



# The Commonwealth

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

*IN STRICT COMMERCIAL CONFIDENCE*

Request for Quotations (RFQ)

Technical Assistance for Data Capacity-Building for Planning, Monitoring and Evaluation of Social Sector Policies and Plans which Mainstream Youth

September 2024

Secretariat Reference Number: 642-2024

Return Date: 17:00 (BST) 21 October 2024

Estimated Contract Award: 11 November 2024

e-procurement portal: <https://intendhost.co.uk/thecommonwealth.aspx/Home>

## Contents

### Table of Contents

1. Introduction	3
2. Purpose	3
3. Instructions to Tenderers	3
4. Evaluation Weightings	4
5. Quote Timeline	4
6. Information for Tenderers	4
7. Terms of reference	<b>Error! Bookmark not defined.</b>
Part 1 - Tenderer Details	13
Part 2 - Suitability Assessment Questions	15
Part 3 - Technical Questionnaire	20
Part 4 - Pricing	22
Annex 1 - Secretariat's Technical Assistance Consultants: Corporate Fee Band Table	16

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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 service to build the capacities of Commonwealth member states for evidence-based policymaking and planning for positive development outcomes for young people. The consultant will help two small member states to collect, collate and analyse statistical data, produce reports and tools that help to monitor progress on youth development, and share good practices among a wider group of member state representatives. The appointed consultant shall be awarded a contract that will be effective for up to eight (8) months.

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

## 3. Instructions to Tenderers

This is a one-stage RFQ process with a written submission to this RFQ followed by tenderer clarifications, if required. Tenderers will be scored following the first stage and if required tenderers may be asked to clarify their quote.

Tenderers must submit all documents as set out in Section 5 Part1 - Part 3 no later than the return date of **17:00 (Noon) BST 21<sup>st</sup> October 2024**

All clarification queries must be submitted by **12:00 (Noon) BST 4<sup>th</sup> October 2024** and only via the Commonwealth Secretariat's e-procurement portal: <https://in-tendhost.co.uk/thecommonwealth.aspx/Home>

The tender documents are to be returned via the Commonwealth Secretariat's e-procurement portal: <https://in-tendhost.co.uk/thecommonwealth.aspx/Home>.

- **Note:** The supplier guidance document to **registering on the e-procurement portal** & if any issues arise during use of the portal is available on the Commonwealth Secretariat's **tendering site** <https://tenders.thecommonwealth.org.aspx/BuyerProfiles> and accessible to all pre-registration.

- If you encounter any issues when registering on the Commonwealth Secretariat's e-tendering portal, please contact Customer Support at: email: [Support@intend.co.uk](mailto:Support@intend.co.uk) / please cc: [procurement@commonwealth.int](mailto:procurement@commonwealth.int)

**NOTE: The file must be no more than 35MB per email.**

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	25 <sup>th</sup> September 2024
Clarification questions to be submitted by tenderers by	12 Noon (BST) 4 <sup>th</sup> October 2024
Secretariat's response to (anonymised) clarification questions to be circulated to all potential tenderers	17:00 (BST) 7 <sup>th</sup> October 2024
Quotes submission closing date	17:00 (BST) 21 <sup>st</sup> October 2024
Contract Start Date	11 November 2024

#### 6. Information for Bidders

- Unless indicated otherwise, all prices should be quoted in Pounds Sterling. Prices quoted for Technical Assistance Consultancy should include taxes (VAT) 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 tenderer must ensure that they have all the information required for the preparation of the Quote submission and that they are satisfied with the correct interpretation of terminology used in this documentation. The tenderer 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 60 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.
- Tenderers shall bear all costs in completing a quotation submission.
- Tenderers shall not disclose details of the RFQ to third parties without prior agreement from an authorised officer of the Commonwealth Secretariat.
- Tenderers 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 tenderer who will be taken forward to contract award. The Secretariat reserves the right to appoint a reserve preferred tenderer, which the Secretariat could

then take forward to contract award if any contract negotiations with the preferred tenderer are unsuccessful.

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

- Tenderers 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>  
Tenderers 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 tenderer 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 tenderer 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 tenderer 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)

<b>Title:</b>	Technical Assistance for Data Capacity-Building for Planning, Monitoring and Evaluation of the Social Sector Policies and Plans which Mainstream Youth.
<b>Organisational Section/Unit:</b>	Social Policy Development Section/Office of the Secretary General
<b>Duty Station:</b>	Remotely and in country/in the field
<b>Proposed period:</b>	November 2024 - June 2025
<b>Actual work time:</b>	Up to 85 workdays within the proposed period

### a. Background

Effective mainstreaming of youth perspectives and concerns into development planning is a mandate from Commonwealth Heads of Government and Ministers of Youth. It requires capacity for multi-sectoral monitoring of the outcomes for young people resulting from the implementation of youth sector-specific and wider socio-economic development policies and plans. Such evidence is critical to the policymaking and development planning processes.

Recognising that imperative, at their 10<sup>th</sup> Meeting in September 2023, Commonwealth Youth Ministers committed to taking stapes to *“invest in gathering data, disaggregated by age, gender, disability and geography in accordance with country context [and agreed] to gather better youth specific data and develop monitoring tools for assessing and evaluating youth programmes, to ensure effectiveness and facilitating the development of evidence-based policies and programmes for youth development”*.

Since 2013, the Secretariat has published the Global Youth Development Index (YDI) as a tool for comparative assessment of progress on youth development and, in 2016, the Secretariat provided a toolkit for Member States to support development of regional and national youth

development indices as complements to the global YDI. Against the background of the Commonwealth Youth Programme's (CYP's) prior technical assistance to regional and national data projects, including in ASEAN, Australia, India and Pakistan, there is an opportunity to harness those cases of progress to build the otherwise limited capacity, particularly in small developing states, in relation to:

- availability of baseline statistical data on the situation of youth to inform updating and monitoring of national youth policies and sectoral policies addressing objectives for young people.
- identification of minimum sets of regional and national specialized indicator frameworks to measure progress on policy implementation and the impact of youth development activities.
- computation of national and regional composite indices measuring outcomes across multiple dimensions of socio-economic development; and
- sensitization of data officers and managers in regional organizations, national statistical agencies, youth ministries, other sectoral ministries, and sub-national agencies to effectively collect, prepare and use data on young people for development planning.

## **b. Project Objectives**

This project will support capacity-building for evidence-based policymaking and planning. Specifically, it will:

1. Increase government capacity to monitor progress on youth and social development.
2. Provide Member States with specialised technical assistance for statistical analysis to develop regional and national frameworks for planning and monitoring policy responses for youth development, including youth development indices, benchmarked against the Global Youth Development Index.
3. Facilitate baseline or updated situation analyses of youth to support youth mainstreaming and evidence-based planning, including preparation of thematic statistical monographs.
4. Strengthen working relationships between Regional and National Statistical Offices and Ministries and Departments responsible for youth, sports, education and health.
5. Facilitate communities of practice and knowledge exchanges among Member States undertaking national and regional data projects for evidence-based policymaking, mainstreaming and monitoring and evaluation.

## **c. Project Description**

The project will run for 8 months from November 2024 to provide specialized statistical expertise to two small developing states - Namibia and Samoa - while supporting knowledge exchange among other member states at varying levels of implementation of M&E frameworks for youth mainstreaming.

Namibia has a draft Framework for a National YDI and now needs to disseminate a National Survey and support to compute the index. Samoa has a National Statistical Monograph which now needs to be updated in order to support the revision of the National Youth Policy.

Members of the wider community of practice will include, among other countries, Pakistan which recently completed its national YDI, and Ghana which intends to develop a YDI, as well as regional statistical bodies, young people and other experts.

### *The Namibian Context*

In a demographic context in which 35% of the population of 2.5 million are considered youth between 16 and 35 years old, Namibia is keen to finalise its National YDI. In 2018, Namibia began consultations on the development of an index with technical assistance from the Secretariat, using the guidelines provided by the regional and national YDI toolkit. In spite of significant disruptions to work on location in Namibia as a result of the COVID-19 pandemic, a

draft Namibia Youth Development Index Framework Report and National Youth Survey questionnaire were developed in 2021 through remote consultations. With the improvement of conditions, globally and in Namibia, the Government is now prepared to undertake data collection to populate a national YDI database and compute an index as a part of the Ministry of Youth's Annual Plan.

The 2021 framework report provides a review of literature; insight from consultations with government ministries, departments and agencies and non-governmental youth development stakeholders; the results of a preliminary audit of indicators and data sources for a youth development index; and a proposed methodology for computation of the index. The framework report recommended the computation of an index based on a possible six domains, identified from literature and by stakeholders, and further aligned with international and national policy priorities, including in the African Youth Charter and Namibia's third National Youth Policy (NYP III). The recommended domains are:

1. Education and Skills
2. Health and Wellbeing
3. Employment and Opportunity
4. Civic and Political Participation
5. Vulnerable Youth, Gender and Discrimination
6. Peace and Security Domains

#### *The Samoan Context*

In 2020, drawing on the Population and Housing Census, the Samoa Bureau of Statistics (SBS) published a Youth Monograph which outlined the situation of youth and provides an initial framework for planning and monitoring the National Youth Policy, alongside other related social sector policies, including on gender and disability.

Young people between 10 and 34 years old represent some 42 per cent of the population and differential outcomes for young men and young women has been observed in areas of employment and educational attainment. The monograph outlines six key policy areas from the NYP and five policy outcomes.

Now, having conducted a SHS in 2021 and begun work to revise and update the National Youth Policy, Samoa requires support to update the Youth Monograph as it strengthens its tools for planning, monitoring and evaluation of Policy. The Ministry for Women, Community and Social Development (MWCSD) which has responsibility for youth, will work with the SBS and other sectoral ministries to update the monograph so it supports a revised National Youth Policy.

#### **d. Scope of Work and Key Responsibilities**

The project will require a consultant to undertake the following work:

##### **Workstream 1: Remotely (estimated 5 days)**

##### **Timing will be determined by the progress of Workstreams 2 and 3**

1. Design a knowledge exchange plan to connect, in a virtual community of practice session, Samoa and Namibia to i) other countries who have already developed national YDIs, statistical monographs or other types of M&E frameworks; ii) those countries who have an interest in developing these frameworks, and iii) other key stakeholders, including young people.
2. In consultation with the Secretariat invite senior officials and technical personnel to attend the one-day session.
3. Compile and/or design resource materials and activities which will support capacity-building during the session.

4. Facilitate the community of practice activities, virtually, guiding participants to lead and co-lead on elements of the discussions. The session must introduce principles and tools of evidence-based policymaking, explore approaches to working inter-sectorally in a mainstreamed approach, review various country experiences of conducting National Youth Surveys, developing YDIs, other statistical tools and other forms for data collection and analysis to support policymaking.
5. Document the community of practice process through a final summary report of the outcomes also containing short tips and guidelines to sustain the community of practice model beyond the life of the contract.

## **Workstream 2: Remotely and in Samoa (estimated 40 days)**

Remotely,

1. Undertake a literature review on data and information on youth development in Samoa and other Pacific Island Countries to identify youth development challenges and gaps regarding youth development services offered by the Government. This will include the review of the Samoa Youth Monograph (SYM) 2019.
2. In consultation with SBS, identify and select SBS staff that will participate and contribute to the preparation of the youth monograph report.

In country,

3. Lead consultation meetings with relevant stakeholders and youth groups as part of the review and identify additional data sources to be utilized for analysis and report writing.
4. Submit an outline for the monograph, and a detailed work plan for the preparation of monograph and accompanying briefs to the Secretariat, SBS and MWCSO.
5. Compile and design the Samoa Youth Monograph 2024 report and develop a package of targeted briefs. The topics covered should be aligned to the conceptual framework for youth and adolescent development as referenced in the State of the Pacific Youth 2017 report, Sustainable Development Goals and targets pertaining to adolescent and youth development, and Samoa's National Youth Policy. The topics must include, but not limited to the following areas of youth and adolescent development.
  - a. Young people in the total population
  - b. Outline of the youth transition
  - c. Geographical profile including migration
  - d. Health status and well-being
  - e. Education and learning
  - f. Employment and employability
  - g. Young people's access to and utilization of information, communication and technology
  - h. Civic and political participation
  - i. Protection and safety
  - j. Youth in ICT
  - k. Youth in Climate Change
  - l. Where applicable, cross-cutting issues on gender equality and disability should be analyzed and mainstreamed across all topic areas.

Remotely,

6. Prepare and submit a first draft of SYM report and package of targeted briefs to SBS, MWCSO and the Commonwealth Secretariat for review.
  - a. The report should be maximum 80-page report, to include 3-5 pages of executive summary, introductory chapter, chapters presenting findings across topic areas each chapter closing with a summary of key findings, concluding chapter with summary of all key findings. A detailed annex should be included in the report with relevant data tables included.

- b. Each targeted brief should be 3-5 pages and include: an overview section highlighting relevant national, regional and international overview on the topic, a section detailing key analytical findings/situation assessment, new development and challenges related to the topic area, and a section on key evidence-informed recommendations targeted at audience for the brief.
7. Respond to feedback from SBS, MWCSO and the Commonwealth Secretariat and revise or update the report.

The Government of Samoa will provide in-country logistical support to the consultant including provision of office space within country and a dedicated officer responsible for providing the consultant with all tabulations and/or supporting the consultant with administrative data extraction. The consultant is expected to use his/her own computer, but a stable internet connection will be provided.

The Commonwealth Secretariat will arrange and pay for the costs of travel to and accommodation in country.

### **Workstream 3: Remotely and in Namibia (estimated 40 days)**

1. Remotely, review the Namibia Youth Development Index Framework Report 2021 to finalise the indicators for each of the six recommended domains and develop a consultation, capacity-building and data collection plan to populate the NYDI database, in consultation with the Government of Namibia and the Commonwealth Secretariat.

In country,

2. Convene a consultation in Namibia with key stakeholders on implementation of the data collection plan, including the prior Technical Advisory Committee.
3. Coordinate the administration of the National Youth Survey, including training of survey administrators to include young people to collect data in schools and communities across Namibia.
4. Support and advise national data managers, building their capacity to select, retrieve, prepare and submit data from administrative databases at regional level for population of the index dataset.
5. Supervise and ensure collation of all administrative and survey data required for index.

Remotely,

6. Prepare composite dataset, in Excel, of raw administrative data and National Youth Survey data covering indicators in all domains of index.
7. Compute the index scores for each region and prepare a trend analysis on progress in youth development.
8. Prepare a national Youth Development Index report to include ranking of regions, and thematic analysis across domains and indicators of the index and incorporating relevant background from the draft Framework report.

The Government of Namibia will provide logistical support to the consultant including provision of office or desk space at the Ministry and transportation within country. The consultant is expected to use his or her own computer but will be provided with a stable internet connection. The government will also assign an officer to support coordination and arrangement of meetings with relevant agencies including the National Statistical Agency and other line ministries, administrative data extraction, securing permission to administer the survey in schools and communities, recruitment of data collectors to include young people and coordination of the National Youth Survey.

The Commonwealth Secretariat will arrange and pay for the costs of travel to and accommodation in country.

#### e. Project Deliverables and Outputs

The project will begin in November 2024 and be completed by June 2025, during which time the consultant will be expected to deliver the following outputs.

Deliverables	Timeline	Remuneration
a. Draft Work Plan covering specific activities in each phase of the project involving convening community of practice session and direct technical assistance to Namibia and Samoa through consultation, training and data collection activities	1 week of start	10%
b. Brief inception report including a concise review of the 2020 Statistical Monograph and recommendations for update and an outline of the new monograph	2 weeks of start	10%
c. Draft Samoa Youth Statistical Monograph (YSM)	30 January 2025	10%
d. Final Samoa Youth Statistical Monograph (YSM)	28 February 2025	20%
e. Brief Namibia consultation report on Meeting of Expert Panel, consultations with key stakeholders, data managers and training of data collectors to include final copies of National Youth Survey	30 March 2025	20%
f. Draft Namibia YDI Report including draft YDI Database (in Excel Format) with Raw National Youth Survey and Administrative Data and computed YDI Scores	31 May 2025	10%
g. Final Namibia YDI Report including YDI Database (in Excel Format) with Raw National Youth Survey and Administrative Data and computed YDI Scores	15 June 2025	15%
h. On completion of the Communities of Practice virtual session submission of a final Community of Practice Report, including any guides, resources compiled and developed throughout the process.	By 30 June 2025	5%
<b>Total</b>		<b>100%</b>

#### f. Indicators to Evaluate the Consultant's Performance

Consultants' deliverables will be assessed in accordance with the following indicators:

Deliverables	Indicators
a, b, e	<ul style="list-style-type: none"> <li>Strong logic, critical analysis of the policy and development context including key stakeholders to be engaged</li> <li>Demonstrated knowledge of what is required sequentially and in terms of stakeholder engagement, to advance the statistical work to completion</li> </ul>
c, f,	<ul style="list-style-type: none"> <li>Quality of data and analysis (Accurateness, coherence, reliability, and relevance)</li> <li>Technical excellence</li> <li>Comprehensiveness of coverage of required thematic/sectoral areas in development</li> </ul>

d and g	<ul style="list-style-type: none"> <li>• All comments from the Secretariat and Government are appropriately reflected</li> <li>• Excellent writing skills</li> <li>• Political nuances fully considered</li> <li>• Technical excellence.</li> </ul>
h	<ul style="list-style-type: none"> <li>• Faithfulness of account of best practices shared</li> <li>• Relevance of guides, resources shared</li> <li>• Incisiveness of recommendations and tips outlined for use by non-participating states</li> </ul>

## **g. Profile of Ideal Candidate/Person Specification**

### **Qualifications and Knowledge**

- An advanced degree in the Social Sciences with specialisations in disciplines such as Demography, Statistics, Economics, Public Policy and Social Research
- Strong knowledge of research trends in population, youth and social development; youth mainstreaming; research ethics; policy development protocols and procedures; understanding of Commonwealth, regional and national youth development agendas.

### **Extensive Experience**

- At least 7 years working in demography, statistics and social policy in a research capacity.
- Experience in youth development analysis and social policy analysis
- Experience of working in developing countries, particularly in small developing states of the Commonwealth, is highly desirable.

### **Demonstrable Skills**

- Development of inclusive consultation protocols, virtually and face-to-face, including with groups of experts
- Convening of high-level knowledge exchange workshops and communities of practice with government officials
- Design and facilitation of training workshops and capacity-building activities for senior officials and other stakeholders in using evidence in policymaking
- Recruitment, sub-contracting and supervision of multi-disciplinary and multi-location consultants
- Interpretation and analysis of statistical data
- Preparation of national or regional thematic statistical monographs, particularly on youth
- Design of regional or national indicator frameworks and youth development indices
- High-level proficiency in data processing and effective use of analytical software such as PowerBI, CPro, Stata, SPSS etc.
- Ability to work autonomously and in teams
- Administrative and organisational abilities, including an eye for detail
- Ability to work under pressure, with agility, and deliver high quality results on time
- Excellent oral and communication skills, including at a high level with policy audiences
- Fluency in English

## **h. Administrative arrangements**

The tasks associated with this Terms of Reference are expected to be completed over a contract period beginning in November 2024 and ending in June 2025.

The consultant will receive an agreed sum (including VAT and other charges) for the consultancy, which will be paid upon milestone completion. The Secretariat will pay per diem

to cover the consultant's contracted field mission and travel economy return airfare to both countries.

The Governments of Samoa and Namibia will provide logistical support in country, including provision of working space.

**i. Evaluation Criteria**

Submissions will be assessed based on the evaluation criteria outlined in this document (see skills and experience required and the weightings apportioned to quality/price above in this document at section 4 - Evaluation weighting and section 7 - Terms of reference (ToR).

Part 1 Bidder's details are for information only.

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

Part 3 - Technical Questionnaire - **80%**

Part 4 - Pricing - **20%**

**j. Payments**

Payments will be made upon the Secretariat's written approval of all agreed deliverables, as outlined above, the submission of a compliant invoice and any other supporting documents as may be required by the Secretariat. All invoices are to be sent to contract manager [t.gilbert-roberts@commonwealth.int](mailto:t.gilbert-roberts@commonwealth.int)

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**Quote Submission Documents (ref 642-2024)**

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

**Part 1 - Tenderer Details**

**Part 2 - Suitability Assessment Questions**

**Part 3 - Technical Questionnaire**

**Part 4 - Pricing**

**Part 1 - Tenderer 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 Address</i>	
<i>Post Code</i>	

<i>Company/ Sole Trader Registration Number</i>	
<i>Date of incorporation</i>	

<i>Contact Name</i>	
<i>Telephone</i>	

<i>Job Title</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>Company Address</i>	
<i>Post Code</i>	

<i>Duration of working relationship,</i>	
<i>Reason for use</i>	

In line with the Secretariat’s Procurement Code of Ethics<sup>1</sup>, 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.

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

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 tenderer 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.

**Annual Turnover check:**

In line with the Secretariat’s Procurement Code of Ethics<sup>2</sup>, the Secretariat expects for its consultant/suppliers to have a turnover 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 tenderer (if a company and not an Individual) may also be checked for their Equifax Financial Credit Score. Should the tenderer (if a company) fail the commercial credit score check, the Secretariat will be entitled to commence negotiations with the second preferred tenderer subject to that tenderer (if a Company) having passed the Equifax Credit Score and so forth.

Please provide the contact details of at least three reference clients. A minimum of two references will be collected from previous clients (excluding the Secretariat) from projects carried out in (max) the 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 contact**<sup>3</sup>. The referees will not be contacted until the final stage of the Quote process.

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

<sup>3</sup> 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.

	<i>Reference 1</i>	<i>Reference 2</i>	<i>Reference 3</i>
<i>Company Name</i>			
<i>Company Address</i>			
<i>Post Code</i>			
<i>Referees name</i>			
<i>Referee Telephone</i>			
<i>Referee Email</i>			

## 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.

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)	<p>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)?</p> <p><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></p>	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
<i>e.g. public liability</i>	Yes/No/NA	£10m	
<i>e.g. Employer’s liability</i>	Yes/No/NA	£5m	
<i>e.g. Professional Indemnity</i>	Yes/No/NA	£1m	
e.g. Data Protection Liability (for relevant projects only, where the supplier will be handling/processing personal data on	Yes/No/NA	See below <sup>4</sup>	

<sup>4</sup> Where contracts involve significant data processing, data protection cap needs to be determined on a case-by-case basis. For low-cost contracts that involve little (emails only) or no data processing, the liability is capped at 1.5 times of the contract value.

behalf of the Secretariat)			
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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> <ol style="list-style-type: none"> <li>1. Secretariat’s standard terms and conditions for above £30,000 total contract value can be found at: <a href="https://thecommonwealth.org/terms-and-conditions">https://thecommonwealth.org/terms-and-conditions</a></li> <li>2. Secretariat’s Code of Ethics and Safeguarding Policy at: <a href="https://thecommonwealth.org/corporate-policies">https://thecommonwealth.org/corporate-policies</a> and</li> <li>3. Secretariat’s Corporate policies applicable to Consultant/suppliers and as published from time to time on the following web page: <a href="https://thecommonwealth.org/corporate-policies">https://thecommonwealth.org/corporate-policies</a></li> </ol> <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 tenderer 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 \(thecommonwealth.org\)](#) renders proposals in the tenderers response unworkable, the tenderer 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

**\*\*Please add additional lines if required**

### **Part 3 - Technical Questionnaire**

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

<b>Using a 0 - 5 scoring system:</b>	
<b>0</b>	<b>Unacceptable Response</b> No information provided or response does not address the requirement.
<b>1</b>	<b>Poor response</b> 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.
<b>2</b>	<b>Fair response</b> 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
<b>3</b>	<b>Good Response</b> 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.
<b>4</b>	<b>Excellent Response</b> 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.
<b>5</b>	<b>Exceptional Response</b> 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.

- 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 also attach a copy of the Curriculum Vitae (CV) of the Principal Consultant who will be leading this project.**

Question No.	Question	Weighting
1	<p><b>Capability - Knowledge</b> Please provide a brief statement of no more than 500 words which summarises the knowledge you have which makes you suitable for the assignment and is relevant to:</p> <p>a. research trends in population, youth and social development; youth mainstreaming; research ethics; policy development protocols and procedures; understanding of Commonwealth, regional and national youth development agendas.</p>	5%
<p><a href="#">Insert your answer here</a></p>		
2	<p><b>Capability - Experience</b> Please provide examples of experience you have had from previous assignments which meet the criteria of the following elements of the person specification:</p> <p>a. Extensive Experience: At least 7 years working in demography, statistics and social policy, public policy in a research capacity.</p> <p>b. Experience in youth development analysis and social policy analysis</p> <p>c. Experience of working in developing countries, particularly in small developing states of the Commonwealth</p>	20%
<p><a href="#">Insert your answer here</a></p>		
3	<p><b>Capability - Skills</b> Please outline the capabilities of you and/or your team to undertake this assignment, giving examples of previous assignments in which you have applied the following skills outlined in the person specification:</p> <p>a. Development of inclusive consultation protocols, virtually and face-to-face, including with groups of experts</p> <p>b. Convening of high-level knowledge exchange workshops and communities of practice with government officials</p> <p>c. Design and facilitation of training workshops and capacity-building activities for senior officials and other stakeholders in using evidence in policymaking</p> <p>d. Recruitment, sub-contracting and supervision of multi-disciplinary and multi-location consultants</p> <p>e. Interpretation and analysis of statistical data</p> <p>f. Preparation of national or regional thematic statistical monographs, particularly on youth</p> <p>g. Design of regional or national indicator frameworks and youth development indices</p> <p>h. High-level proficiency in data processing and effective use of analytical software such as PowerBI, CPro, Stata, SPSS etc.</p> <p>i. Ability to work autonomously and in teams</p>	25%

	<ul style="list-style-type: none"> <li>j. Administrative and organisational abilities, including an eye for detail</li> <li>k. Ability to work under pressure, with agility, and deliver high quality results on time</li> </ul>	
<p style="color: blue; text-decoration: underline;">Insert your answer here</p>		
4	<p><b>Approach and Methodology</b></p> <p>Please provide an overview of your approach to and methodology for completing the assignment, including providing an outline of the sequencing of the three workstreams outlined in the Terms of Reference, considering assumptions you are making about working in country with the two small states identified.</p>	30%
<p style="color: blue; text-decoration: underline;">Insert your answer here.</p>		

#### Part 4 - Pricing

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 a financial proposal and submit as a separate document. Please refer to Instructions to tenderers which states that unless indicated otherwise, all prices should be quoted in Pounds Sterling.

The Consultant is 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.

[For TAP Consultancy contracts include:] 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.

For Consultancy: 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
<b>Total</b>			

Payments will be made upon successful completion of the assignment, 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 [t.gilbert-roberts@commonwealth.int](mailto:t.gilbert-roberts@commonwealth.int)

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## 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"> <li>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.</li> <li>2. Contributions to the accomplishment of a crucial programme or service or functional area of a broad scope, involving high complexity and impact.</li> <li>3. Providing functional leadership and expert advice.</li> <li>4. Preparing intricate and complex technical papers to working groups.</li> <li>5. Undertaking the drafting of reports or proposals for projects of a large scale or a broad scope.</li> <li>6. Large-scale programmatic and operational activities involving large commitments of staff and funds.</li> <li>7. Rare specialization</li> <li>8. Industry equivalent level: Partner/Managing Director</li> </ol>
B	500-699	<ol style="list-style-type: none"> <li>1. Substantial experience in their specialist field and operating multiple major consultancy assignments achieving specific revenue and income objectives to agreed outcomes.</li> <li>2. Within this category the person is expected to have significant, proven, industry recognised experience.</li> <li>3. Expected to develop new approaches, techniques, or policies and/or design guidelines, standard operating procedures.</li> <li>4. Providing technical support; leading group dynamics; and undertaking report drafting or project-wide proposals.</li> <li>5. Industry equivalent level: Principal/Senior Consultant</li> </ol>
C	350 - 499	<ol style="list-style-type: none"> <li>1. Demonstrable experience and relevant exposure in a range of projects in a specialist field.</li> <li>2. Evidence of client facing experience and relationship management.</li> <li>3. Support for planning and monitoring budgets and services to wider consultancy projects; and experience of proposal preparation.</li> <li>4. Industry equivalent level: Consultant</li> </ol>
D	300-349	<ol style="list-style-type: none"> <li>1. Specialized degree or training and</li> <li>2. Several years of relevant experience</li> <li>3. Industry equivalent level: Junior Consultant</li> </ol>

E	£100 - £299	<ol style="list-style-type: none"> <li>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.</li> <li>2. Industry equivalent level: Project Support</li> </ol>
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\*Rates above Band A must include appropriate justification in respect of the tasks involved, complexity of the assignment, number of workdays involved, duration/period and specific task deliverables and must, internally within the Secretariat, be referred to the DSG, ASG or Senior Director for review and approval ahead of any contract being awarded.

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