



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Developing PGDAE Operational Research Training materials
Nature of the services	Review and update training material and present it to the technical advisory group
Location:	Home based
Date of issue:	27/02/2023
Closing Date:	4/03/2023
SPC Reference:	23-5098

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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 sanjnishes@spc.int and with the subject line of your email as follows: **Submission** [SPC Reference]. 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
- Provide CV and cover letter

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 **23.59 FJT** on **4/03/2023**.

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.

Sanjnish Singh will be your primary point of contact for this RFQ and can be contacted at sanjnishes@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	27/02/2023
RFQ Closing Date	4/03/2023
Award of Contract	7/03/2023
Commencement of Contract	10/03/2023
Conclusion of Contract	5/04/2023

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 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 receives funding from the Agence Française de Développement (AFD), the Australian Department of Foreign Affairs and Trade (DFAT) and the European Union (EU) for strengthening the services of the Pacific Public Health Surveillance Network (PPHSN). The need for properly trained epidemiologists and surveillance officers and for stronger health information systems in the Pacific are requirements recognised by the Pacific health authorities and decision-makers.

The Strengthening Health Interventions in the Pacific - Data for Decision Making (SHIP-DDM) Program, one of the six support services of PPHSN, aims to improve the knowledge, skills, and to develop competencies among health staff to strengthen the collection, analysis, and interpretation of health data. The results are to be used as an evidence base for guiding decisions on the health actions, policies and programs to improve health outcomes in the Pacific. SHIP-DDM is a three-tiered training course in epidemiology and public health and is fully accredited by the Fiji National University (FNU). The progressive levels are;

1. Data for Decision-Making (basic level) - accredited for the Postgraduate Certificate in Field Epidemiology (PGCFE);
2. Operational Research (intermediate level) - accredited for the Postgraduate Diploma in Applied Epidemiology (PGDAE); and
3. Applied Epidemiology (advanced level) - accredited for the Master's in Applied Epidemiology (MAE).

The Surveillance, Preparedness and Response Programme (SPRP) under the Public Health Division of SPC, and the Pacific Island Health Officers Association (PIHOA) are the key partners delivering SHIP-DDM in the Pacific.

A Learning and Development Consultant is required to update and develop additional contents of the PGDAE course materials, specifically the Operational Research materials.

B. Purpose, objectives, scope of services

With guidance and support from a technical advisory group, the Learning and Development Consultant will:

1. Review current SORT-IT operational research training materials and submit list of suggested topics and content for updating and development.
2. Based on discussion with and approval of the list of suggested topics and content for updating and development by the SPRP training staff, revise and/or develop additional training materials for the **EPI 835** modules, contextualised for the Pacific, which can include but not limited to on-line presentation materials, exercises/assignments, quizzes, post-training examinations, reference materials etc.
3. Present updated **EPI 835** training course materials to the technical advisory group.

4. Submit final version of PGDAE training materials (EPI 835) to SPC.
5. Updated / developed training materials for the EPI 835 Operational Research modules.

C. Timelines

The consultant will work for a maximum of 16 working days for this engagement.

D. Reporting and contracting arrangements

The consultancy will be managed by the Epidemiologist – Training, Surveillance, Preparedness and Response Programme (SPRP) of the Public Health Division.

SPC will facilitate online meetings with SPRP training staff, FNU, PIHOA, and other relevant partners, if there is a need to discuss and clarify context on the PGDAE materials.

The final materials will be submitted to the Epidemiologist - Training, Surveillance, Preparedness and Response Programme, Public Health Division, SPC by before 4th April 2023.

E. Skills and qualifications

Qualifications required:

- Post graduate degree in public health and/or epidemiology.

Experience required:

- Minimum of ten years' experience in conducting training and capacity building on epidemiology and surveillance in public health, preferably in the Pacific.
- Extensive experience in developing training materials and facilitating courses on Operational Research, preferably in the Pacific.

Skills / Technical skills and knowledge:

- Familiarity with the SHIP-DDM PGDAE course curriculum, framework, and learning methodologies is highly desirable.
- Excellent written and oral communication skills.
- Demonstrated ability to consult with stakeholders and facilitate an effective and productive feedback process.

Language requirements:

- Written and spoken fluency in English is essential.

Competencies:

- Teamwork
- Respecting and promoting individual and cultural differences
- Communication
- Building and promoting partnerships across the organization and beyond
- Producing results

F. Scope of Bid Price and Schedule of Payments

The consultant will be paid in tranches upon submission of deliverables as shown in the table below. As the work is work from home, the cost reflects his professional fees and no other costs included in it.

Milestone/deliverables	Deadline	% Payment
Submission and acceptance of final version of EPI 835 training course materials	4 th April 2023	100
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		
CV		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: Qualifications: Post graduate degree in public health and/or epidemiology.	15%	105
Technical requirement 2: Experience: ten years' experience in conducting training and capacity building on epidemiology and surveillance in public health, preferably in the Pacific. Extensive experience in developing training materials and facilitating courses on Operational Research, preferably in the Pacific	40%	280
Technical requirement: Technical skills and knowledge: Familiarity with the SHIP-DDM PGDAE course curriculum, framework, and learning methodologies. Demonstrated ability to consult with stakeholders and facilitate an effective and productive feedback process.	30%	210
Technical requirement: Language skills: Written and spoken fluency in English. Excellent written and oral communication skills.	15%	105
Total Score	100%	700