



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>RE-ADVERTISEMENT</b> <b>Finance Best Practice Consultancy Services</b>
<b>Nature of the services</b>	Consultancy
<b>Location:</b>	Noumea, New Caledonia and Suva, Fiji
<b>Date of issue:</b>	4/11/2022
<b>Closing Date:</b>	18/11/2022
<b>SPC Reference:</b>	RFQ22-4689

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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](mailto: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 [betty@spc.int](mailto:betty@spc.int) and with the subject line of your email as follows: **Submission RFQ22-4689 – Finance Best Practices Consultancy Services**. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- A technical summary note describing the content of the proposed service, the methodology you wish to implement.

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- Your quote in EUR filled on the template provided in Annex
- CV with description of work of similar nature
- Cover letter
- The tentative schedule including at least the different phases of the service, travel, the design / delivery / and validation phases of deliverables.
- Any other document to support your proposal.

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 **8 pm Noumea Time on 18/11/2022**.

### 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.

Betty Manieva will be your primary point of contact for this RFQ and can be contacted at [betty@spc.int](mailto:betty@spc.int). You should copy any communications into [rfq@spc.int](mailto: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
<b>RFQ sent to potential vendors</b>	4/11/2022
<b>RFQ Closing Date</b>	18/11/2022
<b>Pre-selection meetings (Tempting schedule, interviews to be confirmed by finance)</b>	From 21/11/2022
<b>Expected Award of Contract</b>	From 28/11/2022

<b>Expected Commencement of Contract</b>	From 23/01/2023
<b>Expected Kick off meeting</b>	From 23/01/2023

## 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](mailto: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

SPC is an intergovernmental organisation owned and governed by our 27 country and territory members. The Pacific Community Governance Arrangements sets out the administrative practices of governance in the organisation, which includes the Finance Regulations and Finance Policies.

Finance services are delivered through a central finance unit and through finance teams within divisions. SPC has eight technical divisions and an Operations and Management Directorate which all require finance services. Historically, finance services had different goals and responsibilities in these areas sometimes resulting in inconsistencies. SPC recently changed this to bring better alignment through a shared services model. This change is largely driven by our desire to have all finance services work more collaboratively and consistently and to increase sharing in knowledge, tools, and resources.

The shared services vision is to create an accountable and motivated team of experts working in an enabling culture, to share best practices and consistently provide compliant, efficient and solution-oriented services to support SPC program delivery.

This purpose of this consultancy is to support the creation of best practice documents, tools, resources, and techniques in finance services.

### B. Purpose, objectives, scope of services

We seek an experienced finance services consultant(s) to complete the following deliverables.

- Best practice framework for:
  - Identifying, collating, and writing best practices
  - Promoting best practice
  - Implementing best practice and measuring the effectiveness of implementation
  - Reporting on best practice implementation
  - Enabling ongoing improvements in best practice
  - Benchmarking to global best practice in development field
- For the area of donor expertise (which is the first area of best practice to be developed):
  - a) Compile existing practices that are already in operation within SPC's finance services.
  - b) From the compilation.
    - a. Identify what is best practice. Write these in a logical and easy to read manner.
    - b. Make recommendations for change to other existing practices to bring them to best practice standard. Write these in a logical and easy to read manner
    - c. Identify new best practices not in the compilation which should be adopted
  - c) Identify new best practices not in the compilation which should be adopted. Write these in a logical and easy to read manner.

Donor expertise refers to the knowledge and understanding of financial management, reporting and audit requirements of donors that provide funding to SPC. SPC as a recipient of donor funding has financial reporting and audit obligations to donors.

The expected outputs (in digital format) are the following:

- Best Practice Framework and guidance on how to implement and use framework. The framework must be practical and useable. The framework must include how to:
  - Identify and collate best practices
  - Promote best practice
  - Implement best practice
  - Measure effectiveness of implementation
  - Report on implementation
  - Enable ongoing improvements in best practices.
- Best practice resources, tools, and documents on the topic of donor expertise.

The consultant must submit a briefing note detailing the methodology for gathering the information necessary to produce the expected deliverables.

The quality of the briefing note submitted, the relevance of the proposed methodology and the coherence of the means implemented are part of the evaluation criteria

### **C. Timelines**

The consultant must attach to his quotation a tentative schedule of the proposed service. This schedule must include at least the following elements:

- The phases of analysis of the documents.
- The phases of travel and on-site interviews.
- The phases of writing, delivery / presentation, and validation of deliverables.
- The possible points of reporting.

The number of man-days envisaged per phase must be specified.

### **D. Reporting and contracting arrangements**

A kick off meeting will be scheduled at the beginning of the contract (in face to face or remotely) with (non-exhaustive) the consultant, the Shared Services Project Coordinator and the Finance Director in order to:

- Clarify (if necessary) and formalize the technical and geographical scope of the service.
- Approve the schedule, in particular with regard to travel and the information gathering phase that may be requested by the different divisions.
- Define the list of interlocutors envisaged, desired interviews, and the information / documents to be provided by the SPC.
- Consolidate the list of expected deliverables and associated deadlines

The consultant shall be responsible to the Shared Services Project Coordinator for daily work and planning and is expected to report on progress each week.

The consultant will be responsible to the Finance Director for the deliverables.

It is expected that the consultant will be required to make presentations to the Shared Services Advisory Group and the project team from time to time on the progress of deliverables as covered in the expected outputs.

An advisory group made up of directors exists to provide guidance.

A project closing meeting will be held to present at least:

- The strong points of the service and the identified areas of improvement (capitalization).
- The suggestions on future training actions related to outputs.
- The difficulties encountered.
- The steps necessary to deploy the deliverables achieved.

## **E. Skills and qualifications**

- Degree in a finance, business, or a relevant humanities discipline. Master or advanced degree the same or equivalent experience.
- Certification in project management or relevant experience.
- Demonstrated track record over at least 10 years of:
  - Creating best practice frameworks across multiple settings on time and on budget.
  - Curating and collating best practice documentation in finance across multiple settings on time and on budget
- Demonstrated experience in the following:
  - Major donor expertise.
  - Working in or for an intergovernmental organisation like SPC.
  - Working in the Pacific and with people from different cultural backgrounds.
  - Conducting an interview.
- Experience in a finance shared services environment or involvement in a restructure of support services would be an advantage.
- Fluent in English & French.

In the case where the consultant would call upon complementary competences or subcontracting to carry out the service, the latter must present in the summary note the organization implemented and join the profiles (not named) of the other members of the team.



## F. Scope of Bid Price and Schedule of Payments

The quotation will be submitted according to the format proposed in the appendix. Should the bidder wish to make any changes to the quotation, the bidder must contact SPC to specify the additions they wish to make.

The consultant must specify in his offer the costs associated with the in situ phases, including travel costs (including possible visa costs) but also accommodation and food costs (presented in the form of a daily package)

<b>Milestone/deliverables</b>	<b>% payment</b>
Contract signature & Kick off meeting	20%
Best Practice Framework and guidance on how to implement and use framework	30%
Best practice resources, tools, and documents on the topic of donor expertise	30%
Closing Project meeting	20%
<b>TOTAL</b>	<b>100%</b>

## G. Annexes to the Terms of Reference

A list of SPC's major and main funding partners is [here](#). The Green Climate Fund is an addition to this list

## 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 requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
<b>Mandatory requirements</b>		
<ul style="list-style-type: none"> <li>• Summary note</li> <li>• Tentative planning</li> <li>• Profile of the consultant(s)</li> <li>• Price list duly completed</li> <li>• Declaration of conflict of interest</li> </ul> <p>The consultant must be legally registered in the country of practice</p>		<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
<b>Technical requirements</b>		
<b>Quality of the offer:</b> The submitted offer and in particular the summary note will be evaluated qualitatively (spelling, quality and precision of the writing...) in order to ensure the writing skills of the consultant.	5%	70
<b>Methodology &amp; Feasibility:</b> Actions envisaged; proposed means and modalities of implementation (human and material resources, modalities of realization, communication, capitalization), proposed schedule...	20%	140
<b>Relevance of the proposed actions:</b> Objectives, targeted interlocutors, identified needs, expected results	20%	140
<b>Skills and qualifications:</b> Degree in a finance, business, or a relevant humanities discipline; Certification in project management or relevant experience. Fluent in English & French (writing & speaking)	15%	105
<b>Experiences:</b> Demonstrated track record over at least 10 years of creating best practice frameworks & collating best practice documentation in finance across multiple settings on time and on budget, demonstrated experience in major donor expertise, intergovernmental organisation, working in the Pacific and with people from different cultural backgrounds and Experience in a finance shared services environment	40%	245
<b>Total Score</b>	<b>100%</b>	<b>700</b>

The Finance Department reserves the right to request an interview with the consultants after analysis of the proposals submitted, in order to evaluate in person (or via teams) some of the required skills and qualifications

These meeting requests will be sent by Procurement and Finance, according to the tentative schedule proposed in §2.5