



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Building Capacity for a Fair and Inclusive Organic Movement
<b>Nature of the services</b>	Consultancy to facilitate a 2-days Governance Strengthening Workshop for POETCom Women's Chapter
<b>Location:</b>	Nadi, Fiji
<b>Date of issue:</b>	16/03/2023
<b>Closing Date:</b>	24/03/2023
<b>SPC Reference:</b>	RFQ 23-5168

## Contents

<b>PART 1: INTRODUCTION .....</b>	<b>3</b>
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
<b>PART 2: INSTRUCTIONS TO BIDDERS .....</b>	<b>3</b>
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
<b>PART 3: TERMS OF REFERENCE .....</b>	<b>6</b>
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	7
D. REPORTING AND CONTRACTING ARRANGEMENTS	7
E. SKILLS AND QUALIFICATIONS	7
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	7
G. ANNEXES TO THE TERMS OF REFERENCE	8
<b>RELEVANT BACKGROUND DOCUMENTS WILL BE SHARED WITH THE CONTRACTOR UPON RECRUITMENT ..</b>	<b>8</b>
<b>PART 4: PROPOSAL EVALUATION MATRIX.....</b>	<b>8</b>
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	8

## 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](mailto: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 [flaviac@spc.int](mailto:flaviac@spc.int) and with the subject line of your email as follows: **Submission RFQ 23-5168-Consultancy to facilitate a 2-days Governance Strengthening Workshop for POETCom Women's Chapter**. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- CV,

- Cover letter including daily rate and the lump sum cost.
- A writing sample of a previous work relevant to the scope and objective of this service

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 24/03/2023**.

### 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.

Flavia Ciribello will be your primary point of contact for this RFQ and can be contacted at [flaviac@spc.int](mailto:flaviac@spc.int). You should copy any communications into [rfq@spc.int](mailto: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
<b>RFQ sent to potential vendors</b>	16/03/2023
<b>RFQ Closing Date</b>	24/03/2023
<b>Award of Contract</b>	28/03/2023
<b>Commencement of Contract</b>	3/04/2023
<b>Conclusion of Contract</b>	30/08/2023

### 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](mailto: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 Organic and Ethical Trade Community (POETCom) is the peak body for the organic movement in the Pacific region. It's a membership organization of farmers associations, farmer support organisations, NGOs, private sector, research institutions working with governments across the Pacific. POETCom is hosted by the Land Resources Division (LRD) of the Pacific Community (SPC) in Suva, Fiji.

POETCom is planning a **Workshop to strengthen the governance of its Women's Chapter** aiming at strengthening the network and institutional capacity of POETCom Women's Chapter ensuring its long-term sustainability. The workshop is part of a broader initiative *Building Capacity for a Fair and Inclusive Organic Movement*, which will include also a Gender and Organic Value Chain Analysis Training and a field visit that will be held before the workshop.

Established in 2021, the Women's Chapter aims at addressing existing inequalities and inequities by creating a regional network of women role models involved in organics while integrating and boosting the gender equity and social inclusion agenda across the Organic Movement.

Since its establishment, meetings among the members have been held virtually. The expectation is that a regional *face-to-face* meeting will create the space for a peer-to-peer knowledge sharing, and for a deeper reflection of the role and responsibility of the group leading to the development of an action-oriented strategic plan and the beginning of a more operational phase.

Expected participants of the workshop are the members of POETCom Women's Chapter.

The training is expected to involve approximately 20 people, coming from a range of Pacific countries including *Fiji, Palau, RMI, Kiribati, Samoa, Cook Islands, Solomons Island, Tonga, Nauru, New Caledonia*.

The workshop is jointly supported by the SPC-MFAT Funding with Intent process and by SPC Pacific Women Lead Programme's funding

### B. Purpose, objectives, scope of services

The contractor is expected to plan, design and facilitate the Governance Strengthening workshop for the POETCom Women's Chapter.

The workshop will be the first regional meeting held in person for the Women's Chapter members who have only met virtually since the establishment of the Chapter. The workshop will create a unique opportunity for strengthening the network and for a peer-to-peer knowledge sharing among members, and to inform the next organizational phase. In this regard, the contractor is also expected to develop the Strategic plan including Chapter's vision, mission, values, impact areas, action plan and organizational structure for the Women's Chapter as key outcome document for the Workshop – leveraging also on background documents which will be provided by POETCom upon recruitment. The preferred methodology will be participatory, enabling participants to learn from each other and provide inputs to the process.

Specific contractor's deliverables:

- Submission of workshop agenda;
- Successful facilitation of workshop;

- Development and submission of POETCom Women’s Chapter Strategic plan including inputs from key stakeholders.

### C. Timelines

6 days of engagement: 2 days to prepare the workshop + 2 days to facilitate and deliver the workshop + 2 days to prepare the Strategic Plan.

*Contractor will be requested to:*

- *Finalize workshop agenda/programme by mid-May;*
- *Successfully implementing the workshop by end of June 2023. The training will be likely held on 5-6 June in Nadi (Fiji) 2023*
- *Finalize Strategic Plan by end of August 2023 after conducting a validation with POETCom stakeholders by end of August*

### D. Reporting and contracting arrangements

The contractor will report to Flavia Ciribello, Gender and Value Chains Advisor at POETCom.

Regular meetings will be scheduled with the contractor to monitor the progress of the work, and its consistency with POETCom’s *vision*.

### E. Skills and qualifications

- Minimum of 10 years of experience in gender and women’s empowerment areas;
- Demonstrated experience in Strategic plans development;
- Demonstrated experience in facilitating workshop engaging women’s network or wider networks driving gender equality initiatives;
- Sound knowledge of Pacific context and POETCom work;
- Excellent verbal and written English communication skills;

### F. Scope of Bid Price and Schedule of Payments

Milestone/deliverables	Deadline	% Payment
Successful implementation of workshop and submission of workshop outcome document	End of the project (by end of August)	100 %
<b>TOTAL</b>		

## G. Annexes to the Terms of Reference

Relevant background documents will be shared with the contractor upon recruitment

### 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
<b>Mandatory requirements</b>		
<b>Preferred Fiji based consultant</b>	<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met	
<b>Technical requirements</b>		
<b>Technical requirement:</b> Minimum of 10 years of experience in gender and women's empowerment	20%	140
<b>Technical requirement:</b> Demonstrated experience in Organizational Strategic plans development	30%	210
<b>Technical requirement:</b> Demonstrated experience in facilitating workshop engaging women's groups or wider networks driving gender equality initiatives	20%	140
<b>Technical requirement:</b> Sound knowledge of Pacific context and POETCom work	15%	105
<b>Technical requirement:</b> excellent verbal and written English communication skills	15%	105
<b>Total Score</b>	<b>100%</b>	<b>700</b>