**RFQ 23-6026**

**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.**

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| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER** |
| **Technical requirement 1 (10%):** Postgraduate qualifications in evaluation, development, or a related Social Science discipline. |  |
| **Technical requirement 2 (30%):** 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)**.** |  |
| **Technical requirement 3 (30%):** Demonstrated experience in leading **participatory processes** on MEL methodologies and approaches, and the relative benefits or drawbacks. provide examples of previous work**.** |  |
| **Technical requirement 4 (10%):** A proven track M&E and MEL advisory services provided to institutions or organisations in the Pacific is required. 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). |  |

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**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)** |
| ***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.* | | |
| Signing of contract by the successful bidder. | - | Not applicable |
| **Milestone 1**   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. | 20% |  |
| **Milestone 2**   1. Development of MEL data collection, and reporting tools and develop a WIL MELF Toolkit for use by all Divisions. 2. Development and socialisation of the WIL Programme Monitoring, Evaluation and Learning Framework implementation plan in consultation withWIL Task force, SLT, SPL and key stakeholders. | 20% |  |
| **Milestone 3**   1. Production of the first WIL program Annual report for SPC and DFAT utilising the WIL MELF. | 30% |  |
| **Milestone 4**   1. MEL capacity development and support for Divisions collecting data and reporting on WIL outcomes. 2. Facilitate a data analysis and reporting workshop with key WIL stakeholders and Divisions to guide the reporting and review. | 20% |  |
| **Milestone 5**   1. Prepare plan for Mid-term Review of the WIL Programme and support recruitment and onboard/induction of the WIL MEL Adviser. | 10% |  |
| **Total Financial offer (inclusive of all taxes)** | **100%** |  |

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| **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]* |