



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	SPC Situational Analysis of the State of Pacific Culture and Creative industries
Nature of the services	Consultant
Location:	Home Based – Prefer consultant from the Pacific Region
Date of issue:	23/12/2022
Closing Date:	3/02/2023
SPC Reference:	RFQ22-4935-PRO

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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 taitusia@spc.int and with the subject line of your email as follows: **Submission RFQ22-4935-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
- [Technical proposal submission form Services E 2022.docx](#)
- [Financial proposal submission form Services E 2022.docx](#)

- Resume/CV of Consultants

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 **4.00pm Fiji Time on 3/02/2023**.

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.

Luisa Mavoia will be your primary point of contact for this RFQ and can be contacted at luisam@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	23/12/2022
RFQ Closing Date	3/02/2022
Award of Contract	6/02/2023
Commencement of Contract	8/02/2023
Conclusion of Contract	30/06/2023

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](https://spc.int/procurement) 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 FJD 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) is the institutional custodian of the Festival of Pacific Arts and Culture (FestPAC) and the Pacific Regional Culture Strategy (PRCS). In facilitating cultural development initiatives, the Human Rights and Social Development Division provides technical support to countries and works closely with regional organizations and international partner agencies.

Historically, the culture sector has struggled to secure the necessary resources and investment that it needs for sustainable cultural development. There is a dearth of cultural data and statistics on both the broad culture sector as well as the Cultural and Creative Industries in the Pacific which prevents focused and committed evidence-based decision making. Improved, timely and rigorous data and statistics will enable real time decision making that recognizes the economic and social value of culture and the potential that the sector and its industries presents. Additionally, there is a lack of information regarding the direct and indirect impacts of COVID-19 on these sectors.

The study is expected to present an analysis of the state of the cultural industries in the Pacific in order to assist governments; regional and international organizations and development partners; cultural producers and entrepreneurs; civil society; the private sector and other sectors such as tourism, finance and planning, gain a sound understanding of the place and role of the cultural industries in Pacific economies and societies. The study should provide sound data and recommendations to enable the stakeholders listed above to jointly map out together how to further develop and strengthen the role of the cultural industries so that they add benefit to Pacific economies and societies through increased employment, income and shared benefits for artists, craftspeople, their communities, cultural entrepreneurs and society at large.

The Situational Analysis is intended as an update on the first study of this nature that was conducted in 2012. That study provided initial recommendations of the areas to consider in developing a marketing strategy for the cultural industries to the European Union and other regions.

This Situational Analysis will complement the work of the Culture for Development Programme in promoting the cultural sector in the region through a range of initiatives including 1) implementation of the Pacific Culture and Education Strategy 2022 - 2032 specifically by generating data on valuing culture in the Pacific, including through statistics and indicators; 2) promoting the Festival of Pacific Arts; 3) providing policy advice for the protection, preservation and promotion of culture, including the cultural industries, and 4) developing tools for mainstreaming culture across development sectors.

B. Purpose, objectives, scope of services

The consultant(s) will utilize and build on the Situational Analysis of Cultural Industries in the Pacific commissioned by SPC in 2012 to develop a comparative analysis for an updated Status of the CCIs in the ACP Pacific region. This will create an understanding of the current status of and the corresponding changes in the CCIs over the past decade and including the current ACP-EU supported CCIs as case study sample. To this end, SPC seeks to recruit a consultant or team of consultants to undertake a regional research to understand the changes that have occurred within the Pacific CCIs. The consultant(s) will be expected to:

1. Compile a desktop review using the 2012 Situational Analysis as a reference point.
2. Conduct interviews with national agencies, cultural producers, and creative practitioners
3. Produce country status reports on the state of the CCIs including a report on the health of organisations listed in the 2012, and updated on new, relevant organisations. Status reports should at least speak about the assessment areas such as but not limited to: CCI's strategy, cooperation, steering, processes and most importantly financing.
4. Undertake a scoping exercise with national line ministry on disadvantaged and marginalized group inclusion of creative and cultural producers with a particular focus on women, youth, cultural knowledge holders/ master artists/ elders, rural and remote communities' engagement/ contribution to the CCIs
5. Develop a template for arts organisations and government departments to track progress and growth and self-evaluate on an annual basis. This template will be used for annual reporting through the Pacific Cultural Focal point to be able to develop regular data on the CCI.
6. Produce a comprehensive report on the State of Pacific CCIs that includes:
 - i. A desk review and analysis of existing studies, data, and literature on the cultural industries, including TK in the Pacific.
 - ii. A brief overview and analysis of other models of the promotion and development of the cultural industries especially in the Caribbean, the Indian Ocean and Africa.
 - iii. A focused and detailed analysis of the cultural industries in three PICTs (**one from each sub-region**) including turnover, supply, and demand.
 - iv. A listing and discussion of the principal actors and stakeholders (international, regional, and national) involved (including potentially) in the cultural industries in the PICTs.
 - v. In relation to iv) some presentation of data, analysis, and discussion of the gender dimensions of participation in the cultural industries.
 - vi. A discussion and analysis of selected best practices and notable initiatives in the cultural industries.
 - vii. An analysis of the principal strengths and weaknesses of the cultural industries, including areas such as access to finance and public and private sector investment, in the cultural industries.
 - viii. Recommendations on how to best structure and organize the cultural industries so that governments, regional and international partners, cultural producers and entrepreneurs, civil society work together to develop and promote the cultural industries.

Expected Output

The expected output is a study report of no more than 60 pages which covers the scope of work and does the following:

- 1) Reviews the state of the cultural industries in the PICTs region and in three selected case-study countries;

- 2) Discusses the strengths, weaknesses, including current barriers including in the areas of production and marketing, and potential of the cultural industries in the PICTs;
- 3) Discusses the overall contribution of the cultural industries to the national economy of PICTs with a focus on the three selected case study countries;
- 4) Examines the roles of women and men in the production of cultural expression, goods and services;
- 5) Provides case studies of best practices and notable initiatives taking place in the PICTs;
- 6) Analyses the current roles of stakeholders and partners at the regional and national level, and puts forward recommendations to enhance these roles and develop solid partnerships;
- 7) Puts forward feasible and realistic recommendations of how to best promote the cultural industries, including best practice structuring at the regional and national levels;

The principal written outputs mentioned above will be provided in MS Word addressing the abovementioned scope of services and, will include recommendations based upon well-argued and substantiated findings and experience. The structure of the reports will closely follow the scope of services, and the list of deliverables mentioned above, and clearly demonstrate how these have been addressed by the consultant.

It should include (inter alia) the following:

1. Executive summary
2. Introduction
3. Description of Methodology
4. Overview of the cultural industries in the Pacific Islands region
5. Focused chapters on three selected case study countries
6. Key findings and recommendations
7. Complete Bibliography
8. List of persons consulted

C. Timelines

The contracted consultant/s will conduct this work over the course of 40 days from 8th February 2023 till 30th June 2023. The timelines of the work will be carried out in agreement with the project staff at SPC.

D. Reporting and contracting arrangements

The contract will be issued and managed by the SPC under the Supervision of the Team Leader Culture.

The contracted consultants or firm will be home-based (Preferably within the Pacific Region, but not limited to) and will be expected to conduct a desk review from their home country. Desk research/review and draft and final reporting will be conducted from the consultant's home base.

E. Skills and qualifications

The consultant is expected to:

- Hold at least a bachelor's degree in a related field
- And/ or have experience in conducting consultations with public and private sector stakeholders
- Demonstrated ability to manage resources efficiently and with accountability, and to manage time effectively
- Possess a general understanding of the cultural context in the Pacific and knowledge of cultural and creative industries
- Have at least 5 years of work experience in the national culture sector. Work experience in the Pacific cultural and creative industries would be an added advantage.

F. Scope of Bid Price and Schedule of Payments

Milestone/deliverables	Deadline	% Payment	Amount in FJD
Milestone 1: Signing of Contract	6 February 2023	20%	
Milestone 2: Draft Literature review	15 April 2023	20%	
Milestone 3: Submission of Draft Report	30 May 2023	20%	
Milestone 4: Submission of final report	30 June 2023	40%	
Debrief with SPC project team	3 July 2023	NIL	NIL

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
One sample of recent work submitted on relevant or similar topics must be provided. Bidders' Resume		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirement 1: Hold at least a bachelor's degree in a related field and have strong research delivery, analysis, evaluation and report writing kills/styles	15%	105
Technical requirement 2: And/ or have experience in conducting consultations with public and private sector stakeholders	15%	105
Technical requirement 3: Demonstrated ability to manage resources efficiently and with accountability, and to manage time well	15%	105
Technical requirement 4: Possess a general understanding of the cultural context in the Pacific and knowledge of cultural and creative industries	25%	175
Technical requirement 5: Have at least 5 years of work experience in the national culture sector. Work experience in the cultural and creative industries would be an added advantage.	25%	175
Technical requirement 6: Other non-listed skills that could support an application such as 'team fit' and interpersonal skills, experience with Microsoft Office and presentation tools etc	5%	35
Total Score	100%	700