

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Readvertisement - Gender Equality Act (2019): Implementation and Action Plan
Nature of the services	Development of the Implementation Strategy, Action Plan and Workplan for the Gender Equality Act (2019), with accompanying Monitoring, Evaluation, Learning Framework (MELF) and Communication Course of Actions on the ground.
Location:	Majuro, Republic of Marshall Islands
Date of issue:	14/12/2023
Closing Date:	12/01/2024
SPC Reference:	RFQ23-5823

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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 tupouv@spc.int and with the subject line of your email as follows: **Submission RFQ23-5823**. 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.

- 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 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, Majuro, RMI Time** on **12/01/2024**.

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.

Tupou Vere will be your primary point of contact for this RFQ and can be contacted at tupouv@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	14/12/2023
RFQ Closing Date	12/01/2024
Award of Contract	19/01/2024
Commencement of Contract	23/01/2024
Conclusion of Contract	30/04/2024

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 USD 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 Government of the Republic of Marshall Islands (GRMI) is committed to promoting gender equality and non-discrimination. These commitments are expressed in the Bill of Rights in *The Constitution*, Article II, Section 12, which states: “all persons are equal under the law and entitled to the equal protection of the laws.” It further provides that “no law and no executive or judicial action shall, either expressly or in its practical application, discriminate against any person on the basis of gender, race, colour, language, religion, political or other opinion, national or social origin, place of birth, and family status or descent.”

In support of these aims, the GRMI, has adopted various policies and legal framework that:

- (a) Recognises and upholds all human rights and obligations to women and girls in all diversities including
- (b) Promotes gender mainstreaming in all sectors and levels.

In the period between 2015 to 2019, GRMI’s commitments to human rights are evident in the accession to international human rights normative frameworks and the adoption by the *Nitijela* of these policies and laws:

- a) UN Convention on the Rights of the Child (CRC),1993.
- b) UN Convention on the Rights of Persons with Disabilities (CRPD), 2015.
- c) Accession to the UN Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), 2006 and Optional Protocol on communication.
- d) Domestic Violence Prevention and Protection (Amended) Act, 2018.
- e) Human Rights Committee Act, 2015.
- f) Child Rights Protection Act, 2015.
- g) Rights of Persons with Disabilities Act, 2015.
- h) Gender Mainstreaming Policy (2015 – 2018).
- i) Youth Service Corps Act, 2016.
- j) Birth, Deaths, Marriages Registration (Amendment) Act, 2016.
- k) Social Security (Amendment) Act, 2017.
- l) Equal Employment Opportunity Act, 2017.
- m) Prohibition of Trafficking in Persons Act, 2017.
- n) Adoptions (Amendment) Act, 2018.
- o) Minimum Wage (Amendment) Act, 2018.
- p) Senior Citizens Act, 2018 and
- q) Gender Equality Act (GEA), 2019 including the Youth Policy, 2022

At the regional level, the GRMI is committed to advancing gender equality and non-discrimination as signatory to the:

- *Jined Kiped Declaration (2017).*
- *the Forum Leaders’ Gender Equality Declaration (2012).*
- *the Pacific Platform for Action for the Advancement of Women and Gender Equality and Women’s Human Rights (2017 – 2020) including the*
- *Outcomes Statement from the 14th Triennial Conference and the 7th Ministerial Meeting for Pacific Women (2021).*
- *Pacific Youth Development Framework including the*
- *Realising of the Gender Equality commitments reached at the 25th Micronesian Islands Forum held in Pohnpei in February 2023.*

In 2024, the GRMI will be hosting the 15th Triennial Conference for Women and the 8th Ministerial Meeting for Pacific Women. These will provide further opportunity for Pacific Community (SPC) member governments and territories to further review, share knowledge including chart new actions in realizing gender equality.

The GRMI's Gender Equality Act (2019), in the introductory paragraph states that it establishes a *new Chapter under Title 26 of the Marshall Islands Republic Constitution to recognize, protect, promote and enforce the human rights and fundamental freedoms of all women and girls, on an equal basis with the men and boys, and to further implement the legal obligations of the Marshall Islands as a State Party to the Convention on the Elimination of All Forms of Discrimination against Women; and to make related provisions.*

The Minister responsible for women and gender in the GRMI is the Minister for Culture and Internal Affairs (MoCIA). The Minister is assigned in s122.1.b of the Act, a pivotal role of reporting obligations to the *Nitijela* regarding *Government's role* under the Act and CEDAW on an annual basis.

In s123 (1-2) and s125, MoCIA is assigned these specific roles:

- the administration and coordinating the implementation of the GEA (2019) with other departments and agencies.
- the focal point role for the Government wide implementation of the Act including.
- Statistics and data collection in consultation with the Economic Planning, Policy, and Statistics Office (EPPSO) and with civil society organizations including representative organizations of women in areas relevant to women's lives, specifically, in terms of:
 - *Poverty.*
 - *Violence.*
 - *Domestic, Care giving and Subsistence Responsibilities.*
 - *Employment.*
 - *Climate change and Natural Disasters.*
 - *Access to health care.*
 - *Social Protection.*
 - *Housing*
 - *Social and*
 - *Economic Benefits*

In Section 126 of the GEA (2019), Government will adopt gender mainstreaming across all departments at all levels, in planning, programming, budgeting, policies and legislation. It will further create and implement a policy of gender responsive budgeting that will be applied by government departments at all levels in the areas of policymaking, planning and programming.

It is envisioned in the GEA (2019), in Section126(3), that a capacity building and training program will be developed to enhance understanding of gender responsive budgeting and the principles and processes of including gender consideration in the budgetary processes.

Context

This support to the GRMI is in line with the objectives of the Progressing Gender Equality in Pacific Island Countries (PGEP II) program supported by the Australian Department of Foreign Affairs and Trade (DFAT) managed by SPC HRSD Division. The program will end in 2023.

It further addresses Outcomes 1 and 2 for PGEP II:

Outcome 1: Public institutions are implementing policies, practices and programmes that support gender equality.

Outcome 2: Government gender mainstreaming planning, budgeting, accountability, monitoring, and reporting systems enhance progress towards achieving gender equality commitments.

SPC will work closely with the MoCIA, Government Departments and offices, Women United Together in Marshall Islands (WUTMI) and other civil society organizations to provide technical assistance in the development of this Implementation Strategy and Action Plan with:

- a detailed Workplan (covering projected tasks, milestones, deliverables, resources, and budgetary requirements).
- a Monitoring, Evaluation, Learning Framework (MELF) and the
- Communication Course of Action.

The development of the Implementation Strategy and Action Plan of the GEA (2019) for GRMI, will:

(i) Assist the MoCIA in the roles assigned in s123 (1-2) and s125 of the GEA with the planning, administration and design of sectoral measures and coordinating the implementation of the Gender Equality Act (2019) with other departments and agencies including statistics and data collection in consultation with the Economic Planning Policy and Statistics Office (EPPSO) and with civil society organizations including representative organizations of women in areas relevant to women's lives, specifically, in terms of:

- *Poverty*
- *Violence*
- *Domestic, Care giving and Subsistence Responsibilities.*
- *Employment*
- *Climate change and Natural Disasters*
- *Access to health care*
- *Social Protection*
- *Housing*
- *Social; and*
- *Economic Benefits*

(ii) Advance and support Government's intentions in Section 126 of the GEA (2019), towards the development of policy of gender responsive budgeting by government departments at all levels in the areas of policymaking, planning and programming:

- *Support implementation, stock-taking and reporting obligations under the GEA (2019), the UN CEDAW and the Optional Protocol to the CEDAW establishing the individual complaints procedure by the MoCIA to the Nitijela as outlined in s122.1.b of the Act, inter alia.*
- *national women's meetings convened by Government and other multi-lateral processes such as the Micronesian Women's Conference.*
- *the SPC convened Triennial Women's Conference and the Ministers of Women Meetings in the Pacific.*

- *Micronesian Leaders Forum 's Gender Equality Standing Committee's follow-up work on the development and biennial review of the Gender Equality Framework.*
- *the SPC organized Regional Working Group on the Implementation of the Family Protection/Domestic Violence Legislation.*
- *Beijing Platform for Action (BPA) Plus 25 Review.*
- *UN Convention on the Rights of the Child and two Optional Protocols to the CRC on the sale of children, child prostitution and child pornography, and on a communication procedure.*
- *Universal Periodic Review (UPR).*
- *Voluntary National Review (VNR) under the Sustainable Development Goals, (SDGs).*
- *UN Convention on the Rights of the Persons with Disability (CRPD).*
- *International Covenant on Economic, Social Cultural Rights (ICESCR).*
- *International Covenant on Civil and Political Rights (ICCPR).*
- *Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (CAT including the Convention on the Elimination of All Forms of Racial Discrimination (CERD)).*

(iii) Strengthen the coordination and focal point role of the MoCIA to effectively engage within the public sector including collaboration with stakeholders in mainstreaming and communicating for the enhanced implementation of the GEA (2019) and CEDAW including the Optional Protocol on communication at all levels, tracking, data collection and analysis of progress and challenges.

(iv) Foster inter-governmental efforts on realizing gender equality and furthering the objectives of the Act; domestication of normative frameworks such as CEDAW including human rights treaty provisions and key regional commitments by The Pacific Community (SPC) member government and territories emanating out of regular Triennial meetings, the Pacific Youth Development Framework (PYDF), etc.

(v) Enhance understanding in the Government of gender mainstreaming and gender responsive budgeting and

Increase collaboration amongst Government agencies and key stakeholders of civil society organizations and representatives of women's organizations including private sector and the development partners.

B. Purpose, objectives, scope of services

The purpose of this consultancy is for MoCIA to undertake an exercise to develop (1) an Implementation Strategy and (2) Action Plan of the Gender Equality Act (2019) provisions. The Implementation Strategy and Action Plan with a Workplan will also have the following:

- (i) A corresponding Monitoring, Evaluation, Learning Framework (MELF) and *Communication Course of Actions*. In this undertaking, SPC through its commitment to gender equality, human rights and gender mainstreaming will be providing technical and funding support to the Ministry of Culture & Internal Affairs (MoCIA), in the GRMI.
- (ii) These priorities will be based on the analysis of the components listed below:

- Identifying the key stakeholders that have a role as set out in the law.
 - Key roles/actions that are set out in the law – with specific steps or processes that need to be targeted, outlined in immediate, short-term, and long-term basis.
 - Action targets – identify unit of analysis for measuring implementation outcomes
 - Implementation outcomes addressed and mapping out how these will be monitored and evaluated.
 - Rationale/basis for each of the key action.
- (iii) Action Plan with Workplans that has the key five components outlined in (ii) above in the GRMI, MoCIA including government departments at all levels;
- (iv) Proposed Capacity Building and awareness raising on gender mainstreaming and gender responsive budgeting;
- (v) Suggestions for Government wide gender mainstreaming and gender responsive budgeting including systemic reforms of processes, guidelines in planning, programming, policy-making and law-making;
- (vi) MELF; and
- (vii) Communication Course of Actions.

The consultancy is expected to deliver the following services:

1. Desktop review of published information and data sources from academic and educational institutions, research bodies, development partners, government, non-government, researchers, inter-governmental agencies and peer reviewed studies spanning disciplines such as gender equality, including legislation, normative frameworks such as CEDAW, public policy planning, budgeting, communication, national women’s machinery/mechanisms for the advancements of women, monitoring and evaluation of gender equality plans. Unpublished information or other grey literature can also be sought.
2. Design of field research workplan, the key stakeholders to be approached through qualitative, quantitative, or mixed method research methods in line with the context of the RMI and the findings of the gender equality sector including the advice from the MoCIA, SPC HRSD and key Government and Non-Government stakeholders prior to the field work.
3. Undertake in-country consultations, meetings, and field research on the following:
 - Baseline on MoCIA work, capacity including competence in undertaking its assigned roles outlined in the GEA (2019), the administration and coordination of the implementation of the Act with other government departments and agencies from 2019 to date.
 - Efforts taken in terms of annual reporting to the Nitijela on progress in implementing the provisions of the GEA (2019), CEDAW and Optional Protocol on communication, including effective coordination within the GRMI.
 - Gender mainstreaming efforts and gender responsive budgeting throughout Government and opportunities or measures to enhance these.

- Measures undertaken in terms of data collection in consultation with the EPPSO and with civil society organizations including representative organizations of women in areas relevant to women's lives, specifically, in terms of:
 - *Poverty.*
 - *Violence.*
 - *Domestic, Care giving and Subsistence Responsibilities.*
 - *Employment.*
 - *Climate change and Natural Disasters.*
 - *Access to health care.*
 - *Social Protection.*
 - *Housing*
 - *Social and*
 - *Economic Benefits*
- Awareness raising and Communication Strategies implemented thus far on the GEA (2019), CEDAW and Optional Protocol that GRMI had acceded to.
- Capacity Development including measures that would enhance Gender Mainstreaming and Responsive Budgeting throughout the Government at local and national levels.
- Monitoring, evaluation, learning framework (MELF)
- Communication Course of Action to enhance visibility, awareness-raising including knowledge of the implementation of the GEA and CEDAW
- Institutional strengthening of MoCIA to effectively deliver on its role outlined in the GEA (2019) in consultation with Government Departments, EPPSO, CSOs including representatives of women (such as WUTMI), non-government groups and communities.

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 as per dates on section F.

D. Reporting and contracting arrangements

The contractor will be home based for the desk top review and planning steps and will be expected to travel to Majuro, RMI, within 2 weeks/fortnight of the time the contract is awarded, with travel arrangements organised by SPC according to its travel policy.

The contractor will work under the direct supervision of the SPC's Officer (Gender and Social Inclusion) in the SPC HRSD Division based at the SPC Micronesian Regional Office in Kolonia, Pohnpei State of FSM and will be assisted in this work by the Country Focal Officer for SPC HRSD in RMI. Additional support such as input, review of drafts, technical assistance and overall supervision will be provided by the SPC HRSD Team Leader in Governance and Institutional Strengthening. Further additional support from within SPC will also be sought from the MELK and Communication, Engagement and Visibility and Governance programs. At in-country level further support will be provided by the two assigned personnel from the MoCIA.

The Contractor is expected to organise its own local or national counterpart as part of its consultancy team to work closely and in coordination with the assigned personnel from the MoCIA and the SPC Human Rights and Social Development (HRSD) Division. The contractor will need to establish relations with MoCIA as the Ministry responsible for women and gender in the GRMI, other key government and civils society stakeholders including SPC.

The assignment may also include some travel to the outer islands around Majuro for further scoping and consultations with key stakeholders. The contractor and team are expected to use their own computer, internet, and communication gadgets for this work, where necessary and feasible.

In the event, where other resources would be required to cover direct and contingency costs emanating out of this work (e.g., stationery, travel costs, accommodation, meals), the Government of RMI and SPC will cover these costs separately based on an agreed amount in accordance with the SPC's procurement processes. The contractor will be required to deliver workshops (subject to finalisation of work plan) and in liaison with SPC HRSD and MoCIA.

E. Skills and qualifications

- At least 15 years of demonstrated professional experience of providing advice in the Pacific region, to Governments and development programs at a senior level in the development of gender equality strategies from law(s) and human rights treaty obligations (e.g. CEDAW etc), government planning processes, governance structures, including design of programs, budget, and resource allocation, work of women's machinery and normative framework at all levels, gender mainstreaming and gender responsive budgeting and data collection.
- Demonstrated experience in these areas; comprehensive desk reviews, compilation of Baselines, Strategic Management, Implementation Plan, Workplan, MELF, Communication, Engagement and Visibility.
- Expertise and Pre-knowledge on another Pacific Island country, preferably with knowledge and experience of the Micronesia sub-region on gender equality and social inclusion issues, policies, laws, treaties including international, regional, and national commitments, government structures, women's NGOs including locally based civil society organizations/networks will be an asset. Ability to relate and apply other regional and international experience to the situation of a Pacific based small island developing country like RMI.
- Strong interpersonal skills and the ability to communicate widely with a diverse group of stakeholders including cross-culturally and remotely.
- Excellent engagement, drafting, facilitating and analytical skills.
- Knowledge of relevant international, regional, and national frameworks such as CEDAW and Optional Protocols and reporting mechanisms, Pacific Platform for Action on Gender Equality and Women's Human Rights, the Pacific Leaders Gender Equality Declaration, the Pacific Youth Development Framework, Jined Kiped Declaration, Micronesia Islands Forum Gender Equality Standing Committee.
- Consultant can be based on the island or remotely based. The person would be required during the duration of the work to travel to the two main populous islands of RMI and work amongst stakeholders.

Qualifications

Tertiary qualification and/or at least 15 years' experience in gender, law, justice, sociology, development studies, program management or relevant fields.

F. Scope of Bid Price and Schedule of Payments

The contract payments will be based on the following milestones:

Milestone/deliverables	Tentative Deadlines	% payment
Signing of contract by the successful bidder.	19 January 2024	N/A
<p><u>Milestone 1</u></p> <p>Acceptance by GRMI's MoCIA and SPC HRSD of Inception Report covering Desk Review results and proposed methodology, the Questionnaire for Consultations with RMI communities and stakeholders on the Workplan.</p>	05 February, 2024	20%
<p><u>Milestone 2</u></p> <p>Submit and Approval of Workplan and Budget for conducting of field assessments, interviews, research, scoping and consultation</p>	19 February, 2024	20%
<p><u>Milestone 3</u></p> <p>Conduct field work and interviews, validation meeting(s) based on the final and cleared plans & Submission of Initial Draft Report by Consultant/team, Reviewed and Approved by SPC HRSD and MoCIA.</p>	11 March, 2024	20%
<p><u>Milestone 4</u></p> <p>Compilation of Final Draft Report accompanied with pictures, audio recordings, and data gleaned from the field assessments and acceptance by SPC HRSD and MoCIA &</p> <p>Final reviewing and editing of report for Publication by Consultancy team, SPC HRSD and MoCIA.</p> <p>Sharing of key findings in a meeting of Government with key stakeholders.</p>	30 April, 2024	40%
TOTAL		100%

G. Annexes to the Terms of Reference

Gender Equality Act (2019):

https://rmiparliament.org/cms/images/LEGISLATION/PRINCIPAL/2019/2019-0116/GenderEqualityAct2019_1.pdf

CEDAW Reports:

https://www.ohchr.org/sites/default/files/Documents/HRBodies/CEDAW/ClimateChange/Marshall_Islands.doc

National Gender Mainstreaming Policy of the RMI: <https://faolex.fao.org/docs/pdf/mas193385.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.

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 with at least names of two referees with contact details. - Tertiary qualification and/or at least 15 years' experience in gender, law, justice, sociology, development studies, program management or a related and relevant fields 		<p>Mandatory requirements. Bidders will be disqualified if any of the requirements are not met</p>
Technical requirements		
<p>Technical requirement 1: At least 15 years of demonstrated professional experience of providing advice in the Pacific region, to Governments and development programs at a senior level in the development of gender, human rights treaties such as CEDAW, government planning processes, governance structures, including design of programs, budget and resource allocation, work of women’s machinery and normative framework at all levels, gender mainstreaming and responsive budgeting and capacity development and data collection.</p>	25%	175
<p>Technical requirement 2: Demonstrated experience in two of the program's operational areas like in comprehensive desk reviews, compilation of Baselines, Strategic Management, Implementation Plan, Workplan, MELF, Communication, Engagement and Visibility.</p>	15%	105
<p>Technical requirement 3: Expertise and Pre-knowledge on RMI and/or another Pacific Island country, preferably within Micronesia, gender equality and social inclusion issues, policies, laws, treaties including international, regional, and national commitments, government structures, women’s NGOs including locally based civil society organizations/networks will be an asset. Ability to relate and apply other regional and international experience to the situation of a Pacific based small island developing country like RMI.</p>	15%	105
<p>Technical requirement 4: Knowledge of relevant international, regional, and national frameworks CEDAW and Optional Protocols and reporting mechanisms, Pacific Platform for Action on Gender Equality and Women’s Human Rights, the Pacific Leaders Gender Equality Declaration, the Pacific Youth Development Framework, Jined Kiped Declaration, Micronesia Islands Forum Gender Equality Standing Committee.</p>	20%	140

Technical requirement 5: Strong interpersonal skills and the ability to communicate widely with a diverse group of stakeholders including cross-culturally and remotely.	12.5%	875
Technical requirement 6: Excellent engagement, drafting, facilitating and analytical skills.	12.5%	875
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
<p>Technical requirement 1 (25%): At least 15 years of demonstrated professional experience of providing advice in the Pacific region, to Governments and development programs at a senior level in the development of gender, human rights treaties such as CEDAW, government planning processes, governance structures, including design of programs, budget and resource allocation, work of women's machinery and normative framework at all levels, gender mainstreaming and responsive budgeting and capacity development and data collection.</p>	
<p>Technical requirement 2 (15%): Demonstrated experience in two of the program's operational areas like in comprehensive desk reviews, compilation of Baselines, Strategic Management, Implementation Plan, Workplan, MELF, Communication, Engagement and Visibility.</p>	

<p>Technical requirement 3 (15%): Expertise and Pre-knowledge on RMI and/or another Pacific Island country, preferably within Micronesia, gender equality and social inclusion issues, policies, laws, treaties including international, regional, and national commitments, government structures, women’s NGOs including locally based civil society organizations/networks will be an asset. Ability to relate and apply other regional and international experience to the situation of a Pacific based small island developing country like RMI.</p>	
<p>Technical requirement 4 (20%): Knowledge of relevant international, regional, and national frameworks CEDAW and Optional Protocols and reporting mechanisms, Pacific Platform for Action on Gender Equality and Women’s Human Rights, the Pacific Leaders Gender Equality Declaration, the Pacific Youth Development Framework, Jined Kiped Declaration, Micronesian Islands Forum Gender Equality Standing Committee..</p>	
<p>Technical requirement 5 (12.5%): Strong interpersonal skills and the ability to communicate widely with a diverse group of stakeholders including cross-culturally and remotely.</p>	
<p>Technical requirement 6 (12.5%): Excellent engagement, drafting, facilitating and analytical skills.</p>	

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:
RFQ23-5823 Development of the Implementation Strategy, Action Plan and Workplan for the Gender Equality Act (2019), with accompanying Monitoring, Evaluation, Learning Framework (MELF) and Communication Course of Actions on the ground.
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 (Put your own local currency here)
Professional Fees (Hourly/Daily/Monthly rate- Specify) Note: <i>* 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.</i> <i>* Travel (airfare, accommodation, Meals & Incidentals) if required will be arranged separately by SPC, according to its Travel Policy.</i>	
Milestone 1 – 20% Acceptance by GRMI’s MoCIA and SPC HRSD of Inception Report covering Desk Review results and proposed methodology, the Questionnaire for Consultations with RMI communities and stakeholders on the Workplan.	
Milestone 2 – 40% Submit Workplan and Budget for conducting of field assessments, interviews, research, scoping and consultation & Conduct field work and interviews, validation meeting(s) based on the final and cleared plans & Submission of Initial Draft Report by Consultant/team, Reviewed and Approved by SPC HRSD and MoCIA.	
Milestone 3 – 40% Compilation of Final Draft Report accompanied with pictures, audio recordings, and data gleaned from the field assessments and acceptance by SPC HRSD and MoCIA & Final reviewing and editing of report for Publication by Consultancy team, SPC HRSD and MoCIA.	

Sharing of key findings in a meeting of Government with key stakeholders.	
Total Financial offer (inclusive of all taxes)	