Request for Quotation

Consultancy to Undertake Population Projections for PICTs and the Development of Population-Based Knowledge Products in Support of the SDD Work-programme

Phase 2:
Development of Population-Based Knowledge Products from Phase 1 Population Projections in Support of the SDD Work-programme

1. PURPOSE OF SHORT TERM CONSULTANCY

The Statistics for Development Division of the Pacific Community (SPC) wishes to recruit a consultant to revise and update SDD’s set of knowledge projects and demographic profiles for 21 Pacific Island SPC member countries based on the latest population projections developed under Phase 1 of the project and under the overall supervision of the Manager, Data Analysis and Dissemination.

This is Phase 2 of a comprehensive update of SDD’s population projections and development of demographic profiles and knowledge products derived from population data for the PICTs.

The Statistics for Development Division of the Pacific Community (SPC) wishes to recruit a consultant to: a) undertake analysis of the population projections developed under Phase 1 of the project to support SDD’s compilation of sustainable development indicators including SDGs and related indicators in the National Minimum Development Indicator (NMDI) database; and b) under the supervision of the Manager, Data Analysis and Dissemination, produce knowledge projects, including population pyramids and an updated population poster, and other indicators (as far as time permits) illustrating how population and census data can be used to support evidence-based policy and planning at the national level.

2. BACKGROUND

Regional Dissemination Strategy

SDD’s Business Plan (2018-2020) sets out the Division’s vision as follows: Trusted Pacific data supporting well informed policy decisions that help improve the lives of the people of the Pacific region.

The central aspect to this vision is ‘Trusted Pacific data’. To help achieve this vision and meet the demands for better and timely access to quality Pacific data, SDD adopted the following objectives under its Business Plan (2018-2020):
- Improve regional statistics system coordination and governance
- Coordinate Census/Survey Technical Support and Methods Board
- Improve data quality, analysis and packaging
- Deliver user focus data dissemination products and services

The SDD Business Plan places greater emphasis on supporting more timely and efficient dissemination and use of the statistics produced and the data collected by member countries. National statistical agencies, line ministries, and other agencies in Pacific Island countries and territories (PICTs) produce valuable information from their population and housing census, surveys, and other data collection activities. However, in many cases national statistical agencies do not have the resources or technical capacity to effectively analyse these data and produce useful knowledge products, resulting in their underutilisation for social and economic development policy decision-making.

This consultancy is therefore required, under the day-to-day supervision of the Statistics Advisor (SDGs) to: a) undertake analysis of the population projections developed under Phase 1 of the project to support SDD’s compilation of sustainable development indicators including SDGs and related indicators in the National Minimum Development Indicator (NMDI) database; and b) under the supervision of the Manager, Data Analysis and Dissemination, produce knowledge projects, including population pyramids and an updated population poster, and other indicators (as far as time permits) illustrating how population and census data can be used to support evidence-based policy and planning at the national level.

An important foundation for this work is the findings from the user focus project conducted by SPC in 2017 in collaboration with StatsNZ and Maven Consulting, and funded by the NZ Ministry of Foreign Affairs and Trade. The project identified an unmet demand from users at national, regional and international levels for timely Pacific statistics; population census reports and analysis were specifically highlighted as important information sources by statistics users.

These users included national policy analysts, community leaders, Pacific students studying at home and overseas, CROP agencies, development partners and donor governments, and other academic researchers doing work on behalf of Pacific member country governments. The research also identified that the biggest challenge faced by users is not being able to access Pacific data from a central point, and the difficulties in locating the required information.

3. TERMS of REFERENCE:

The consultancy has the following components:

**Develop Knowledge Products derived from the Population Projections produced under Phase 1.**

- Preparation of country population profiles;
- Preparation of an updated Population Pyramid Poster and sub-regional explanatory narratives;
- Develop other innovative knowledge products to enhance dissemination and awareness of demographic-related indicators;
- Undertake policy-relevant demographic analysis and research as directed, and time permits.

**Institutional arrangement**

The consultant will work under the day-to-day technical supervision and guidance of the Statistics Advisor (SDGs) and the overall management and supervision of the Manager, Data Analysis and Dissemination.
The consultancy will include but not be limited to the following activities that will be conducted as part of completing this work:

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<th>Activity: Approximate Time Frame</th>
<th>Task</th>
<th>Location</th>
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| Inception Period (1 week – 5 days) | • Conduct desk-top research to understand the most recent work that has been done on the population projections.  
• Consult with other SPC divisions, especially GEM, SDP and PHD, and other key development partners to gain an understanding of their needs for demographic tabulations and indicators.  
• Identify preliminary schedule of tabulations, indicators and knowledge products to be produced.  
• Develop workplan to deliver on the required outputs from the consultancy  
• Complete a brief Inception Report incorporating the above issues.                                                                                   | SPC Noumea based  |
| Weeks 2 through 11 (10 weeks – 50 days) | • Complete agreed population indicator tabulations for all 21 PICTs, utilising the latest available projections, census and other related data.  
• Prepare population pyramids for all PICTs and associated narrative  
• Submit drafts to SDD for review                                                                                                                     | Home –based       |
| Week 12 (1 week – 5 days) | Taking account of comments and any revisions required by SDD:  
• Finalise population indicator tabulations for all 21 PICTs  
• Finalise population pyramids and associated narrative and draft knowledge products                                                              | Home –based       |
| Week 13 (1 week – 5 days) | • Complete final knowledge products as required by SDD on the population projections and demographic indicators.                                                                                      | SPC Noumea-based  |
| Total 65 days                                                                                          |                                                               |                   |

**Place of Assignment:** Home based and Noumea.

**Duration of assignment:**
This Thirteen Week (65 working days) short-term consultancy contract will be undertaken over a four-month elapsed period and be completed by 31 March 2020.
4. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR

- Advanced degree in Demography, Statistics, Population Studies, Economics or a related discipline and/or
- First-hand experience of working with population projections and demographic indicators;
- Sound understanding of the importance of a user-focused approach towards determining population-based knowledge products and services;
- Preferably should also be familiar with:
  - the environment in which SDD is working and the work it has already done in the area of Pacific population projections; have
  - experience of working on population projections, and have
  - experience in analysing census data

In addition the Consultant must be skilled in:
- Relationship building;
- Oral and written communication using Plain English
- Identifying ways for effective communication with member countries and development partners working on statistics development in the Pacific region.

The Consultant must be available immediately for this work.

5. EXPECTED OUTCOMES:

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<tr>
<th>Milestones/outputs</th>
<th>Deadline (Date)</th>
<th>Estimated Number of Days Payment</th>
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<tr>
<td>➢ At the signature of contract – 20 % advance payment</td>
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<td>13 working days</td>
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<tr>
<td>➢ Inception Mission by consultant to SPC Noumea and completion of brief Inception Report (Maximum 3-5 pages)</td>
<td>15 November 2019</td>
<td>5 working days (Noumea)</td>
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<td>➢ Submission of the draft population pyramids, demographic indicators, associated narratives and knowledge products as and when completed to SDD for review</td>
<td>29 February 2020</td>
<td>37 working days (Home-Base)</td>
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<tr>
<td>➢ Submission of final population pyramids, demographic indicators, associated narratives and knowledge products incorporating all the comments / recommendations from SPC</td>
<td>31 March 2020</td>
<td>10 working days (5 Days Home-Base &amp; 5 days Noumea)</td>
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Please treat this document as Business-in-confidence; it is to assist you in deciding if you wish to register your interest in taking up this offer.

Professional remuneration

If you are interested in this assignment, please send in a proposal to David Abbott, Manager, Data Analysis and Dissemination, (davidab@spc.int) with the heading RFQ 19/073 as soon as possible but before 4.00 pm Noumea time on the 4th October 2019. Include a daily rate for consultancy services.
NOTE: As required - Economy class travels via economic route and a daily per-diem will be covered under SPC travel rules, and arranged on the consultant’s behalf.
SPC GENERAL CONTRACT

CONDITIONS

1. LEGAL STATUS
The Contractor has the legal status of an independent contractor. The Contractor’s personnel and subcontractors are not to be considered in any respect employees or agents of SPC.

2. SOURCE OF INSTRUCTIONS
The Contractor will only accept instructions from SPC in the performance of this contract. The Contractor will refrain from any action that may adversely affect SPC and will fulfill its commitments with the fullest regard to the interests of SPC.

3. CONTRACTOR’S RESPONSIBILITY FOR EMPLOYEES
The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

The contractor shall not discriminate against any person because of race, medical condition, religious creed, ancestry, national origin, age, sex or handicap.

4. SPECIFIED PERSONNEL
The Contractor must ensure that the services are performed in accordance with this contract. Where personnel have been specified, they must provide those services. SPC may remove any personnel (including Specified Personnel) from work in respect of this Contract. If it does so, or if Specified Personnel are unable or unwilling to perform the contract, the Contractor will provide replacement personnel (acceptable to SPC) of suitable ability and qualifications at no additional cost and at the earliest opportunity.

5. ASSIGNMENT
The Contractor may not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor’s rights, claims or obligations under this Contract except with the prior written consent of SPC.

6. SUB-CONTRACTING
In the event the Contractor requires the services of subcontractors, the Contractor shall obtain the prior written approval and clearance of SPC for all sub-contractors. The approval of SPC of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

7. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of SPC has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

8. INDEMNIFICATION
The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, SPC, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor’s employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen’s compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or subcontractors. The obligations under this Article do not lapse upon termination of this Contract.

9. INSURANCE AND LIABILITIES TO THIRD PARTIES
9.1 The Contractor will hold insurance against all risks in respect of its employees, sub-contractors, property and equipment used for the execution of this Contract, including appropriate worker’s compensation for personal injury or death.

9.2 The Contractor will also hold liability insurance in an adequate amount to cover third party claims for any claims arising from or in connection with the provision of services under this contract.

9.3 The Contractor shall, upon request, provide SPC with satisfactory evidence of insurance cover as required under this Article.

10. ENCUMBRANCES/LIENS
The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with SPC against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

11. TITLE TO EQUIPMENT
Title to any equipment and supplies that may be provided by SPC rests with SPC. Such equipment shall be returned to SPC at the conclusion of this Contract or when no longer needed by the Contractor. On return, the equipment shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate SPC for equipment determined to be damaged or degraded beyond normal wear and tear.
12. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS
SPC is entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At SPC’s request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to SPC in compliance with the requirements of the applicable law. In addition, the contractor must respect intellectual property related to traditional knowledge and other cultural heritage in the production of knowledge and use of images, patterns, and other cultural related products. Photos credits and permissions need to be provided to SPC, and in compliance with SPC Child Protection Policy, images of children and youth without the consent of their parents is forbidden.

13. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF SPC
The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with SPC, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of SPC, or any abbreviation of the name of SPC in connection with its business or otherwise.

14. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION
14.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of SPC, shall be treated as confidential and shall be delivered only to SPC authorised officials on completion of work under this Contract.

14.2 The Contractor may not communicate at any time to any other person, Government or authority external to SPC, any information known to it by reason of its association with SPC which has not been made public except with the authorisation of SPC; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

15. FORCE MAJEURE AND OTHER CHANGES IN CONDITIONS
15.1 Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.

15.2 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to SPC, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify SPC of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken, including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, SPC shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

15.3 If the Contractor is rendered permanently unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, SPC shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 16, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

16. TERMINATION
16.1 Either party may terminate this contract for cause, in whole or in part, with thirty days’ written notice to the other party. The initiation of arbitral proceedings in accordance with Article 17 "Settlement of Disputes" below shall not be deemed a termination of this Contract.

16.2 SPC reserves the right to terminate without cause this Contract, at any time with fifteen days written notice to the Contractor, in which case SPC shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

16.3 In the event of any termination by SPC under this Article, no payment shall be due from SPC to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimise losses and further expenditure.

16.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a receiver be appointed on account of the insolvenency of the Contractor, SPC may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform SPC of the occurrence of any of the above events.

17. SETTLEMENT OF DISPUTES
17.1 The Parties will use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof.

17.2 If a dispute is not settled within sixty days of one Party notifying the other of a request for amicable settlement, the dispute can be referred by either Party to
arbitration in accordance with the general principles of international law. The arbitration will be governed by the Arbitration Rules of the United Nations Commission on International Trade Law (UNCITRAL) as at present in force. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

18. PRIVILEGES AND IMMUNITIES
Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of SPC, including its subsidiary organs.

19. TAX EXEMPTION
19.1 Under the ‘Host Country Agreement’ with the Country hosting SPC Offices, SPC, being an International Organisation, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognise SPC’s exemption from such taxes, duties or charges, the Contractor shall immediately consult with SPC to determine a mutually acceptable procedure.

19.2 Accordingly, the Contractor authorises SPC to deduct from the Contractor’s invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with SPC before the payment thereof and SPC has, in each instance, specifically authorised the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide SPC with written evidence that payment of such taxes, duties or charges has been made and appropriately authorised.

20. SOCIAL AND ENVIRONMENTAL RESPONSIBILITY
SPC has adopted a social and environmental responsibility policy. The contractor must comply to ethically and sustainably manage social and environmental risks and impacts of its activities, particularly in reference to:

21. CHILD LABOUR
21.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child’s education, or to be harmful to the child’s health or physical mental, spiritual, moral or social development.

22. HUMAN RIGHTS
22.1 The Contractor recognises, respects and upholds the human rights of every individual, being a minimum those protected by the Universal Declaration of Human Rights. The Contractor will actively seek to ensure he is not complicit in human rights abuses committed by others.

22.2 The Contractor is committed to respecting, and acting in a manner which avoids infringing on, human rights. In this regard the Contractor acknowledges the Guiding Principles on Business and Human Rights: Implementing the United Nations ‘Protect Respect and Remedy ‘framework (2011).

22.3 To meet these commitments, the Contractor will not accept modern slavery, forced labour and human trafficking in his supply chain.

22.4 Any breach of this representation and warranty shall entitle SPC to terminate this Contract immediately upon notice to the Contractor, at no cost to SPC.

23. GENDER EQUALITY AND SOCIAL INCLUSION
SPC is committed to progress gender equality and social inclusion in all area of its work. The Contractor is expected to promote gender equality and diversity in the workforce by striving to have gender balance in the workforce and employ youth and persons with disabilities where possible, at all levels. The contractor is expected to have measures in place to ensure equal pay for work of equal value, to prevent sexual harassment, of bullying and any forms discrimination; and to ensure a safe workplace environment for women and men of all diversities.

24. ENVIRONMENTAL RESPONSIBILITY
The Contractor must ensure a rational use and management of natural resources and ecosystems, to prevent or, where not possible, to minimise damage to the environment and address climate change, so as to ensure these resources will be available for future generations.

25. OBSERVANCE OF THE LAW
The Contractor must comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

26. AUTHORITY TO MODIFY
No modification or change, nor waiver of any of this contract’s provisions will be valid and enforceable against SPC unless provided by an amendment to this contract signed by the authorised official of SPC.