

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Pacific Youth Engagement, Empowerment & Economic Pathways (PYEEEP) Project
Nature of the services	Technical Assistance in the development and delivery of Work Readiness Training.
Location:	Honiara, Solomon Islands
Date of issue:	23/11/2023
Closing Date:	4/12/2023
SPC Reference:	RFQ23-6020

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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 gabriellam@spc.int and with the subject line of your email as follows: **Submission RFQ23-6020**. 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

- A Cover Letter and filled technical proposal form on provided template, responding to the RFQ Scope of Services.
- Filled Financial Proposal outlining all costs, in line with the milestones of this RFQ (refer to Section F).
- A copy of CV or CVs (if more than one team member) with at least names of two referees with contact details.
-

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 **11:59 PM, Fiji Time** on **4/12/2023**.

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.

Gabriella McMahon will be your primary point of contact for this RFQ and can be contacted at gabriellam@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	22/11/2023
RFQ Closing Date	4/12/2023
Award of Contract	5/12/2023
Commencement of Contract	7/12/2023
Conclusion of Contract	31/12/2024

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 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 **SDB** 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

- The New Zealand Government has provided funding to the SPC to develop and pilot programme focusing on youth economic pathways. This project is titled Pacific Youth Engagement, Empowerment and Economic Pathways (PYEEEP) for the period July 2022 – July 2025. This programme responds to priority outcome area 1 of the Pacific Youth Development Framework (PYDF): ‘More young people secure decent employment’.
- This programme will support efforts that address the situation of Youth Not in Education, Employment or Training (NEET) who remain excluded from mainstream development efforts and are often disaffected. Globally, youth unemployment stands at 13.6% (triple that of adult unemployment), and 23% across the Pacific with some countries having as high as 64% youth unemployment¹.
- The programme is aimed at supplementing conventional approaches in the formal education system by providing alternative pathways to decent work or meaningful engagement in society. This includes delivering a regional approach aimed at supporting governments in the Pacific to establish inclusive services that empower, engage and employ young people, particularly Youth NEET.
- The programme will run across two Pacific Island Countries (PIC): Solomon Islands and Tonga.
- The programme will involve tailored, contextualised pathways offering a combination of education and training to NEET youth across the 2 PICs. In each PIC there will be two (2) pathways. Throughout the course of the training and internships the youth will be supported with additional training on work readiness, soft skills and human rights/GESI knowledge to best ensure they are productive, contributing, responsible citizens.
- The pathways are provided by at least two (2) TVET-type institutions in each project country. These institutions have their own curriculum for trade skills development.
- This consultancy is for the following:
 - (i) the development of 2 x one-week packages covering content on labour laws and policies, career development, CV writing, interview skills, work ethics and interpersonal skills;
 - (ii) the development of methodology, scope and sequence, and accompanying resources to support the lesson delivery;
 - (iii) the delivery of these packages to up to 40 youth engaged in the project in Solomon Islands; and
 - (iv) Evaluation of the training program.

B. Purpose, objectives, scope of services

- **Training/Curriculum Development:** The Consultant(s) will develop contextually appropriate teaching and learning package and resources in Solomon Islands. This will include creation of a considered training package that covers two weeks before students commence their internship/workplace training and an additional two weeks after students complete their two-week internship. The learning modules will be delivered to youth NEET (not engaged in education, employment or training) and, as such, need to be appropriate for different learning levels.
- **Lesson Delivery** – The Consultant will develop and deliver training to up to 40 youth in Honiara. This will include the development of tailored training programmes, resources and activities in close consultation with SPC HRSD. The work also will include the development of authentic evaluation

and other relevant M&E tools for these trainings and for capturing the outcomes of these trainings.

- The resources will be developed with oversight and input from the SPC HRSD Social Inclusion team. Existing resources will also need to be utilised by the successful bidder to help develop and shape the necessary outputs.

C. Timelines

The work by the contractor is expected to be conducted from the signing of the contract to the deliverable of the final milestone.

Stage	Output	# Days work	Completion/ Delivery date
Develop tailored lesson outline and plans on work readiness for youth NEET.	Develop lesson plans and supporting materials for the youth in Solomon Islands. This will include drafting detailed session plans in close consultation with SPC HRSD. It also includes the development of any training resources and M&E tools.	10 days	1 January 2024
Develop and Deliver training programme	Deliver training on work readiness lesson plans to key stakeholders in Solomon Islands.	14 days	1 December 2024

D. Reporting and contracting arrangements

- The Consultant will ideally be Honiara based (home-based) and will report to SPC HRSD's Social Inclusion Adviser
- The Consultant will be expected to deliver training to youth that have a range of learning and workplace-based experience.
- The Consultant will be required to be in Honiara to deliver the training in person.

E. Skills and qualifications

- A qualification or relevant industry experience
- At least 7-10 years' experience in the education sector designing student content/support materials and delivering lessons with educational institutions, international organisations, inter-governmental bodies and/or NGOs.
- Proven experience designing learning materials;
- Knowledge and experience of using participatory approaches and innovative techniques in the design and delivery of customised, practical training packages (in the Pacific is desirable);
- Access to, and experience in using, a broad range of student-centred, participatory and experiential teaching methods for engaging students in the delivery of tailored workplace-based training; and

- Excellent multicultural communication skills as well as fluency in English and, ideally Solomon Islands pidgin and knowledge of Pacific Island communities, culture and educational contexts (specific knowledge and experience in Solomon Islands is desirable).

F. 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 SBDs 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	Tentative Deadlines	% Payment
Signing of contract by the successful bidder.	7 December 2023	N/A
<u>Milestone 1</u> Submit and Approval of draft lesson outlines and accompanying resources and monitoring and evaluation tools for Solomon Islands.	1 January 2024	20%
<u>Milestone 2</u> Delivery of first block of work readiness training package.	10 June 2024	30%
<u>Milestone 3</u> Delivery of second block of work readiness training package.	1 December 2024	30%
<u>Milestone 4</u> Submit and Approval of MEL report provided at end of consultancy.	20 December 2024	20%
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		
<ul style="list-style-type: none"> - A Cover Letter and filled technical proposal form on provided template, responding to the RFQ Scope of Services. - A proposed workplan that outlines all deliverables and costing in accordance with the timeframes for the event. - Filled Financial Proposal outlining all costs, in line with the milestones of this RFQ (refer to Section F). - A copy of CV or CVs (if more than one team member) with at least names of two referees with contact details. 		<p>Mandatory requirements. Bidders will be disqualified if any of the requirements are not met</p>
Technical requirements		
Technical requirement 1: A qualification or relevant industry/sector experience.	30%	210
Technical requirement 2: At least 7-10 years' experience in the education sector designing student content/support materials and delivering lessons with educational institutions, international organisations, inter-governmental bodies and/or NGOs.	30%	210
Technical requirement 3: Knowledge and experience of using participatory approaches and innovative techniques in the design and delivery of customised, practical training packages (in the Pacific is desirable); Proven experience designing learning materials.	20%	140
Technical requirement 4: Access to, and experience in using, a broad range of student-centred, participatory and experiential teaching methods for engaging students in the delivery of tailored workplace-based training.	10%	70
Other: Excellent multicultural communication skills as well as fluency in English and, ideally Solomon Islands pidgin and knowledge of Pacific Island communities, culture and educational contexts (specific knowledge and experience in Solomon Islands is desirable).	10%	70
Total score	100%	700

PART 5: SUBMISSION FORMS

5.1. Technical Submission Form

PART A – Background

	RESPONSE BY BIDDER
Name:	
Physical Address:	
Postal Address:	
Telephone Contact:	
Email:	
Two contacts of referees or references. Attach additional details considered as relevant.	

PART B – Evaluation Criteria

• Provide CVs of all personnel's being proposed for this work.

CRITERIA	RESPONSE BY BIDDER
Technical requirement 1 (30%): A qualification or relevant industry/sector experience.	
Technical requirement 2 (30%): At least 7-10 years' experience in the education sector designing student content/support materials and delivering lessons with educational institutions, international organisations, inter-governmental bodies and/or NGOs.	
Technical requirement 3 (20%): Knowledge and experience of using participatory approaches and innovative techniques in the design and delivery of customised, practical training packages (in the Pacific is desirable); Proven experience designing learning materials.	
Technical requirement 4 (10%): Access to, and experience in using, a broad range of student-centred, participatory and experiential teaching	

methods for engaging students in the delivery of tailored workplace-based training.	
Other requirements (10%): Excellent multicultural communication skills as well as fluency in English and, ideally Solomon Islands pidgin and knowledge of Pacific Island communities, culture and educational contexts (specific knowledge and experience in Solomon Islands is desirable).	

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

Signature:

Name of the Candidate's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

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

5.2. Financial Undertaking Form

(to be completed and submitted by the bidder)

Part A: Undertaking

1. If this proposal is accepted, I agree that to enter into an agreement with SPC, to commence and complete all the work specified or indicated in the contract documents.
2. I confirm that I have examined all the RFQ documents to:
RFQ23-6020 - Technical Assistance in the development and delivery of Work Readiness Training .
3. I agree to complete the services for the price stated in the remuneration.

I agree to complete the services for the following price (VIP):

Particulars	Amount (SBD)
<p>Note: * SPC/HRSD will not cover separate lines for overheads/ running costs or contingencies. If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services. * Travel (airfare, accommodation, Meals & Incidentals) if required will be arranged separately by SPC, according to its Travel Policy.</p>	
Signing of contract by the successful bidder.	N/A
<p>Milestone 1 Submit and Approval of draft lesson outlines and accompanying resources and monitoring and evaluation tools for Solomon Islands.</p>	20%
<p>Milestone 2 Delivery of first block of work readiness training package.</p>	30%
<p>Milestone 3 Delivery of second block of work readiness training package.</p>	30%
<p>Milestone 4 Submit and Approval of MEL report provided at end of consultancy.</p>	20%
Total Financial offer (inclusive of all taxes)	100%

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

Signature:

Name of the Candidate's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

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