

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Freelance Journalists for the 15th Triennial Conference of Pacific Women 2024
Nature of the services	The Pacific Community (SPC) Human Rights and Social Development (HRSD) division is seeking the services of three (3) Freelance Journalists to attend the 15 th Triennial Conference for Pacific Women and 8 th Meeting of Pacific Women Ministers in the Republic of the Marshall Islands (RMI) from 22 – 26 July 2024.
Location:	Majuro, Marshal Island
Date of issue:	6/05/2024
Closing Date:	19/05/2024
SPC Reference:	24-6497

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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

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 samanthar@spc.int and with the subject line of your email as follows: **Submission RFQ24-6497**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- A Cover Letter
- Completed Technical Proposal Form

- Completed Financial Proposal Form outlining all costs, in line with the milestones of this RFQ (refer to Section F).
- Current resume with at least the names of two referees with contact details.
- Copies of Business Registration and TIN Registration (if applicable)
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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 **11.45pm Fiji Time, on 19/05/2024.**

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.

Samantha Rina will be your primary point of contact for this RFQ and can be contacted at samanthar@spc.int. You should copy any communications into 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	6/05/2024
RFQ Closing Date	19/05/2024
Award of Contract	23/05/2024
Commencement of Contract	15/07/2024
Conclusion of Contract	31/07/2024

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](#) 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. 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 **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Human Rights and Social Development (HRSD) Division** has a vision for just, equitable and resilient Pacific societies. It aims to achieve this by advancing human rights, equality and social inclusion for all Pacific people, grounded in cultural values and principles.

The Freelance Journalists will ensure comprehensive media coverage and documentation of the Triennial Conference for Pacific Women event, based on a pre-agreed workplan and schedule. The journalists will be responsible for producing high-quality articles, reports, and multimedia content that highlight the discussions, outcomes, and key messages of the conference. The content generated will contribute to raising awareness, fostering dialogue, and promoting advocacy around gender equality and women's rights in the Pacific region.

It is estimated the vendors will commit up to 15 days, including days required for travel to and from RMI, which will be arranged and costs covered by SPC.

B. Purpose, objectives, scope of services

The 15th Triennial Conference for Pacific Women and 8th Meeting of Pacific Women Ministers (hereafter referred to collectively as "The Triennial"), is being held from 22-26 July 2024 in Majuro, RMI.

The Triennial Conference of Pacific Women is a significant gathering aimed at fostering gender equality and women's empowerment across the Pacific region, and serves as a platform for sharing experiences, best practices, and strategies to address challenges faced by women in the Pacific.

Held every three years, the Triennial Conference for Pacific Women plays a key role in linking to other intergovernmental for a due to its convening of national women's machineries and women's rights organisations, and is an opportunity to reflect on the progress in the implementation of the revised Pacific Platform for Action (PPA) on Gender Equality and Women's Human Rights.

This service call seeks three (3) freelance journalists, with a preference for candidates from each sub-region - Melanesia, Micronesia and Polynesia – to ensure equitable representation.

SCOPE OF SERVICES

The freelance journalists will be expected to:

- Attend all sessions, workshops, and events of the 15th Triennial Conference of Pacific Women.
- Conduct interviews with key stakeholders, including conference organisers, speakers, participants, and representatives from relevant organisations.

- Produce written articles, feature stories, blog posts, and op-eds covering various aspects of the conference, including thematic discussions, panel sessions, case studies, and best practices.
- Develop multimedia content such as photographs, videos, and social media posts to complement written narratives and enhance engagement.
- Ensure accuracy, impartiality, and adherence to journalistic ethics and standards in all content produced.
- Collaborate with the Communications team of the Human Rights and Social Development (HRSD) Division to co-ordinate media activities and dissemination of content.

Meet deadlines for delivering and disseminating content according to the agreed-upon Workplan schedule, and in alignment with the 15th Triennial Communications Strategy.

C. Timelines

Duration and Remuneration

The contract for the freelance journalists will be for three weeks (15 days), inclusive of the week before, the week of, and the week after the 15th Triennial Conference of Pacific Women, from 15 July 2024 to 2 August 2024. Remuneration will be based on a fixed fee or per deliverable basis, to be negotiated with the selected candidates.

Deliverables

The freelance journalists will deliver the following:

- Minimum of 3 - 4 articles or reports per day covering different aspects of the conference including key themes, discussions and interviews. Articles should provide in-depth analysis and insights into different topics, well-researched, informative, and engaging.
- Conduct interviews with speakers, panellists, organisers and attendees to gather insights and perspectives. Include quotes and testimonies from stakeholders to add credibility and depth to the coverage.
- Create multimedia content to complement written coverage such as photographs, videos, podcasts or infographics).
- Updates for social media platforms (Twitter, Facebook, Instagram, etc.) to provide real-time coverage and engagement with online audiences.
- Any additional content or deliverables mutually agreed upon during the contract period.

D. Reporting and contracting arrangements

The vendors will initially work remotely to prepare for the event before travelling to RMI to provide coverage of the event, and will remain engaged for post-event deliverables the week after the Triennial. The vendors will report to their designated contact at HRSD for sign-off and approvals of deliverables.

Upon completion of the event, a brief report will be required from the vendor, with required content such as lessons learned.

E. Skills and qualifications

The candidates should possess the following qualifications:

- Proven experience as a journalist, preferably with a focus on gender equality, human rights, or development issues.
- Demonstrated knowledge of the Pacific region, including its socio-cultural context and gender dynamics.
- Excellent writing skills with the ability to produce clear, engaging, and well-researched content under tight deadlines. A minimum of two examples of stories written by the vendor, and subsequently published without significant editing, to be provided.
- Proficiency in multimedia storytelling, including photography, videography, and social media management. A minimum of two examples of stories written by the vendors, and subsequently published without significant editing, to be provided.
- Strong interpersonal and communication skills, with the ability to conduct interviews and engage with diverse stakeholders. Also, fluency in English; proficiency in additional Pacific languages is an asset.
- Availability to travel and attend the entire duration of the conference, and provide a Police Clearance Certificate as a requirement for working with young people under 18 years of age.

F. Scope of Bid Price and Schedule of Payments

The vendors are to provide one quote, with itemised costing.

The contract will be paid on a milestone basis, with supervisor confirmation or acceptance of the associated deliverables required before payment. As part of solicitations, the consultant is expected to provide a confirmation of time required for the scope of services.

Bidder is requested to specify the preferred schedule of payments and terms acceptable, noting that generally, SPC will not enter arrangement requiring a 100% advance payment.

Terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

Milestone/deliverables	Deadline
<p>Milestone 1</p> <ul style="list-style-type: none">- Approved draft Media Coverage Workplan for the Triennial.- Prepare and release pre-event stories as per Media Coverage Workplan	July 15-19, 2024
<p>Milestone 2</p> <ul style="list-style-type: none">- Attend the Triennial- Provide on-site, on-time delivery of Media Coverage Workplan activities, and associated coverage and media support that arises during the Triennial event.- Actively increase dissemination of stories to key contacts, and track resulting coverage in media and through partners' communications channels including social media.	July 22 – 26, 2024

<p>Milestone 3 End-of-assignment two-page report, plus annexes, detailing:</p> <ul style="list-style-type: none"> - Key lessons learned. - Full list of stories and communications developed and released by the Freelance Journalist. - Media monitoring results and list of media, traditional and digital, that published stories. - Social media tracking including reach and engagement. 	<p>July 29 – 2 August 2024 (Final invoice by 30 August 2024)</p>
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G. Annexes to the Terms of Reference

- [Triennial Conference of Pacific Women | Human Rights & Social Development \(spc.int\)](#)

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
Mandatory requirements		
<ul style="list-style-type: none"> - A Cover Letter - Completed Technical Proposal Form - Completed Financial Proposal Form outlining all costs, in line with the milestones of this RFQ (refer to Section F). - Current resume with at least the names of two referees with contact details. - Copies of Business Registration and TIN Registration (if applicable) 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: At least 5 years' experience as a journalist, preferably with a focus on gender equality, human rights, or development issues.	15%	150
Technical requirement 2: Demonstrated knowledge of the Pacific region, including its socio-cultural context and gender dynamics.	10%	100
Technical requirement 3: Excellent writing skills with the ability to produce clear, engaging, and well-researched content under tight deadlines. A minimum of two examples of stories written by the vendor, and subsequently published without significant editing, to be provided.	15%	150
Technical requirement 4: Proficiency in multimedia storytelling, including photography, videography, and social media management. A minimum of two examples of stories written by the vendors, and subsequently published without significant editing, to be provided.	10%	100
Technical requirement 5: Strong interpersonal and communication skills, with the ability to conduct interviews and engage with diverse stakeholders. Also, fluency in English; proficiency in additional Pacific languages is an asset.	10%	100
Technical requirement 6: Availability to travel and attend the entire duration of the conference and provide a Police Clearance Certificate as a requirement for working with young people under 18 years of age.	10%	100
Total technical Score	70%	700
Financial Requirements		
Pricing and payment terms	30%	300
Total Score	100%	1,000