

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	ACP-EU Programme (Pacific): Enhancing the Capacity of the Cultural and Creative Industries in the Pacific – Grant Scheme
Nature of the services	Consultancy Services-ACP-EU MEL Support Consultant for PNG Grantees
Location:	Regional
Date of issue:	4/12/2023
Closing Date:	18/12/2023
SPC Reference:	RFQ23-6069

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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 luisam@spc.int and with the subject line of your email as follows: **Submission RFQ23-6069 ACP-EU MEL Support Consultant for PNG Grantees**. 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
- CV, Completed technical and financial submission form
- Business registration (if applicable as per consultant's applicable legislation)

- Tax Identification Number (TIN) Letter
- Sample of previous work done

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 FJT on 18/12/2023**.

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.

Luisa Mavoia will be your primary point of contact for this RFQ and can be contacted at luisam@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	18/12/2023
Award of Contract	22/12/2023
Commencement of Contract	8/01/2024
Conclusion of Contract	30/06/2024

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](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 EURO 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

ACP-EU Programme (Pacific): Enhancing the capacity of the cultural and creative industries in the Pacific - Grant Scheme is delivered by the Pacific Community (SPC) in partnership with the Queensland University of Technology (QUT). This grant scheme is made possible with the financial contribution of the European Union and the support of the Secretariat of the OACPS, Organisation of African, Caribbean and Pacific States.

The objective of the **Grant Scheme** is to select and fund projects and initiatives from Pacific ACP countries that will build a vibrant creative and cultural industries sector and will recognise and support Pacific cultural knowledge, innovation, and creativity as tools for sustainable livelihoods and resilient communities. In addition to offering financial support through the Grant Scheme, capacity support has been identified as a key area of need.

The overall objective of the consultant will be to provide on the ground support to PNG based grantees, monitor project progress and provide capacity support for monitoring and reporting.

B. Purpose, objectives, scope of services

To assist with the capacity support of grantees, the Project Team is seeking an appropriately experienced project coordinator to assist with grantees based in Papua New Guinea.

The Consultant will be on contract for a six-month period and is expected to deliver the following:

1. Attend a briefing session to design and endorse a workplan.
2. Provide targeted support through capacity building sessions and advice to PNG grantees.
3. Assist grantees with monitoring of their projects, and with reporting.
4. Compile short summary reports of capacity support provided.

C. Timelines

- The work is expected to be carried out and spread out over a period of six months.
- The work is expected to start on 8 January 2023 and be completed by 30 June 2024.
- The consultant will work remotely providing a combination of virtual and in-person capacity support sessions.

Deliverables	Activities	No. of days	Timeline
Sign off on workplan	Meeting with Team Leader Culture to discuss and agree on a time bound workplan.	½ day	5 January 2024
1 st monthly update	Summary report of activities completed to date	2 – 4	15 February 2024

2 nd monthly update	Summary report of activities completed to date	2 – 4	15 March 2024
3 rd monthly update	Summary report of activities completed to date	2 – 4	15 April 2024
4 th monthly	Summary report of activities completed to date	2 – 4	30 May 2024
Final Report Finalized	Final report submitted	1 – 2	30 June 2024
	Total No. of Days	20	

D. Reporting and contracting arrangements

- The consultant will work closely with the Team Leader Culture for Development and the Grants and Finance Officer.
- The consultant will report to Team Leader Culture.
- Outlined below is key deliverables and key dates. A more detailed workplan will be developed with the Culture for Development team after consultant is contracted.

S/he is expected to:

- Attend project update meetings when required.
- Prepare a workplan based on identified areas of need within the specified timeframe.
- Maintain confidentiality of grantee information.
- Provide unbiased expert advice and recommendations to both grantees and to SPC when required.
- Produce monthly reports.

E. Skills and qualifications

1. Knowledge and experience

- 1.1. Working knowledge of the Pacific Islands arts and cultural sector relating specifically to the Cultural and Creative Industries.
- 1.2. At least 5 years demonstrated work experience of project management and/ or project evaluation.
- 1.3. Have the ability to travel to grantees location to engage in monitoring and evaluation activities, and to provide high level strategic advice on project management, and financial reporting.
- 1.4. Provide high level, unbiased expert advice and capacity support.
- 1.5. A good understanding and evidence of engaging in projects, business, or community organisation or NGO especially in the creative and cultural industry.

2. Very good interpersonal skills and cultural awareness

- 3. Language skills:** Good English communication skills (oral and written). An understanding of a Pacific Island Language is also desirable.

- 4. Availability:** Be available for up to at least 2 days per week over the January – June 2024 period.

F. Scope of Bid Price and Schedule of Payments

- The contract will be payments based on milestones which are detailed in the table below.
- A daily rate may be provided based on the approximate 20 days of work, or a lump sum fee broken down into deliverables.
- Any expected travel, in terms of accommodation and travel costs during the consultancy period shall be covered by SPC.
- Terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

Milestone/deliverables	Deadline	% payment
Attendance at Industry Mentorship Briefing and sign off on workplan	5 January 2024	10%
1 st monthly update	15 February 2024	20%
2 nd monthly update	15 March 2024	20%
3 rd monthly update	15 April 2024	20%
4 th monthly	30 May 2024	20%
Final Report Finalized	30 June 2024	10%
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"> • Conflict of Interest Declaration form completed. • Technical Proposal Submission form • Financial Proposal Submission form • Business registration (if applicable as per consultant's applicable legislation) • Tax Identification Number (TIN) Letter • Applicants CV • Sample of previous work done 		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: Good industry knowledge of the Pacific Islands arts and cultural sector relating specifically to the Cultural and Creative Industries.	10%	100
Technical requirement 2: At least 5 years demonstrated work experience of project management and/ or project evaluation.	20%	200
Technical requirement 3: Demonstrated capacity for project monitoring and evaluation and financial reporting and ability to provide unbiased expert advice and capacity support.	15%	150
Technical requirement 4: Demonstrated experience in engagement with and/or managing projects, business, community organizations or NGO within the Cultural and Creative Industries.	20%	200
Technical Requirement 5: Demonstrate good interpersonal skills and cultural awareness and good language skills (Oral and Written) in English and an understanding of Pacific Island Language is desirable.	5%	50
Total Technical Requirements	70%	700
Financial requirements		
Pricing	30%	300
Total Score	100%	1000