

## REQUEST FOR PROPOSALS

### PROVISION OF SERVICES FOR GENDER EQUALITY, DISABILITY AND SOCIAL INCLUSION (GEDSI) RELATED TRAININGS AND DEVELOPMENT OF WORKPLACE POLICIES IN FIJI

DESCRIPTION	DATE/DETAILS
Deadline for submissions:	Close of Business, Friday 1 <sup>st</sup> September 2023
Mode of submission and questions	Nicola Dowsing (PHAMA Plus Operations & Finance Manager) <a href="mailto:n.dowsing@phamaplus.com.au">n.dowsing@phamaplus.com.au</a>
File Format for submission:	<p>An electronic copy of the proposal must be emailed as two separate files in .pdf format with the subject line: “ORGANISATION/INDIVIDUAL. NAME. Technical Proposal for: Provision of services for GEDSI trainings and policies in Fiji” and “ORGANISATION/INDIVIDUAL. NAME. Financial Proposal for Provision of services for GEDSI trainings and policies in Fiji.”</p> <p>PHAMA Plus will send a confirmation of receipt email in response to your electronic submission. If you do not receive a confirmation of receipt email within two working days, your response has not been received. DT Global and DFAT bear no responsibility for, and make no guarantees, as to the successful receipt of your response. In all circumstances, it is your responsibility to ensure that your response has been received.</p>

#### 1. INTRODUCTION

The Pacific Horticultural and Market Access (PHAMA) Plus program supports economic growth and improved rural livelihoods for the people of 10 Pacific countries (Cook Islands, Fiji, Kiribati, Niue, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu), by being market focused, export-oriented, sustainable and inclusive. We do this by ensuring that PHAMA Plus investments are inclusive and that they benefit women, men, Persons with Disabilities (PWD), youth, other marginalised groups, and people living in remote communities (RC) as articulated in the Program’s Gender Equality, Disability, and Social Inclusion (GEDSI) Strategy.

PHAMA Plus is managed by DT Global Australia Pty Ltd and funded by the Australian and New Zealand Governments.

PHAMA Plus is now inviting proposals from organisations wishing to support the program through the scope of work outlined in this RFP.

#### 2. BACKGROUND

Pacific market systems are not equal. Men, women, people with disabilities, youth, other marginalised groups and RC participate in market systems differently, and often perform pre-determined roles that reflect existing socio-cultural norms and values. To improve the overall performance of Pacific market systems, it is vital to address issues of exclusion and discrimination. Therefore, by introducing or implementing activities to effect change in business culture and practice, PHAMA Plus aims to meet its GEDSI outcomes.

PHAMA Plus has a twin-track approach to GEDSI – whereby we mainstream GEDSI through deliberate consideration in all aspects of our work, including activity and partnership planning, program operations, governance, communications, and monitoring and results measurement. We also develop targeted interventions that are specifically designed to address persistent challenges and barriers holding women, PWD, youth, and RC back from fully participating in agricultural value chains. PHAMA Plus is seeking a service provider in Fiji to contribute to the program’s strategic approach to gender and social inclusion, by delivering GEDSI related trainings and developing workplace policies for selected PHAMA Plus partners in Fiji.

### 3. SCOPE OF WORK

The successful organisation will carry out the following scope of work:

- Provide Gender Based Violence (GBV) trainings to PHAMA Plus staff and selected partners. Deliver training to PHAMA Plus staff and staff of selected partner organisations to raise awareness and understanding of GBV, its causes, effects and consequences, as a means of improving inclusive business practices.
- Develop workplace policies such as Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Policy and Workplace Domestic Violence Policy (WDVP) for selected Partners. The PSEAH Policy will be aligned to ILO Convention 190. Policy development will include: consultations with PHAMA Plus and selected partner organisation staff and management, policy drafting, facilitation of a review and finalisation process, and presentation of the policies to the staff and management.
- Collect disaggregated participant lists and conduct pre and post training evaluations.

PHAMA Plus is seeking a service provider to develop policies, design and delivery of training related to GEDSI, WDV and PSEAH. The successful organisation/consultant will be engaged under a Framework Contract which will stipulate the overarching terms and conditions and outline the unit rates for each service offering. Tasking Notes will then be negotiated and agreed for each specific assignment.

The services will be required on an as needs basis between August 2023 and June 2024.

### 4. KEY RELATIONSHIPS

- The service provider will report to the GEDSI Officer Fiji, as the Hiring Officer for this opportunity
- The service provider will work closely with the GEDSI team, Fiji team and Deputy Team Leader.

### 5. QUALIFICATIONS AND KNOWLEDGE REQUIRED

The service provider will meet the following qualifications and experience:

- Bachelor's Degree preferred (in any discipline).
- Ten or more years' relevant professional experience in safeguarding, GBV or GEDSI.
- An excellent understanding of GEDSI, GBV and safeguarding legislation and issues in Fiji.
- Strong networks and connections in relation to the work in Fiji.
- Experience in developing corporate policies and providing training related to domestic and gender-based violence in Fiji.
- Willingness to travel to remote locations in Fiji.
- Well organized, committed, and reliable.
- Excellent spoken and written communication skills in English.

### 6. SUBMISSION GUIDELINES

Your response to this RFP should consist of **two separate electronic files**:

1. Technical Proposal, comprising:
  - Approach and methodology: please outline the approach and methodology you will apply to the development of the policies and provision of training related to PSEAH and Domestic Violence (DV). This should be at least 4 pages.
  - Team: please outline your team, including detailing their relevant experience and roles and responsibilities; submit signed CVs for your core team demonstrating their relevant experiences; and provide details for two referees for each team member.
2. Financial Proposal, comprising a cost breakdown of delivering the key services related to this scope of work. This should detail the costs of:
  - Drafting of core corporate policies related to Family Sexual Violence (FSV) and PSEAH for PHAMA Plus Partner Organisations. These costs should reflect the approach and methodology you will apply to delivering this work.

- Developing and delivering GEDSI Sensitisation, PSEAH and DV training, including training and awareness raising for PHAMA Plus Partners' Staff on the corporate policies developed as part of this training,

**Additional information:**

- PHAMA Plus will cover the cost of out-of-pocket expenses related to delivering these services, including travel, venue hire, catering, printing, IT etc, These costs will be agreed on and approved in advance based on the particular requirements of each assignment.
- It is preferable that consultants have their own Public and Product Liability insurance and Professional Indemnity Insurance. DT Global will cover medical and travel insurance while providing the services to DT Global, including emergency assistance if and as required.
- PHAMA Plus is committed to a do no harm approach and applies a range of approaches to safeguard communities we work with. All PHAMA Plus partners, sub-contractors and consultants are expected to satisfy PHAMA Plus/DT Global Due Diligence, Child Protection, PSEAH and safeguarding requirements.

## 7. EVALUATION CRITERIA

PHAMA Plus will evaluate all quotes against the following criteria. Proposals should address the following criteria in their brief methodology:

No	Assessment Criteria	Weighting
1	Bachelor's Degree preferred (in any discipline).	10%
2	Ten or more years' professional experience in safeguarding, GBV or GEDSI	20%
3	An excellent understanding of GEDSI, GBV and safeguarding legislation and issues in Fiji.	20%
4	Strong networks and connections in relation to the work in Fiji.	15%
5	Experience in developing corporate policies and providing training related to domestic and gender-based violence in Fiji.	15%
6	Willingness to travel to remote locations in Fiji.	5%
7	Well organised, committed, and reliable.	5%
8	Excellent spoken and written communication skills in English.	10%

The technical score will account for 80% of the overall score using the following formula:

$$\text{Technical Score} = \frac{\text{Service Provider Weighted Technical Score (out of 100)}}{\text{Highest Weighted Technical Score (out of 100)}} \times 80$$

The financial score will account for 20% of the overall score using the following formula:

$$\text{Price Score} = \frac{\text{Price of Lowest Technically Suitable Bid}}{\text{Service Provider Bid Price}} \times 20$$