

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Technical support for HRSD’s People Centred Approach and Treaty Body work
Nature of the services	Technical support required to: (1) undertake research for the development of a ‘one stop shop’ NMIRF resource; (2) review of Vanuatu’s Public Service Commission Act and corresponding manual from a People Centred Approach perspective; (3) development of a series of PCA guides for internal use within HRSD
Location:	Remote
Date of issue:	6/02/2023
Closing Date:	12/02/2023
SPC Reference:	SPC23-5003

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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 ashleyb@spc.int and with the subject line of your email as follows: **Submission SPC23-5003**. 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
- *[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 Fiji time on 12/02/2023**.

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.

Ashley Bowe will be your primary point of contact for this RFQ and can be contacted at ashleyb@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	6/02/2023
RFQ Closing Date	12/02/2023
Award of Contract	20/02/2023
Commencement of Contract	20/02/2023
Conclusion of Contract	31/10/2023

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 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. 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

SPC's Human Rights and Social Development Division (HRSD) has a broad mandate to support its member Pacific Island Countries. This mandate includes work around the establishment and strengthening of National Mechanisms for Implementation, Reporting and Follow-Up (NMIRFs) and in the delivery of SPC's People Centred Approach.

HRSD is responsible for the implementation of SPC's Social and Environmental Responsibility Policy, which commits SPC to adopting a People Centred Approach across its people, operations and programmes. To help achieve this aim, HRSD will be developing a set of practical PCA guides for core areas of work. The consultant will be responsible for providing a draft of these guides.

HRSD is currently supporting the Vanuatu Public Service Commission to reform the PSC and has been requested to review the PCA Act and updated PSC manual. The review needs to be undertaken using SPC's People Centred Approach (PCA) as a lens, identifying where human rights, gender quality and social inclusion, culture and environmental protection can be embedded.

HRSD has also been requested by the regional NMIRF Community of Practice to develop a 'one stop shop' for all NMIRF related matters. The consultant will be required to map relevant resources and identify/address gaps.

B. Purpose, objectives, scope of services

1. PCA Practical Guides

- Develop a series of 2–3-page guides on how to practically apply a People Centred Approach to the following areas of HRSD's work:
 - NHRI establishment
 - NHRI strengthening
 - NMIRF establishment
 - Treaty Body / UPR report writing
 - Pacific People Advancing Change grants and advocacy programme
 - MPs Dialogues
 - External communications
 - Events

Internal resources on SPC's PCA and core areas of work will be provided to the consultant.

2. Vanuatu Public Service Commission

- Review Public Service Commission Act
- Review Public Service Commission Manual
- Provide analysis of the Act and the Manual, including recommendations on how a People Centred Approach could be strengthened within both

3. One Stop Shop

- Mapping and collection of resources relevant to NMIRFs, including but not limited to:
 - Reporting calendars

- Calendars of related NMIRF events / learning opportunities (mailing list?)
- Report guidelines, examples
- NMIRF resources
- Establishment (composition, budget, ToR, etc.)
- Good practices. E.g. linking SDGs and human rights
- IMPACT OSS
- Case studies
- Reporting good practices
- Mock opportunities / case studies
- Case studies on virtual reporting
- Development partner assistance opportunities
- NHRI v NMIRF

A template for the guides will be developed by the consultant and the consultancy SPC focal point

4. Timelines

1. PCA Practical Guides

- It is expected this work will take 20 days in total
- Work can commence after completion of the One Stop Shop work and can be flexible to fit around the Vanuatu PSC work

2. Vanuatu Public Service Commission

- It is expected this work will take 10 days in total
- Review of the Act and Manual to commence as soon as received from the Vanuatu PSC

3. One Stop Shop

- It is expected that this work will take 15 days in total
- Work to commence immediately

The overall number of days expected for the consultancy is 45. These can be shifted between the tasks to reflect the actual level of effort required.

4. Reporting and contracting arrangements

The consultant will report to Ashley Bowe, Chief of Party for PROJECT Governance with SPC's HRSD. Due to the flexible timeframes for the outputs, no set reporting framework is defined. However, it is expected that regular updates will be given when work is being undertaken and that the consultant is available for progress update meetings as and when required.

5. Skills and qualifications

- 8+ years human rights related experience, including a detailed knowledge of the UN Treaty Body system, the Universal Periodic Review, engagement with the Human Rights Council and Treaty Body Committees
- Understanding and experience of implementing a People Centred Approach

- Experience working across the Pacific and for international / regional development agencies

6. Scope of Bid Price and Schedule of Payments

The bidder must specify the number of days they will require for each task, total number of days required and their daily rate. Payments will be made based on the milestones below.

Milestone/deliverables	Deadline	% payment
One Stop Shop mapping report	20.03.23	30%
Review and recommendations report on Vanuatu PSC Act and Manual	30.06.23	30%
PCA practical guides	31.10.23	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
Technical requirements		
Technical requirement 1: 8+ years human rights related experience, including a detailed knowledge of the UN Treaty Body system, the Universal Periodic Review, engagement with the Human Rights Council and Treaty Body Committees	30%	210
Technical requirement 2: Understanding and experience of implementing a People Centred Approach	40%	280
Technical requirement 3: Experience working across the Pacific and for international / regional development agencies	30%	210
Total Score	100%	700