

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Disability Statistics Regional Guidebook
Nature of the services	Production of a Regional Guidebook to improve disability data collection and analysis that fits the needs of small island developing states in the Pacific and enables streamlined, efficient and consistent collection and production of disability statistics.
Location:	Remote; with travel to the places where workshops and meetings are organised as required.
Date of issue:	30/10/2024
Closing Date:	18/11/2024
SPC Reference:	RFQ24-7272

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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 evelynw@spc.int and with the subject line of your email as follows: **Submission RFQ24-7272 - Pacific Disability Statistics Regional Guidebook**. 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) 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 **18/11/2024**.

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.

Evelyn Wareham will be your primary point of contact for this RFQ and can be contacted at evelynw@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	30/10/2024
RFQ Closing Date	18/11/2024
Award of Contract	17/12/2024
Commencement of Contract	1/02/2025
Conclusion of Contract	31/07/2025

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.

Pacific Group on Disability Statistics Project 2024-2026

Support for Pacific Island government actions to promote, protect and fulfil the rights of persons with disabilities is at the heart of the Pacific Framework for the Rights of Persons with Disabilities (PFRPD) 2016-2025. This includes a goal to strengthen disability statistics and analysis. The Pacific Regional Conference on Disability 2023 Outcome Statement also highlighted data as a priority, calling on stakeholders to “Build on the progress and continue the regular collection of disability-disaggregated data and the barriers to participation that are relevant, timely, reliable, and comparable, and take the next steps of analyzing and disseminating information that informs policies, allows for the planning of more inclusive programs, and monitors that implementation is reaching the full diversity of people with disabilities”.

The Pacific Group on Disability Statistics (PGDS) multi-year project, funded by the Australian Department of Foreign Affairs and Trade (DFAT) from 2024-2026, is an initiative aimed at improving data collection and analysis related to disability in the Pacific region. This project will address the significant gaps in disability data and promote evidence-based policymaking to enhance the inclusion and well-being of persons with disabilities in the Pacific.

Key components in the project are as follows:

- **Data Collection and Analysis:** The PGDS project supports efforts to collect, compile, and analyse disability-related data in Pacific Island countries. This includes conducting surveys, assessments, and studies to gather information on the prevalence, experiences, and needs of persons with disabilities across various domains such as health, education, employment, and social participation.
- **Capacity Development:** The project focuses on developing the capacity of national statistical offices, government agencies, disability focal points (DFPs), organisations of

persons with disabilities (OPDs) and other relevant stakeholders in disability data collection, analysis and use. This involves providing training, attachments, technical assistance, and resources to strengthen the skills and knowledge of personnel involved in data collection, management and use.

- **Development of Guidebook and Resources:** To facilitate effective data collection and analysis, the PGDS project develops and disseminates a standardized regional guidebook including resources tailored to the context of Pacific Island countries. These resources may include survey instruments, data collection protocols, and analytical frameworks designed to capture disability-related information accurately and comprehensively.
- **Dissemination of Statistics for Use:** Statistics are strongest when they are used by persons with disabilities, governments, international organisations and others for planning, decisions and advocacy. The PGDS project develops and disseminates national disability monographs based on recent censuses and surveys, a regional monograph for all Pacific Island countries, useable short publications (like infographic fact sheets), and an interactive dashboard and regional dataset.
- **Advocacy and Awareness:** The project advocates for the importance of disability-inclusive development and the use of disability data in policymaking and program planning. Through awareness-raising activities, knowledge-sharing events, and advocacy campaigns, the PGDS project seeks to promote greater understanding and appreciation of the rights and needs of persons with disabilities among policymakers, development practitioners, statistics organizations and the public.
- **Collaboration and Partnerships:** The PGDS project fosters collaboration and partnerships among governments, development organizations, academic institutions, and civil society organizations working in the disability sector. By leveraging expertise, resources, and networks, the project aims to maximize impact and sustainability in advancing disability-inclusive development goals in the Pacific region.

The project is owned by the Pacific Group on Disability Statistics (PGDS), which was formed in 2020, as a regional group of the global Washington Group (WG) on Disability Statistics, to support Pacific Island countries to produce and use reliable, valid and comparable disability statistics. SDD is the principal organisation responsible for project delivery.

Overall, the Pacific Group on Disability Statistics project plays a crucial role in strengthening the evidence base for disability-inclusive development efforts in the Pacific. By improving data quality, availability, and accessibility, the project contributes to more informed decision-making, better-targeted interventions, and ultimately, greater inclusion and empowerment of persons with disabilities in the region.

B. Purpose, objectives, scope of services

The Statistics for Development Division, SPC, is seeking expressions of interest for a short-term consultancy to produce a Regional Guidebook to improve disability data collection and analysis.

The Guidebook is intended to fit the needs of small island developing states in the Pacific and enable streamlined, efficient and consistent collection and production of disability statistics.

It is expected to include list of indicators, standard questionnaires, standard guidance for enumerators, tabulation plans, template reports for monographs, analytical tools, etc. This will involve adapting internationally agreed guidance from the Washington Group for use by small national statistics offices in the Pacific.

The guidebook will be submitted for review and endorsement by the Pacific Statistics Methods Board (PSMB). Its development will be guided by the Pacific Group on Disability Statistics (PGDS).

C. Timelines

Work will commence in February or late January 2025 and is expected to be complete by June 2025. The consultancy will include the following key milestones:

Project initiation, scoping and development of proposed outline / table of contents	February 2025
Development of draft Regional Guidebook, including one workshop with regional stakeholders	March-April 2025
Presentation to PGDS PSMB for input	May 2025
Production of the final Guidebook for implementation in the region (note: the Guidebook is expected to continue to be developed over time by SPC and the PGDS)	June 2025

The development of the Regional Guidebook contributes to the overall timeline for the overall project.

D. Reporting and contracting arrangements

Institutional arrangements:

The contractor will report to the Manager Statistics Leadership Governance and Use in SDD. They will work closely with SDD staff who are contributing to the PGDS Project.

Reporting obligations:

1. Weekly informal progress updates against tasks and activities.
2. Provision of a brief Monthly Progress Report aligned with the work plan for the contract.
3. Contributions to quarterly reports to the PGDS Steering Committee and DFAT, as required.
4. Any other reports as requested by the client.

The consultant will keep the supervisor and team regularly informed of progress on assigned work and advise of any delays in meeting deadlines.

Any computer code (e.g. Stata or R scripts) or spreadsheet workings (Excel workbooks) developed as part of the analysis will be provided to the client in a form suitable for peer review and for future re-use. SPC uses GitHub for sharing and collaborative work involving computer code.

Place of Assignment:

Remote / home-based, with travel to places where workshops and meetings are organised as required.

When travel is required, this will be organized separately under the direct authority of SPC (i.e., 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.

E. Skills and qualifications

Essential

- Master's Degree in statistics, data science, human rights, development studies or other academic discipline relevant to the role
- Relevant experience in the production, analysis and dissemination of official statistics
- Strong understanding of international disability statistics and issues, including Washington Group methodologies
- Strong skills in the analysis and interpretation of complex survey data using R or Stata
- Competence in writing and delivering technical reports in English and in delivering presentations in English
- 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
- Adult learning, training or capability building qualifications and experience in development and delivery of training
- Demonstrated expertise and experience in rights-based approaches to development and disability
- French language skills and Pacific Island language skills

F. Scope of Bid Price and Schedule of Payments

The contractor will charge a daily rate and be paid upon acquittal of a monthly invoice with time sheets and documented evidence of work based on the specific scope of work from the implementation contract.

G. Annexes to the Terms of Reference

Pacific Group on Disability Statistics Project Multiyear Work Plan

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 delivery of the work between February and June 2024.	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Knowledge and understanding of international disability statistics and issues, including Washington Group methodologies.	30%	210
Technical requirement 2: Skills and experience in clear communication and writing technical guidance and reports in English	20%	140
Technical requirement 3: Skills and experience in the production, analysis and dissemination of official statistics	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 the context and needs of Pacific Island countries and territories	10%	70
Total Score	100%	700