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# REQUEST FOR QUOTATION
# RFQ20-071

**Date: July 16, 2020**

## Consultancy work: Statistical Methodologist and Data Scientist for the Agriculture and Fisheries for Improved Nutrition Project

The Statistics for Development Division (SDD) of the Pacific Community (SPC) would like to invite interested individuals to submit a proposal for the Provision of a Consultant to work on agriculture and fisheries related statistics.

1. All interested individuals are to submit proposal with the heading **RFQ 20/071** by email to Mr. Michael Sharp, Economic Statistics & Microdata Specialist (michaels@spc.int), and to Mrs. Sandra Gianini, Finance and Administration Officer (sandrag@spc.int ) before **4.00 pm, Noumea time, on July 26, 2020.**

2. SPC reserves the right to accept or reject any quotations without thereby incurring any liability to the vendor submitting the quotation. All prices should be inclusive of all costs and statutory obligations.

3. All prices quoted shall include a daily rate for consultancy services and be inclusive of all costs related to the delivery of the consultancy services to SPC and any applicable taxes.

4. The validity of quotation shall be for 120 days from the deadline for submission. There shall be no change to the quotation after it has been approved.

5. Any requests for clarification or additional information shall be directed to michaels@spc.int with copy to sandrag@spc.int.

This letter shall not be construed in any way as an offer to contract or obligation for SPC to procure from your organisation.

**ANNEX I**

**TERMS OF REFERENCE**
**(RFQ20-071)**

**Project Title: Consultancy Work for Statistical Methodologist and Data Scientist for the Agriculture and Fisheries for Improved Nutrition Project – integrated agri-food systems for the Pacific region**

## A. Introduction

*The Pacific Community*

The Pacific Community (SPC) (www.spc.int) is the principal scientific and technical organization supporting development in the Pacific region. It is an international organization established by treaty (the Canberra Agreement) in 1947 and is owned and governed by its 26 members, including all 22 Pacific Island countries and territories (PICTs). SPC's headquarters are in Noumea, New Caledonia, and it is one of nine member agencies of the Council of Regional Organizations of the Pacific (CROP). In 2018, SPC had six divisions and four crosscutting programs.

*The Statistics for Development Division*

The Statistics for Development Division (SDD) (http://sdd.spc.int/en/) of SPC is the main stakeholder in the implementation of the Ten-Year Pacific Statistics Strategy (TYPSS) (http://typss.org/), which was adopted by PICT leaders in 2009 in recognition of the need for a comprehensive plan to drive improvement and development of statistics in the Pacific region. TYPSS proposed a regional approach to provide regional strategic leadership to improve the scope and quality of national statistics. The 10-year strategy (2010 - 2020) outlined a series of short and long-term programs to contribute to national statistics capacity development and regional coordination and capability. SDD's strategic framework is guided by TYPSS and its current work program by the Business Plan 2018 - 2020.

SDD's goal is to strengthen the capacity of national statistical systems and social and economic planning agencies to provide policy-makers and analysts with important demographic, economic and social indicators for planning and decision-making.

SDD plays a significant role for TYPSS as a large and comprehensive technical provider to national statistics offices (NSOs) in the Pacific region. SDD's technical assistance role has been strongly endorsed by NSOs, in particular, the Small Islands Developing States (SIDS) where resources are limited and technical assistance and supplementation is essential. As part of a regional organization with a broad technical and social mandate operating across 22 PICTs.

SDD has been able to translate and mediate between international standards, frameworks, Pacific contexts, and focus.

## B. Background to the Project

*Agriculture and fisheries for improved nutrition: integrated agri-food systems for the Pacific region*

The 'Food Systems project' – Agriculture and fisheries for improved nutrition: integrated agri-food systems for the Pacific region – is an Australian Centre for International Agricultural Research (http://aciar.gov.au/) funded project led by the University of Wollongong, Australia, and implemented in collaboration with SPC, WorldFish, CSIRO and the University of Sydney.

The project aims to characterize Pacific agri-food systems, recommend action to improve local food environments, and support national policies to promote healthier more diverse diets for people.

The Pacific food system is failing to provide the people of the region with nutritious food. The many paradoxes of apparently abundant fish, vegetables and root crops with poor public health outcomes presents a significant challenge for policy makers.

The project has the following objectives:

i. Integrated analyses of dimensions of the agri-food system at regional and national scales;
ii. Analyse policy coherence across food system sectors and identify opportunities to strengthen policy in focal countries;
iii. To characterize informal markets and prioritise actions that enhance nutritional outcomes from local food environments in Solomon Islands; and
iv. To develop diagnostic tools to improve policy interventions in national agri-food systems and improved metrics for reporting status and progress against national, regional and global targets.

## C. Scope of Work

We are seeking the services of a Statistical Methodologist and Data Scientist to provide services in methodological documentation, imputation techniques, data curation and analysis. The scope of work is broken down into the following activities:

i. Review the methodology undertaken to prepare a database of food consumption data that were generated from household surveys in 12 countries. Document and curate the food consumption database.
ii. Facilitate analyses using an array of different data sources, map other food systems data series', such as the Pacific Trade Database and production datasets, to the Pacific Nutrient Database. Identify where other census and survey microdata can be used in food systems analyses and complementary to the food consumption database.
iii. Following recently developed guidelines to harmonisation census and survey microdata, prepare a series of harmonised ancillary files, including household sociodemographic and geographic variables, to facilitate analysis of the food consumption database. Where possible, the ancillary datasets should include food systems related variables, such as those from the fisheries, agriculture, livestock, aquaculture and handicrafts modules of the household income and expenditure survey.
iv. Integrate / map new tools (e.g., Pacific Nutrient Database) and methodologies (e.g., calculation of calories sources from food consumption expenditure away from home) into the ongoing development of the food consumption database.
v. Prepare datasets for analysis in the ADePT Food Security Module.
vi. Add new survey data as they become available. When adding new datasets, identify methodological differences between the production of the 12 consumption datasets that are already in the database and new datasets that are to be progressively added. Document issues relating to comparability of datasets that were produced using different methodologies for the collection of consumption data.
vii. Produce statistical outputs using the above referred datasets.

## D. Institutional arrangements

The Contractor will work under the direct supervision of Mr. Michael Sharp, Economic Statistics & Microdata Specialist. The Contractor will coordinate and adjust his/her work program to achieve Food Systems Project priorities. The Contractor will be responsible to submit bi-monthly (one for every two months) time sheets and documentation of evidence of work relating to the scope of this TOR.

## E. Place of Assignment

The contract is home-based. Travel may be required to the Pacific region, however this is to be mutually agreed between the Contractor and SPC (and subject to lifting of COVID-19-related travel restrictions). If a travel is required, SPC will organize and fund travel in accordance with SPC's Travel Policy (incl. airfare by the most economical route and per diem / daily subsistence allowance; Contractor is responsible for, among other conditions, insurance and visa).

## F. Duration of assignment

A total of 150 days of work are required under this contract, from the 14 August 2020 to 31 December 2021. We anticipate 50 days of work in each semester, however this depends on the required workload and the distribution of time spend in each semester is not fixed.

## G. Qualifications of the successful contractor

The Successful Contractor will have:

i. An advanced degree in statistics, economics, data science, or equivalent, preferably at the doctoral level.
ii. Advanced programming competency in Stata, R or comparable software; competency in visualization and disseminating applications is desirable.
iii. Advanced knowledge of statistical methods.
iv. A demonstrated understanding of the TORs and the required outputs.
v. Ability to demonstrate timely delivery of substantive tasks.

## H. Expected outcomes

- Curated food consumption database and ancillary datasets and metadata.
- AdEPT Food Security Modules for 12 countries.
- Evidence of substantial progress in areas relating to the scope of work and delivery of the evolving work plan as agreed between the Contractor, SPC and the Food Systems Project.

## I. Bid price and schedule of payments

The available budget for this contract is up to maximum threshold of EUR 45,000. Payments will be made based on time sheets as described in the Institutional Arrangements.

## J. Submission of quotations, Professional remuneration and travel

If you are interested in this assignment, please send a proposal to Mr. Michael Sharp, Economic Statistics & Microdata Specialist, Statistics Development Division (michaels@spc.int) with the heading **RFQ 20/071** with copy Mrs. Sandra Gianini, Finance and Administration Officer (sandrag@spc.int) as before 4.00 pm Noumea time on the July 26, 2020.

In your proposal, please:

I. Describe your understanding of the TOR;
II. Report against the qualification requirements; and
III. Provide a daily rate and quotation for services.

Qualification to achieve the Terms of Reference and cost will be considered during the evaluation of quotations.

NOTE: Where required economy class travel via the most economic route and a daily per-diem will be covered under SPC travel rules and will be arranged on your behalf.

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.

**ANNEX II**

**SPC GENERAL CONDITIONS OF CONTRACT FOR PROFESSIONAL SERVICES**

**1. LEGAL STATUS**

The Contractor has the legal status of an independent contractor. The Contractor's personnel and sub-contractors 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 fulfil 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 sub-contractors, 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 sub-contractors. 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.

**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 insolvency 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:

20.1 **CHILD LABOUR**

20.1.1 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.

20.1.2 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.

20.2 **HUMAN RIGHTS**

20.2.1 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.

20.2.2 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).

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

22.2.4 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.

20.3 **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 workplace 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.

20.4 **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.

**21. 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.

**22. 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.