

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Women in Leadership Programme</b>
<b>Nature of the services</b>	<ul style="list-style-type: none"> <li>› Provide analysis of the audit findings and recommendations to the WIL Taskforce and undertake requested adjustments on the draft audit report findings where required.</li> <li>› Develop methodology and necessary guides to deliver a high-quality information event to the SPC Leadership Team and WIL Taskforce to review and validate the findings of the Leadership Audit.</li> <li>› Document outcomes and recommendations from the validation meeting with a focus on prioritising immediate, mid-term and long-term actions to address and institutional measures to support women's leadership roles within SPC.</li> <li>› Design the WIL Programme document which is informed by the findings and recommendations of the leadership audit report and information event.</li> </ul>
<b>Location:</b>	Home based with travel as required
<b>Date of issue:</b>	12/07/2022
<b>Closing Date:</b>	18/07/2022
<b>SPC Reference:</b>	RFQ22-4293

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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](mailto: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 [juliebu@spc.int](mailto:juliebu@spc.int) and with the subject line of your email as follows: **Submission RFQ22-4293**. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- *[mention any necessary supporting document: technical proposal form, CV, cover letter, work-plan, etc.]*

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 **11.59pm FJ Time on 18/07/2022**.

### 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.

Ms. Julie Bukikun will be your primary point of contact for this RFQ and can be contacted at [juliebu@spc.int](mailto:juliebu@spc.int). You should copy any communications into [rfq@spc.int](mailto: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	12/07/2022
RFQ Closing Date	18/07/2022
Award of Contract	19/07/2022
Commencement of Contract	20/07/2022
Conclusion of Contract	2/09/2022

### 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 USD 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](mailto: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) led by the Executive Office (EO) is implementing a five-year project on Women in Leadership (WIL) Programme. The overall objective of the WIL project is to enhance the representation of women in leadership roles within SPC and thereby ensure that more women meaningfully inform and participate in the strategic and programmatic direction of the organisation.

The WIL Programme is aligned to declarations made by Pacific leaders in 2012 on promoting and advancing gender equality in the Pacific region. The programme also builds on SPCs commitment to ensuring staff policies and approaches support “... *diversity, social inclusion and gender equality; principles of non-discrimination and multiculturalism are embedded in work place practice; staff are aware, sensitised and encouraged to contribute to respectful work environments and staff lead initiatives and champion good practices and innovations that strengthen SPC’s role as ethical, social responsible and environmentally sustainable organisation.*” (SPC Social Environmental and Responsibility Policy, 2020).

The WIL Programme will be linked to SPC’s broader work on gender equality and human rights led by the Human Rights and Social Development Division (HRSD). It is envisaged that the project will be the vehicle that enhances SPCs corporate direction to embed substantive equality through a change in organisational culture, strengthening of accountability mechanisms, policies and procedures that not only supports women’s career progression but creates a culture in which all staff can thrive.

Alongside the WIL project, SPC will implement the Pacific Women Lead (PWL) Programme, a new 5-year (2021-2026) AUD 170 million regional development initiative funded by the Australian Government. The PWL goal is that Pacific women and girls, in all their diversity, are safe and equitably share in resources, opportunities and decision-making, with men and boys. The WIL Programme will strengthen coherence between the SPC leadership and the PWL Programme.

To support the design of the WIL programme, a Leadership audit was conducted between April and June 2022. The aim of the audit is to assess accountability to commitments towards gender equality in terms of leadership roles, using internal benchmarks such as organisational policy, mandate, or values, as well as external international standards. A validation workshop with the SPC Leadership Team is now planned to validate the findings and recommendations from the audit.

### B. Purpose, objectives, scope of services

To:

- › Provide analysis of the audit findings and recommendations to the WIL Taskforce and undertake requested adjustments on the draft audit report findings where required.

- › Develop methodology and necessary guides to deliver a high-quality information event to the SPC Leadership Team and WIL Taskforce to review and validate the findings of the Leadership Audit.
- › Document outcomes and recommendations from the validation meeting with a focus on prioritising immediate, mid-term and long-term actions to address and institutional measures to support women’s leadership roles within SPC.
- › Design the WIL Programme document which is informed by the findings and recommendations of the leadership audit report and information event.

**A. SCOPE OF WORK AND OBJECTIVE**

The objectives of validation workshop are:

- › for the SPC Senior Leaders Team to understand the leadership journey of women of all diversities at SPC through to the most senior leadership positions.
- › examine the opportunities and barriers across SPC to support women’s progression or entry into leadership positions within the organisation, taking account of organisational systems, structures, capabilities, and culture.
- › discuss the findings and prioritise immediate, mid-term and long-term actions to address and institutional measures to support women’s leadership roles within SPC.
- › use the findings and recommendations from the audit to inform the design of the WIL project.

**B. EXPECTED OUTPUT**

- 1) In consultation with the SPC WIL Taskforce and Executive Office, finalise the audit findings for presentation in the validation workshop.
- 2) Develop a PowerPoint Presentation, summarizing the methodology, findings, and recommendations for presentation to the SPC Senior Leadership Team.
- 3) Deliver a workshop at which the PowerPoint Presentation, summarizing the methodology, findings, and recommendations, is shared with the WIL Programme Taskforce and SPC Executive to prepare for discussion and feedback.
- 4) Prepare the workshop report with implementation outline.
- 5) Design the WIL Programme document using information from the validation, as endorsed by SPC.

**C. Timelines**

Given the staged approach of the assignment, SPC envisages 20 days over a 2-month period from signing of contract from July to August.

The consultant will be home-based and can work from home using their own device. However, the consultant will be expected to travel to Suva around 25<sup>th</sup> – 29<sup>th</sup> July.

Consultation with the SPC WIL Taskforce and Executive Office on draft report and workshop preparations	3 days
Develop meeting document including presentation, questions and guides	3 days
Deliver the validation workshop	1 day

Report writing process including documenting findings and recommendations from the workshop	2 days
Finalisation of leadership audit report with implementation outline	2 days
WIL project design document writing process	5 days
Finalisation of WIL project design document	4 days

#### D. Reporting and contracting arrangements

The Consultant will report the WIL Programme Coordinator.

The consultant is to faithfully represent the best interest of SPC in all matters dealing with counterparts and team members.

The consultant is also expected to prepare reports and other documentation required to satisfy the contract.

#### E. Skills and qualifications

This consultancy requires a gender specialist, who has at least 10 years' experience undertaking gender sensitive institutional strengthening assignments with women in leadership as a key component. A broad understanding of current social and economic development issues is required, as well as familiarity with the current status of women in leadership and gender equality in the Pacific region, gained through practical working experience.

SPC encourages teams of consultants, bringing together complementary skills and experience, to apply. SPC also encourages applications from Pacific Islanders or teams which include a Pacific Islander or Pacific Islanders.

#### F. Scope of Bid Price and Schedule of Payments

SPC envisages the following payment schedule based on key milestones. However, this is subject to discussion and agreement with the successful consultant.

The bidder must include cost components in the computation of contract price which includes professional fees, travel costs, technical costs, and other administrative costs as relevant.

Milestone/deliverables	Deadline	% Payment	Amount in <i>[insert currency]</i>
<b>Output 1:</b> Design and deliver validation workshop for SPC Senior	25 July	20%	



Leadership Team held with workshop report submitted			
<b>Output 2:</b> Leadership audit findings and recommendation finalised with implementation outline.	30 July	40%	
<b>Output 3:</b> Finalised WIL Programme design document submitted	25 August	40%	
<b>TOTAL</b>			

### G. Annexes to the Terms of Reference

Draft report of the Leadership WIL

## 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.

Competency Requirements	Score Weight (%)	Points obtainable
<p><i>[[Insert here the organisational requirements that are mandatory (administrative criteria (registration), financial criteria (financial statements), etc.).</i></p> <p><i>Other criteria may be mandatory: minimum qualification or experience, local company, professional accreditation, certification requirements, licensing, etc. However, if these criteria are defined in the "mandatory requirements" section, failure to meet them will automatically result in the exclusion of the bidder from the RFP at the bid opening committee stage.]</i></p>		<p><b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met</p>
<b>Technical requirement 1: Demonstrated experience in gender and leadership analysis and gender mainstreaming and in assessing the capacity of institutions to deliver on gender equality commitments, such as women in leadership</b>	15%	0
<b>Technical requirement 2: Demonstrated experience in design work, preferably in the women in leadership and/or leadership and/or gender and/or gender mainstreaming space(s).</b>	15%	0
<b>Technical requirement 3: Proven capacity and experience in advising/developing institutional capacity for women in leadership or leadership, including improving workplace culture to enhance women's career progression</b>	15%	0
<b>Other:</b>	Click or tap here to enter text.	0
<b>Relevant Pacific experience.</b>	10%	0
<b>Strong analytical skills.</b>	10%	0
<b>Proven ability to facilitate stakeholder discussion and encourage participation and ownership.</b>	10%	0
<b>Experience in planning and delivering training in a workshop environment.</b>	8%	
<b>Proven cross-cultural and interpersonal communication skills.</b>	7%	
<b>Extensive networks and knowledge of gender and leadership and development issues in the Pacific Island region and an understanding of current capacity and systems in the region or in Pacific regional intergovernmental organisations</b>	10%	
<b>Total Score</b>	<b>100%</b>	<b>700</b>

