

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Statistical analysis and report-writing
Nature of the services	Statistical analysis, mostly of household complex survey data, and report writing, to provide surge capacity for the new “Analysis and Insights” team in the Statistics for Development Division of SPC
Location:	Remote; but must be available for online meetings in New Caledonia time zone.
Date of issue:	28/10/2024
Closing Date:	15/11/2024
SPC Reference:	RFQ24-7268

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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 petere@spc.int and with the subject line of your email as follows: **Submission RFQ24-7268 Statistical Analysis and Report Writing**. 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
- CVs and daily rates of nominated person or persons

- Statement briefly outlining the experience, skills and knowledge of nominated personnel against the evaluation criteria
- Example (copy or link to) R or Stata code written for a previous project or task
- Example (copy or link to) written work demonstrating analytical and written communication skills

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 **17:00 Noumea time** on **15/11/2024**.

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.

Peter Ellis will be your primary point of contact for this RFQ and can be contacted at petere@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	28/10/2024
RFQ Closing Date	15/11/2024
Award of Contract	17/12/2024
Commencement of Contract	1/02/2025
Conclusion of Contract	30/09/2025

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 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

SPC Statistics for Development Division

The Statistics for Development Division (SDD) in SPC is responsible for supporting Pacific Island countries and territories to meet the outcome set out in the Strategic Framework for Pacific Statistics 2022-2030: **“Strong Pacific Island statistics systems that meet local and global needs for evidence-based policy, planning and monitoring”**. SDD comprises 30 – 45 long term staff organized in program-delivering teams that work in close cooperation with each-other to fulfil four main roles for the region:

- **System leader and coordinator:** coordinating the oversight and statistical governance functions of the regional statistics governance system.
- **Pooled regional capacity:** supporting the production of statistics through specialist staff, data services, and building and maintaining data assets.
- **Support for ongoing operations:** supporting Pacific Island national statistics offices in statistics collections and analysis.
- **Capacity development:** providing best practice guidance, training, advice and technical assistance for statistics and data use.

In February 2025, a new structure comes into effect for SDD with four technical teams: Leadership and Governance, Methods and Processing, Analysis and Insights, and Data Services and Dissemination. The Analysis and Insights team will comprise thematic and sectoral experts with strong hands-on data management and statistical analysis expertise, whose role is focused on the “Analysis” stage of the Generic Statistical Business Process Model.

While recruitment is underway, the “Analysis and Insights” team will be relatively understaffed for at least the first six months of 2025; but faces a heavy load of work.

B. Purpose, objectives, scope of services

The purpose of this procurement is to support the Analysis and Insights team during its early existence by providing surge capacity to analyse data, generate insights, and write reports suitable for publication.

The work of this contractor is expected to mostly involve analysis of complex survey data at the household level such as from Household Income and Expenditure Surveys, but potentially also data from civil registry systems, merchandise trade, censuses of people and housing, and other sources.

The exact tasks will depend on external factors as well as human resourcing which will lead to flexible work planning within the new team; hence the procurement is structured on a “time and materials” basis rather than specifying concrete outputs in advance. At least 30 days of full-time effort, probably more, is required in the first half of 2025.

Typical tasks could include (only the first of these is absolutely certain to be required):

- Analysis of data from a recently completed Household Income and Expenditure Survey for a Pacific Island country or territory to produce standard tables and charts, commentary on those tables, and drafting of high-quality draft reports (typically 100+ pages). Examples of recently completed reports and Stata and Excel code to produce

the statistical outputs are available to build from. This task and similar analysis/report combinations is expected to be the highest priority and the bulk of the work for the contractor.

- Analysis and drafting of a monograph (typically 50+ pages) on either disability or gender issues for a particular Pacific Island country or territory, drawing on a recently completed large scale household survey or Census. Recently completed monographs of this sort are available as templates to copy or build from.
- Analysis of birth and death registration and immigration data compared to population projections based on surveys and censuses and identification of issues requiring further investigation.
- Validation of newly available household survey data on the costs of natural disaster (both rapid and slow onset), compared to analysis of other data on economic vulnerability, loss and damage from natural disasters
- Conversion of Stata code from previous example reports to R and refactoring (e.g. development of R packages) for more efficient re-use
- Documentation, handover, and training of staff in any new methods or processes developed for streamlined analysis of data and drafting of survey reports.

Analysis should be performed in R or Stata and follow good practices for reproducible research. Code must be developed collaboratively with, and peer reviewed by SPC staff, using Git source code version control and GitHub.

C. Timelines

Work will commence in February or late January 2025 and is expected to be complete by end of September 2025, with more work at the beginning of this period than the end; budget is not sufficient to allow full time work for that whole period. Timelines and performance expectations for individual pieces of work will be negotiated as part of regular engagement with the Manager

D. Reporting and contracting arrangements

The contractor will report to and have tasks set by the Manager Analysis and Insights, or in their absence the Acting Manager or the Director.

The quality of work will be reviewed by means comparable to those used for regular SDD staff, including peer feedback and success in delivering analysis and reports at a rate and quality comparable to SDD experience.

The contractor will provide:

1. Weekly informal progress updates against tasks and activities, except where it has been agreed in advance that no work is to be done that week.
2. A brief monthly progress report along with a timesheet and invoice, except where it has been agreed in advance that no work is to be done that month
3. Any other reports as requested by the client.

Travel is not expected but may be required, for example to present results from a report to the Pacific Island country or territory it refers to, or to engage national statistical office staff and other stakeholders in analysis, data interpretation and report collation. If so, SPC will organise and pay travel in accordance with SPC's Travel Policy. The contractor will be expected to use a variety of online tools to engage with SPC colleagues including email, Teams, SharePoint and GitHub.

E. Skills and qualifications

Essential:

- Master's or higher degree in statistics, data science, economics, human rights, development studies or other academic discipline relevant to the role
- Relevant experience in official statistics, statistical or economic analysis, or related areas
- Strong skills in the analysis and interpretation of complex survey data using R or Stata
- Competence in writing and delivering long, technical reports in English
- Knowledge and understanding of the context and needs of Pacific Island countries and territories
- Demonstrated ability to work with people from different national and cultural backgrounds

Desirable:

- Work experience in a developing country environment, preferably in the Pacific Island region
- Awareness of statistical sources for the Pacific and understanding of Sustainable Development Goals and related indicators
- Skills and experience with data from census, merchandise trade, or administrative sources
- French language skills and Pacific Island language skills

F. Scope of Bid Price and Schedule of Payments

Consultants will charge a daily rate and be paid upon acquittal of a monthly invoice with time sheets and documented evidence of work based on responsibilities allocated by the client.

G. Annexes to the Terms of Reference

Example Household Income and Expenditure Survey report: <https://sdd.spc.int/news/2023/01/31/tonga-2021-hies-report>

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		
Available for meetings at least three hours per day between 7:30am and 4:00pm Noumea time, on days actively working on this contract (<i>this does not mean there will be three hours of meetings per day, but that we need a reasonable cross-over of your time period and ours to have meetings and conversations when necessary</i>).		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: Skills and experience analysing survey data	30%	210
Technical requirement 2: Skills and experience in clear communication and writing long, technical reports in English	20%	140
Technical requirement 3: Skills and experience with R or Stata and with source code version control (Git and GitHub)	20%	140
Technical requirement 4: Qualifications relevant to statistics, economics, human rights, development studies, etc	10%	70
Technical requirement 5: Demonstrated ability to work with people from different national and cultural backgrounds	10%	70
Technical requirement 6: Understanding of Pacific context and development issues	10%	70
Total Score	100%	700