

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Pacific Energy and Gender Strategic Action Plan
Nature of the services	Consultancy to develop regional gender-responsive energy policy guidelines
Location:	Remote and Fiji
Date of issue:	5/07/2024
Closing Date:	28/07/2024
SPC Reference:	RFQ24-6698

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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 theresej@spc.int and with the subject line of your email as follows: **Submission RFQ24-6698**. 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
- Completed technical proposal form
- Completed financial proposal form

- CV, including 3 referees.
- 1 example of previous relevant work contributed to

Your submission must be clear, concise and complete and should only include a quotation and information that is necessary to respond effectively to this RFQ. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Bids will be evaluated on the basis of information received by **11.59pm Fiji time on 28/07/2024**.

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.

Therese Johnson will be your primary point of contact for this RFQ and can be contacted at theresej@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	5/07/2024
RFQ Closing Date	28/07/2024
Award of Contract	8/08/2024
Commencement of Contract	15/08/2024
Conclusion of Contract	31/05/2025

2.6 Legal and compliance

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ and

any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

Conflict of interest: Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFQ process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](https://spc.int/procurement) available on our procurement page website: <https://spc.int/procurement>.**

Breach of this requirement can result in SPC terminating any contract with a successful bidder.

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in 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

Pacific Island nations are highly vulnerable to the impacts of climate change. An important part of preventing climate change is transitioning Pacific countries away from fossil fuels towards clean energy technologies. In the Pacific, traditional gender roles and responsibilities mean that women and girls have different energy needs compared to men and boys. However, women and girls have tended to be excluded from energy-related decision-making, while also being under-represented in technical roles in the energy sector and energy-related skills training.

Since 2003, SPC has been working towards mainstreaming gender in the energy sector, including clean and renewable energy. Beginning with the Pacific Energy and Gender Network, the first phase of implementation from 2003-2014 brought together key Pacific stakeholders to mainstream gender in energy policy and build knowledge, awareness, and research on gender and energy linkages.

In 2020, the Pacific Energy and Gender Strategic Action Plan (PEGSAP) was developed as a guiding framework for the 22 Pacific Island Countries and Territories (PICTs) (*see Annex 1*). The goal of the PGSAP (2021-2030) is to contribute to mainstreaming gender equality in the Pacific clean energy sector, and to empower women through improved gender-responsive policy and institutional frameworks, and increased career and income-generating opportunities and enhanced access to clean energy. One key activity under the PGSAP is to assist the PICTs in developing, adopting and implementing a national gender-responsive energy policy.

A Gender-Based Assessment of a sample of six Pacific Island Countries was conducted in 2020 to better understand the status of gender integration within the clean energy sector, and to produce an evidence-based foundation for mobilisation and action on women in the clean energy transition (*see Annex 2*). It included a comprehensive assessment of energy policy frameworks, assessing both the content of energy policy framework as well as the context of enabling conditions for gender-responsive policy development. The Gender-Based Assessment found that national energy policy frameworks are gender blind as they do not have a favourable context for gender mainstreaming in energy policies, fail to consider women's roles and needs, and propose an incomplete definition of energy access that is technology and household centric and overlooks energy needs linked to economic activities and community services.

Recommendations included development of a tool for decision-makers to mainstream gender in national energy policies, focusing on two main components:

Component	
Gender mainstreaming capacities at the national level	Decision-making framework, including women's involvement in decision-making processes and the capacity of policy-makers in gender mainstreaming.
	Availability of gender-disaggregated data to support policy development.
	Legislation on gender equality, and political commitment to support gender mainstreaming in energy decision-making.
	Institutional and financial support for gender mainstreaming in energy policy-making.

Process for developing a gender-responsive energy policy and policy content	Recognition of women’s roles, knowledge and energy needs.
	Participation of women or women’s groups in public consultations on policy framework.
	Policies refer to gender disaggregated data on differentiated energy uses.
	Integrated energy planning with consideration of both supply and demand, and social and environmental costs.
	Monitoring and evaluation framework, including gender-sensitive indicators.

Recommendations also included development of a new gender-responsive definition of energy access tailored to the Pacific region, considering criteria in energy needs at different levels (household, income-generation, community services).

As part of the PEGSAP, a Women in Energy Conference will be held in Nadi, Fiji on September 26-27, 2024. The conference will provide a forum to convene women working in the energy sector, energy and women’s affairs representatives from the PICTs, private sector, civil society organisations, regional/international organisations, and donors to collaborate, coordinate, and resource, a gender-responsive clean energy transition in the Pacific. One of the objectives of the conference is to conduct consultations with PICTs on developing gender-responsive energy policy.

Another of the initial initiatives of the PEGSAP will be to conduct a Training Needs Assessment to understand the current gaps in knowledge, skills, attitudes, and capacities on gender equality within the clean energy workforce and identify training needs. The assessment will include government departments of energy and women’s affairs, energy utilities, national chambers of commerce, private sector, and women’s rights and civil society organisations in 14 PICTs. This will build on workplace gender equality surveys of Pacific energy utilities and government departments conducted by the World Bank in 2023. The Training Needs Assessment is due to start in October 2024 and be completed by March 2025, and will be followed by a regional training program.

B. Purpose, objectives, scope of services

Purpose:

Drawing on the Gender-Based Assessment analysis and recommendations and the Training Needs Assessment, as well as international best practice, develop a tool or set of guidelines for PICT decision-makers to mainstream gender in energy policies, looking at the content of energy policy framework as well as the context of enabling conditions for gender-responsive policy development, as outlined above. The guidelines will include good practices in Pacific countries in gender-responsive energy policy to promote regional peer learning. The guidelines will also promote a revised gender-responsive definition of energy access tailored for the Pacific region.

Scope of work:

- Design and facilitate consultations with government departments (eg. energy, women’s affairs, statistics, development planning), women’s groups and organisations, and end users from different marginalised groups. The consultation will be held in Nadi, Fiji in the afternoon of Thursday 26 September as part of the Women in Energy Conference. Additional remote consultations can follow at a later date, if required.

- Draft comprehensive yet practical guidelines to assist PICT governments to perform their own policy analysis and development of gender-responsive energy policy.
- Conduct a regional validation workshop in Fiji with key energy officials from up to 15 PICTs.
- Finalise the regional gender-responsive energy policy guidelines.

C. Timelines

Duration of work is expected to be from August 2024 – May 2025. This includes an estimated 30-40 working days.

Task	Deliverable	Deadline
Design and facilitate consultations	Conduct consultation with key stakeholders in Nadi, Fiji	26 September 2024
Develop regional gender-responsive energy policy guidelines	Draft guidelines on regional gender-responsive energy policy	31 March 2025
Facilitate regional validation workshop with key energy official stakeholders	Conduct regional validation workshop in Fiji	30 April 2025
Finalise regional gender-responsive energy policy guidelines, based on stakeholder and SPC feedback	Final guidelines on regional gender-responsive energy policy	31 May 2025

D. Reporting and contracting arrangements

The consultant will report to the PEGSAP Project Manager in the SPC Georesources and Energy Program in Suva, Fiji.

Role of the consultant

- The consultant is responsible for reporting on and submitting the activities and deliverables by the agreed timeline, as detailed in section C.
- The consultant will be expected to provide concise monthly progress updates via email to the Project Manager, by the last day of each calendar month. These should outline progress against the current deliverables, challenges, potential risks, and any support that is needed from SPC.
- The consultant can be home-based except for travel to Fiji for the consultation and validation workshop. The consultant is not expected to be physically present in the SPC Fiji office during the consultancy.

Role of SPC

- The PEGSAP Project Manager will manage the consultancy on behalf of SPC and coordinate all work with the consultant.
- The PEGSAP Project Manager will review deliverables and milestones for payment release.
- SPC will help to coordinate participation of key stakeholders in country.
- SPC will not cover separate budget lines for overheads/running costs or other contingencies. If these apply, they should be included in the fees charged for the delivery of the services.

E. Skills and qualifications

Essential

- Advanced university degree in gender studies, public administration/policy, international relations, political science, development planning, or other related fields.
- 5-10 years of professional job experience at national or international level in design, planning, implementation, and monitoring and evaluation of development policies, including on gender equality.
- Sound knowledge of clean energy policies that advance gender equality.
- Experience working with government and civil society stakeholders at national or international level.

Desired

- Experience providing policy advice and program support in the clean and renewable sector in different development contexts.
- Experience working with stakeholders in the Pacific on policy development, gender equality or clean and renewable energy.
- Prior experience working with Pacific people and understanding of Pacific cultures.

F. Scope of Bid Price and Schedule of Payments

- Payments will be made as lump sum payments upon the Project Manager's acceptance of achievement of the contract milestones. A breakdown of the percentage of total payment is included in the table below.
- The applicant's financial proposal should include a budget narrative detailing how the budgeted costs were calculated.
- Any expected travel in relation to delivery of the consultancy will be fully covered by SPC according to its travel policy. SPC can provide desk space when in Suva but will not provide IT equipment and related services, these should be covered by the consultant.
- SPC will cover graphic design and printing costs for all materials developed.
- SPC will cover the venue, catering, participant travel and other event costs for the consultation and validation workshop.
- Terms of payment will be in accordance with the provisions of Article 10 of the SPC General Conditions. Payment terms follow SPC finance policy (30 days from acceptance of invoice).

Milestone/deliverables	Deadline	% payment
Conduct consultation with key stakeholders in Nadi, Fiji	26 September 2024	33%
Draft regional gender-responsive energy policy guidelines	31 March 2025	33%
Final regional gender-responsive energy policy guidelines	31 May 2025	34%

G. Annexes to the Terms of Reference

Annex 1: [Pacific Energy and Gender Strategic Action Plan](#)

Annex 2: [Gender-Based Assessment](#)

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"> - Completed Conflict of Interest form - Completed technical proposal form - Completed financial proposal form - Updated CV, with 3 referees - 1 examples of previous relevant work contributed to 		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: Advanced university degree in gender studies, public administration/policy, international relations, political science, development planning, or other related fields.	10%	70
Technical requirement 2: 5-10 years of professional job experience at national or international level in design, planning, implementation, and monitoring and evaluation of development policies, including on gender equality.	45%	315
Technical requirement 3: Sound knowledge of clean energy policies that advance gender equality.	35%	245
Technical requirement 4: Experience working with government and civil society stakeholders at national or international level.	10%	70
Total Score	100%	700

Part 5 : PROPOSAL SUBMISSION FORMS

TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

Bidders must meet the mandatory requirements defined in the pricing request or else be disqualified.

Technical Requirements	
Evaluation criteria	Response by Bidder
Experience and specified personnel/sub-contractors	
<p>Experience: evidence of the bidder's relevant experience must be submitted. Bidders must submit details of three contracts demonstrating their experience in providing services similar to those referred to in the terms of reference at part three of this request for quotation. Bidders must provide the contact details of a referee for each contract. Please attach a CV and any supporting information, if necessary.</p>	<p>Experience: [insert details of relevant experience]</p>
	<p>Details for three references:</p>
	<p>1. Client's name: [insert name of client 1]</p>
	<p>Contact name: [insert name of contact]</p>
	<p>Contact details: [insert contact details]</p>
	<p>Value contract: [insert value of contract]</p>
	<p>2. Client's name: [insert name of client 2]</p>
	<p>Contact name: [insert name of contact]</p>
	<p>Contact details: [insert contact details]</p>
	<p>Value contract: [insert value of contract]</p>
	<p>3. Client's name: [insert name of client 3]</p>
	<p>Contact name: [insert name of contact]</p>
	<p>Contact details: [insert contact details]</p>
<p>Value contract: [insert value of contract]</p>	
[Tile of technical requirement 1]	
<p>Advanced university degree in gender studies, public administration/policy, international relations, political science, development planning, or other related fields.</p>	[Bidder's answer]
[Tile of technical requirement 2]	
<p>5-10 years of professional job experience at national or international level in design, planning, implementation, and monitoring and evaluation of development policies, including on gender equality.</p>	[Bidder's answer]
[Tile of technical requirement 3]	
<p>Sound knowledge of clean energy policies that advance gender equality.</p>	[Bidder's answer]
[Tile of technical requirement 4]	
<p>Experience working with government and civil society stakeholders at national or international level.</p>	[Bidder's answer]

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]

FINANCIAL PROPOSAL SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

All costs indicated in the financial offer must include all applicable taxes. The price schedule must follow the format provided below.

Description of services	Amount (USD)
Professional fees (specify if daily or lump sum)	
Other (specify)	

Professional fees: staff salaries, consultants' fees and other professional fees.

SPC will not cover separate overhead/operating cost or contingency items. SPC will neither provide nor refund any insurance for consultants travel or health costs, professional cover or any other risk or liability that may arise during the consultancy (including subcontractors or partners that the consultant may employ). SPC will not be liable for any arrangements or payments related to visas, taxes or duty for which the consultant may be liable.

The consultant must also provide its own workspace and computer during the service provision with a stable Internet connection for Zoom meetings, if required.

Any travel under this consultancy will be arranged by SPC.

SPC will not cover any computer or communication equipment during the consultancy. Consultants must provide a stable Internet connection for any virtual meetings that may be required.

No payments will be made for any items for which no price has been indicated. Such items shall be deemed to be covered by the financial offer. Bidders are deemed to have ensured that their bids are accurate and exhaustive prior to submitting them, have covered everything required for the full and proper performance of the contract and have included all costs and 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]*

CONFLICT OF INTEREST DECLARATION FORM

INSTRUCTIONS TO BIDDERS

What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder involved from taking part in a procurement process. **However, the declaration of the existence of such a conflict by the persons involved is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.).

Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

<input type="checkbox"/>	To my knowledge, I am not in a conflict-of-interest situation
<input type="checkbox"/>	There is a potential conflict of interest with regard to my <i>[Choose an item]</i> . relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>[mention position/role/personal or family link with the person concerned]</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process
<input type="checkbox"/>	I may be in a conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned]</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process
<input type="checkbox"/>	To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i>

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the *[Select RFQ or RFP]* *[SPC Reference number]* may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

<p>For the Bidder: <i>[insert name of the company]</i></p> <p>Signature:</p> <p>Name of the Bidder's representative: <i>[insert name of the representative]</i></p> <p>Title: <i>[insert title of the representative]</i></p> <p>Date: <i>[Click or tap to enter a date]</i></p>
