic impacts on countries are significant due to lost workforce, reduced productivity and increased health care costs. Recognising the threat that NCDs posed on the PICTs, and the urgency to address this, the Pacific Forum Leaders declared that ‘Pacific is in an NCDs Crisis’ in 2011. To guide the Pacific response to the NCDs crisis, the inaugural Joint Forum Economic and Health Ministers Meeting endorsed the Pacific NCDs Roadmap in 2014, in line with the World Health Organisation’s (WHO) ‘best-buys’ and other recommended interventions for the prevention and control of NCDs. The five key recommendations in the Pacific NCDs Roadmap include:

1. Strengthen tobacco control (including raising excise duty on tobacco products to at least 70% of their retail price);
2. Strengthen alcohol control (including raising tax on alcohol products);
3. Strengthen policies on reducing consumption of food and drink products directly linked to obesity, heart disease and diabetes in the Pacific, especially salt, and sugary drinks;
4. Improve efficiency and impact from the existing health dollars by reallocating resources to targeted primary and secondary prevention of NCDs, including scaling up the package of essential NCD interventions; and
5. Strengthen the evidence base for better investment planning and programme effectiveness, including estimating productivity losses to the economy from premature NCD disabilities and deaths.

In addition, the Roadmap identified a menu of over 30 other multisectoral NCD interventions suited to the Pacific, and was intended to help operationalise the already agreed global, regional, and national strategies for responding to NCDs in PICTs.

A Decade of Implementation of the Pacific NCDs Roadmap: Since the endorsement of the Roadmap in 2014, PICTs have collaboratively adopted, adapted, and implemented numerous multisectoral NCD activities. In addition, over the past decade, several regional strategies have been endorsed at various high-level fora to complement the goals of the NCDs Roadmap. These include, but are not limited to:

1. Yanuca Island Declaration (2015)
2. Pacific NCDs Summit (2016)
3. Pacific Ending Childhood Obesity Priorities (2017)
4. Pacific NCDs Legislative Framework (2022)
5. Small Islands Developing States’ High-Level Meeting Declarations on NCDs and new NCD Best-Buys (2023)
6. Pacific Heads of Health (PHOH) Meetings (every year)
7. Pacific Ministers of Health (PHMM) Meetings (every 2 years)
8. Forum Economic Ministers Meetings (every year)

To assist PICTs to monitor the progress on implementing the NCDs Roadmap and other regional commitments, the Pacific Monitoring Alliance for NCDs Action (MANA) was established and MANA Dashboard was developed in 2018. The Dashboard has 31 indicators that track the implementation of NCD policies, legislations, and programs across leadership and governance, preventative policies, health system response programmes and routine monitoring. The progress monitored using the Dashboard has been

reported at every PHOH and PHMM. However, a formal evaluation of the Roadmap and its impact on tackling NCDs has not been conducted since the endorsement for implementation in 2014. Therefore, PHOH in 2023 recommended the Pacific Community (SPC) and WHO to facilitate the process for evaluation of the Roadmap.

B. Purpose, objectives, scope of services

The purpose of this consultancy is to evaluate the implementation of the Pacific NCDs Roadmap, and its effectiveness and impact in tackling NCDs in the Pacific. The findings will be used to inform, identify and prioritize key recommendations and approaches/strategies to scale up NCD actions at the regional and nation level. The overall scope of work may include planning for and conducting a quantitative and qualitative review in a holistic evaluation approach. Where relevant, the following specific tasks will be included.

Plan: Develop evaluation framework/s, data collection procedures and tools to guide the assessment of the NCDs Roadmap implementation, and its effectiveness and impact in tackling NCDs.

Review: Identify and review qualitative and quantitative data of relevant regional and national documents, e.g., meeting reports, publications, population survey reports, tax impact assessment reports, PICT's NCD monitoring and evaluation reports, national NCD strategies, high-level regional commitments on NCDs made in the past decade etc.

Analyse: Analyse (quantitatively and qualitatively) the data and documents, e.g., analyse most recent population-based risk-factors prevalence survey data, tax impact assessment data, NCD costings data, publications etc. to gain insights into the impact of the Roadmap on the reducing risk factors, disease burden and related costs where available.

Interview: Assess perspectives of key informants e.g., PICTs' NCD focal persons, relevant development partners etc. on the effectiveness, relevancy, and impact of the Roadmap in tackling NCDs at the regional level and/or national level, and identify challenges encountered with the implementation.

Report: Complete a summary and detail evaluation report that consolidates the findings from the quantitative and qualitative review and analysis, together with key informant interviews. The report may include the assessment results of the effectiveness, relevancy, and impact of the Roadmap in tackling NCDs in the past 10 years [2014-2023]; and key recommendations and strategies to maintain and/or expand existing regional efforts to tackle NCDs etc.

C. Timelines

Approximately 90 workdays between 1st March and 30th August 2024. The number of workdays and the period of the work may be amended if agreed by the parties.

D. Reporting and contracting arrangements

- The consultant will work closely and consult with SPC's NCD Adviser – Monitoring, Evaluation and Surveillance, and other responsible NCD Advisers and Technical Officers particularly from the Pacific MANA Coordination Team including C-POND (Pacific Research Centre for the Prevention of Obesity and NCDs, PIHOA (Pacific Islands Health

Officers Association) and WHO (World Health Organization), as well as other development agencies in the Pacific.

- The consultant will report directly to SPC’s Team Leader – NCD Prevention and Control Programme, Public Health Division for all aspects of the work.
- If travel is required, SPC will pay semi flexible economy airfares, meals, incidentals, and accommodation (DSA).
- SPC will not cover separate lines for overheads/running costs, contingencies. If these apply, the costs are to be considered in the fees charged for the delivery of the specific services.
- SPC will not cover any communication IT equipment for the duration of the assignment. The consultant is to ensure stable internet connection for zoom interactions when necessary.
- Any work-related expenses (software, tools, office supplies, etc.) shall be covered by the Consultant.
- SPC does not provide 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

E. Skills and qualifications

- Evaluation and impact assessment specialist consultant/s (preferably multi-disciplinary team)
- Post-graduate degree/s in public health or related fields with specialisation in health programme monitoring and evaluation.
- At least 10 years of experience in designing, implementing, and providing supervision over medium to large scale public health programme evaluations.
- Proficient skills in quantitative and qualitative methodology and data analysis
- In-depth knowledge and understanding of NCD prevention and control programs and projects implementation, monitoring and evaluation at the national, regional, and/or global level.
- Experience in conducting similar health programme evaluation or assessing implementation in the Pacific region or other resource constrained areas.
- Proficiency in English with excellent writing and oral presentation skills

F. Scope of Bid Price and Schedule of Payments

Payment for this consultancy will be based on milestone/deliverables.

For any travel requirements, SPC will pay semi flexible economy airfares, meals, incidentals, and accommodation (DSA).

Milestone/deliverables	Deadline	% payment
An inception report that covers the proposed structure and outline of the evaluation including a clear methodology	15.03.2024	15
Detailed workplan with timeline	22.03.2024	10
Progress Report	20.05.2024	35

Final comprehensive evaluation report on the implementation of the Pacific NCDs Roadmap, and its effectiveness and impact in tackling NCDs in the Pacific	30.08.2024	40
TOTAL		100

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 and financial requirements) 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"> - Cover letter with daily consultancy rate or a total consultancy service fee - Updated resume of the consultant(s) - Detailed proposal addressing evaluation plan and framework, review and reporting timeframe and processes 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Evaluation and impact assessment specialist consultant/s (preferably multi-disciplinary team)	17.5%	175
Technical requirement 2: Post-graduate degree/s in public health or related fields with specialisation in health programme monitoring and evaluation	7%	70
Technical requirement 3: At least 10 years of experience in designing, implementing, and providing supervision over medium to large scale public health programme evaluations	7%	70
Technical requirement 4: Proficient skills in quantitative and qualitative methodology and data analysis	7%	70
Technical requirement 5: In-depth knowledge and understanding of NCD prevention and control programs and projects implementation, monitoring and evaluation at the national, regional, and/or global level	17.5%	175
Technical requirement 6: Experience in conducting similar health programme evaluation or assessing implementation in the Pacific region or other resource constrained areas	7%	70
Technical requirement 7: Proficiency in English with excellent writing and oral presentation skills	7%	70
Technical Score	70%	700
Financial Requirements		
Price/Financial	30%	300
Total Score	100%	1,000

TECHNICAL OFFER SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

Bidders must meet the mandatory requirements defined in the pricing request or else be disqualified if they do not.

Technical requirements		
Assessment criteria	Bidder's response	
Experience and dedicated staff/sub-contractors		
<p>Experience: evidence of the bidder's relevant experience must be submitted. Bidders must submit details of three contracts demonstrating their experience in providing services similar to those referred to in the terms of reference at part three of this request for quotation. Bidders must provide the contact details of a referee for each contract. Please attach a CV and any supporting information, if necessary.</p>	<p>Experience :</p> <p><i>Provide details of required experience</i></p>	
	Three referees' contact details	
	<i>1. Client Name: Indicate client's name</i>	
	Contact name:	<i>Indicate the contact's name</i>
	Contact details:	<i>Indicate the contact's details</i>
	Contract amount:	<i>Indicate the contract amount</i>
	<i>2. Client Name: Indicate client's name</i>	
	Contact name:	<i>Contact name:</i>
	Contact details:	<i>Contact details:</i>
	Contract amount:	<i>Contract amount:</i>
	<i>3. Client Name: Indicate client's name</i>	
	Contact name:	<i>Contact name:</i>
	Contact details:	<i>Contact details:</i>
Contract amount:	<i>Contract amount:</i>	
Technical requirement 1		
Evaluation and impact assessment specialist consultant/s (preferably multi-disciplinary team)	<i>Bidder's response</i>	
Technical requirement 2		
Post-graduate degree/s in public health or related fields with specialisation in health programme monitoring and evaluation	<i>Bidder's response</i>	
Technical requirement 3		
At least 10 years of experience in designing, implementing, and providing supervision over medium to large scale public health programme evaluations	<i>Bidder's response</i>	
Technical requirement 4		

Proficient skills in quantitative and qualitative methodology and data analysis	<i>Bidder's response</i>
Technical requirement 5	
In-depth knowledge and understanding of NCD prevention and control programs and projects implementation, monitoring and evaluation at the national, regional, and/or global level n-depth knowledge of the Pacific region and NCD issues	<i>Bidder's response</i>
Technical requirement 6	
Experience in conducting similar health programme evaluation or assessing implementation in the Pacific region or other resource constrained areas.	<i>Bidder's response</i>
Technical requirement 7	
Proficiency in English with excellent writing and oral presentation skills	<i>Bidder's response</i>

For the Bidder: *Insert company name here*

Signature:

Name of the representative: *Insert representative's name here*

Position: *Insert representative's position here*

Date: *Click or tap here to enter a date*

BIDDER'S FINANCIAL OFFER – SERVICES

All costs indicated in the financial offer must include all applicable taxes. The price schedule must follow the format provided below.

Description of services	Specify currency
Professional fees (specify if daily or lumpsum)	
Other (specify)	
TOTAL	

Professional fees: staff salaries, consultants' fees and other professional fees.

SPC will not cover separate overhead/operating cost or contingency items. SPC will neither provide nor refund any insurance for consultants travel or health costs, professional cover or any other risk or liability that may arise during the consultancy (including subcontractors or partners that the consultant may employ). SPC will not be liable for any arrangements or payments related to visas, taxes or duty for which the consultant may be liable.

The consultant must also provide its own workspace and computer during the service provision with a stable Internet connection for Zoom meetings, if required.

SPC will not cover any computer or communication equipment during the consultancy. Consultants must provide a stable Internet connection for any virtual meetings that may be required.

No payments will be made for any items for which no price has been indicated. Such items shall be deemed to be covered by the financial offer. Bidders are deemed to have ensured that their bids are accurate and exhaustive prior to submitting them, have covered everything required for the full and proper performance of the contract and have included all costs and their rates and prices.

For the Bidder: *Insert company name here*

Signature:

Name of the representative: *Insert representative's name here*

Position: *Insert representative's position here*

Date: *Click or tap here to enter a date*