

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Monitoring and Evaluation Consultant
Nature of the services	<p>Monitoring and Evaluation (M&E) Consultant will support data analysis and completion of the SPC Pacific Women Lead Annual Progress Report.</p> <p>This will include working with the SPC PWL Team to pull together all project monitoring data and carry out team analysis processes. The M&E Consultant will then complete the SPC PWL Annual Progress Report.</p>
Location:	Home-based with a trip to Suva, Fiji
Date of issue:	7/02/2023
Closing Date:	12/02/2023
SPC Reference:	RFQ23-5011

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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 vasitin@spc.int and with the subject line of your email as follows: **Submission RFQ23-5011**. 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
- Cover letter responding to the RFQ Evaluation Criteria – Mandatory and Technical requirements listed in Part 4

- Up to date CV

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 **11.55pm Fiji ST 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.

Vasiti Nailele will be your primary point of contact for this RFQ and can be contacted at vasitin@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	7/02/2023
RFQ Closing Date	12/02/2023
Award of Contract	14/02/2023
Commencement of Contract	15/02/2023
Conclusion of Contract	30/05/2023

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 AUD 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

Pacific Women Lead is the Australian Government's Pacific gender equality programme that commenced in 2021 for an initial period of five years. The program goal is that Pacific women and girls, in all their diversity, are safe and equitably share in resources, opportunities and decision-making, with men and boys. There are three end of program outcomes:

1. Women's leadership promoted
2. Women's rights realised
3. Pacific regional partners increase the effectiveness of regional gender equality efforts.

Implementation of the program is complementary partnerships with SPC (the Pacific Community) and a targeted group of Pacific women-led civil society organisations, including Feminist Funds in the Pacific.

SPC is the key implementing partner for the Pacific Women Lead program. Within SPC, Pacific Women Lead sits in the HRSD Division. The HRSD manages the bulk of the program, including technical advisory support to the region, some grant delivery and management and administrative/logistical support across the program. SPC's existing network of offices throughout the Pacific provide the base for the programme.

The Monitoring and Evaluation Consultant will provide technical advice to the HRSD Pacific Women Lead team and partners, to support them to demonstrate achievements and share lessons on the Pacific Women Lead program.

B. Purpose, objectives, scope of services

The consultant will work collaboratively with the HRSD Pacific Women Lead MEL Team, to ensure that HRSD is able to report on progress against outcomes of the SPC Pacific Women Lead MELF. This will include:

- Background reading of PWL at SPC programme reporting and data
 - Read all available SPC project reporting documentation.
 - Identify reporting gaps and work with the team to address these issues as much as possible
 - Read final PWL at SPC MELF and draft a reporting template for the PWL at SPC Annual Performance Report
- Attend briefing with the PWL at SPC MEL team
 - Zoom meeting to clarify assignment scope and agree approach to final deliverable
- In-country missions to carry out team MEL analysis
 - Develop a process and analysis methodology to guide the completion of SPC PWL reporting.
 - in-country facilitation of a team MEL validation/sense-making workshop
- Develop the PWL at SPC Annual Progress Report

- First draft of the Annual Performance Report for the SPC PWL program
- Finalise the PWL at SPC Annual Progress Report
- Incorporate management review comments
- Participate in the PWL portfolio pilot Annual Reflection and Analysis Workshop
- Contribute SPC achievements and outcomes in the whole-of-portfolio pilot Annual Reflection and Analysis Workshop
- Develop the content for the PWL at SPC Progress brochure
- Develop the executive summary, and extract key data from the Annual Performance Report for the PWL at SPC programme, to be used as content for a brief, summary booklet on programme progress.

C. Timelines

The scope of work is expected to be 22.5 input days of the consultant's time, as follows:

- Up to 3 days for background reading of PWL at SPC programme reporting and data in February-March
- Up to 0.5 days to attend briefing with the PWL at SPC MEL team in February
- Up to 8 days for in-country missions to carry out team MEL analysis in March
- Up to 5 days to develop the PWL at SPC Annual Progress Report, submitted on 15 March (or an alternative mutually agreed date)
- Up to 2 days to finalise the PWL at SPC Annual Progress Report, submitted by 21 March
- 3 days to participate in the PWL portfolio pilot Annual Reflection and Analysis Workshop from 22 to 24 March
- Up to 1 day to summarise key report content for the PWL at SPC Progress brochure, finalised by 15 April

D. Reporting and contracting arrangements

The Monitoring and Evaluation Consultant will be reporting to the Manager Programs (Pacific Women Lead) Pacific Community (SPC) Human Rights and Social Development (HRSD) Division. Frequency of progress reporting will be determined on the first day of briefing once contracted.

All travel, accommodation, and associated costs will be covered by PWL at SPC, in line with organisational policy.

E. Skills and qualifications

- Postgraduate qualifications in evaluation, development, or a related Social Science discipline, with at least fifteen years' experience working with development programs.
- In-depth understanding of a wide range of M&E methodologies and approaches, and the relative benefits or drawbacks associated with each particularly in developing countries.
- Extensive experience in developing and delivering M&E capacity building approaches to a range of stakeholders in developing countries.
- Practical experience planning and implementing M&E systems in a variety of development settings / sectors, particularly for large and/or complex programs.
- Excellent analytical and reporting writing skills, including ability to write to DFAT specifications.
- High-level IT skills and ability to utilise computer software and technologies for the purposes of analysis and dissemination.
- Demonstrated communication and facilitation skills, and experience conveying complex information to stakeholders of varying levels of experience or ability.
- Experience with Pacific regional gender equality programming is highly desirable
- Ability to travel in country for up to two-three weeks at a time.

F. Scope of Bid Price and Schedule of Payments

The consultancy's travel, accommodation, and associated costs will be covered by PWL at SPC.

Milestone/deliverables	Deadline	% Payment
Briefing with the PWL at SPC MEL Team <ul style="list-style-type: none"> • Zoom meeting to clarify assignment scope and agree approach to final deliverable 	Feb 2023	20%
Background reading of PWL at SPC project reporting and data <ul style="list-style-type: none"> • Read all available SPC project reporting documentation. • Identify reporting gaps and work with the team to address these issues as much as possible • Read final SPC MELF and draft a reporting template for the PWL at SPC Annual Performance Report 	Feb/March 2023	
In-country missions to carry out team MEL analysis <ul style="list-style-type: none"> • Develop a process and analysis methodology to guide the completion of PWL at SPC reporting. • In-country facilitation of a team MEL validation/sense-making workshop 	March 2023	50%
Annual Progress Report <ul style="list-style-type: none"> • First draft of the Annual Performance Report for the PWL at SPC program 	March 2023 Submit 15 March (or as mutually agreed)	
Final SPC PWL Annual Progress Report <ul style="list-style-type: none"> • Incorporate management review comments. 	Submit: 21 March 2023	30%

<p>Participate in whole-of-portfolio PWL pilot Annual Reflection and Analysis Workshop</p> <ul style="list-style-type: none"> • Contribute SPC achievements and outcomes in the whole-of-portfolio PWL pilot Annual Reflection and Analysis Workshop 	<p>22-24 March 2023</p>	
<p>PWL Progress Brochure</p> <ul style="list-style-type: none"> • Executive summary, and key data to be extracted from the Annual Performance Report for the PWL at SPC programme 	<p>15 April 2023</p>	
<p>TOTAL</p>		<p>100%</p>

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		
<ul style="list-style-type: none"> ▪ Postgraduate qualifications in evaluation, development, or a related Social Science discipline, with at least fifteen years' experience working with development programmes. ▪ High-level IT skills and ability to utilise computer software and technologies for the purposes of analysis and dissemination. ▪ Ability to travel in country for up to two-three weeks at a time. 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: In-depth understanding of a wide range of M&E methodologies and approaches, and the relative benefits or drawbacks associated with each particularly in developing countries.	20%	280
Technical requirement 2: Extensive experience in developing and delivering M&E capacity building approaches to a range of stakeholders in developing countries.	25%	175
Technical requirement 3: Practical experience planning and implementing M&E systems in a variety of development settings / sectors, particularly for large and/or complex programs. Excellent analytical and reporting writing skills, including ability to write to DFAT specifications.	25%	175
Technical requirement 4: Demonstrated communication and facilitation skills, and experience conveying complex information to stakeholders of varying levels of experience or ability.	25%	175
Other: Experience working on Pacific regional gender equality programming	5%	35
Total Score	100%	700