

RFQ 03: ESG, GEDSI, Safeguarding and Facilitator Capacity Building Services

Field	Details
Issuing organisation	APRC
RFQ reference	APRC-RFQ-03
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 qualified suppliers to provide integrated environmental, social and governance advisory support; gender equality, disability and social inclusion expertise; safeguarding review; data analysis support; and facilitator induction and training services.

Field	Details
RFQ reference	APRC-RFQ-03
Assignment title	ESG, GEDSI, Safeguarding and Facilitator Capacity Building Services
Procurement approach	Competitive RFQ, with a minimum of three written quotations sought where practical.
Contract type	Fixed-price services contract with deliverable-based payments.
Expected location	Fiji and/or remote support as agreed with APRC.
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 embed sound ESG, GEDSI, and safeguarding practice across project design, delivery, facilitation, data analysis, and reporting. APRC seeks a supplier that can combine technical expertise with practical implementation support, ensuring that inclusion and safeguarding are reflected in tools, training, facilitation, analysis, and final outputs.

This assignment also provides an opportunity to demonstrate APRC's commitment to responsible project delivery. APRC expects the selected supplier to help translate inclusion principles into practical routines that can be understood and applied by facilitators, field teams, project staff, and stakeholders.

4. Scope of Services

The supplier will deliver three mutually reinforcing components. The supplier may propose an integrated team or a lead specialist with named supporting personnel, provided the quotation demonstrates sufficient expertise across all components.

Component	Required Services
Component A: GEDSI and safeguarding specialist services	Conduct a GEDSI review; assess disability accessibility considerations; provide gender analysis; develop inclusion recommendations; review safeguarding risks; and recommend practical mitigation measures.
Component B: Data collection and analysis support	Develop a coding framework; support data cleaning; advise on GEDSI-disaggregated data; develop inclusion metrics; support analysis of consultation and participant data; and assist APRC to interpret findings.
Component C: Facilitator induction and training	Conduct safeguarding and GEDSI briefings; develop a facilitator handbook; prepare accessibility guidance; train facilitators; document attendance and completion; and provide post-training support where required.

5. Deliverables

Deliverable	Minimum Content	Indicative Due Date
GEDSI and Accessibility Framework	Gender, disability, social inclusion considerations, participation risks, accessibility guidance, and practical recommendations.	Early project stage
Safeguarding Assessment	Safeguarding risks, mitigation measures, escalation pathways, facilitator obligations, and reporting guidance.	Early project stage
Data Coding and Inclusion Metrics Note	Coding framework, disaggregation categories, data quality requirements, and analysis guidance.	Before major data analysis begins
Facilitator Handbook and Training Materials	GEDSI guidance, safeguarding guidance, facilitation standards, accessibility checklist, and participant support principles.	Before facilitator deployment
Facilitator Training Completion Records	Attendance records, certificates or completion confirmations, training agenda, and evaluation summary.	After training delivery
Data Analysis Support Report	Summary of data support provided, inclusion findings, methodological limitations, and recommendations.	During analysis and reporting phase
Final ESG, GEDSI and Safeguarding Completion Report	Consolidated record of activities, outputs, risks addressed, lessons learned, and recommendations for APRC.	At assignment completion

6. Minimum Supplier Requirements

Suppliers should demonstrate expertise in GEDSI, safeguarding, accessibility, ESG or responsible business practice, applied data analysis, and training delivery. Suppliers must be able to produce practical tools that can be used by non-specialists and must demonstrate a respectful approach to sensitive participant information.

Capability Area	Evidence Expected
GEDSI expertise	Demonstrated assignments involving gender, disability, inclusion, accessibility, or social inclusion analysis.
Safeguarding expertise	Experience developing safeguarding guidance, risk assessments, training, or reporting procedures.
Data analysis support	Ability to support qualitative coding, data cleaning,

	disaggregation, and inclusion metrics.
Training and facilitation	Experience designing and delivering practical training materials for field teams or facilitators.
Practical implementation	Ability to convert technical principles into checklists, guidance notes, templates, and usable routines.

7. Work Plan and Coordination

The supplier will work with APRC's project team, Lead Technical Adviser, facilitators, and any relevant data collection personnel. The supplier must sequence outputs so that GEDSI, safeguarding, and accessibility guidance are available before field activities and facilitator deployment. APRC will review and approve all tools before use.

8. Safeguarding and Ethical Requirements

The supplier must apply high standards of confidentiality, non-discrimination, respectful communication, and risk-sensitive practice. Any safeguarding concerns identified during the assignment must be promptly escalated to APRC using agreed reporting pathways. The supplier must not collect sensitive personal information unless it is necessary, proportionate, and approved by APRC.

9. Budget and Pricing Instructions

Suppliers should provide an itemised quotation showing fees for each component, training delivery costs, preparation time, analysis support, reimbursables, taxes, and any assumptions. If the supplier proposes optional activities, these must be clearly separated from the core quotation.

10. Evaluation Criteria

Criterion	Weighting	Assessment Focus
GEDSI expertise	35%	Depth of gender, disability, social inclusion, accessibility, and practical inclusion experience.
Safeguarding expertise	25%	Understanding of safeguarding risks, procedures, facilitator obligations, and reporting pathways.
Price and value for money	25%	Cost reasonableness, transparency, component-level pricing, and efficient delivery model.
Regional and implementation experience	15%	Pacific experience, field practicality, training capability, and ability to support project delivery.

11. Contract Management and Acceptance

APRC will accept deliverables when they are practical, complete, accessible to intended users, aligned with project needs, and responsive to feedback. APRC may require revisions to tools, analysis notes, or training materials before 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.