



The Commonwealth

COMMONWEALTH SECRETARIAT
MARLBOROUGH HOUSE, PALL MALL, LONDON SW1Y 5HX

IN STRICT COMMERCIAL CONFIDENCE

Request for Quotations (RFQ) Provision of Consultancy Services
for a Study on the Business Case for Agricultural
Data: The Case for Africa

February 2024

Secretariat Reference Number: LCC Q0503-6

Return Date: 5 pm GMT on 29 February 2024

Estimated Contract Award: March 2024

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1. Introduction

The Commonwealth Secretariat (The Secretariat) is an international organisation established by Agreed Memorandum, which is given privileges and immunities under the domestic law of the United Kingdom by the Commonwealth Secretariat Act 1966 (as amended by the International Organisations Act 2005). Under this legislation, the Secretariat is not subject to UK jurisdiction and enforcement.

This status has an impact on some of our standard terms and conditions. In particular, we draw your attention to our dispute resolution clause, which refers disputes to the exclusive jurisdiction of the Commonwealth Secretariat Arbitration Tribunal (CSAT). The 8 members of the Tribunal are selected by the Board of Governors and come from Commonwealth member countries. Information about CSAT, including its governing statute and procedure are available on its website at <http://thecommonwealth.org/tribunal>.

The Secretariat implements decisions agreed by 56 Heads of Government and Ministers through advocacy, consensus-building, information sharing, analysis, technical assistance, capacity-building, and advice on policy development.

2. Purpose

The purpose of this request for a quote (RFQ) is to find and appoint a suitable consultant for the provision of consultancy services to the Commonwealth Secretariat. The appointed consultant shall be awarded a contract that will be effective for up to three (3) months.

See Terms of Reference in Section 7 for details on the services required.

3. Instructions to Bidders

This is a one stage RFQ process with a written submission to this RFQ followed by bidder clarifications, if required. Bidders will be scored following the first stage and if required bidders may be asked to attend a clarification of their Quote meeting.

Bidders must submit all documents as set out in Part1 - Part 5 'Quote' no later than the return date of: 29th February 2024 at 5pm GMT. The quote documents are to be returned to the following email address: connectivity@commonwealth.int

Following all stages of the Quote process, the quote received that is deemed as offering best overall value to the Commonwealth Secretariat, shall be awarded the contract based on the notified evaluation weightings:

4. Evaluation Weightings

Quality 80%

Price 20%

The lowest price bid shall be awarded the full points, all other bids shall be awarded a percentage from the benchmark. E.g. (lowest price/other bid)*weighting = Score.

5. Quote Timeline

Please note, that the following timeline is an estimate and may change at short notice.

Activity	Date
Request for quote (RFQ) issued	15/02/2024
Clarification questions to be submitted by bidders by	23/02/2024
Secretariat's response to (anonymised) clarification questions will be circulated to all in writing by	26/02/2024
Quotes submission closing date	29/02/2024
Contract Start Date	March 2024

6. Information for Bidders

- Unless indicated otherwise, all prices should be quoted in Pounds Sterling. Prices quoted for Technical Assistance Consultancy should include all travel, per diem and taxes and should be submitted on an all inclusive fixed basis, providing a breakdown of day rates per named Consultant mapped against the Secretariat's TAP Consultants: Corporate Fee Band Table (annexed to this RFQ)
- The bidder must ensure that they have all the information required for the preparation of the Quote submission and that they are satisfied about the correct interpretation of terminology used in this documentation. The bidder must also ensure that they are fully conversant with the nature and extent of the obligations should the Quote be accepted.
- Quotes are to be valid for a minimum of **30 days** from the closing date for the submission of the Quotes.
- The Commonwealth Secretariat reserves the right to cancel the RFQ at any time during the process and not to award a contract as a result of this procurement.
- Bidders shall bear all costs in completing a quotation submission.
- Bidders shall not disclose details of the RFQ to third parties without prior agreement from an authorised officer of the Commonwealth Secretariat.
- All clarification queries must be submitted by noon on 23/02/2024 and only to connectivity@commonwealth.int
- Bidders are required to submit transparent pricing with no hidden costs or charges.
- The Secretariat will carry out an evaluation of the quotes using the weighted criteria method as described. Following the evaluation stage(s) the Secretariat will select a preferred bidder which will be taken forward to contract award. The Secretariat reserves the right to appoint a reserve preferred bidder which the Secretariat could then take forward to contract award if any contract negotiations with the preferred bidder are unsuccessful.

By taking part in this request for quotes all bidders commit to the following:

- Bidders confirm that by submitting a quote they agree to abide by the Secretariat's Code of Ethics and relevant Corporate policies as published from time to time on the following web page:
<https://thecommonwealth.org/corporate-policies>
- Bidders certify that they have not canvassed or solicited any officer or employee of the Secretariat in connection with this Quote submission and that no person employed or acting on behalf of the bidder has done any such act.
- The CSAT shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Procurement (including non-contractual disputes or claims).
- **Compliance with policies:** The Secretariat has a zero-tolerance approach towards sexual exploitation, abuse and harassment. The bidder must familiarise itself with the Secretariat's policies available at <https://thecommonwealth.org/corporate-policies> Particularly with reference to the Anti- Bribery and the Safeguarding Policy, the bidder must understand the obligations imposed on Suppliers/Consultants and their personnel and sub-contractors including having robust procedures to detect and report any wrongdoing or concerns. Adherence to the Secretariat policies is mandatory and if awarded a contract, the Supplier/Consultant will be required to ensure continued compliance with the policies for the duration of the contract.

7. Terms of reference (ToR)

• Background

The Trade, Oceans and Natural Resources Directorate (TONRD) is one of the three Directorates of the Commonwealth Secretariat. The Directorate brings together work in Trade Policy, Competitiveness, Connectivity Agenda for Trade and Investment, and Oceans and Natural Resources. TONRD is responsible for contributing to the delivery of the organisation's strategic outcomes:

- (i) greater adherence to Commonwealth values and principles and advance good governance, *through strengthened rule of law, democracy, peacebuilding, human rights, public institutions, and electoral processes enabled by value-based leadership*;
- (ii) sustainable and inclusive economic and social development pertaining to trade, financial and debt management, oceans and natural resources management and, health and education systems;
- (iii) climate-resilient and low-carbon development to respond to climate and ocean emergencies, through intra-Commonwealth co-operation on sustainable ocean action and energy transition and increased mitigation and adaptation actions; and
- (iv) small and other vulnerable states' needs and concerns will be addressed in global governance mechanisms and their resilience to shocks increased.

A significant part of the Directorate's work is of a consultancy and advisory nature, delivered through a combination of in-house and external expertise.

• Commonwealth Connectivity Agenda

At the 2018 Commonwealth Heads of Government Meeting, the Commonwealth adopted the Declaration on the Commonwealth Connectivity Agenda for Trade and Investment (CCA). The CCA is a major new member-state led initiative to grow intra-Commonwealth trade and investment to US\$2 trillion by 2030 and promote expanded investment to support global growth, create employment, and promote knowledge exchange among Commonwealth members.

The CCA focusses on five clusters of work: physical connectivity reducing physical barriers to trade; digital connectivity enabling all members to take advantage of the opportunities presented by digital trade; regulatory connectivity reducing regulatory barriers to trade; business to business connectivity focussing on investment and public-private dialogue and supply-side connectivity encouraging the participation of all members in global value chains. Throughout these areas, inclusive and sustainable trade, addressing women's empowerment and youth unemployment are being mainstreamed.

Each cluster acts as a platform, bringing together regulators/implementing agencies and users from across Commonwealth member states, as well as knowledge partners such as other international organisations to collaborate on hard and soft connectivity, as well as undertake capacity building. This assignment falls within the Supply Side Connectivity Cluster (SSCC).

• Background to the assignment

The potential of digitalisation to transform agriculture in low- and middle-income countries: Digitalisation is seen as a game changer for transforming the agricultural and fisheries sectors in low- and middle-income countries including those across the Commonwealth. Digitalisation for agriculture and fisheries has been defined by the Commonwealth Secretariat to consist of four pillars namely digital innovations, data infrastructure, business development services, and the enabling environments for digitalisation.

The role of data in the digitalisation of agriculture: Agricultural data is the bedrock upon which digital agriculture innovations (digital technologies and digital services) function. Quality data undergirds digital advisory services to farmers, provides the basis for policy decision making, and above all informs investment decisions on where and what to invest in. The use and sharing of data according to the Open Data Institute (ODI), can create social and economic value for people, organisations, and the wider economy. A 2018 discussion paper by the UK government titled "the economic value of data" argued that alongside maintaining a secure, trusted data environment, the government has an important role to play in laying the foundations for a flourishing data-driven economy including pursuing policies that improve the

flow of data and ensuring that companies who want to innovate have appropriate access to high-quality and well-maintained data.

The failure to better manage agricultural data at country level is affecting the digitalisation process: Agricultural data can also be considered as national resource like oil and gold. Unfortunately, countries across Africa lack the national infrastructure needed to manage this critical resource. This leads to duplicated and fragmented databases in the countries, unwillingness of data holders to share data, operational inefficiencies, data collection fatigue on data subjects, failure to scale innovations based on data, unsuited investment and policy decisions being made based on the fragmented data points, and data power imbalance between the data owners and data holders. The long-term effect of policy inaction of national governments will be a weak national digital sovereignty, i.e., the power and authority of a national government to make free decisions affecting citizens and businesses within the digital domain.

This is indirectly affecting the agricultural transformation in these economies: To reverse this, better data management at country level should be the goal. Just as all resources require infrastructure to facilitate its maximisation, agricultural data also requires infrastructure to serve as the foundation for its effective management. According to UNDP, countries with robust public infrastructure are better equipped to meet the needs of their people and accelerate action towards the United Nations Sustainable Development Goals (SDGs). Also, at the recent Commonwealth Trade Ministers Meeting (CTMM) held in London June 2023, Ministers called for the development of robust Digital Public Infrastructure (DPI) to facilitate accessible and affordable digital technologies for all.

The Secretariat has developed a model for better data management: The Commonwealth Secretariat through its Connectivity Agenda for Trade and Investment programme has developed a model of DPI for agricultural data for member countries as National Agricultural Data Infrastructure (NAGDI). The model consists of 4 main components as follows:

- *Data policies and principles*
- *Data technologies and systems*
- *Governance and administration of the infrastructure*
- *Market and business model around the infrastructure*

There is the need for private sector investment in the infrastructure.

The gap in agricultural investment is enormous in many countries across Africa. Globally, the Food and Agriculture Organisation (FAO) argues that an average annual investment of USD 209 billion is needed to meet the projected demand for food in 2050—and even more is required to eliminate hunger, and address poverty and malnourishment (FAO, 2012). This is supported by the United Nations Conference on Trade and Development (UNCTAD) that argued that, developing countries require long-term sustainable, increased investment, including investment in agriculture (UNCTAD, 2014).

A 2012 Oxfam Discussion Paper argued that private sector investment can play a vital role in delivering inclusive economic growth, environmental sustainability, and poverty reduction. The “national” in the National Agriculture Data Infrastructure (NAGDI) calls for both public and private sector data. The infrastructure transcends government data systems. To reduce current duplications, efforts must be made to leverage on investments in data by all stakeholders. A 2023 World Economic Forum article provided 5 strong reasons why the private sector should invest in smallholder farmers including the commercial benefits for the investors.

IV. Goal and Objectives of the Assignment

The purpose of this assignment is to establish the business case for **private sector** investment in national agricultural data infrastructure, within developing Commonwealth countries within Africa. The goal is to establish a business for greater investment in both commercial and smallholder agriculture in these countries.

V. Scope of Work

A consulting firm is being engaged to work with the Commonwealth Secretariat team to undertake desk research covering all the 21 Commonwealth African countries. The desk review should be complemented with survey and/or online interviews to validate the data from the literature. The firm will: -

- Review the literature on the current state of **agricultural data management** (*data acquisition, aggregation, processing, analysis, sharing, etc.*) in Commonwealth Africa member countries.
- Review the literature according to the four components of the **Commonwealth's NAgDI Model** (*agricultural data policies and principles, data technologies and systems, governance and administration options of the infrastructure, market and business model around the infrastructure*) in the member countries.
- Provide high-level summaries for each of the 21 member countries based on the literature reviews, the follow up interviews, and online discussions.
- Provide a deep-dive reflections of 5 selected countries (to be identified with the Commonwealth team) as case studies for further exploration of private sector investment in national agricultural data infrastructure.
- Produce high level policy recommendations on the business case for the private sector to invest in NAgDI in Commonwealth African countries.

Among the questions to explore are.

- How can investment in national agricultural data infrastructure contribute to agricultural transformation in these economies?
- What is the cost of inaction - what happens if private sector fails to invest in the infrastructure?
- What are the commercial benefits for the private sector in investing in agricultural data infrastructure?
- What is the business case for the private sector to invest in this infrastructure?
- What are the potential areas for private sector investment in this infrastructure?

Safeguarding:

The winning supplier will be actively taken through the Secretariat's Safeguarding policy (amongst other Corporate Policies relevant for the contract)- by the Contract Manager - at inception meeting.

Conflicts of interest

The consultant shall establish and maintain appropriate business standards, procedures and controls including those necessary to avoid any real or apparent impropriety or to prevent any action or conditions which could result in conflict with the Secretariat's best interests.

If either Party becomes aware of any actual or possible conflict between the interests of the Secretariat and the Consultant, it shall notify the other Party as soon as reasonably possible and the Parties shall meet to discuss the Conflict and shall: (i) use all reasonable endeavours to find ways to eliminate or minimise the risk of the Conflict; and (ii) take such steps as may be agreed to remove or avoid the cause of the Conflict.

8 List of Deliverables/Payment schedule:

First payment (30%)-

- *A workplan including proposed draft outline of the report - 2 weeks after contract.*
- *An inception report - 1 month after contract.*

Second payment (70%)-

- *A draft written report consisting of all the sections - 2 months after contract.*
- *A final written report covering the above - 3 months after contract.*
- *A summary slide deck of the report - 3 months after contract*
- *A presentation of the report to the stakeholders - to be determined.*

9 Contract Management

The successful consultant will report to the Secretariat's Contract Manager Dr Benjamin Kwasi Addom, Adviser, Agriculture & Fisheries Trade Policy. Specific arrangements for contract management will be as follows:

The consultant is required to provide regular progress updates via email and or virtual meeting scheduled by the contract manager.

10 Monitoring/ Reporting requirements

Reporting or update meetings will be held based on a frequency determined by the contracting parties.

11 Methodology

Include the potential sources of data; actors, and institutions to engage; approach to the study within the timeline proposed; the deep dive country cases; data analysis and interpretation; and organisation of the report.

12 Skills and experience required

Education and Experience

- *Over five years' experience in agriculture and food systems research and analysis.*
- *Qualifications in digitalisation, business administration, investment, economics, market analysis, agribusiness, fisheries, or other relevant fields.*
- *Experience in carrying out private sector financing and investment research is required.*
- *Experience in performing analysis, modelling, drafting reports, and producing policy recommendations across the Commonwealth.*

Language

- *Excellent English writing and communicating skills required.*

Knowledge, Skills and Abilities

- *Ability to constructively and tactfully engage with senior private sector partners and policymakers to solicit relevant information.*
- *Knowledge of least developed countries (LDC) and small island developing states (SIDS) context is an advantage.*
- *Experience in undertaking studies and reports in relation to Commonwealth countries, particularly within Africa will be an advantage.*
- *Experience working with government officials and stakeholders from academia, private sector and civil society is an advantage.*

This consultancy assignment is expected to require a Consultant at Band C of the Secretariat's Technical Assistance Consultants: Corporate Fee Band Table (see Annex 1 Below).

13 Evaluation criteria

The Technical Questionnaire Quotes will be assessed based on the evaluation criteria set forth in this document.

Part 1 Bidder's details is for information only.

Part 2 - Suitability Assessment Questions -will be assessed on a Pass/Fail basis

14 Payments

Payments will be made in line with the schedule of deliverables outlined above and upon successful completion of the milestones, upon receipt of the Secretariat's written approval of all agreed deliverables and upon submission of a compliant invoice and any other supporting documents as may be required by the Secretariat from time to time. All invoices to be sent to contract manager Benjamin Kwasi Addom, Adviser, Agriculture & Fisheries Trade Policy at connectivity@commonwealth.int

Quote Submission Documents (ref LCC Q0503 -6)

Note - Bidders must complete and return all Quote submission documents below:

Part 1 - Bidder Details

Part 2 - Suitability Assessment Questions

Part 3 - Technical Questionnaire

Part 4 - Pricing

Part 1 - Bidder Details (for information)

Please provide details relating to your registered offices, legal status and date of incorporation.

<i>Individual/ Company and/or Trading Name</i>		<i>Company/Sole Trader Registration Number</i>	
<i>Company Address</i>		<i>Date of incorporation</i>	
<i>Post Code</i>			

<i>Contact Name</i>		<i>Job Title</i>	
<i>Telephone</i>		<i>Email</i>	

In the event of utilising a third party, on your behalf for any part of the services, please provide the full details of the secondary consultant/supplier:

<i>Company Name</i>		<i>Duration of working relationship,</i>	
<i>Company Address</i>		<i>Reason for use</i>	
<i>Post Code</i>			

In line with the Secretariat's Procurement Code of Ethics¹, the Secretariat works towards encouraging SMEs to apply for relevant tenders and is committed to monitoring the environmental awareness of our consultants, suppliers and partners with a view (where relevant to the subject matter of the contract) to only doing business with ISO 14001 Environmental Management or ISO 50001 Energy Management accredited organisations.

Is the Consultant classified as a Micro or Small Medium Enterprise (SME)?	Yes/No
Is the Consultant an ISO14001 or ISO 50001 (Energy Management) accredited organisation?	Yes/No

UK VAT Declaration

For UK Registered consultant: Is the bidder registered for Value Added Tax (VAT)? [Y/N]

If Yes, please include VAT registration number [insert] and provide a copy of your VAT registration certificate as part of your response.

¹ <https://thecommonwealth.org/corporate-policies>

Annual Turnover check:

In line with the Secretariat's Procurement Code of Ethics², the Secretariat expects for its consultant/suppliers to have a turn over that is, as a minimum, twice the value of the contract they are applying for. Please state the following:

Annual	Previous Year	Year 2
Turnover:	£	£

Or

For individual consultants, please confirm that your annual turnover is twice the value of the Contract you are applying for:

YES

☐

Please note, the successful bidder (if a company and not an Individual) may also be checked for their Equifax Financial Credit Score. Should the bidder (if a company) fail the commercial credit score check, the Secretariat will be entitled to commence negotiations with the second preferred bidder subject to that bidder (if a Company) having passed the Equifax Credit Score and so forth.

Please provide the contact details of two reference clients. A minimum of two references will be collected from previous clients (excluding the Secretariat) from projects carried out in (max) last 18 months. Please provide references from similar international organisations or public sector bodies or equivalent if possible. One of the references should relate to the most recent contract you/your company has fulfilled. If possible, additionally, **supply a list of potential references from which the Secretariat can select the referees they wish to contact³**. The referees will not be contacted until the final stage of the Quote process.

	Reference 1	Reference 2
Company Name		
Company Address		
Post Code		
Referees name		
Referee Telephone		
Referee Email		

Part 2 - Suitability Assessment Questions (pass/fail)

Grounds for Exclusion

You will be excluded from the Quote process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations.

1. Within the past five years, have you or your organisation (or any member of your proposed consortium, if applicable)- if you are trading as a company - Directors or Partner or any other person who has powers of representation, decision or control been convicted of any of the following offences? Individual Consultants - please complete the table to the best of your knowledge.

² <https://thecommonwealth.org/corporate-policies>

³ This will go some way to mitigate against bidders selecting the references that are likely to be more favorable and will assist in providing a more realistic reflection of performance.

Please Mark 'X' In the Relevant Box	Yes	No
(a) Conspiracy as defined by the legislative or judicial bodies in your jurisdiction.		
(b) Corruption as defined by the legislative or judicial bodies in your jurisdiction.		
(c) Bribery as defined by the legislative or judicial bodies in your jurisdiction.		
(d) The offence of cheating the Revenue as defined by the legislative or judicial bodies in your jurisdiction.		
(e) The offence of conspiracy to defraud as defined by the legislative or judicial bodies in your jurisdiction.		
(f) Fraud as defined by the legislative or judicial bodies in your jurisdiction.		
(g) Theft as defined by the legislative or judicial bodies in your jurisdiction.		
(h) Fraudulent trading as defined by the legislative or judicial bodies in your jurisdiction.		
(i) Fraudulent evasion as defined by the legislative or judicial bodies in your jurisdiction.		
(j) Destroying, defacing or concealing of documents or procuring the execution of a valuable security as defined by the legislative or judicial bodies in your jurisdiction.		
(k) The possession of articles for use in frauds as defined by the legislative or judicial bodies in your jurisdiction.		
(l) Any offence considered to be Counter Terrorism as defined by the legislative or judicial bodies in your jurisdiction.		
(m) Money laundering as defined by the legislative or judicial bodies in your jurisdiction.		
(n) Any Sexual Offences as defined by the legislative or judicial bodies in your jurisdiction.		
(o) Drug trafficking as defined by the legislative or judicial bodies in your jurisdiction.		

2. Within the past three years, please indicate if any of the following situations have applied, or currently apply, to you (if an Individual Consultant) or your organisation.

Please Mark 'X' In the Relevant Box	Yes	No
(a) You/your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being		

	administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;		
(b)	You/your organisation is guilty of grave professional misconduct, which renders its integrity questionable;		
(c)	You/your organisation has entered into agreements with other economic operators aimed at distorting competition;		
(d)	the prior involvement of you/your organisation in the preparation of the procurement procedure has resulted in a distortion of competition;		
(e)	you/your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.		

3. Employment and Human Rights

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. Please delete 'Yes' / 'No' as applicable.

(a)	In the last three years, has any finding of unlawful discrimination been made against you/your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	Yes/No
(b)	<p>In the last three years, have you or has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p> <p><i>If you have answered "yes" to one or both of the questions, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</i></p> <p><i>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to The Secretariat's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</i></p>	Yes/No
(c)	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	Yes/No/ NA

4. Environmental Legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. Please delete 'Yes' / 'No' as applicable.

(a)	Have you or your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? <i>If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. The Secretariat will not select bidders that have been prosecuted or served notice under environmental legislation in the last 3 years, unless The Commonwealth is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</i>	Yes/No
(b)	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	Yes/No/ NA

5. Health and Safety legislation

For individuals/organisations working outside of the UK please refer to equivalent legislation in the country that you are registered in and/or located. Please delete ‘Yes’ / ‘No’ as applicable.

(a)	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	Yes/No/NA (individual consultant)
(b)	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? <i>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The Secretariat will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to The Secretariat’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</i>	Yes/No/NA (individual consultant)
(c)	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	Yes/No/ NA (individual consultant)

6. Insurance requirements (for information)

Does the Consultant whether an Individual or Company) have insurances (as may be necessary or relevant by the subject matter of the contract specified in the ToR in this RFQ), currently in place, for the business activities they are proposing to carry out?

YES

☐

NO

☐

If Yes, please state the type of insurance and level of insurance held:

Area	Does the Consultant/supplier have insurances in place?	Level of cover expected	Level of cover currently held
e.g. Public liability	Yes/No/NA	£5m	
e.g. Employer's liability	Yes/No/NA	£2m	
e.g. Professional Indemnity	Yes/No/NA	£1m	
e.g. Data Protection Liability	Yes/No/NA	£30,000	

Please note that the **Individual Consultant** will not be excluded from the tender process if the answer is 'No'. However, it is industry best practice for consultants to ensure they have suitable insurances in place for the work they are proposing to undertake.

Please note that the insurance cover detailed above should be in place before activities commence in pursuance of the services required (if successful) and will not be considered as part of the costs under the contract between the Secretariat and the selected consultant.

7. Terms and Conditions/Code of Ethics/Corporate Policies

Please delete 'Yes' / 'No' as applicable.

(a)	<p>Please confirm that you (if an Individual Consultant)/your organisation agrees to the Commonwealth Secretariat's:</p> <p>1. Secretariat's standard terms and conditions for below £30,000 total contract value can be found at: https://thecommonwealth.org/terms-and-conditions</p> <p>2. Secretariat's Code of Ethics and Safeguarding Policy at: https://thecommonwealth.org/corporate-policies and</p> <p>3. Secretariat's Corporate policies applicable to Consultant/suppliers and as published from time to time on the following web page: https://thecommonwealth.org/corporate-policies</p> <p>.....</p> <p>If you do not agree to abide by the above, please state reasons and/or changes requested as part of your bid:</p>	Yes/No
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8. Legal comments table

By submitting a response, the bidder is agreeing to be bound by the terms of this RFQ and the Contract save as in relation to those areas of the Contract specifically highlighted below. As such, if the terms & conditions of the Commonwealth Secretariat [Terms and Conditions | Commonwealth \(thecommonwealth.org\)](https://thecommonwealth.org/terms-and-conditions) renders proposals in the bidder's response

unworkable, the bidder must submit full details of the unworkable/unacceptable provisions within the relevant Standard Terms and Conditions (Consultancy) by completing the Legal Comments Table below.

Clause/Paragraph /Schedule	Summary of Issue	Suggested Revisions

Part 3 - Technical Questionnaire

The following scoring mechanism will be used to score each question in this section:

Using a 0 - 5 scoring system:	
0	Unacceptable Response - No information provided or response does not address the requirement.
1	Poor response - The response contains material omissions and / or is supported by limited evidence / examples. Concerns that the organisation does not have the potential to deliver / that they have failed to meet a reasonable standard.
2	Fair response - There is adequate detail / supporting examples giving a reasonable level of confidence in the Tenderer's experience and ability. The Tenderer appears to have the potential to deliver as required / has met a reasonable standard and there are only minor concerns about the Tenderer's experience
3	Good Response - The level of detail / supporting examples gives a high level of confidence in the Tenderer's experience and ability. The Tenderer clearly has the potential to deliver and / or has clearly met an acceptable standard.
4	Excellent Response - A comprehensive well evidenced submission, clearly demonstrating expertise and knowledge incorporating some value-added benefits attributes & other points of innovation. The bid is deemed to offer little risk and fully captures the understanding of the steps involved to deliver aspects of the service which can be related to the question posed, giving a high level of confidence in the Tenderer's experience and ability.

5	Exceptional Response - A comprehensive and exceptionally evidenced submission that substantially exceeds the expectations of the requirement and offers significant additional benefits. Submission clearly demonstrates exceptional expertise and knowledge incorporating value added benefits/ & other points of innovation. The bid is deemed to offer well identified risks and a mitigation of these put forward and fully captures the understanding of the steps involved to deliver all the aspects of the service and is directly relatable to the question posed, giving an exceptionally high level of confidence in the Tenderer's experience and ability.
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- The technical questions below are worth **80%** of the total score. The individual question weightings are set out in the weighting column.
- The following formula will be applied for each question:
 - $\text{Points Scored} \div \text{Points Available} \times \% \text{ weighting}$
 - The scores for each of the questions will be added to give a total Technical/Quality Score
- Unanswered questions or sections that are left blank shall be awarded a 0.

Please answer all questions in the spaces provided. **Please do not attach documents or appendices.**

[tailor this section to the specific requirement (e.g. if procurement goods/services) or remove section if you are seeking only CVs rather than proposals]

Question No.	Question	Weighting
1	Firm's Understanding of the Assignment: The context and why this study is important for the Commonwealth	20%
Insert your answer here		
2	Proposed Methodology: Including the potential sources of data; actors, and institutions to engage; approach to the study within the timeline proposed; the deep dive country cases; data analysis and interpretation; and organisation of the report.	25%
Insert your answer here		
3	Firm Profile: Qualifications, key staff, and past relevant references of similar assignments	25%
Insert your answer here		
4	Practical skills Highlight skills as they relate to this project	10%
Insert your answer here		

Part 4 - Pricing

The total budget available for this project is fifteen thousand pounds (£15,000) including VAT and any or all other expenses incurred by the consultant.

Transparent pricing must be submitted with no hidden costs. Pricing and cost must be broken down to the different elements of the services and any other costs.

Please complete the Pricing Schedule and submit as a separate document. Please refer to Instructions to bidders which states that unless indicated otherwise, all prices should be quoted in Pounds Sterling.

Consultants are expected (within their financial proposal) to provide a full breakdown of the number of experts/number of days (total and per expert) needed to complete the assignment.

Consultants are to give an indication as to which Band each Consultant's fee falls within in the Secretariat's **Technical Assistance Consultants: Corporate Fee Band Table (see Annex 1)**. Include CVs of all staff proposed. Please note that the maximum daily fee rates can not normally exceed £700.

Consultant's Name/Role/Band - refer to Annex 1 Technical Assistance Consultants: Corporate Fee Band Table Experts name/role	Day Rate (including all taxes)	No of Days	Total (including all taxes) GBP
Total			

If expenses are applicable for this assignment, insert the following table:

Expenses:			
Per diem (to be in line with Secretariat's policies on travel and per diem rates)			
Travel (to be in line with Secretariat's travel policies)			
Other (please list)			
Total in GBP			

The following scoring mechanism may be used to score the Pricing Section in the Evaluation Matrix to reflect the Fee band (Annex 1) in addition to the Fixed cost score of the project

	Using 1-3 Scoring system for Fee Band Requirement
1	Does not meet the fee band requirement
2	Partially meets the fee band requirement
3	Fully meets the the fee band requirement

Payments will be made upon successful completion of the milestones described in the terms of reference, upon receipt of the Secretariat's written approval of all agreed deliverables and upon submission of a compliant invoice. If there is a VAT element - for UK VAT registered consultant only - this must be itemised in the total quote received/agreed by the Secretariat and the consultant must submit a UK VAT registration certificate to the Secretariat when invoicing. All invoices will be sent to contract manager at connectivity@commonwealth.int

Annex 1 - Secretariat's Technical Assistance Consultants: Corporate Fee Band Table

The consultancy fee rate range associated with a particular level of assignment may be based on the following:

- Knowledge, qualifications, experience, and skills required.
- Level of work in terms of responsibilities and complexity of the assignment.
- Degree of specialization required by the assignment.

Band	Per Day (GBP)	Comments and Guidelines
A*	700+	<ol style="list-style-type: none"> 1. Extensive achievement in their specialist field, in which they are nationally or internationally renowned. Extensive experience of leading or directing major, complex and business-critical projects, bringing genuine strategic insight, understanding the range of services to be delivered. In depth knowledge of the international sector/specialist field and of current policy and political issues affecting it. 2. Contributions to the accomplishment of a crucial programme or service or functional area of a broad scope, involving high complexity and impact. 3. Providing functional leadership and expert advice. 4. Preparing intricate and complex technical papers to working groups. 5. Undertaking the drafting of reports or proposals for projects of a large scale or a broad scope. 6. Large-scale programmatic and operational activities involving large commitments of staff and funds. 7. Rare specialization 8. Industry equivalent level: Partner/Managing Director
B	500-699	<ol style="list-style-type: none"> 1. Substantial experience in their specialist field and operating multiple major consultancy assignments achieving specific revenue and income objectives to agreed outcomes. 2. Within this category the person is expected to have significant, proven, industry recognised experience. 3. Expected to develop new approaches, techniques, or policies and/or design guidelines, standard operating procedures. 4. Providing technical support; leading group dynamics; and undertaking report drafting or project-wide proposals. 5. Industry equivalent level: Principal/Senior Consultant
C	350 - 499	<ol style="list-style-type: none"> 1. Demonstrable experience and relevant exposure in a range of projects in a specialist field. 2. Evidence of client facing experience and relationship management.

		<ul style="list-style-type: none"> 3. Support for planning and monitoring budgets and services to wider consultancy projects; and experience of proposal preparation. 4. Industry equivalent level: Consultant
D	300-349	<ul style="list-style-type: none"> 1. Specialized degree or training and 2. Several years of relevant experience 3. Industry equivalent level: Junior Consultant
E	£100 - £299	<ul style="list-style-type: none"> 1. This level is established for the engagement of support services not available in the Secretariat related to projects or technical tasks of a narrow scope for which limited technical skills or experience are required. 2. Industry equivalent level: Project Support