

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Engage Planetary Health/One Health experts to provide strategic guidance on the formulation of the SPC Framework for Planetary Health/One Health
Nature of the services	Request for Quotation
Location:	SPC
Date of issue:	24/11/2022
Closing Date:	1/12/2022
SPC Reference:	RFQ22-4820-PRO

Contents

PART 1: INTRODUCTION	3
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
PART 2: INSTRUCTIONS TO BIDDERS	3
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	4
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	7
C. TIMELINES	8
D. REPORTING AND CONTRACTING ARRANGEMENTS	8
E. SKILLS AND QUALIFICATIONS	9
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	9
G. ANNEXES TO THE TERMS OF REFERENCE	ERROR! BOOKMARK NOT DEFINED.
PART 4: PROPOSAL EVALUATION MATRIX.....	10
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	10

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 amys@spc.int and with the subject line of your email as follows: **Submission RFQ22-4820-PRO**. 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
- CV to be attached detailing work experience in the region

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 **3.00pm Fiji time on 25/11/2022**.

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.

Amy Simpson, Team Leader SPRP, Public Health Division, Narere Campus, SPC Suva Office will be your primary point of contact for this RFQ and can be contacted at amys@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	24/11/2022
RFQ Closing Date	1/12/2022
Award of Contract	7/12/2022
Commencement of Contract	12/12/2022
Conclusion of Contract	30/12/2022

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 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

The Pacific Community (SPC) (www.spc.int) is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. SPC is an international development organisation owned and governed by our 27 country and territory members.

SPC's Vision under the Strategic Plan 2022-2031 emphasizes the need for peace, harmony, and prosperity, where all our people and communities live safe, free, healthy sustainable and productive lives. In alignment with this vision SPC is committed to Planetary Health (Key Focus Area 6) in which a regional well-being framework integrates human, animal, environmental and ecosystem health into transdisciplinary policy and practice. One Health is an integral aspect of SPC's Planetary Health aspirations.

Pacific people currently face a triple burden of disease having one of the highest burdens of non-communicable diseases intertwined with recurrent outbreaks of communicable diseases such as zoonotic diseases that is exacerbated by severe weather events brought about by climate change. Additionally Pacific people are lagging behind the rest of the world in access to clean water and adequate sanitation and hygiene. Other growing threats to Pacific Island countries and territories requiring a One Health approach are: those caused by excessive use of pesticides in agriculture and pest control, indiscriminate and inappropriate use of antibiotics leading to antimicrobial resistance (AMR) that would require cross-sectoral surveillance of AMR and antibiotic use across human, environment and animal health. Climate change compounds many existing challenges and stresses.

The COVID-19 pandemic has caused unprecedented disruption of all aspects of life with lockdowns causing economic challenges, concerns for food security, shaking of fragile health systems and threat to the well-being of communities in the region.

The SPC Strategic Plan supports the Blue Pacific narrative of Pacific Forum Leaders with intent to helping member countries reach their development goals. The concept of Planetary Health as affirmed in a 'A Call to Action: Policy Dialogue on Planetary Health in the Oceania Region' by multisectoral and transdisciplinary players in the region; concerns the health of human civilisation and the state of the natural systems on which it depends. It is particularly relevant in understanding, and urgently responding to, health impacts resulting from environmental degradation and climate change.

In support of the Strategic Plan, SPC is developing a framework and a set of coherent, multi sectoral initiatives that address the integrated nature of Planetary Health challenges. The Public Health Division is working in collaboration with the Land Resources Division, Statistics for Development Division, FAME Division, Climate Change and Environment Sustainability Division, Geoscience, Energy and Maritime Division and the Strategy, Performance and Learning Unit to support the vision of One Health which is an integral component of the Planetary Health. An initial multi-sectoral meeting was held in April 2022, with a follow up SPC Planetary Health/One Health Meeting convened at the end of July 2022 to gather experiences and lessons learnt on the operationalization of One Health projects by countries

and to harness a common understanding on One Health/Planetary Health strategies and best practices that can be adapted to addressing priority issues identified in the region.

B. Purpose, objectives, scope of services

The purpose of this consultancy is to accompany SPC through the facilitation and development of a Planetary Health/One Health framework, and integrated approach to tackling the challenges and opportunities related to planetary health in the Pacific region. The consultancy will provide services related to context analysis, conceptual framework development, programme design and facilitation.

The One Health framework and integrated approach will play a central role in SPC realising the 2031 vision under the Planetary Health Key Focus area. One Health will form the integrated, multi-sectoral set of activities that will contribute to the broader Planetary Health KFA. It will enhance the added value of the resources SPC is investing and mobilising into this critical area, and the collective impact that SPC is able to achieve for and with its members, and contribute to strengthening

Objectives

To support the conceptual and practical foundations of the programme, SPC is working across divisions to design the Planetary Health/One Health Framework and Initiative. The objective of this consultancy is to

- Advance the development of the One Health/Planetary Health framework and initiative, through facilitating and documenting SPC and country experience and opportunities to address integrated health challenges.
- Build shared understanding around a common framework for One Health/Planetary Health.
- Support the development of a Theory of Change and advise on potential governance arrangements for the One Health/Planetary Health initiative.
- Facilitating consultation internally and externally to build ambition and shape the initiative
- Identifying resource mobilisation options.

This consultancy will be conducted under the supervision of the Public Health Division, in consultation with a core taskforce that includes the Land Resources Division and the Strategy, Performance and Learning Unit. This taskforce will work alongside the consultant or a consortium of consultants in order to advance the initiative.

Scope of Services

SPC requires the services of the lead consultant(s) to undertake the following:

- Undertake desktop study and consultation with relevant divisions and stakeholders to review and evaluate existing Planetary Health/One Health initiatives within the Pacific region to assess possible content for the conceptual framework and what might be implementation challenges and considerations
- Development of a framework on well-being using the Planetary Health/One Health approach that can drive SPC development work in the region in the new normal post COVID-19 pandemic and in realizing development goals of its members
- Provide technical input and strategic advice in the development of a SPC Framework on Wellbeing through a One Health/Planetary approach with its ambitions, outcomes, and a Theory of Change

- Provide technical advice and guidance on the relevance of Planetary Health/One Health to the realization of the Healthy Island vision and the Blue Pacific vision at the nexus of the environment-human health-animal health
- Provide technical guidance in the operational governance of the SPC Framework on Well-being using the Planetary Health/One Health approach
- Final report detailing process followed in the reviews and consultations and results and rationale behind choice of best outcomes of the framework to be delivered, implementation challenges and considerations and appropriate recommendations in its implementation
- Facilitation – contribute to the facilitation of a workshop for a “SPC Framework on Wellbeing through One Health and Planetary Health approach”.
- Advise on resource mobilisation opportunities

C. Timelines

- 15 working days covering the period 12 December – 30 Dec 2022

Desktop, virtual or in person consultation for review and evaluation of current Planetary Health/One Health initiatives in the region	5 Days
Drafting a high-level Planetary Health/One Health programme design and theory of change and final report	10 Days

- *The above activities assume time for facilitation, interviews and other internal and external consultation. Flexibility will be required*

D. Reporting and contracting arrangements

- The consultant will work under the direct supervision of:

Responsible Officer:	Senior Epidemiologist, SPRP, Public Health Division, Narere campus, SPC Suva Office
Manager:	SPRP Team Leader, PHD, SPC
EU Project Manager	Deputy Director Public Health Division

- The final report of the consultancy will be submitted to the Senior Epidemiologist, Surveillance, Preparedness and Response Programme, Public Health Division, SPC by 30 Dec 2022.
- Although the consultant will be directly responsible to the Senior Epidemiologist, Public Health Division, SPC he/she will work closely with a core taskforce of Public Health, Land Resources Division and Strategy, Performance and Learning Staff.

- The consultancy may require in person attendance at facilitation or consultative workshop in addition to desk-based or virtual work. The costs for in person attendance will be covered by SPC, other than costs related to travel insurance, which must be covered by the consultant.
- All information and outputs from the consultancy will remain the property of SPC and are subject to confidentiality unless expressly agreed otherwise.

E. Skills and qualifications

- **At least 15 years' experience in the fields of Public Health, with strong epidemiological credentials and understanding of multi-sectoral approaches to Planetary Health and One Health.**
- Expert understanding of the application of integrated approaches to health and wellbeing in the Pacific region and understanding of Pacific regional organisations.
- Strong experience in the design and management of multi-sectoral projects and programs, including the development of conceptual frameworks and theories of change.
- Demonstrated experience in Facilitation, including facilitation of groups from different cultures.
- Understanding of a People-Centred approach, including how gender, youth and culture intersect with public health outcomes.
- Excellent written and oral presentation skills in English

F. Scope of Bid Price and Schedule of Payments

Milestone/deliverables	Deadline	% Payment
1. On signing of contract	12 th December	20
2. Submission of a High-Level initiative design for the One Health programme, which includes a conceptual framework, theory of change, and synthesis of country and SPC experience implementing One Health approaches	15 th December	40
3. Final report detailing process followed in the reviews and consultations and results and rationale behind choice of best outcomes of the framework to be delivered, implementation challenges and considerations and appropriate recommendations in its implementation	30 th December	40
TOTAL		100%

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><i>[[Insert here the 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>		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: At least 15 years' experience in the fields of Public Health, with strong epidemiological credentials and understanding of multi-sectoral approaches to Planetary Health	30%	210
Technical requirement 2: Expert understanding of the application of integrated approaches to health and wellbeing in the Pacific region, and understanding of Pacific regional organisations	30%	210
Technical requirement 3: Strong experience in the design and management of multi-sectoral projects and programs, including the development of conceptual frameworks and theories of change	20%	140
Technical requirement 4: Demonstrated experience in Facilitation, including facilitation of groups from different cultures	10%	70
Technical requirement 5: Understanding of a People-Centred approach, including how gender, youth and culture intersect with public health outcomes	5%	35
Other: Excellent written and oral presentation skills in English	5%	35
Total Score	100%	700
Qualification score	70%	490