

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Tuvalu National Youth Policy Review
Nature of the services	Technical Assistance in the review of Tuvalu National Youth Policy
Location:	Funafuti, Tuvalu (Flexible)
Date of issue:	28/04/2023
Closing Date:	12/05/2023
SPC Reference:	RFQ23-5309

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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 gmcMahon@spc.int and with the subject line of your email as follows: **Submission Tuvalu National Youth Policy 2023**. 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, Curriculum Vitae, Work Plan and Budget

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 12/05/2023**.

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.

Ms. Gabriella McMahon will be your primary point of contact for this RFQ and can be contacted at gmcMahon@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	28/04/2023
RFQ Closing Date	12/05/2023
Award of Contract	22/05/2023
Commencement of Contract	23/05/2023
Conclusion of Contract	22/12/2023

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 **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

Background/context

- The Ministry of Youth, Education and Sports (MEYS), Tuvalu is currently leading the development of the National Youth Policy. Previously, a document was initiated as a guideline for youth recognition in Tuvalu which was officially launched in 2015 and lasted until 2020.
- A review of the Tuvalu National Youth Policy is required due to national Government's mechanism to guide national youth development and maintain youth recognition in the practice of participation, transparency, accountability, and equity. This will form the basis of cohesive and coordinated approach to positive youth development in Tuvalu. The policy further affirms the importance of creating an environment where leaders, parents, stakeholders, and youth become the implementers as well as the beneficiaries of the policy.
- In order to draft the National Youth Policy, The Department of Youth under MEYS, leading the policy which currently organizing the consultations for all the outer islands, including Funafuti based youths.

A. Purpose, objectives, scope of services

The Department of Youth will work in collaboration with the Tuvalu National Youth Council with the assistance of a Local Consultant to design and identify priorities in the policy that need to discuss with stakeholders and Youths of Tuvalu and gather inputs that are required in order to be addressed in the policy. The consultant will be required to be fluent in written and spoken Tuvaluan.

This consultancy is for the following:

- (i) Partnering with MEYS, SPC and Tuvalu National Youth Council to develop guidelines for national consultations on the National Youth Policy
- (ii) Lead in person and online consultations workshops on the National Youth Policy
- (iii) Develop a comprehensive report summarising the findings of the consultations and informing the development of the National Youth Policy
- (iv) Lead a validation workshop for key stakeholders on the findings of the consultations.
- (iii) Deliver draft National Youth Policy

B. Timelines

[Insert information related to the timeline:]

- State expected duration of work/total no. of days/weeks/months of engagement
- Indicate target date of commencement of the work and expected completion date, including conditions to both, if any, justifying the timing, if necessary.

- Present schedule/target deadline for the delivery of each of the expected outputs. If the specific dates are too variable and cannot yet be defined, the span of time from the commencement of the work should instead be indicated (e.g., 2nd week from Issuance of Notice to Proceed, 1 week after signing of the contract, etc.).
- Break down the work duration into projected number of days/weeks/months per major activity or per nature of work. (e.g., 1 full week of field work, 2 months of continuous interview, 5 days data gathering, 1-month full-time desk work, etc.)
- Explain special reason for urgency, if any, and serious consequence/impact of any form of delay in the completion of the consultancy.]

Expected Outputs

Stage	Output	# Days Work	Completion/ Delivery date
Develop guidelines for national consultation workshops on youth policy	Develop guidelines for consultations on national youth policy. Consultations will occur in Funafuti with nominated representatives from each of Tuvalu's outer islands.	5 days	15 June 2023
Lead the delivery of consultation workshops	Lead workshops to comprehensively consult on the national youth policy for Tuvalu. These workshops will be held in Funafuti	6 days	15 August 2023
Develop a comprehensive consultation summary report	Develop and deliver a comprehensive report summarising the findings of the youth consultation, recommendations and areas for follow up	5 days	30 August 2023
Lead validation workshops	Develop and deliver validation workshops based on the key findings from the report/ consultations	3 days	30 August 2023
Drafting of National Youth Policy	Develop and deliver a draft National Youth policy for Tuvalu	10 days	30 October 2023

C. Reporting and contracting arrangements

- The Consultant will be home-based and will report to SPC HRSD's Social Inclusion Adviser and Tuvalu Ministry of Education, Youth and Sports (MEYS) Assistant Secretary
- The Consultant will be required to deliver workshops in Funafuti.

D. Skills and qualifications

- A Masters degree in social work/ policy analysis/ development work/ political science/ economics/ law.
- At least 10 years of work experience in policy, governance, programme delivery in government at middle level to senior management level.
- Evidence of engagement or work with the civil society sector in Tuvalu.
- Evidence of engagement and work with gender or children's welfare or youth issues in Tuvalu.

E. Scope of Bid Price and Schedule of Payments

- The Consultant will be paid a lump sum based on milestones, as per the table below.
- All costs proposals should be submitted in FJDs and should be inclusive of all costs, except travel which will be paid for separately by SPC HRSD in accordance with SPC Travel Policy.

Milestone/deliverables	Deadline	% Payment
Signature of Contract	22 May 2023	
Submission of Consultation Plan/Guidelines	15 June 2023	15%
Delivery of Consultation workshops	15 August 2023	15%
Delivery of Consultation Summary Report	30 August 2023	15%
Delivery of Validation Workshops	30 August 2023	15%
Delivery of draft National Youth Policy	1 st October 2023	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
Mandatory requirements		
<p><i>[[Insert here the requirements that are mandatory (administrative criteria (registration), financial criteria (financial statements), etc.).</i></p> <p><i>Other criteria may be mandatory: minimum qualification or experience, local company, professional accreditation, certification requirements, licensing, etc. However, if these criteria are defined in the "mandatory requirements" section, failure to meet them will automatically result in the exclusion of the bidder from the RFP at the bid opening committee stage.]</i></p>	<p>Mandatory requirements. Bidders will be disqualified if any of the requirements are not met</p>	
Technical requirements		
A Masters degree in social work/ policy analysis/ development work/ political science/ economics/ law.	40%	280
At least 10 years of work experience in policy, governance, programme delivery in government at middle level to senior management level.	40%	280
Evidence of engagement or work with the civil society sector in Tuvalu.	10%	70
Evidence of engagement and work with gender or children's welfare or youth issues in Tuvalu.	10%	70
Total Score	100%	700