

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Technical position for the initial phase of the Pacific Islands Regional Programme on Strengthening the Availability and Quality of Causes of Death Data
Nature of the services	technical assistance and mentorship support
Location:	Home based with a travel to facilitate the workshop if required
Date of issue:	14/10/2022
Closing Date:	30/10/2022
SPC Reference:	22-4698

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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 ElodieL@spc.int with cc sandrag@spc.int and with the subject line of your email as follows: **Submission RFQ22-4698**. 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
- The technical and financial proposal submission forms completed
- CV
- Cover letter
- quotation

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 **midnight New Caledonia time on 30.10.2022** .

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.

Mr Michael Sharp will be your primary point of contact for this RFQ and can be contacted at michaels@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	14/10/2022
RFQ Closing Date	30/10/2022
Award of Contract	7/11/2022
Commencement of Contract	10/11/2022
Conclusion of Contract	31/03/2023

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 website: <https://www.spc.int/>.**

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

Introduction

The Pacific Community and Statistics for Development Division

The Pacific Community (SPC) (www.spc.int) is the principal scientific and technical organization supporting development in the Pacific region. It is an international organization established by treaty (the Canberra Agreement) in 1947 and is owned and governed by its 27 members, including all 22 Pacific Island countries and territories (PICTs). SPC's headquarters are in Noumea, New Caledonia, and it is one of nine member agencies of the Council of Regional Organizations of the Pacific (CROP).

The Statistics for Development Division (SDD) (<http://sdd.spc.int/>) of SPC has contributed to national statistics capacity development and regional coordination and capability through a series of short and long-term programs. SDD's goal is to strengthen the capacity of national statistical systems and social and economic planning agencies to provide policymakers and analysts with important demographic, economic and social indicators for planning and decision-making. SDD plays a significant role as a large and comprehensive technical provider to national statistics offices (NSOs) in the Pacific region, through partnerships with donors and development partners. SDD's technical assistance role has been strongly endorsed by NSOs, in particular the PICTs where resources are limited, and technical assistance and supplementation is essential. SDD is the focal point for civil registration and vital statistics (CRVS) statistics and capacity development in the region.

Background to the proposed project

Accurate data on deaths and cause-of-death are essential for the monitoring of important demographic and health indicators, including tracking progress against some of the key health priorities of the Pacific region. In particular, premature mortality due to non-communicable diseases (NCDs) and transport accidents among others are growing concerns. PICTs are committed to working towards the achievement of Agenda 2030; accurate data on deaths and cause-of-death are essential for tracking of at least eight of the 132 Pacific sustainable development indicators.

The availability and quality of cause of death data are fundamental challenges for most countries in the Pacific Island region. This mainly stems from weak death registration practices and inaccurate/inadequate capacity in medical certification and coding of causes of death. With respect to coding, there are critical challenges in the inadequacy of the number of qualified staff available to undertake these functions (especially for the smaller island countries), and the limited technical knowledge on the subject by the relevant country officials.

The Brisbane Accord Group (BAG)¹ is seeking to strengthen its support to countries in improving reporting, quality and analysis of cause of death data, in particular through strengthening cause of death certification and coding practices. This has recently been supported through the Bloomberg Philanthropies Data for Health (D4H) Initiative which has provided technical and financial assistance to the SPC. Specifically, with D4H support, SPC conducted a needs and capacity assessment on medical certification of cause of death and ICD mortality coding among selected PICTs, developed - with relevant partners - an initial proposal for a regional centre for coding of causes of death, and published a regional training curriculum for medical certification of causes of death (MCCD) and a regional training curriculum for ICD mortality coding of causes of death. Implementation of these curricula are being discussed with regional academic institutions. Additional support for the region has primarily been provided through regional and in-country training, and on an ad hoc basis, based on the availability of qualified human and adequate financial resources, particularly at the Australian Bureau of Statistics (ABS), the Queensland University of Technology (QUT), World Health Organization (WHO) and the SDD of SPC.

SPC is moving forward with the necessary institutionalisation of support for medical certification of cause of death and mortality coding in the region provided by the Bloomberg Philanthropies D4H Initiative as well as BAG partners. This includes enabling those who have already completed training to become trainers themselves. SPC is currently establishing a technical position at SPC to lead and coordinate the initial phase of the Pacific Islands Regional Programme on Strengthening the Availability and Quality of Causes of Death Data.

The initial phase of the programme will aim to provide support to individual PICTs in accordance with mutually identified support requirements. The project of implementation at initial scale would be for testing the concept of centralised coding support for countries, for possible implementation in the longer term. The primary aim of the programme will be to build a pool of highly skilled Pacific Island professionals, who would lead capacity strengthening efforts in the region (training-of-trainers), particularly on medical certification and coding of causes of death through south-south or peer-to-peer support. All work proposed will be carried out by SPC in close collaboration with all BAG partners.

B. Purpose, objectives, scope of services

SPC is urgently seeking to engage a qualified senior epidemiologist/ health statistician with expertise in ICD and mortality coding, to provide technical assistance and mentorship support on medical certification of cause of death (MCCD) and ICD mortality coding (including on ICD-11 and the transition to ICD-11) within this initial programmatic phase.

The expert will be hired to perform the tasks provided in the below table - working in close collaboration with relevant development partners and national government stakeholders:

¹ Members of the BAG include the Pacific Community (SPC), Australian Bureau of Statistics (ABS), the Queensland University of Technology (QUT), the Pacific Civil Registrars Network (PCRN), UNFPA, WHO, UNICEF, Pacific Health Information Network (PHIN), Fiji National University (FNU), University of Melbourne, University of Queensland, and University of New South Wales (UNSW Sydney).

Activity Deliverables (Approximate Time Frame)	Task	Location
1	Ongoing Prepare and train at virtual workshop in early November 2022 on medical certification of cause of death (MCCD) and ICD mortality coding (including on ICD-11 and the transition to ICD-11)	Home-based
2	Ongoing Support information gathering about current status and needs of countries with regards to MCCD and ICD mortality coding	Home-based
3	Ongoing Support to elaborate approach to off-island / centralised ICD mortality coding	Home-based
4	Ongoing Prepare and train at regional in-person workshop on MCCD and ICD mortality coding in February 2023	Home-based, travel to facilitate the workshop
5	Ongoing Provide technical services on a needs basis, related to all proposed project activities; coordinate staff attachment programmes including on ICD-11 and the transition to ICD-11 and quality assures the work of trained mortality coders	Home-based

C. Timelines and Outputs

An estimated 45 working days is required for this Contract.

The contractor is expected to work for the period of signing to 31 March 2023 with a view to implement the virtual workshop in November 2022 and the physical workshop in February 2023; The contract will commence work on the signature of the contract and complete work no later than the 15 March 2023.

The expected outputs and timeline, under this RFQ, are provided in the below table.

Tasks	Outputs	Deadline	No of days
1	Prepare and train at virtual workshop on MCCD and ICD mortality coding (including on ICD-11 and the transition to ICD-11)	Workshop is implemented- including agenda, training resources, presentations, participant lists and timesheets	15 December 2022 Up to maximum of 45 working days
2	Support information gathering about current status and needs of countries with regards to MCCD and ICD mortality coding	Questionnaire is developed and delivered to countries around the current status and needs with regards to MCCD and ICD mortality coding- and timesheet	15 March 2023

3	Support to elaborate approach to off-island / centralised ICD mortality coding	Documented processes and actions (considering the legal and data privacy requirements) to establish the regional ICD mortality coding support (including necessary contractual arrangements) are finalised and relevant structures are established – and timesheet	15 March 2023	
4	Prepare and train at regional in-person workshop on MCCD and ICD mortality coding	Workshop on ICD mortality coding is implemented- including agenda, training resources, presentations, participant lists and timesheets	15 March 2023	
5	Provide technical services on a needs basis, related to all proposed project activities as well as coordinate staff attachment programmes including on ICD-11 and quality assures the work of trained mortality coders, including leading technical and operational aspects of the EUR 50,000 budget assigned to support this activity, such developing TORs, LOAs, work programmes, financial management arrangements, and other relevant processes	Timesheet and associated evidence of work completed	15 March 2023	

D. Reporting and contracting arrangements

Place of Assignment: It is anticipated that this consultancy will be entirely home based except with travel to facilitate the workshop. The Consultant will be expected to use a variety of online tools to engage with SPC/SDD colleagues and where necessary, development partners and country counterparts.

If travel is required to participate in the proposed workshop or other consultations with SPC, BAG members or national authorities this will be organized separately under the direct authority of SPC.

Institutional Arrangement

The Consultant will be responsible to the Manager, Statistical Collections at the Pacific Community (SPC), Mr Michael Sharp. The Consultant will work closely with the Pacific Cause of Death Data consultant, Dr Carah Figueroa, working with both SPC and Vital Strategies.

Noting the above reporting requirements, the Consultant will be required to work with BAG partners. The Consultant will have dialogue with the various NSOs, SDD and other SPC Staff.

E. Skills and qualifications

The Successful Contractor will have:

- i. A degree in public health, statistics, demography, economics, or equivalent, preferably at the post-graduate level.
- ii. Over 10-years of work experience in implementation of activities of the proposed nature. Demonstrable experience in the area of mortality and causes of death.
- iii. Experience working in the Pacific region will be highly valued.
- iv. Sound knowledge of civil registration and vital statistics systems and understanding of UN guidelines on the same.
- v. A demonstrated understanding of the TORs and the required outputs.
- vi. Good project and time management skills and the ability to meet deadlines.

Must be familiar with:

- The environment in which SDD is working in and the work it and BAG partners have already done in the area of Pacific civil registration and vital statistics;
- Experience working with Pacific National Statistics Offices or regional agencies in building capacity in the analysis of census, survey and administrative data and preparation of analysis/dissemination products.

F. Scope of Bid Price and Schedule of Payments

The contract is based on five milestones.

Payments will be made based on the submission of an invoice, timesheets and accompanying documentation as confirmation of work completed.

The milestones include:

- 1) Virtual workshop on MCCD and ICD mortality coding is implemented- including agenda, training resources, presentations, participant lists and timesheets
- 2) Questionnaire is developed and delivered to countries around the current status and needs with regards to MCCD and ICD mortality coding- and timesheet

- 3) Documented processes and actions (considering the legal and data privacy requirements) to establish the regional ICD mortality coding support (including necessary contractual arrangements) are finalised and relevant structures are established – and timesheet
- 4) In-person workshop on ICD mortality coding is implemented- including agenda, training resources, presentations, participant lists and timesheets
- 5) Timesheet and associated evidence of work completed

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

Milestone/deliverables		Deadline	Payment	Amount in Euro
1	Workshop is implemented- including agenda, training resources, presentations, participant lists and timesheets	15 December 2022	Up to 45 working days	
2	Questionnaire is developed and delivered to countries around the current status and needs with regards to MCCD and ICD mortality coding- and timesheet	15 March 2023		
3	Documented processes and actions (considering the legal and data privacy requirements) to establish the regional ICD mortality coding support (including necessary contractual arrangements) are finalised and relevant structures are established – and timesheet	15 March 2023		
4	Workshop on ICD mortality coding is implemented- including agenda, training resources, presentations, participant lists and timesheets	15 March 2023		
5	Timesheet and associated evidence of work completed	15 March 2023		
Total				

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 (%)
Relevant academic qualification	30%
Relevant experience in assignments of the proposed nature: medical certification, coding of causes of death	40%
Sound knowledge of civil registration and vital statistics systems and understanding of UN guidelines on the same	20%
Experience of working in the Pacific region with good project and time management skills	10%
Total Score	100%

TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

[Insert instructions for bidders to better understand SPC's requirements for their technical proposal.]

The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 3) on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.

The table below is an example of a format that can be modified. In all cases, the Technical Proposal Form should be based on the evaluation matrix and SPC statement of needs.]

Technical Requirements	
Evaluation criteria	Response by Bidder
Experience and specified personnel/sub-contractors	
Experience: <i>[insert details of the experience required (e.g. the bidder must demonstrate at least 5 years' experience in the field of project management and must provide details of three reference clients in this field)]</i>	Experience:
	<i>[insert details of relevant experience]</i>
	Details for three references:
	1. Client's name: <i>[insert name of client 1]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	2. Client's name: <i>[insert name of client 2]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	3. Client's name: <i>[insert name of client 3]</i>
	Contact name: <i>[insert name of contact]</i>
Contact details: <i>[insert contact details]</i>	
Value contract: <i>[insert value of contract]</i>	
Personnel: <i>[insert details of the personnel/sub-contractors required]</i>	Details about personnel/sub-contractors
	Manager's experience: <i>[insert details about manager's experience]</i>
	Consultants' experience: <i>[insert details about consultants' experience]</i>
Technical requirement - Diploma:	
Relevant academic qualification	<i>[Bidder's answer]</i>
Technical requirement:	
Relevant experience in assignments of the proposed nature: medical certification, coding of causes of death	<i>[Bidder's answer]</i>
Technical requirement:	
Sound knowledge of civil registration and vital statistics systems and understanding of UN guidelines on the same	<i>[Bidder's answer]</i>
Technical requirement:	
Experience of working in the Pacific region with good project and time management skills	<i>[Bidder's answer]</i>

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

FINANCIAL PROPOSAL SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

In their financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, this should be stated as a lump sum and then as a total amount (e.g. lump sum can be: daily rate for a consultant, a project manager, a developer, a scientist, lump sum for the organisation of an event, price of a consultation and total amount can be: number of days of drafting required to produce the report, number of meetings required, number of conferences, workshops, etc.).

Good detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him. No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

BIDDER'S FINANCIAL PROPOSAL – SERVICES

<i>Costs</i>			
Services description	Lump sum Price Euro	Total quantity	Total Amount Euro
Professional Fees (Hourly/Daily/Monthly RATE – SPECIFY)	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Any other related costs specify (operating, management and any administrative cost) – Reimbursable based on actuals	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Total			<i>[Total 1]</i>

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*