



The Commonwealth

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

IN STRICT COMMERCIAL CONFIDENCE

FOR THE PROVISION OF TECHNICAL SUPPORT FOR THE CONCLUSION OF THE DISABILITY
INCLUSION ACTION PLAN

JUNE 2025

Secretariat Reference Number: GPD/ROL/ATE/2273/0/2025

Return Date: 5 PM 23 JUNE 2025

Estimated Contract Award: JUNE 2025

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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 TECHNICAL SUPPORT FOR THE CONCLUSION OF THE DISABILITY INCLUSION ACTION PLAN to the Commonwealth Secretariat. The appointed consultant shall be awarded a contract that will be effective for up to 3 months.

See Specification of Requirements/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: **5 PM time GMT ON 17 June 2025**. [The quote documents are to be returned to the following email address: ruleoflawsection@commonwealth.int copying e.macharia@commonwealth.int and j.pettit@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	10 June 2025
Clarification questions to be submitted by bidders by	12 June 2025
Secretariat's response to (anonymised) clarification questions will be circulated to all in writing by	13 June 2025
Quotes submission closing date	5 PM GMT, 17 June 2025
Contract Start Date	19 June 2025

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 5 pm 12 June 2025 and only to ruleoflawsection@commonwealth.int copying e.macharia@commonwealth.int and j.pettit@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)

Title:	Consultant (Disability Inclusion Action Plan)
Organizational Section/Unit:	Governance and Peace Directorate Rule of Law Section Commonwealth Secretariat
Duty Station:	Home-based
Proposed period:	June - August 2025
Consultancy days	30 days of work within the proposed period

1. Background:

The Commonwealth is a voluntary association of 56 countries with a combined population of 2.5 billion. Thirty-three Commonwealth member countries are classified as small states, with most having populations of 1.5 million or less. Of these, 25 members are small island developing states.

Article VII of the Commonwealth Charter recognises the rule of law as an essential protection for the people of the Commonwealth. The Secretariat convenes meetings with Law Ministers of all Commonwealth countries every two years to further the Secretariat's goals regarding the rule of law. These are preceded by meetings with Senior Officials of Commonwealth Law Ministries (SOLM). These key meetings provide an opportunity for the Secretariat to report to Law Ministers and Senior Officials on progress on the realisation of strategic outcomes, as well as for Law Ministers and Senior Officials to exchange views and experience on contemporary and emerging legal issues, and to take decisions on key matters.

The Secretariat uses policy papers to inform Commonwealth Law Ministers and Senior Officials of key developments and decisions. For CLMM 2026, the deadline for these policy papers is the end of July 2025.

In the recently concluded Commonwealth Heads of Government Meeting (CHOGM), held in Samoa in October 2024, Commonwealth Heads of Government reaffirmed their commitment to ensuring, protecting and promoting the full realisation of the human rights and fundamental freedoms of all persons with disabilities, and to fully implement the United Nations Convention on the Rights of Persons with Disabilities (CRPD). Heads also commended the ongoing work towards the finalisation of a Disability Inclusion Action Plan and the important role of National Human Rights Institutions in monitoring the CRPD implementation.

In order to give effect to this commitment, the Secretariat intends to convene a member country Expert Working Group, supported by a High-Level Advisory Group of Persons with Disabilities and representatives of Disabled Peoples Organisations (DPOs), under the disability rights movement principle of 'nothing about us without us,' to finalise the draft Disability Inclusion Action Plan that has been developed by DPOs for submission to member countries through a Policy Paper in July 2025 as part of the CLMM process and subsequently, if approved, the CHOGM Meeting in 2026.

2. Assignment:

The Commonwealth Secretariat wishes to engage a consultant to finalise the Commonwealth Disability Inclusion Action Plan for Commonwealth Law Ministers to consider for adoption at the Commonwealth Law Ministers Meeting in February 2026.

Working in consultation with the Expert Working Group, consisting of Senior Officials of member Governments, and an advisory body (consisting of persons with disabilities and representatives of Disabled Peoples Organisations), the consultant shall review the draft Disability Inclusion Action Plan, incorporate views from the Expert Working Group through an iterative consultative process, and finalise a draft Commonwealth Disability Inclusion Action Plan that is practical and consistent with the UN Convention on the Rights of Persons with Disabilities, international law, norms and standards, and that reflects Commonwealth values.

The final version of the revised Commonwealth Disability Action Plan developed through this process, will be shared by the Commonwealth Secretariat, with Commonwealth Senior Law Officials at the end of July 2025 for their consideration ahead of the CLMM 2026 in Fiji.

3. Expected Output:

The Consultant is expected to:

- (a) Prepare an inception report proposing a work plan
- (b) Receive initial comments on the Disability Inclusion Action Plan from the Expert Working Groups.
- (c) Submit the initial draft of the revised Disability Inclusion Action Plan with detailed notes and proposals to assist the Expert Working Groups to achieve consensus.
- (d) Receive and incorporate a second round of comments from the Expert Working Groups on the initial draft of the revised Disability Inclusion Action Plan.
- (e) Submit a second revised draft of the Disability Inclusion Action Plan with detailed comments and proposals to assist the Expert Working Groups to achieve consensus.
- (f) Receive and incorporate a third round of comments from the Expert Working Groups on the second draft of the revised Disability Inclusion Action Plan.
- (g) Finalise the Disability Inclusion Action Plan incorporating views from the Expert Working Groups.

These outputs are expected to aid the development of a practical, aspirational Disability Inclusion Action Plan consistent with the UN Convention on the Rights of Persons with Disabilities, international law, norms and standards and that reflects Commonwealth values, developed by member countries, for Commonwealth Law Ministers to consider for adoption at CLMM 2026 in Fiji.

4. Expected tangible and measurable output(s):

Deliverable	Timeline
a. Attend 19 June 2025 meeting with Commonwealth Secretariat team and Expert Working Group, draft and submit work plan	By June 19 th 2025
b. Draft and submit the inception report and work plan.	By June 20 th 2025
c. Receive initial comments from the Expert Working Groups and provide an initial revised Disability Inclusion Action Plan with detailed notes and proposals to aid consensus building.	By June 30 th 2025
d. Receive the second set of comments from the Expert Working Groups and provide a second	By July 15 th 2025

revised Disability Inclusion Action Plan with detailed notes and proposals to aid consensus building.	
e. Receive the third set of comments from the Expert Working Groups and provide a revised Disability Inclusion Action Plan with detailed notes and proposals to aid consensus building	By July 30 th 2025
f. Attend review meeting(s) with the Secretariat and Expert Working Groups, implement recommended amendments, and submit	By August 15 th 2025
g. Submit the final revised/draft Commonwealth Disability Inclusion Action Plan	August 25 th 2025

5. Indicators to evaluate the consultant's performance

All outputs shall be assessed in accordance with the following indicators:

Deliverable	Indicators
a. Approved inception report and work plan	- Comprehensive background information - Clear identification of the key deliverables - All Secretariat comments reflected appropriately - Excellent English drafting style and suitability for audience of Law Ministers - Technical excellence
b. Approved reports from iterative consultation process	
c. Approved Commonwealth Disability Inclusion Action Plan consistent with the UN Convention on the Rights of Persons with Disabilities, international law, norms and standards and that reflects Commonwealth values	

6. Ideal Profile of Candidate

Minimum of master's degree with ten years of professional expertise in International Human Rights Law and/or Disability Rights and law in particular.

- Minimum of 10 years of professional expertise in legal policy development, legal research and/ or law reform;
- Minimum of 10 years of professional expertise in disability policy development, including work on key areas such as accessibility, inclusion and equality;
- Demonstrated experience working with civil society organisations, disabled peoples organisations in particular, on policy development;
- Proven ability to work well under pressure and meet strict deadlines;
- Fluency in English required.

7. Safeguarding

This contract will involve working with children, young people and vulnerable persons. 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. The Consultant will be expected to abide by the safeguarding policy.

8. 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.

9. Administrative arrangements

The assigned tasks will be performed part-time and remotely over a contract period.

The total budget payable under this contract will be up to £15000 (Fifteen Thousand Pounds) (including VAT and other charges) to be settled upon delivery of deliverables outlined in para 4.

Payment will be made in two tranches at stage (c) and (g) and upon satisfactory completion of stages of work signed off by the Commonwealth Secretariat and within 30 days of invoice submission.

Contact persons:

Dr. Justin Pettit, Adviser and Acting Head, Human Rights Unit at j.pettit@commonwealth.int

Dr. Elizabeth Macharia, Adviser and Acting Head Rule of Law Section at e.macharia@commonwealth.int and ruleoflawsection@commonwealth.int

Quote Submission Documents (ref GPD/ROL/ATE/2273/06/2025)

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

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.

⁴ 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.

(a)	Please confirm that you (if an Individual Consultant)/your organisation agrees to the Commonwealth Secretariat's: 1. Secretariat's standard terms and conditions for below £30,000 total contract value can be found at: https://thecommonwealth.org/terms-and-conditions 2. Secretariat's Code of Ethics and Safeguarding Policy at: https://thecommonwealth.org/corporate-policies and 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 If you do not agree to abide by the above, please state reasons and/or changes requested as part of your bid:	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 \(thecommonwealth.org\)](#) 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.

- 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
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1	Education Minimum of 10 years of professional expertise in legal policy development, legal research and/ or law reform;	15%
Insert your answer here		
2	Specialist expertise: Minimum of 10 years of professional expertise in disability policy development, including work on key areas such as accessibility, inclusion and equality	25%
Insert your answer here		
3	Experience: Demonstrated experience working with civil society organisations, disabled peoples organisations in particular, on policy development;	25%
Insert your answer here		
4	Proven ability to work well under pressure and meet strict deadlines; Fluency in English required.	15%
Insert your answer here		

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 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.

Consultant 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.

[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 TAP 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
Total			

For Consultancy: 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 [insert contract manager's email address]

[Annex 1 is to be included only for TAP Consultancy]

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+	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	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	1. Demonstrable experience and relevant exposure in a range of projects in a specialist field.

		2. Evidence of client facing experience and relationship management. 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	1. Specialized degree or training and 2. Several years of relevant experience 3. Industry equivalent level: Junior Consultant
E	£100 - £299	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

*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.