

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Final Evaluation of ACP-EU Enhancing capacity for the sustainability of Cultural & Creative Industries in the Pacific Project
Nature of the services	Consultancy to undertake the final evaluation of the ACPEU Culture Grants Project
Location:	Remotely
Date of issue:	16/01/2025
Closing Date:	9/02/2025
SPC Reference:	25-7544

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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 francesv@spc.int and with the subject line of your email as follows: **Submission 25-7544**. 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 FJT on 9/02/2025**.

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.

Team Leader, Culture for Development (HRSD) will be your primary point of contact for this RFQ and can be contacted at francesv@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	16/01/2025
RFQ Closing Date	9/02/2025
Award of Contract	14/02/2025
Commencement of Contract	19/02/2025
Conclusion of Contract	13/06/2027

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

ACP-EU Programme (Pacific): Enhancing the capacity of the cultural and creative industries in the Pacific - Grant Scheme is delivered by the Pacific Community (SPC) in partnership with the Queensland University of Technology (QUT). This grant scheme is made possible with the financial contribution of the European Union and the support of the Secretariat of the OACPS, Organisation of African, Caribbean and Pacific States.

The objective of the Grant Scheme is to select and fund projects and initiatives from Pacific ACP countries that will build a vibrant creative and cultural industries sector and will recognise and support Pacific cultural knowledge, innovation, and creativity as tools for sustainable livelihoods and resilient communities. In addition to offering financial support through the Grant Scheme, capacity support has been identified as a key area of need.

The overall objective of the consultant will be to facilitate the end of project evaluation exercise including consultation with grantees, implementing partners and other key stakeholders and will be required to produce an evaluation report.

B. Purpose, objectives, scope of services

The purpose of this evaluation exercise is to provide an overview of the effectiveness of the overall project implementation, and to evaluate the extent to which the project has delivered on the key objectives and expected outcomes.

Overall Objective:

The overall objective of the ACP-EU Programme (Pacific) Enhancing capacity for the sustainability of Cultural and Creative Industries in the Pacific Project is to increase contribution of the culture and creative sector to economic revenue, commercial engagement, and its recognition in national economies.

Specific Objective:

The Specific Objective is to increase capacity and sustainability of culture and creative industry initiatives.

Expected Outcomes:

The Consultant will be on contract for a four-month period and is expected to deliver the following:

- (1) National / regional development priorities in the areas of culture and creative industries are supported.
- (2) Knowledge, research and learning on culture and creative industries is amplified for capacity, programme and policy development.
- (3) Artists and cultural producers enhance their skills for development of their creative and cultural industries.
- (4) Artists and cultural producers access financial support and achieve intended grant outcomes.

1. Attend a briefing session to discuss the scope of the end of project evaluation exercise.
2. Develop the end of project evaluation workplan

3. Meet with project lead to present the design for discussion and endorsement.
4. Maintain close communication with the project coordinator to secure relevant background information and resource documents as required throughout the evaluation process.
5. Facilitate evaluation workshop with key stakeholders, engage with grantees and identified stakeholders (individuals and organizations).
6. Submit a draft report and present to project steering committee.
7. Submit a final report in advance of the end of contract

C. Timelines

The entire final evaluation process is expected to be completed within **30 days**. The submission of final evaluation report and final invoice will be made not later than **June 13, 2025**.

Aligned with the milestone outputs, the following schedules are indicated in the table below.

Activity	Level of Effort (no. of days)	Indicative Dates
1. Desk review and submission of evaluation plan	5	4 Mar 2025
2. Stakeholder consultations	15	10 Mar – 9 May 2025
3. Debriefing and presentation of preliminary findings	1	22 May 2025
4. Draft final evaluation report	5	6 June 2025
5. Final version of the Final Evaluation report	4	13 June 2025
Maximum number of days (level of effort)	30	

D. Reporting and contracting arrangements

At key stages of the desk review, the consultant shall inform HRSD of key updates on the design and implementation of the review process as may be required.

The team of consultant/s will mainly liaise with the Team Leader for Culture for Development and Team Leader for Monitoring, Evaluation, Learning, Knowledge management and Communications (MELKMC) in the implementation of the entire evaluation.

E. Skills and qualifications

To successfully undertake the final evaluation of the ACPEU Culture Grants Project, the consultant(s) must possess the following skills and qualifications:

- i. **The lead consultant:** Must have a master's degree in international development, management, business management, governance or Culture sector related qualifications with at least 10 years combined experience in conducting evaluations of development projects in social sector – preferably in the Culture Sector, and the Cultural and Creative Industries in developing country or: Pacific Island contexts.

- ii. **Member(s) of consultancy team:** Must have background in Sociology, social sciences, cultural statistics with at least 10 years combined experience capacity building and strengthening, conducting training, coaching and mentoring and culture project engagement in the ACP Pacific region;
- iii. Quality of the technical bid captures the intent and purpose of this consultancy, and adhere with the indicative timelines;
- iv. Can provide at least 2 samples of evaluation reports carried out in the last 2 years – preferably in the socio-development sector;
- v. Can demonstrate comprehensive industry knowledge and experience of the Pacific arts and culture sectors, relating specifically to the Cultural and Creative Industries;
- vi. Experience working in the developing country context employing participatory techniques to capacity building, organizational strengthening, advocacy, project management, monitoring, evaluation and evaluation;

F. Scope of Bid Price and Schedule of Payments

Payment for this contract will be made with the completion of each of the deliverables below.

The cost components must be inclusive of professional fees and any overheads/running costs or contingencies.

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.

The terms of payment shall be in accordance with the provisions of Article 10 of SPC’s General Conditions.

Milestone/deliverables	Deadline
1. Desk review and submission of evaluation plan	4 Mar 2025
2. Stakeholder consultations	10 Mar – 9 May 2025
3. Debriefing and presentation of preliminary findings	22 May 2025
4. Draft final evaluation report	6 June 2025
5. Final version of the Final Evaluation report	13 June 2025

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		
<p>The lead consultant: Must have a master’s degree in international development, management, business management, governance or Culture sector related qualifications with at least 10 years combined experience in conducting evaluations of development projects in social sector – preferably in the Culture Sector, and the Cultural and Creative Industries in developing country or: Pacific Island contexts.</p> <p>Member(s) of consultancy team: Must have background in Sociology, social sciences, cultural statistics with at least 10 years combined experience capacity building and strengthening, conducting training, coaching and mentoring and culture project engagement in the ACP Pacific region.</p>	<p>Mandatory requirements. Bidders will be disqualified if any of the requirements are not met</p>	
Technical requirements		
Technical requirement 1: The technical bid must demonstrate quality and captures the intent and purpose of this consultancy, and adhere with the indicative timelines	20%	200
Technical requirement 2: Should be able to provide at least 2 samples of evaluation reports carried out in the last 2 years – preferably in the socio-development sector.	20%	200
Technical requirement 3: Should be able to demonstrate comprehensive industry knowledge and experience of the Pacific arts and culture sectors, relating specifically to the Cultural and Creative Industries.	20%	200
Technical requirement 4: Must have experience working in the developing country context employing participatory techniques to capacity building, organizational strengthening, advocacy, project management, monitoring, evaluation and evaluation.	10%	100
Total Technical Requirements	70%	700
Financial Requirements		
Pricing	30%	300
Total Score	100%	1,000