**PART 5  
5.1. Technical Submission Form  
RFQ23-5628**

**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:** Experience in evaluating development programmes, with at least 8 years of relevant professional experience in international development, human rights, GESI or related fields. |  |
| **Technical requirement 2:** Experience in, or knowledge of, civil society, grassroots and community-based organisations in Pacific Island contexts. |  |
| **Technical requirement 3:** Ability to undertake primary research with a sample of respondents from diverse backgrounds and with varying levels of technical understanding, English competency, and literacy. |  |
| **Technical requirement 4:** Ability to provide at least one sample of a previous evaluation undertaken with a development programme. |  |
| **Technical requirement 5:** Tertiary qualifications in any of the following areas: Development Studies, International Relations, Anthropology, Sociology or other social science discipline. |  |
| **Technical requirement 6:** Knowledge of grants programmes and granting mechanics an advantage. |  |

**PART 5  
5.2. Financial Undertaking Form**

**RFQ23-5628**(*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:

**RFQ23-5628 Conduct an evaluation of the Pacific People Advancing Change (PPAC) Advocacy Capacity-Strengthening Programme.**

1. 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**  **(Put your own local currency here)** |
| Professional Fees (Hourly/Daily/Monthly rate- Specify)  ***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) will be arranged by SPC, according to its Travel Policy.* |  |
| **Total Financial offer (inclusive of all taxes)** |  |