

RFQ 01: Community Outreach, Mobilisation and Inclusion Support Services

Field	Details
Issuing organisation	APRC
RFQ reference	APRC-RFQ-01
Related budget line(s)	Budget Items 1.2 and 4.3
Contact point	Valami Bureau, Finance Officer (valami.bureau@aprcentre.org)

1. About APRC and the Procurement Opportunity

APRC invites suitably qualified organisations, firms, consultants, and service providers to submit quotations for the services described in this Request for Quotation. APRC is positioning this procurement as part of a transparent, competitive, and outcomes-focused programme of work designed to strengthen inclusive private-sector participation, community consultation, and evidence-based programme delivery in Fiji and the wider Pacific context.

APRC brings together practical project management, stakeholder engagement, regional insight, and commitment to inclusive development. Through this procurement package, APRC seeks to partner with capable suppliers who can contribute high-quality technical delivery, sound financial management, strong documentation, and measurable results. Suppliers are encouraged to demonstrate how their proposed approach will support value for money, inclusion, safeguarding, accessibility, and accountability.

This RFQ is supplier-neutral. APRC has not named, linked to, or endorsed any specific supplier in this document. All submissions will be assessed against the published evaluation criteria and procurement requirements.

2. RFQ Summary

APRC seeks quotations from qualified suppliers to provide community outreach, participant mobilisation, stakeholder liaison, registration coordination, accessibility support, and inclusion documentation for project activities targeting small and medium enterprises, women-led enterprises, informal-sector participants, persons with disabilities, and other priority stakeholders.

Field	Details
RFQ reference	APRC-RFQ-01
Assignment title	Community Outreach, Mobilisation and Inclusion Support Services
Procurement approach	Competitive RFQ, with a minimum of three written quotations sought where practical.
Contract type	Fixed-price services contract, milestone-based or deliverable-based.
Expected location	Fiji, with coverage aligned to project consultation and activity locations.
Expected commencement	June 2026
Expected duration	To be aligned with the project implementation schedule.

3. Purpose and Objectives

The purpose of this assignment is to ensure that project activities are well attended, inclusive, accessible, and properly documented. The supplier will help APRC reach relevant stakeholders, support participation by underrepresented groups, maintain accurate participant records, and provide evidence suitable for project reporting and acquittal.

The assignment supports APRC's broader commitment to practical inclusion. APRC expects the supplier to treat outreach not as an administrative exercise, but as a core mechanism for ensuring that diverse private-sector and community voices are represented in the project.

4. Scope of Services

The supplier will provide a coordinated outreach and inclusion support function across the project. The work requires proactive communication, disciplined recordkeeping, culturally appropriate engagement, and practical problem solving.

Component	Required Services
Participant mobilisation	Develop and maintain participant lists; contact prospective participants; confirm attendance; manage registration lists; send reminders; record attendance; and update APRC on mobilisation progress.
Stakeholder outreach	Liaise with business associations, women's organisations, disability organisations, community groups, informal-sector representatives, and other relevant networks identified by APRC.
Inclusion support	Identify accessibility needs; coordinate reasonable participation support; help arrange transport support for vulnerable participants where approved; maintain records of inclusion support provided; and support achievement of gender equality, disability, and social inclusion participation targets.
Communications coordination	Prepare clear participant communications, support invitation distribution, track responses, escalate participation risks, and ensure consistent messaging approved by APRC.
Documentation and reporting	Maintain mobilisation records, stakeholder contact lists, attendance sheets, registration data, inclusion support records, and final outreach reporting suitable for audit and donor reporting.

5. Deliverables

Deliverable	Minimum Content	Indicative Due Date
Mobilisation and Outreach Plan	Target groups, outreach channels, contact process, accessibility approach, mobilisation risks, and reporting format.	Week 1
Stakeholder and Participant Database	Contact details, stakeholder category, location, participation status, accessibility needs where voluntarily disclosed, and communication history.	Week 2, then updated throughout assignment
Participant Registration and Attendance Records	Registration lists, confirmed attendees, no-shows, substitutions, and signed or verified attendance records.	Ongoing and after each activity
Inclusion Support Register	Approved transport support, accessibility requirements, accommodations arranged, and relevant supporting records.	Ongoing
Final Outreach and Inclusion Report	Summary of mobilisation activities, participation outcomes, GEDSI participation summary, lessons learned, and recommendations for future engagement.	At assignment completion

6. Minimum Supplier Requirements

Suppliers should demonstrate experience in community outreach, stakeholder engagement, participant mobilisation, event registration, inclusion support, and field-level documentation. Suppliers should also

demonstrate sensitivity to gender, disability, rural and urban access barriers, informal-sector participation, and confidentiality in handling participant information.

Capability Area	Evidence Expected
Outreach experience	Comparable assignments involving participant mobilisation, consultation support, or community engagement.
Local and stakeholder knowledge	Demonstrated ability to reach diverse private-sector, community, women's, disability, and informal-sector networks.
Inclusion competence	Practical understanding of accessibility, transport barriers, participant confidentiality, and respectful engagement.
Data management	Ability to maintain accurate databases, attendance records, and auditable support documentation.
Reliability	Capacity to work to short timelines and provide regular updates to APRC.

7. Work Plan and Coordination

The supplier will work under APRC's project management oversight. APRC will provide approved activity dates, target participant categories, communication templates where available, and reporting requirements. The supplier will provide regular progress updates and promptly escalate risks that may affect attendance, inclusion, accessibility, or project timelines.

8. Safeguarding, Inclusion and Confidentiality

The supplier must adopt a respectful, non-discriminatory, and confidentiality-conscious approach. Any personal information collected must be used only for the purposes of the assignment and handled in accordance with APRC's instructions. Suppliers must avoid making unauthorised commitments to participants and must seek APRC approval before confirming any financial or logistical support.

9. Budget and Pricing Instructions

Suppliers should provide a details showing full costs, and taxes. Any participant support costs must be separately identified and must be subject to APRC approval before expenditure. For participants under GEDSI requirements related costs are reimbursable on an approved cost basis.

10. Evaluation Criteria

Criterion	Weighting	Assessment Focus
Relevant experience	35%	Demonstrated success in outreach, mobilisation, community engagement, and inclusion support.
Methodology	25%	Practicality, clarity, inclusion approach, data management, and risk management.
Price and value for money	30%	Cost reasonableness, transparency, budget alignment, and efficient use of funds.
Local knowledge and reach	10%	Ability to access relevant networks and support diverse participation.

11. Contract Management and Acceptance

APRC will accept deliverables when they are complete, accurate, and aligned with the agreed scope. APRC may request revisions where records are incomplete, inconsistent, or not suitable for reporting. Payment will be linked to satisfactory delivery and submission of required documentation.

12. General Conditions of RFQ

Submission of a quotation does not create a contract or guarantee appointment. APRC reserves the right to accept or reject any quotation, request clarification, negotiate scope or price, cancel or amend this RFQ, divide or consolidate services, or proceed with no award where this is in the best interests of the project and consistent with procurement requirements.

Suppliers must disclose any actual, potential, or perceived conflict of interest. Suppliers must also disclose any relationship with APRC personnel, board members, project advisers, partner organisations, or other parties that could reasonably be seen to affect impartiality. APRC may require successful suppliers to sign conflict-of-interest, confidentiality, safeguarding, fraud prevention, and code-of-conduct declarations before contract execution.

All prices must be quoted in Fijian dollars unless APRC expressly agrees otherwise. Quotations should clearly identify taxes, fees, reimbursable expenses, assumptions, exclusions, and any proposed payment milestones. APRC will not be responsible for costs incurred by suppliers in preparing or submitting quotations.

13. Submission Requirements

Suppliers should submit a complete quotation package that includes the documents listed below. APRC may deem incomplete submissions non-responsive if required information is missing or materially unclear.

Required Document	Minimum Requirement
Technical proposal	Demonstrates understanding of the assignment, proposed methodology, work plan, risks, quality assurance approach, and deliverables.
Financial quotation	Provides a fixed price or clearly itemised fee proposal, including taxes, reimbursables, unit costs, and assumptions.
Supplier profile	Summarises organisational background, relevant experience, staffing capacity, and project governance.
Personnel CVs or profiles	Identifies key personnel, roles, qualifications, and relevant experience.
Comparable assignments	Provides at least two examples of similar work, where available.
Compliance declarations	Confirms conflict-of-interest disclosure, safeguarding commitment, confidentiality, and ability to comply with APRC requirements.

14. Evaluation and Award Process

APRC will evaluate quotations using the criteria set out in this RFQ. The evaluation may include technical scoring, financial comparison, reference checks, clarification interviews, and due diligence. APRC is not obliged to select the lowest-priced quotation; rather, APRC will consider overall value for money, technical merit, delivery confidence, risk, and alignment with project objectives.

15. Supplier Response Template

Suppliers may use the structure below to support a complete and comparable submission.

Section	Supplier Response Guidance
Executive summary	Provide a concise summary of the offer and why the supplier is well positioned to deliver.
Understanding of assignment	Explain the supplier's interpretation of the scope, objectives, risks, and intended outcomes.
Methodology	Describe the proposed approach, work stages, quality controls, inclusion measures, and stakeholder engagement methods.
Work plan	Provide a timeline that aligns with the required deliverables and identifies dependencies.
Personnel	Identify the team, roles, responsibilities, qualifications, and

	time allocation.
Relevant experience	Provide examples of similar assignments and outcomes achieved.
Financial quotation	Provide a full cost breakdown and identify whether prices are fixed, estimated, or conditional.
Compliance statement	Confirm acceptance of RFQ requirements or clearly list exceptions.

Supplier Neutrality Statement

This RFQ has been prepared without naming or linking to any specific supplier or incumbent provider. APRC will assess quotations on the basis of the published requirements, evaluation criteria, declared conflicts of interest, and value-for-money considerations.

Prevention of Scams

APRC does not charge any fee related to the submission of the RFQ. For any issues contact Shayal Devi (shayal.devi@aprcentre.org)