

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Review and update of the Fiji National Council for Persons with Disabilities Disability Policy
<b>Nature of the services</b>	Policy analysis and development
<b>Location:</b>	Suva, Fiji
<b>Date of issue:</b>	23/05/2023
<b>Closing Date:</b>	6/06/2023
<b>SPC Reference:</b>	RFQ23-5426.

## Contents

<b><u>PART 1: INTRODUCTION</u></b>	<b>3</b>
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
<b><u>PART 2: INSTRUCTIONS TO BIDDERS</u></b>	<b>3</b>
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	4
2.7 COMPLAINTS PROCESS	5
<b><u>PART 3: TERMS OF REFERENCE</u></b>	<b>6</b>
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	6
D. REPORTING AND CONTRACTING ARRANGEMENTS	7
E. SKILLS AND QUALIFICATIONS	7
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	7
G. ANNEXES TO THE TERMS OF REFERENCE	9
<b><u>PART 4: PROPOSAL EVALUATION MATRIX</u></b>	<b>10</b>
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	10

## 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 [ranjeshp@spc.int](mailto:ranjeshp@spc.int) and [alifeletis@spc.int](mailto:alifeletis@spc.int) and with the subject line of your email as follows: **Submission PROJECT Governance – Review and update of the Fiji National Council for Persons with Disabilities Disability Policy**. 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
- Curriculum Vitae, cover letter and quotation.

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 **12:00pm Fiji Time** on **5/06/2023**.

### 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.

Ranjesh Prakash, Social Inclusion Officer, PROJECT Governance will be your primary point of contact for this RFQ and can be contacted at [ranjeshp@spc.int](mailto:ranjeshp@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
RFQ sent to potential vendors	23/05/2023
RFQ Closing Date	2/06/2023
Award of Contract	7/06/2023
Commencement of Contract	12/06/2023
Conclusion of Contract	6/09/2024

### 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 FJD 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**

The National Council for Persons with Disabilities (NCPD) was established in 1994 as the Fiji National Council for Disabled Person under the Fiji National Council for Disabled Person Act 1994 (FNCDP Act 1994). In 2017 following Fiji's ratification of the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD), it was domesticated in national law through the Rights of Person with Disabilities Act 2018 thus repealing the FNCDP Act 1994. The NCPD operates within the context of the international and national legal framework on human/disability rights, and it monitors government institutions, civil society, and the private sector.

The NCPD's objectives include protecting the rights of persons with disabilities, increasing information and capacity on disability inclusion, and enhancing the Council's capacity. The NCPD's functions include monitoring the implementation of the Persons with Disabilities Act, advocating for the development of programs for the welfare of persons with disabilities, regulating human support services for persons with disabilities and developing and implementing policies to support persons with disabilities in Fiji. The Disability Policy 2010 to 2018 guides the work of the disability sector in Fiji and other relevant stakeholders.

The NCPD also advocates for the education, training, and employment of persons with visual disability and maintains a register of governmental and non-governmental organizations that provide services for the rehabilitation and welfare of persons with disabilities.

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

The consultant will undertake a comprehensive policy review of the NCPD Policy 2008 - 2018 to assess the effectiveness of the policy, lessons learnt and identify areas for improvement. This will inform and aid the development of a new national disability policy.

The review and the development of the new policy will largely encompass reviewing existing relevant policy documents and research studies, consulting stakeholders including Government, Non-Government Organizations, Organizations for Persons with Disabilities & Disability Service Providers, focus group discussions with persons with disabilities and other stakeholders, and the analysis of the data collected will be incorporated in the 2019-2029 national disability policy.

The findings of the review will be presented to the Council and stakeholders. Based on the council's recommendation, the consultant will develop the new 2019 to 2029 Disability Policy that incorporate other emerging priorities to support persons with disabilities.

**C. Timelines**

The work is expected to take 60 working days beginning mid-June 2023.

#### D. Reporting and contracting arrangements

- The consultant will report weekly to the Project Manager responsible for overseeing this activity from SPC HRSD and the Director of The National Council for Person.
- The consultant must be based in Fiji to ensure efficient and timely delivery of the project and required to adhere to the ethical standards and guidelines outlined by both SPC HRSD and The National Council for Persons with Disabilities.
- SPC/HRSD will organise travel in economy class and accommodation during the travel and will not be responsible for any visa fees and Meals & Incidentals during travel hence must be met by the consultant.
- SPC/HRSD will not cover separate lines for overheads/running costs or contingencies. If these apply, the costs are to be considered in the fees charged for the delivery of the specific services.

#### E. Skills and qualifications

- A master's degree in disability studies, public policy, social sciences, or related fields.
- Must be a resident of Fiji.
- Demonstrated experience in conducting policy reviews and research, with a focus on disability policies and programs.
- Strong knowledge of international best practices and standards of disability policy.
- Experience in working with persons with disabilities, disability organizations, and other relevant stakeholders.
- Excellent analytical, writing, and presentation skills.
- Fluency in English. Working knowledge in other local vernaculars would be an advantage.

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

- The contract price will be based on lump sum payments tied to the six milestones (in previous section) set out below.
- The cost components must be inclusive of professional fees and any overheads/running costs or contingencies.
- As mentioned in section D, accommodation and economy class travel costs during the validation workshop shall be covered by SPC/HRSD, hence will not be responsible for any visa fees and Meals & Incidentals during travel.
- The terms of payment shall be in accordance with the provisions of Article 10 of SPC's General Conditions.

Milestone/deliverables	Deadline	% payment
------------------------	----------	-----------

<p><b>Planning and scoping</b></p> <p><b>Activities</b></p> <ol style="list-style-type: none"> <li>1. Consult with the council and relevant stakeholders to identify and confirm the purpose and scope of the review.</li> <li>2. Establish a review team with representatives from relevant stakeholders.</li> <li>3. Develop a timeline and a workplan.</li> <li>4. Consult with OPDs and Disability Service Providers for feedback and input.</li> </ol> <p><b>Outcomes</b></p> <p>The scope of the Policy review process confirmed, stakeholders identified, and timelines and milestones confirmed.</p>	7 days	16.6%
<p><b>Assessment of existing policy</b></p> <p><b>Activities</b></p> <ol style="list-style-type: none"> <li>1. Conduct a thorough assessment of the existing Fiji National Disability Policy including its strategies and implementation plan (desktop review)</li> <li>2. Analyse the strengths and weakness of the current policy</li> <li>3. Identify gaps or areas where the policy needs to be updated, revised and strengthened.</li> </ol> <p><b>Outcomes</b></p> <p>A comprehensive policy document that reflects the elements that must be taken into consideration in the new policy that was missing in the old policy.</p> <p>This document will also be used as a benchmark consultation to be used for monitoring of the final policy.</p>	14 days	16.6%
<p><b>Analysis of data collected.</b></p> <p><b>Activities</b></p> <ol style="list-style-type: none"> <li>1. Based on the review, develop a draft assessment of the existing policies and findings for updating or revising the Fiji National Disability Policy including recommendations for further development.</li> <li>2. Identify specific actions and strategies to address gaps and weaknesses in the existing policy.</li> <li>3. Consult with OPDs and Disability Service Providers for feedback and input.</li> </ol> <p><b>Outcomes</b></p> <p>First assessment document addressing gaps in the current legislation.</p>	14 days	16.6%



<p><b>Development of draft Policy Activities</b></p> <ol style="list-style-type: none"> <li>1. Used the recommendations to draft a revised version of the Fiji National Disability Policy</li> <li>2. Ensure that the revised policy aligns with relevant legislations and international standards.</li> <li>3. Consult with OPDs and Disability Service Providers for feedback and input.</li> </ol> <p><b>Outcomes</b> First draft Fiji National Disability Policy completed.</p>	6 days	16.6%
<p><b>Stakeholder Consultation</b></p> <p><b>Activities</b></p>	14 days	16.6%
<ol style="list-style-type: none"> <li>1. Organise and carry out consultation with key stakeholders (government ministries, intergovernmental agencies, statutory bodies, non-government organizations)</li> <li>2. Consultation with DISCOMs and ADCOMs</li> <li>3. Consultation with OPDs, affiliates and community representatives</li> </ol> <p><b>Outcomes</b> Engaging with a wide range of stakeholders, including people with disabilities, disability service providers, advocacy groups and government agencies.</p>		
<p><b>Finalization of Policy Activities</b></p> <ol style="list-style-type: none"> <li>1. Conduct a final review of the revised policy to ensure that it is comprehensive and effective.</li> <li>2. Obtain approval from relevant government agencies and stakeholders.</li> <li>3. Develop an Implementation Plan from the revised policy.</li> </ol> <p><b>Outcomes</b> Approved Fiji National Disability Policy document and an Implementation Plan, including strategies for monitoring and evaluation submitted.</p>	5 days	16.6%
<p><b>TOTAL</b></p>	<b>60 days</b>	<b>100%</b>

### G. Annexes to the Terms of Reference

- Post-graduate qualification(s) in master's degree in disability studies, public policy, social sciences, or related fields.
- Evidence of residence in Fiji.

- Curriculum Vitae including three referees each from the applicant's last three employers.

## 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>• A master's degree from a recognised university in disability studies, public policy, social sciences, or a related field.</li> <li>• Be based in Fiji.</li> </ul>	<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met	
<b>Technical requirements</b>		
Technical requirement 1: <b>Qualifications and experience:</b> Demonstrated experience in conducting policy reviews and research, with a focus on disability policies and programs. Strong knowledge of international best practices and standards in disability policy. Experience in working with persons with disabilities, disability organizations, and other relevant stakeholders.	30%	210
<b>Technical requirement 2: Approach and methodology:</b> Clear and comprehensive description of the approach and methodology to be used in conducting the review. Evidence of innovative and creative approaches to address the challenges and gaps identified in the current disability policies and practices in Fiji.	25%	175
<b>Technical requirement 3: Analytical skills:</b> Ability to analyze and synthesize complex data and information from diverse sources Demonstrated ability to identify and evaluate gaps, challenges, and opportunities in disability policies and practices. Ability to analyze and synthesize complex data and information from diverse sources.	20%	140
<b>Technical requirement 4:</b> Communication skills: Excellent analytical, writing, and presentation skills Demonstrated ability to communicate complex ideas and information clearly and effectively to diverse audiences, including stakeholders with varying levels of knowledge and expertise. Fluency in written and spoken English is required, with knowledge of Fijian or vernaculars an advantage.	15%	105

<p><b>Technical requirement 5: Project management skills:</b> Demonstrated ability to manage projects effectively, including meeting deadlines, budgeting, and delivering high-quality work products. Experience in coordinating with multiple stakeholders, including government agencies, civil society organizations, and international development partners. Evidence of proactive communication with the Project Manager and other stakeholders throughout the project lifecycle.</p>	10%	70
<p><b>Total Score</b></p>	<p><b>100%</b></p>	<p><b>700</b></p>