

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Interoperability and data sharing between Civil Registration, Health, Information, Statistics and associated systems
Nature of the services	Technical assistance and support
Location:	Home based with travel if required
Date of issue:	13/06/2023
Closing Date:	27/06/2023
SPC Reference:	RFQ23-5478

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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 elodiel@spc.int with cc sandrag@spc.int and with the subject line of your email as follows: **Submission RFQ23-5478**. 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 and signed.
- Technical proposal and financial bid forms (**Annexes I and II**) completed and signed including a proposed workplan/methodology and timeframe.

- Cover letter
- Curriculum Vitae and sample of previous piece of work

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 **12pm New Caledonia time on 27.06.2023.**

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.

The Civil Registration and Vital Statistics Adviser, Mr Jeff Montgomery will be your primary point of contact for this RFQ and can be contacted at jeffm@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 advertised and sent to potential vendors	13/06/2023
RFQ Closing Date	27/06/2023
Award of Contract	30/06/2023
Commencement of Contract	31/07/2023
Conclusion of Contract	31/03/2024

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 website: <https://www.spc.int/>.**

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

Project title: Interoperability and data sharing between Civil Registration, Health, Statistics and associated systems.

A. Background/context

The Pacific Community and Statistics for Development Division

The Pacific Community (SPC) (www.spc.int) is the principal scientific and technical organisation supporting development in the Pacific region. It is an international organization established by treaty (the Canberra Agreement) in 1947 and is owned and governed by its 27 members, including all 22 Pacific Island countries and territories (PICTs). SPC's headquarters are in Noumea, New Caledonia, and it is one of nine member agencies of the Council of Regional Organizations of the Pacific (CROP).

The Statistics for Development Division (SDD) (<http://sdd.spc.int/>) of SPC is the focal point for civil registration and vital statistics (CRVS) statistics and capacity development in the region. Working with Brisbane Accord Group (BAG)¹ partners, SDD leads and contributes to the strengthening of CRVS across the Pacific as well as providing a Pacific voice to international CRVS forums. The work of SDD and BAG are informed by the draft Action Plan for Pacific CRVS 2023 – 2026. SDD has contributed to national statistics capacity development and regional coordination and capability through a series of short and long-term programmes.

SDD's goal is to strengthen the capacity of national statistical systems and social and economic planning agencies to provide policymakers and analysts with important demographic, economic and social indicators for planning and decision-making. SDD plays a significant role as a large and comprehensive technical provider to national statistics offices (NSOs) in the Pacific region, through partnerships with donors and development partners. SDD's technical assistance role has been strongly endorsed by NSOs, in particular the PICTs where resources are limited, and technical assistance and supplementation is essential.

The need to strengthen CRVS in the Pacific

Effective CRVS systems secure a person's legal identity and track major events in an individual's life including birth, adoption, marriage, divorce, and death. At the 2014 Ministerial Conference on Civil Registration and Vital Statistics in Asia and the Pacific, Governments adopted the Ministerial Declaration to 'Get Every One in the Picture' and proclaimed the 'Asia and Pacific CRVS Decade'.² The Ministerial Declaration outlines the commitment of governments to achieve the shared vision that, by 2024, all people in Asia and the Pacific will benefit from universal and responsive CRVS systems that facilitate the realisation of their rights and support good governance, health, and development. The Declaration also lays out the following three goals:

¹ Members of the BAG include the Pacific Community (SPC), Australian Bureau of Statistics (ABS), the Queensland University of Technology (QUT), the Pacific Civil Registrars Network (PCRN), UNFPA, WHO, UNICEF, UNDP, UNESCAP, Pacific Health Information Network (PHIN), Fiji National University (FNU), University of Queensland, and University of New South Wales - <https://sdd.spc.int/brisbane-accord-group-bag>

² <https://getinthepicture.org/resource/ministerial-declaration-get-every-one-picture-asia-and-pacific>

- 1) Universal civil registration of births, deaths, and other vital events.
- 2) All individuals are provided with legal documentation of civil registration of births, deaths, and other vital events, as necessary, in order to claim identity, civil status and ensuing rights.
- 3) Accurate, complete, and timely vital statistics (including on causes of death), based on registration records, are produced and disseminated.

One of the key challenges faced by all countries and territories in the Pacific is ensuring universal registration of births and deaths, i.e., that all births and deaths are registered. Many Pacific countries have weak systems and significant progress is needed to achieve the vision of universal and responsive CRVS systems by the end of the Decade. However, encouraging trends are visible in the region. The percentage of births registered, also called birth registration completeness, is rapidly increasing in countries which had low birth registration rates at the beginning of the Decade. For example, from 2014 to 2018, birth registration completeness increased from 64 to 72 per cent in Fiji and from 52 to 80 per cent in Samoa. These countries are closing the gap with the 26 countries in wider Asia-Pacific region that are already registering more than 90 per cent of their births. Unfortunately, the Pacific still has the highest proportion of children under five not registered (30 per cent). Nevertheless, even for countries with high birth registration completeness, it is not clear if they have truly achieved universal registration and even one unregistered birth is one too many.

The registration of deaths follows the same trend as the registration of births for some countries of the Pacific with low death registration completeness at the beginning of the Decade now catching up with countries that already achieve high registration completeness. From 2014 to 2018 Fiji improved the percentage of deaths registered from 73 to 88 per cent while Tonga improved from 72 to 80 per cent. Nevertheless, in most Pacific countries, death registration is much less common than birth registration and, in several countries, less than 20% of deaths are registered.

A focus in e-CRVS, interoperability and data sharing

Each nation in the Pacific has an operational civil registration office, reflecting prioritisation of civil registration in domestic policy, and governments' commitment to the realisation of the goals of the Regional Action Framework for CRVS. Although the countries and territories in the region exercise different coordination mechanisms and methods to conduct civil registration tasks, there remains a fundamental commitment to achieve complete civil registration.

With the ambitious targets of 100 per cent birth and 80 per cent death registration completeness by 2030, countries are employing different information and communication technologies to achieve their objectives. While civil registrars in the Pacific face unique national challenges in achieving universal registration, they must also address practical registration issues, as well as cross-border issues including migration caused by natural hazards and climate change. Strengthening information and communication technology and adopting innovative approaches to meet these challenges requires registrars learn from each other and other sectors. SDD and BAG promotes South-South cooperation through disseminating knowledge of innovative methods for improving CRVS systems, developing data sharing approaches, and sharing good practices for improving systems to ensure no one is left behind.

Eliminating the need for individuals to manually transfer their data from one government system to another (eg a paper birth notification certificate from a health facility to a civil registration office) significantly increases civil registration completeness.

Digital processing of data has enabled improved efficiency for data processing and the potential for sharing between different components of a system, including with other government systems such as Health, Statistics, Education and Social Support brings further efficiency.

Digitisation offers an improved means to integrate different systems into one seamless system that reinforces a holistic approach to civil registration, vital statistics, and identity management, including the possibility to share information with other registers. The rapidly changing broader identity-management ecosystem brings additional challenges and opportunities for civil registration. In recent years, several countries in the Pacific have invested significant resources to digitise their civil registration and legal identity systems, and most other countries either are currently in the process or have ambitions to move to e-CRVS systems.

There is a desire to share civil registration between countries where people are frequently born in one country but move to another where they eventually die. A few countries also need to share birth and death information as part of cross-border health initiatives or where a second country (such as New Zealand or the USA) issue identity credentials such as passports. There is also potential for CRVS data to be shared at a regional level for statistical or disaster recovery purposes.

The need for interoperability is outlined at a high level in “*Best Practice Guidelines for Digital CRVS Solutions*” in Principle 6 – Interoperability and Data Sharing.³

B. Purpose, objectives, scope of services

We are seeking a technical expert will provide an overview of current technical systems in use, interoperability opportunities, standards and technical requirement for data exchange, and technical issues to consider when implementing a new civil registrations system. The first phase will focus on three dimensions:

Country level – A desk-based stock-take, using a questionnaire or virtual interviews of country representatives, of current systems and current or potential interoperability with particular focus on civil registration, health, statistics, social assistance, immigration, and identity systems (where applicable). In-scope countries for detailed analysis are Niue, Cook Islands, Tokelau, Samoa, Tonga, Vanuatu, and America Samoa. They are all expected (subject to funding bid to USA Embassy) to attend a workshop on this topic in Auckland in October 2023. Contact will also be made with Fiji and the Solomon Islands so that insights from larger countries are also captured.

Between countries – Some countries record births or deaths of their citizens which occur in another country. Some citizens need to supply birth registration information to another country to access services (such as a NZ or USA Passport). This project will, through desk-based research, explore and document the technical requirements for sharing civil registration data between countries.

³ Best practice guidelines for digital CRVS systems. Noumea, New Caledonia: Pacific Community. https://sdd.spc.int/digital_library/best-practice-guidelines-digital-civil-registration-and-vital-statistics-crvs

Regionally – There is potential to share anonymised data regionally for statistical purposes. This project will work with SPC and potentially other agencies such as PIHOA and CDC to further understand and document this potential.

Many of the nine countries selected have previously stated that data sharing is a high priority for them and/or are currently looking to replace their CRVS systems. They will be further incentivised to participate by the opportunity to attend the workshop in Auckland, New Zealand. However, it is likely that some countries may not respond to requests for information, in which case there are sufficient other countries in-scope or who could be added to ensure sufficient data is included to reach robust conclusions.

As well as engaging with in-scope countries, it will be necessary to engage with the following:

New Zealand Department of Internal Affairs has a specific interest exploring connection between New Zealand Passport and Cook Island, Niue, and Tokelau Civil Registry systems.

Pacific Island Health Officers Association (PIHOA) have insights on how information is shared between U.S.-Affiliated Pacific Islands (USAPI) and with mainland USA.

US Centres of Disease Control and Prevention (CDC) leads the oldest and most successful example of inter-governmental data sharing in Public Health. CDC have insights on how mainland US States share civil registration information with each other and possible options for application to the wider Pacific.

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region. The Statistics for Development Division (SDD), Public Health Division (PHD) and Education Quality and Assessment (EQA) divisions all have an interest in this project and insights to share.

This project will build on the high-level overview “*Best Practice Guidelines for Digital CRVS Solutions*”⁴ by gathering country-level and regional insights. It will identify and review current and emergent standards such as, but not limited to, HL7 FHIR or OpenID, and technical specifications, tools and methods for data exchange between systems using ODBC, SQL and ETL. Consideration will also be given to treatment of data that may be held on legacy systems.

The output of this phase will be a document in English, structured in a manner agreed with SDD and of publishable quality that can be used by countries and development partners when exploring replacement of their registration systems. The document will need to use language that makes sense to developers who are replacing CRVS systems or systems that need to share data with them.

Out-of-scope for this project are legislative and non-technical constraints to data sharing (see figure 3, European Interoperability Framework⁵) and the detailed specification of specific systems or the sharing of data between them. These issues may be addressed in phase 2 or in other projects.

Subject to further funding being obtained, phase two will see work with identified countries to implement a Proof of Concept, Minimal Viable Product, or similar approach to enable the sharing of data at a country, cross border, or regional level. These opportunities may be identified through this first phase.

C. Timelines and Outputs

The Contract will begin upon signing and the Consultant is expected to work for the period of signing to the 30th March 2024. The expected outputs and timeline, under this RFQ, are provided in the below table.

⁴ Best practice guidelines for digital CRVS systems. Noumea, New Caledonia: Pacific Community. https://sdd.spc.int/digital_library/best-practice-guidelines-digital-civil-registration-and-vital-statistics-crvs

⁵ New European Interoperability Framework https://ec.europa.eu/isa2/sites/default/files/eif_brochure_final.pdf

Tasks	Outputs	Deadline
<p>1 Questionnaire drafted, tested and all in-scope countries have been contacted seeking information on Civil Registration, Statistics, Health, and other relevant systems. Contact also made with New Zealand, PIHOA (Hawaii) and CDC (USA) and SPC (Noumea and Suva).</p>	<p>Tested Questionnaire Country contact details</p>	<p>31 August 2023</p>
<p>2 Workshop – <i>play a leading role in three-day workshop to be held in Auckland, New Zealand. This will be attended by the in-scope countries, New Zealand, SPC, PIHOA and CDC. This consultant will support each participating country to give an overview of their current system and the potential for data sharing within their country and externally. This will include exploring use-cases for sharing between participating countries, to be included in the final report.</i></p>	<p>Workshop report of up to 5 pages.</p>	<p>30 October 2023</p>
<p>3 Draft document for review – <i>contains information on current systems being used by in-scope countries, existing budget for operation or maintenance of current civil registration system, amounts (if any) allocated for replacement of current civil registration system interoperability opportunities, current and emergent standards or technical specifications for data exchange, and requirements for new e-CRVS system.</i></p>	<p>Draft document of up to 20 pages structured in a manner agreed with SDD.</p>	<p>30 November 2023</p>
<p>4 Final document for publication – <i>feedback from BAG, country and other reviewers is followed-up and incorporated as appropriate with the final report of publishable quality presented to SPC.</i></p>	<p>Final document of publishable quality that can be used by countries and development partners when exploring replacement of their registration systems. The document will need to use language that makes sense to developers who are replacing CRVS systems or systems that need to share data with them.</p>	<p>31 January 2024</p>

D. Reporting and contracting arrangements

Duty station and travel: It is anticipated that this Consultant will be home based except with travel to Auckland for the October Workshop. The Consultant will be expected to use a variety of online tools to engage with SPC/SDD colleagues, development partners and country counterparts.

If travel is required to participate in the proposed workshop or other consultations with SPC, BAG members or national authorities this will be approved in advance by SPC and organised separately under the direct authority of SPC.

All travel shall be in compliance with SPC travel policy and submitted to validation. The Consultant is solely responsible for obtaining and payment of any visa and travel insurance required for the performance of the Services, including any tax or other liabilities incurred during the conduct of the Services.

Institutional Arrangement: The Consultant will be responsible to the Civil Registration and Vital Statistics Adviser, Mr Jeff Montgomery.

Collaboration and engagement: Noting the above reporting requirements, the Consultant will be required to work with BAG partners to identify country contacts. The Consultant will have dialogue with the various national agencies such as civil registration, health, statistics, social assistance, immigration, passports and identity, and e-government agencies. They will engage with SPC staff in the SDD, Public Health, Education Quality and Assessment, and IT sections. They will also engage with CDC, PIHOA and New Zealand agencies (as outlined above)

Progress reporting: The consultant will provide a brief progress update fortnightly. This may be verbal or written and will include details of all collaboration and engagement activities.

E. Skills and qualifications

The successful consultant will have:

- i. A degree in IT, business studies, public health, statistics, or equivalent, preferably at the post-graduate level or more than 10 years' experience working in a relevant field.
- ii. Experience in data systems, data sharing or system interoperability.
- iii. Experience in research or information gathering, with the production of high quality, written technical advisory documents. Work experience in the Pacific Region will be an advantage.
- iv. Project and time management skills and the ability to meet deadlines.

F. Scope of Bid Price and Schedule of Payments

The contract is based on four milestones (*according to tasks defined at **SC Timeline and outputs***)

Payments will be made based on the submission of an invoice and accompanying documentation as confirmation of work completed.

Terms of payment in accordance with provisions of Article 10 of the SPC General Conditions.

Milestone/deliverables	Deadline	% payment
Tested Questionnaire - Country contact details	31 August 2023	20%
Workshop report of up 5 pages.	30 October 2023	20%

Draft document of 20+ pages structured in a manner agreed with SDD.	30 November 2023	30%	
Final document of publishable quality that can be used by countries and development partners when exploring replacement of their registration systems.	31 January 2024	30%	
		TOTAL	100%

G. Annexes to the Terms of Reference

- Action Plan for Pacific Civil Registration and Vital Statistics 2023-2026 (draft) - <https://docs.google.com/document/d/1MQSjdJPeJhD2S9RaRekzCneo1v1tJ9ri/edit>
- Best practice guidelines for digital CRVS systems. Noumea, New Caledonia: Pacific Community - https://sdd.spc.int/digital_library/best-practice-guidelines-digital-civil-registration-and-vital-statistics-crvs
- Asia-Pacific Guidelines for Data Integration for Official Statistics <https://www.unescap.org/kp/2021/asia-pacific-guidelines-data-integration-official-statistics>
- New European Interoperability Framework https://ec.europa.eu/isa2/sites/default/files/eif_brochure_final.pdf

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.

Competency Requirements	Score Weight (%)
Academic qualification: Relevant academic qualification or more than 10 years’ experience working in a relevant field.	20%
Technical requirement 1: Demonstrated experience in assignments of the proposed nature: data systems, data sharing or system interoperability.	30%
Technical requirement 2: Demonstrated experience in research or information gathering, with the production of high quality, written technical advisory documents. Work experience in the Pacific Region will be an advantage.	30%
Technical requirement 3: Proposed Timeframe – Demonstrated experience in project management, particularly with tight deadlines for deliverables.	20%
Total Score	100%

ANNEX I - TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

Your technical proposal shall include the following:

- [The Conflict-of-Interest Declaration form](#) completed and signed.
- Technical proposal submission form (Annex I) completed and signed including a proposed workplan/methodology and timeframe.
- Cover letter
- Curriculum Vitae and sample of previous work

Please complete the following table.

Technical Requirements		
Evaluation criteria	Response by Bidder	
Experience and specified personnel/sub-contractors		
Experience: Relevant experience in assignments of the proposed nature: Data systems, data sharing or system interoperability	Experience:	
	<i>[insert details of relevant experience]</i>	
	Details for three references:	
	1. Organisation name:	
	Contact name:	<i>[insert name of contact]</i>
	Contact details:	<i>[insert contact details]</i>
	Value contract (if applicable):	<i>[insert value of contract]</i>
	2. Organisation name:	
	Contact name:	<i>[insert name of contact]</i>
	Contact details:	<i>[insert contact details]</i>
	Value contract (if applicable):	<i>[insert value of contract]</i>
	3. Organisation name:	
	Contact name:	<i>[insert name of contact]</i>
Contact details:	<i>[insert contact details]</i>	
Value contract (if applicable):	<i>[insert value of contract]</i>	
Academic requirement:		
Relevant academic qualification or more than 10 years' experience working in a relevant field.	<i>[Bidder's answer]</i>	
Technical requirement 1:		
Demonstrated experience in assignments of the proposed nature: data systems, data sharing or system interoperability.	<i>[Bidder's answer]</i>	
Technical requirement 2:		
Sound knowledge of civil registration and vital statistics systems and understanding of UN guidelines on the same	<i>[Bidder's answer]</i>	

Technical requirement 3:	
Proposed Timeframe – Demonstrated experience in project management, particularly with tight deadlines for deliverables.	<i>[Bidder's answer]</i>

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

ANNEX II -FINANCIAL PROPOSAL SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

In their financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, this should be stated as a lump sum and then as a total amount (e.g. lump sum can be: daily rate for a consultant, a project manager, a developer, a scientist, lump sum for the organisation of an event, price of a consultation and total amount can be: number of days of drafting required to produce the report, number of meetings required, number of conferences, workshops, etc.).

Good detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him. No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

BIDDER'S FINANCIAL PROPOSAL – SERVICES

Total price of the services (in words and in euros): *[total amount]*

Services description	Unit Price	Unit (Professional Fees: Hourly/Daily/Monthly RATE –SPECIFY, Lump Sum)	Total quantity	Total Amount Euro (including taxes)
Tested Questionnaire - Country contact details	<i>[unit price]</i>	<i>[unit]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Workshop report of up 5 pages	<i>[unit price]</i>	<i>[unit]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Draft document of 20+ pages structured in a manner agreed with SDD	<i>[unit price]</i>	<i>[unit]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Final document of publishable quality that can be used by countries and development partners when exploring replacement of their registration systems.	<i>[unit price]</i>	<i>[unit]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Any other related costs specify (operating, management and any administrative cost) – This will be reimbursed by the SPC upon submission of receipts. The costs must solely be for the purpose of implementation of project activities will require approval from Project manager before it is incurred	<i>[unit price]</i>	<i>[unit]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Total				<i>[Total]</i>

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*