

TERMS OF REFERENCE (TOR): M4C PWC&PMC Meeting 4-5 August 2021 in Vanuatu

Background

The UN Women M4C project is a multi-year (2014-2021), multi-country initiative in Fiji, Solomon Islands and Vanuatu. M4C is principally funded by the Australian Government, through the Department of Foreign Affairs and Trade (DFAT). In 2018 the project partnership expanded to include funding support from the Canadian Government through Global Affairs Canada, with UNDP as the Responsible Party for Outcome 2 implementation. In 2020, additional funding has been secured through the SG fund and the New Zealand Government through the Ministry for Foreign Affairs and Trade.

Description of the overall program rationale:

The overarching goal of the M4C project is to ensure that marketplaces in rural and urban areas of Fiji, Solomon Islands and Vanuatu are safe, inclusive, non-discriminatory and promote gender equality and women's empowerment. The M4C Theory of Change states that market vendors can be empowered within the market environment through: (i) the creation and strengthening of representative marketplace groups, which in turn strengthens women market vendors' roles and influence; (ii) financial literacy, access to financial services and increased participation in value chains interventions; and (iii) strengthening the accountability and capacity of market management, municipal and provincial governments to employ gender-responsive policies, procedures and (iv) decision-making that is receptive to the needs of market vendors, as well as to the design and construction of gender-responsive infrastructure and on-site services

The M4C Project Working Committee (PWC) is one of the key governance forum which meets quarterly and is responsible to receive update reports from the market management and members of the Market Vendors Associations through the Executive members who attend and discusses activities, achievements, plans and issues that would be brought to the attention of the Project Management Committee Meeting (PMC).

A. Concept Note: Markets for Change Project Working Committee Meeting 4th August 2021, Port Vila, Vanuatu

The composition of the Project working Committee comes from the following entities including Project stakeholders and Executive members of the Market Vendors Associations formed under the Project. The member includes the following:

1. Market Manager, Port Vila Municipal Market
2. Market Manager, Luganville Municipal Market
3. Market Manager, Shefa Provincial Council – Marobe Market
4. Market Manager, Shefa Provincial Council – Beverly Hills Market
5. Market Manager, Shefa Provincial Council – Mele Maat Market
6. Market Manager, Shefa Provincial Council –Emua Market
7. President, Silae Vanua Market Vendors Association
8. President, Northern Islands Market Vendors Association
9. President, Marobe Market Vendors Association
10. President, Beverly Hills Road Market Vendors Association

11. President, Mele Maat Ring Road Market Vendors Association.
12. President, Emua Ring Road Market Vendors Association
13. President, Paunangisu Ring Road Market Vendors Association
14. President, Epau Ring Road Market Vendors Association.
15. DFAT Representative, Australian Aid, Vanuatu

Purpose

The purpose of the PWC meeting on 4th August 2021 is to:

1. Allow representative of each M4C stakeholders to provide brief update report on their activities, including achievements, challenges, and milestones (if any) since last meeting that was held on 1 February 2021.
2. Present and receive reports from the 6 Market Vendors Associations and Lessons learned, especially challenges learned for implementing the project from each stakeholder and Association as part of the project implementation and discuss way forward with recommendations to the Project Management Committee (PMC).
3. Present and receive report from the Market Managers.
4. Receive update reports on the progress of the M4C Project by the M4C Vanuatu Project team led by the Project Manager.
5. Consolidate resolution to Project Management Committee Meeting.

B. Concept Note: Markets for Change Project Management Committee Meeting 5th August 2021 Port Vila, Vanuatu

The M4C Project Management Committee (PMC) is a key governance forum which meets quarterly and is responsible for reviewing the annual work plan and overseeing M4C progress in Vanuatu. The PMC includes representatives in senior management positions from:

1. Department of Local Authority, Vanuatu
2. Department of Women's Affairs, Vanuatu
3. Department of Agriculture.
4. Port Vila Municipal Council
5. Luganville Municipal Council
6. SHEFA Provincial Government Council
7. Sanma Provincial Government Council
8. UN Women M4C Project Manager
9. UN Women Country Program Coordinator
10. DFAT Australian Aid, Vanuatu
11. Department of Finance, Vanuatu
12. UNDP – Honorary Committee member
13. UN Women Secretariat

Purpose

The purpose of the PMC meeting on 5TH August 2021 is to:

1. Provide a brief update on M4C progress since our last meeting on 1st February 2021.
2. Provide stakeholders with an opportunity to give feedback on recent M4C project activities and work together to identify mutual opportunities for the future.
3. Discuss and make decisions regarding current issues in the Markets for Change project, including issues and recommendations from PWC meeting on 27 July 2021.

SCHEDULE OF REQUIREMENTS OF SERVICES – RFQ/FJI30/2021/03458

Purpose: Supply of Catering Services, Venue Hire and Accommodation Vanuatu M4C Project Working Committee Meeting on the 4th of August 2021 and Project Management Committee Meeting on the 5th of August 2021

Location: Geographical location – Port Vila, Vanuatu

Participants: People 18, Date: 4, Aug 2021

People 16, Date: 5, Aug 2021

Period: Wednesday 4th August; to Thursday 5th August 2021 (2 days meetings)

Special requirements to the proposed venue: The venue should be accessible to persons with disability¹. The hotel should also be able to provide rooms that are conducive to persons with disabilities.

Item #	DESCRIPTION/SPECIFICATION OF GOODS	Unit of measure	No. of days/nights/persons	QUANTITY
1	Accommodation for persons in an overall accessible hotel	person	2 nights (Dates: 3 - 4 Aug 21)	Up to 4 persons
	*number of participants and types of rooms may slightly vary	person	2 nights (Dates: 4 - 5 Aug 21)	Up to 4 persons
2	Conference room for meeting with capacity for up to 18 persons (enough space to arrange tables for work in groups), equipped with suitable tables and chairs, air conditioner and high-speed wireless internet min speed 250 kbps. Support service in the conference room to be available)	Conference room	2 full days (Dates: 4 – 5 Aug 21)	1 conference room
3	Supply of audio-visual equipment including Projector and screen; microphones (at least 2 cordless to move around the room)	set	2 full days (Dates: 4 – 5 Aug 21)	1 projector, 1 projector screen. 1 stand microphones & 2 cordless mics
4	Flipcharts , flipchart paper in the conference room	set	2 full days (Dates: 4 – 5 Aug 21)	At least 1 roll flipcharts

¹ The access to the premises should not have stairs or in case of stairs, a ramp or an elevator should be provided. In case of a ramp inside or outside the building, it should be positioned in an angle of at most 15-degree height. In case of entrances, the width should be at least 90 cm. The access to the premises should not have barriers higher than 4 cm. Bathroom to be accessible for persons in wheelchair.

Item #	DESCRIPTION/SPECIFICATION OF GOODS	Unit of measure	No. of days/nights/persons	QUANTITY
5	Breakfast (Buffet) *if not included in the accommodation price	person	Date: 4 Aug, 1 day for up to 4 persons	Up to 4 persons
		person	Date: 5 Aug, 1 day for up 8 persons	Up to 8 persons
6	Coffee breaks , minimum to include tea, brewed coffee, sandwiches or muffins, fruit assortment (e.g. apple, banana, orange, or other seasonal)	person	Dates: 4, 2 coffee breaks (1 day) for up to 18	Up to 18 persons
		person	Dates: 5, 2 coffee breaks (1 day) for up to 16	Up to 16 persons
7	Lunch	Person	Dates 4, 1 day for up to 18 persons	Up to 18 persons
		Person	Dates 5, 1 day for up to 16 persons	Up to 16 persons
8	Stationery – pens, notebooks	set	Dates: 4, 1 Day for up to 18 persons	Up to 18 persons
		set	Dates: 5, 1 Day for up to 16 persons	Up to 16 persons

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

Main activities:

In accordance with the above, the contractor is expected to also provide the following services:

1. Provision of catering services (morning tea, afternoon tea, lunches, dinners) and any other refreshments as requested by UN Women.
2. Provision of meeting venue with the ability for multiple setup styles as requested by UN Women with full accessibility, internet connection, equipment: overhead projector, computer, sound system with microphones, flip chart, air-conditioning system and security. Meeting room to have adequate lighting.
3. Accommodation as requested with safety and security measures in place for staff and safe access to road including people with special needs if required.
4. Provision of personnel to serve during the event to include both men and women.

Special requirements:

1. Catering services to also include vegetarian selection for the breakfast, morning and afternoon tea, lunch and dinner.

Quotation Format: RFQ/FJI30/2021/03458

i. Financial Offer to be provided as per the below format

STATEMENT OF NEED: <i>Provision of Catering Services, Venue Hire and Accommodation for Vanuatu M4C Project Working Committee Meeting on the 4th August 2021 and Project Management Committee Meeting on the 5th August 2021</i>						
ITEM	DESCRIPTION	Unit of measure	No. of days/nights/ persons	Q-ty	CURRENCY (please specify):	
					UNIT PRICE, VUV	TOTAL PRICE, VUV
1	Accommodation (preferably 2 standard rooms – twin share occupancy) overall accessible hotel in secure area with good road infrastructure *number of participants and types of rooms may slightly vary	Room/night	2 rooms/2 nights	Up to 4 person		
	Accommodation (preferably 4 standard rooms – single occupancy) overall accessible hotel in secure area with good road infrastructure *number of participants and types of rooms may slightly vary	Room/night	4 rooms/nights	Up to 4 person		
2	Conference room with capacity for up to 18 persons (enough space to arrange tables for work in groups), equipped with suitable tables and chairs, air conditioner abd high-speed wireless internet min speed 250 kbps. Support service in the conference room to be availalbe	Conf. room	1 full day	1 conference room/day		
	Conference room with capacity for up to 16 persons (enough space to arrange tables for work in groups), equipped with suitable tables and chairs, air conditioner abd high-speed wireless internet min speed 250 kbps. Support service in the conference room to be availalbe	Conf. room	1 full day	1 conference room/day		
3	Supply of audio-visual equipment including Projector and screen; microphones (at least 2 with 2 cordless to move around the room)	set	2 full days	1 set		

4	Flipcharts , flip chart paper in the conference room	set	2 full days	1 set		
5	Breakfast (Buffet) *if not included in the accommodation price	person	2 days for up to 4 persons	Up to 4 persons in total		
			2 days for up to 4 person	Up to 4 person		
6	Business lunch (including vegetarian option) to include starter, soup, main course and dessert, tea/coffee	person	1 day for up to 18 persons	Up to 18 persons in total		
		person	1 day for up to 16 persons	Up to 16 persons in total		
7	Coffee breaks , minimum to include: tea, brewed coffee, sandwiches or muffins, fruit assortment (e.g. apple, banana, orange, or other seasonal)	person	2 coffee breaks for up to 18	Up to 18 persons in total		
		person	2 coffee breaks for up to 16	Up to 16 persons in total		
8	Stationery – pens, notebooks	set	Up to 28	Up to 28		
Total price, VUV:						

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UN WOMEN **WITHIN THE REQUIRED BID VALIDITY PERIOD**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE.

<p><i>Exact name and address of company</i></p> <p>COMPANY NAME _____</p> <p>_____</p> <p>ADDRESS _____</p> <p>_____</p> <p>PHONE NO. _____</p> <p>EMAIL ADDRESS OF CONTACT PERSON _____</p> <p>OTHER EMAIL ADDRESSES _____</p>	<p>_____</p> <p>AUTHORIZED SIGNATURE DATE</p> <p>_____</p> <p>NAME OF AUTHORIZED SIGNATORY (TYPE OR PRINT)</p> <p>_____</p> <p>FUNCTIONAL TITLE OF SIGNATORY</p> <p>_____</p> <p>WEB SITE _____</p>
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EVALUATION CRITERIA FOR RFQ/FJI30/2021/03458

Preliminary Examination Criteria

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the bid	All documents and technical documentation requested in Instructions to Vendors Article 12 have been provided and are complete
Vendor accepts General Conditions of Contract as specified in Section 6.	Bid Submission Form (Online Form)
Bid Validity	Bid Submission Form (Online Form)
Bid Security with compliant validity period	If applicable. Bid Security format .
Officially registered legal entity	Copy of company registration/business license
Ability to guarantee delivery of products and services in accordance with the performance standards required by this TOR.	Compliance certificates

Eligibility and Qualification Criteria

All criteria will be evaluated on a Pass/Fail basis.

If the bid is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	Documents to establish compliance
Vendor is a legally registered entity	Bidder Information Form (Online Form)
Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organization in accordance with Instructions to Vendors.	Bid Submission Form (Online Form)
No conflicts of interest in accordance with Instructions to Vendor.	Bid Submission Form (Online Form)
The vendor has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Bid Submission Form (Online Form)
Certificates and Licenses: <ul style="list-style-type: none">• <u>Duly authorized to act as Agent on behalf of the Manufacturer</u>, or Power of Attorney, if vendor is not a manufacturer.• Official appointment as local representative, if vendor is submitting a bid on behalf of an entity located outside the country.• Patent Registration Certificates, if any of technologies submitted in the bid is patented by the vendor.• Export/Import Licenses, if applicable.	Bidder Information Form (Online Form)

Qualification Criteria	Documents to establish compliance
History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Eligibility and Qualification Form (Online Form)
Litigation History: No consistent history of court/arbitral award decisions against the vendor for the last 3 years.	Eligibility and Qualification Form (Online Form)
Previous Experience:	
Minimum 2 years of relevant experience.	Eligibility and Qualification Form (Online Form)
Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Eligibility and Qualification Form (Online Form)

Technical Evaluation Criteria

Criteria	Documents to establish compliance
Services offered in the bid are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Schedule of Requirements	Technical Bid
The bid is substantially compliant with the minimum Delivery Requirements included in Schedule of Requirements and do not contain any material deviation(s).	Technical Bid / Price Schedule

Evaluation of Prices

Criteria	Documents to establish compliance
Price comparison shall be based on the services as stipulated in the schedule of requirements, special packaging, etc., where applicable).	Price Schedule
Lowest price technically compliant bid	Price Schedule