

**REQUEST FOR PROPOSALS**
**PROVISION OF SERVICES FOR DEVELOPMENT OF CHILD PROTECTION POLICIES AND ASSOCIATED TRAINING IN VANUATU**

DESCRIPTION	DATE/DETAILS
Deadline for submissions:	Close of Business, Friday 26 <sup>th</sup> January 2024
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 Child Protection policy development in Vanuatu” and “ORGANISATION/INDIVIDUAL NAME. Financial Proposal for Provision of services for Child Protection policy development in Vanuatu.”</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 Agricultural Market Access (PHAMA) Plus program is supporting economic growth and improved rural livelihoods for the people of 10 Pacific Island countries (Cook Islands, Fiji, Kiribati, Niue, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu), in becoming more market focused, export-oriented, sustainable and inclusive. This will be done by ensuring that PHAMA Plus investments are inclusive of, and benefit women, men, persons living with disabilities (PWD), youth, other marginalised groups, and people living in remote communities (RC) equally, 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.

**2. BACKGROUND**

In Vanuatu, PHAMA Plus works with a range of partners and stakeholders working in the priority sectors of cacao, kava and biosecurity, and emerging sectors including Tahitian limes and sandalwood.

Since 2021, PHAMA Plus has partnered with Vanuatu Primary Producers Authority (VPPA) to improve the livelihood of farmers, product quality and Vanuatu’s reputation in international markets for cacao and kava. The VPPA, established by an Act of Parliament in 2018, formerly commenced operations in 2021 with the establishment of an office and board and provision of funding. VPPA currently employs nine people but has approval to double the workforce. The VPPA supports the development of an enabling environment where primary producers can collaborate to address matters critical to the development and advancement of the primary production sectors. Since establishment, VPPA has registered more than 9,800 primary producers, collecting relevant information including personal information, production activities, crop quantities produced and market outlets. The VPPA, through the convening of six Provincial Forums have gathered information on the actual needs of farmers, and used this to work with other government entities, and donors, to identify and develop assistance programs that address the producers’ needs. Support has included assisting members to develop business plans and delivering outreach training. VPPA also engage in market research, facilitate trade discussions and provide technical support to improve processing and production in Vanuatu. The PHAMA Plus-

VPPA partnership will support VPPA to strengthen market linkages, improve access to value-add technology and improve quality of cacao farmers produced by VPPA; and support VPPA through capacity building, networking, and industry standards development.

In 2023, PHAMA Plus partnered with Spencer Cocoa. Spencer Cocoa, established in 2012 and based in Mudgee, Australia (along with Gaston Chocolat and Aelan Chocolate Makers), is one of three chocolate manufacturers in Vanuatu operating as a bean to bar model, sourcing beans from 8-10 families twice a year. The main products for Spencer Cocoa are single origin chocolates, made from cacao beans sourced from the Laravet and Brenwei villages of Malekula in Vanuatu. The company has well established distribution on the east coast of Australia, supplying over 70 retail outlets, as well as online retail and some exports. The PHAMA Plus-Spencer Cocoa partnership will support Spencer cocoa to improve the quality and productivity of Malekula Cocoa plantations, through training and capacity building, supply side infrastructure, management and marketing investment, and GEDSI compliance and advocacy: through the development of policies in Child Protection, and Domestic and Workplace Violence.

PHAMA Plus is also partnering with Quality Solutions, a local service provider established in Vanuatu in 2019 that provides business consulting services for agribusinesses to support them to obtain HACCP and organic certification. PHAMA Plus is collaborating to support Quality Solutions to expand its service capabilities through better service provision both within Vanuatu and across the Pacific region. This will support Quality Solutions to build its business and human resource capabilities, take on more staff, and create an enabling environment where certification services for agribusinesses are locally available, high-quality, timely and affordable.

PHAMA Plus is seeking an experienced consultant to assist its three partners, Quality Solutions, Spencer and VPPA to develop user-friendly child protection policies in consideration of the existing National Child Protection Policy and relevant national laws and aligning them with the DFAT Child Protection Policy. The consultant will also develop and deliver training programs for partner organisation staff and managers in child safeguarding and the policies.

The policies will be developed in close collaboration with the partners to ensure they are appropriate to the nature of the business performed by each organisation and their internal processes, and that they reflect and uphold the United Nations Convention on the Rights of the Child (CRC) to which Vanuatu is a signatory as well as Vanuatu laws. Consideration should also be given to DFAT's Child Protection Policy, to which PHAMA Plus (DT Global) complies. PHAMA Plus has a zero-tolerance policy to child exploitation and abuse, including possession of child exploitation materials. We believe it is the shared responsibility of all adults to prevent child exploitation and abuse and that in all actions concerning children, the best interests of the child shall be a primary consideration.

### **3. SCOPE OF WORK**

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

- Review all applicable legislation, policies and requirements related to child protection in Vanuatu.
- Consult with the management of each organization to understand the business model, stakeholders and activities to identify areas of risk, or where there may be engagement or contact with children.
- Develop draft policies for presentation and review by VPPA, Spencer Cocoa and Quality Solutions.
- Finalise policies based on feedback and consultation with VPPA, Spencer Cocoa and Quality Solutions.
- Draft guidance notes/tools to support implementation of policies as required.
- Prepare and deliver training for the management and staff of partner organisations in child safeguarding and the child protection policy, including its application in their 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.

The work will be conducted in Port Vila in March 2024, over an indicative period of 20 working days, as per below.

Tasks	Deliverables	Indicative days
Develop and share a detailed workplan for the entire work	Workplan	1
Develop and share methodology and tools for collecting information	Methodology and tools developed	2
Consult with partner organisations and key stakeholders to collect information and present situation analysis	Presentation on situation analysis	10
Prepare and share draft policies with updated information	Draft policy documents	3
Submit final updated policies for review and validation	Final draft policy documents	2
Develop and share any associated implementation guidance notes/tools	Guidance notes/tools developed	1
Socialise policies and conduct training for staff	Policy trainings for staff	1
Total		20 days

#### 4. KEY RELATIONSHIPS

- The service provider will report to the PHAMA Plus Country Manager, Vanuatu, as the Hiring Officer for this opportunity. The consultant will be supported by the GEDSI Officer, Vanuatu.
- The service provider will work closely with the broader GEDSI team, Vanuatu team and MRM team.

#### 5. QUALIFICATIONS AND KNOWLEDGE REQUIRED

The service provider will meet the following qualifications and experience:

- Tertiary qualifications in gender, social sciences, social work, human rights or relevant discipline;
- Demonstrated understanding of and/or proven experience in policy, child protection and gender for development projects/settings in Vanuatu;
- Experience in facilitating training of personnel/staff;
- Good understanding of the local context and related issues;
- Existing good working relationships with key stakeholders in the agriculture sector and government agencies;
- Excellent analytical and report writing skills;
- Well organised, committed and reliable;
- Excellent verbal 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. 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:
  - o Drafting of core policies related to Child Protection for three PHAMA Plus partner organisations. These costs should reflect the approach and methodology you will apply to delivering this work.
  - o Developing and delivering associated training for PHAMA Plus partner staff on the policies developed.

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	Tertiary qualifications in gender, social sciences, social work, human rights or relevant discipline	10%
2	Demonstrated understanding of and/or proven experience in policy, child protection and gender for development projects/settings in Vanuatu	20%
3	Experience in facilitating training of personnel/staff	20%
4	Good understanding of the local context and related issues	15%
5	Existing good working relationships with key stakeholders in the agriculture sector and government agencies	15%
6	Excellent analytical and report writing skills	5%
7	Well organised, committed, and reliable.	5%
8	Excellent verbal 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:

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