

RFQ 02: Technical Adviser Services

Field	Details
Issuing organisation	APRC
RFQ reference	APRC-RFQ-02
Contact point	Valami Bureau (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 suitably qualified technical advisers, consulting firms, or specialist organisations to provide lead technical advisory services for the project. The adviser will provide strategic direction, methodology development, technical quality assurance, stakeholder engagement advice, synthesis of findings, and final reporting support.

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RFQ reference	APRC-RFQ-02
Assignment title	Technical Adviser Services
Procurement approach	Competitive RFQ unless APRC approves an alternative procurement pathway in accordance with governance requirements.
Contract type	Fixed-price technical advisory contract, milestone-based.
Expected location	Remote and Fiji-based inputs as required by the project schedule.
Expected commencement	To be confirmed by APRC.
Expected duration	Approximately six months or as otherwise agreed.

3. Purpose and Objectives

The purpose of this assignment is to provide technical leadership that enables APRC to deliver a credible, practical, and high-quality project. The Lead Technical Adviser will help ensure that the project methodology is sound, stakeholder engagement is purposeful, outputs are evidence-based, and final products meet professional and donor reporting expectations.

This assignment is central to APRC's ambition to be recognised as a disciplined, values-led, and regionally grounded delivery partner. APRC is seeking an adviser who can strengthen the quality of project outputs while supporting local ownership, inclusive practice, and practical recommendations.

4. Scope of Services

The Lead Technical Adviser will provide technical oversight and senior advisory support across the project lifecycle. The role requires strong analytical judgment, project governance discipline, stakeholder sensitivity, and the ability to convert complex inputs into clear, actionable findings.

Component	Required Services
Technical leadership	Provide technical advisory, clarify project logic, support work planning, and guide the quality of technical outputs.
Methodology development	Prepare or refine the project methodology, including analytical framework, consultation approach, data use, validation process, and reporting structure.
Quality assurance	Review technical outputs, tools, workshop materials, data summaries, consultation outputs, and draft reports for accuracy, coherence, and usefulness.
Stakeholder engagement advice	Advise APRC on appropriate stakeholder engagement methods, sequencing, consultation questions, feedback loops, and risk management.
Synthesis and reporting	Lead or support synthesis of findings, identify implications, develop recommendations, and prepare the draft and final technical reports.
Donor and governance support	Support APRC with technical inputs required for donor reporting, board briefings, procurement documentation, and project acquittal where relevant.

5. Deliverables

Deliverable	Minimum Content	Indicative Due Date
Inception Methodology	Project logic, methodology, work plan, analytical framework, consultation approach, quality assurance process, and key risks.	Month 1
Technical Quality Assurance Notes	Written review comments or approval notes for key tools, consultation materials, analysis outputs, and draft products.	Ongoing
Stakeholder Engagement Advice	Guidance on engagement strategy, consultation sequencing, facilitation questions, and risk-sensitive participation.	Ongoing
Mid-Term Technical Review	Progress assessment, emerging findings, quality risks, and recommended adjustments.	Mid-project
Draft Final Technical Report	Synthesised findings, analysis, conclusions, recommendations, and implementation considerations.	Month 5
Final Technical Report	Revised final report incorporating APRC feedback and agreed quality requirements.	Month 6

6. Minimum Supplier Requirements

Suppliers should demonstrate senior-level experience in technical advisory assignments, applied research, consultation-based projects, private-sector development, inclusive development, programme design, monitoring and evaluation, or related fields. The proposed adviser must be able to communicate clearly with diverse stakeholders and produce concise, professional written outputs.

Capability Area	Evidence Expected
Senior technical expertise	Demonstrated experience leading complex advisory, research, consultation, or policy assignments.
Methodology and analysis	Ability to design robust methods, interpret qualitative and quantitative inputs, and produce evidence-based findings.

Quality assurance	Experience reviewing technical outputs and improving clarity, consistency, and usefulness.
Regional and stakeholder sensitivity	Understanding of Pacific contexts, private-sector participation, inclusion, and community engagement.
Written communication	Strong report writing, synthesis, and presentation skills.

7. Work Plan and Coordination

The Lead Technical Adviser will work closely with APRC's project team and other contracted suppliers. APRC will coordinate access to relevant project documents, activity schedules, consultation outputs, and review processes. The adviser will be expected to participate in scheduled meetings and provide timely written inputs that allow APRC to maintain implementation momentum.

8. Independence, Conflict of Interest and Governance

Because this assignment involves technical leadership and quality assurance, suppliers must disclose any actual, potential, or perceived conflict of interest. Suppliers must confirm whether they are bidding for, involved in, or financially connected to any other project package. APRC may restrict overlapping roles where this could compromise independence, value for money, or objective review.

9. Budget and Pricing Instructions

Suppliers should provide a milestone-based quotation that identifies professional fees, travel or remote-work assumptions, reimbursable expenses, taxes, and any exclusions. Proposed payment milestones should be linked to accepted deliverables.

Suggested Milestone	Suggested Payment Percentage
Acceptance of Inception Methodology	20%
Completion of Mid-Term Technical Review	30%
Submission of Draft Final Technical Report	30%
Acceptance of Final Technical Report	20%

10. Evaluation Criteria

Criterion	Weighting	Assessment Focus
Technical expertise and relevant experience	35%	Depth and relevance of advisory, methodology, analysis, and reporting experience.
Proposed methodology and quality assurance approach	25%	Clarity, practicality, independence, and strength of technical oversight process.
Price and value for money	25%	Cost reasonableness, milestone alignment, transparency, and efficient use of resources.
Regional, stakeholder, and inclusion understanding	15%	Ability to operate effectively in Pacific and inclusive development contexts.

11. Contract Management and Acceptance

Deliverables will be accepted when they demonstrate clear analytical quality, practical relevance, consistency with APRC's project objectives, and responsiveness to agreed feedback. APRC may require revisions before approval and payment.

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.