

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	PSEAH, Child Protection and Safeguarding Consultant
Nature of the services	This consultancy will aim to provide technical specialist capacity to assess the current PSEAH, child protection and safeguarding policies and procedures and to provide recommendations for strengthening these internal mechanisms through developing or refining them, along with training to support the implementation and monitoring of these safeguarding initiatives. This support will also cover training and succession planning to ensure sustainability, and will extend to external PWL at SPC stakeholders, inclusive of grant partners.
Location:	Remote with travel to Suva, Fiji and the region as required.
Date of issue:	20/09/2024
Closing Date:	3/10/2024
SPC Reference:	24-7033

Contents

PART 1: INTRODUCTION	3
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
PART 2: INSTRUCTIONS TO BIDDERS	3
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	5
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	8
D. REPORTING AND CONTRACTING ARRANGEMENTS	8
E. SKILLS AND QUALIFICATIONS	8
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	8
G. ANNEXES TO THE TERMS OF REFERENCE	9
PART 4: PROPOSAL EVALUATION MATRIX.....	10
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

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 lanitaw@spc.int and with the subject line of your email as follows: **Submission RFQ 24-7033**. 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 and filled technical proposal form on provided template, responding to the RFQ Scope of Services.

- Filled Financial Proposal outlining all costs, in line with the milestones of this RFQ (refer to Section F).
- A copy of CV with at least names of two referees with contact details.
- Business Registration (if applicable)
- Tax Registration (if applicable)

-

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 Standard Time (GMT+12) on 3/10/2024**.

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.

The program Coordinator (Pacific Girl) will be your primary point of contact for this RFQ and can be contacted at lanitaw@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	20/09/2024
RFQ Closing Date	3/10/2024
Award of Contract	10/10/2024
Commencement of Contract	11/10/2024
Conclusion of Contract	31/12/2025

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 AUD 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 Pacific Women Lead (PWL) at SPC (PWL at SPC) programme, is part of the Human Rights and Social Development (HRSD) division of the SPC. The vision of HRSD is for a just, equitable and resilient Pacific societies and it aims to achieve this by advancing human rights, equality, and social inclusion for all Pacific people, grounded in cultural values and principles.

The PWL at SPC programme is part of the PWL Portfolio, which is the Australian Government's flagship five-year gender initiative (July 2021-June 2026). The PWL at SPC programme has more than AUD55 million dedicated to its work under the Australian Government's AUD170 million Pacific Women Lead portfolio. Transitioning from the 10-year Pacific Women Shaping Pacific Development programme (Pacific Women), PWL is one of the largest global commitments to gender equality, with Pacific Women Lead outcomes are to promote women's leadership, realise women's rights, and increase the effectiveness of regional gender equality efforts.

Supported under PWL at SPC, Pacific Girl is a regional initiative to advance Adolescent Girl Inclusion (AGI) in Pacific Island countries to ensure adolescent girls in all their diversity achieve their full potential. Evidence shows that "educated, healthy and skilled adolescent girls will help build a better future, advance social justice, support economic development, and combat poverty". Pacific Girl is currently implemented by grantee partners in Tonga, Vanuatu, Fiji, and the Federated States of Micronesia, with a shared learning network that also includes Solomon Islands and Papua New Guinea.

In line with SPC policies, the PWL at SPC programme has zero tolerance for all forms of sexual misconduct, with the vision to realize the commitment of our leadership to building and maintaining a safe, trusted, and protective environment. SPC works to ensure personnel and the people and communities we serve can work and live free from violence, abuse, exploitation and harm, their rights and dignity are upheld, and those who perpetrate such violence are held accountable.

B. Purpose, objectives, scope of services

Under the supervision of the Program Coordinator (Pacific Girl), the consultant will oversee the internal coordination of PSEAH, child protection and safeguarding within HRSD inclusive of the PWL at SPC programme. This consultancy will aim to provide technical specialist capacity to assess the current PSEAH, child protection and safeguarding policies and procedures and to provide recommendations for strengthening these internal mechanisms through developing or refining them, along with training to support the implementation and monitoring of these safeguarding initiatives. This support will also cover training and succession planning to ensure sustainability, and will extend to external PWL at SPC stakeholders, inclusive of grant partners.

The consultant is expected to conduct the following:

Adolescent and Youth Engagement Strategy

- Support the development of a comprehensive *Adolescent Girl and Youth Engagement Strategy* for PWL at SPC programme that complements HRSD's social and youth inclusion initiatives;
- Provide technical assistance to the Pacific Girl programme team to implement key recommendations stemming from the Pacific Girl Mid Term Review;
- Liaise with the PWL at SPC GBV Adviser and GESI Adviser to develop a support system model for the Pacific Girl Reference Group, PWL at SPC Governance Board Youth Working Group and affiliated programs working with children, adolescents and youths. This will cover mental health awareness, referral services as required, peer support groups, mentorship and other support as required.

PSEAH, Child Protection and Safeguarding Policy Guidance Note

- Support the development of a PSEAH, Child Protection and Safeguarding Guidance Note for HRSD inclusive of the PWL at SPC programme that complements SPC's Child Protection Policy and outlines the statement, scope, roles and responsibilities, prevention measures, reporting mechanisms and monitoring and evaluation;
- Support PWL at SPC programs and grant partners with the development of PSHEA, Child Protection and Safeguarding Guidance Notes;
- Collaborate with the HRSD Team Leader for Mainstreaming and Capacity Building to embed PSEAH, child protection and safeguarding into the People Centred Approach (PCA) training package.
- Support the PWL at SPC programme to review and formalise the Safeguarding Code of Conduct;

Conduct PSEAH, Child Protection and Safeguarding Training and Development of TOT Models

- Conduct training for HRSD inclusive of PWL at SPC staff on the PSEAH, Child protection and Safeguarding policies and procedures;
- Capacity build the PWL at SPC team in coordinating and conducting context specific training on PSEAH, Child Protection and Safeguarding for grant partners and relevant stakeholders;
- Map out a succession plan to ensure a Training of Trainers (ToT) model to ensure that training efforts are effective, consistent, and sustainable; including establishing a cohort of PSEAH focal points and trainers;

Support the Implementation of PSHEAH, Child Protection and Safeguarding (Program Proposals and Implementation)

- Support the review of proposals and reports that include PSEAH, child protection and safeguarding elements as a standard of PWL grants;
- Provide support to annual program safeguarding risk management reviews and compliance with policies, taking mentoring approach to ensure program managers build capacity to do this on an ongoing basis.

The service provider is expected to arrange as appropriate, their own: required equipment (computer, internet and other equipment required for Safeguarding briefings and implementation). Travel and transport to the venue, and return, will be managed by PWL at SPC.

C. Timelines

The work is expected to be conducted up to December 2025 from the signing of the contract.

D. Reporting and contracting arrangements

The contracted consultant will be home based with some travel to Suva, Fiji and in the region, as required. The consultant will report to the Program Coordinator (Pacific Girl) for sign off and approvals of deliverables.

Any travel, accommodation and DSA costs will be covered by PWL at SPC. All other costs associated with the scope of work, such as equipment, printing documents or internet access, should be reflected in the quote provided.

E. Skills and qualifications

- At least 10 years' experience working in the Pacific context with a solid understanding of issues relating to human rights, gender equality, social inclusion, culture, PSEAH, Child Protection and Safeguarding
- Knowledge and experience working on development funded program, preferably DFAT
- Demonstrated ability to support partners develop and strengthen PSEAH, Child Protection and Safeguarding policies so they are aligned with DFAT compliance requirements and best practice
- Demonstrated experience working effectively in a team environment and across numerous geographical and cross-cultural teams
- Demonstrated ability to liaise with others, develop and maintain proactive and productive working relationships with internal and external stakeholders
- Successful track record of collaboration with partner organisations and the surrounding community, preferably in an international development context
- Demonstrated experience developing, facilitating, monitoring, and evaluating training activities
- Strong practical knowledge, skills and understanding of risk management and a do no harm approach to safeguarding within a development context
- Relevant tertiary qualifications or significant demonstrated work experience within PSEAH and child protection and safeguarding in a development context
- Demonstrated strong administration and organisational skills with the ability to plan and organise competing projects and maintain document control using highly developed time-management skills.

F. Scope of Bid Price and Schedule of Payments

The contract will be paid in accordance with the below indicative deliverables/milestones, noting this will be finalised in based on the proposed budget/timeframes. 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 into 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
<p>Milestone 1</p> <ul style="list-style-type: none"> ▪ Conduct PSEAH, Child Protection and Safeguarding Training for HRSD staff, inclusive of PWL at SPC (50% completion) ▪ Baseline Analysis Report of HRSD PSEAH, Child Protection and Safeguarding Policies and processes
<p>Milestone 2</p> <ul style="list-style-type: none"> ▪ Final PWL at SPC Safeguarding Code of Conduct ▪ PSEAH, Child Protection and Safeguarding Guidance Note for PWL at SPC Grant partners and relevant stakeholders
<p>Milestone 3</p> <ul style="list-style-type: none"> ▪ Draft PWL at SPC Adolescent Girl and Youth Engagement Strategy ▪ Conduct PSEAH, Child Protection and Safeguarding Training for HRSD staff, inclusive of PWL at SPC (100% completion)
<p>Milestone 4</p> <ul style="list-style-type: none"> ▪ Submission of final PWL at SPC Adolescent Girl and Youth Engagement Strategy
<p>Milestone 5</p> <ul style="list-style-type: none"> ▪ Submission of final HRSD PSEAH, Child Protection and Safeguarding Guidance Note ▪ Submission of final TOT Model and Resources
<p>Milestone 6</p> <ul style="list-style-type: none"> ▪ Submission of Completion Report

G. Annexes to the Terms of Reference

- Pacific Women Lead website: [Pacific Women Lead - Home](#)

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 requirement:		
1) A Cover Letter and filled technical proposal form on provided template, responding to the RFQ Scope of Services. 2) Filled Financial Proposal outlining all costs, in line with the milestones of this RFQ (refer to Section F). 3) A copy of CV with at least names of two referees with contact details. 4) Business Registration (if applicable) 5) Tax Registration (if applicable)		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements:		
Technical requirement 1: At least 10 years' experience working in the Pacific context with a solid understanding of issues relating to human rights, gender equality, social inclusion, culture, PSEAH, Child Protection and Safeguarding	15%	150
Technical requirement 2: Must have knowledge and experience working on development funded program, preferably DFAT	10%	100
Technical requirement 3: Should be able to demonstrate ability to support partners develop and strengthen PSEAH, Child Protection and Safeguarding polices so they are aligned with DFAT compliance requirements and best practice	10%	100
Technical requirement 4: Should be able to demonstrate experience working effectively in a team environment and across numerous geographical and cross-cultural teams	5%	50
Technical requirement 5: Demonstrated ability to liaise with others, develop and maintain proactive and productive working relationships with internal and external stakeholders	5%	50
Technical requirement 6: Successful track record of collaboration with partner organisations and the surrounding community, preferably in an international development context	10%	10
Technical Requirement 7: Demonstrated experience developing, facilitating, monitoring, and evaluating training activities	5%	5
Technical requirement 8: Strong practical knowledge, skills and understanding of risk management and a do no harm approach to safeguarding within a development context	10%	10
Technical Score	70%	700
Financial		
Price and Payment Terms	30%	300

Total Score	100%	1,000
--------------------	-------------	--------------