

**SUBCOMMITTEE OF THE
COMMITTEE OF REPRESENTATIVES OF GOVERNMENTS AND ADMINISTRATIONS**
(2–3 July 2024, Suva, Fiji and online)

WORKING PAPER 4

AGENDA ITEM NO. 5: Independent Institutional Review
(Paper presented by the Secretariat)

Paper summary

1. This paper provides a summary of the procurement processes undertaken to secure independent consultants for a member-led institutional review. It discusses the relevant issues associated with the procurement and onboarding and presents the inception report, methodology and high-level timelines of the review for consideration.

Key points

2. This paper addresses the following points:
 - a. Specific procurement process implemented to include CRGA Subcommittee Co-Chairs throughout the evaluation of the 10 bids received, to the consideration and recommendation of the successful bidder.
 - b. Presents the inception report, the Co-Chairs' consideration of the inception, and the methodology and high-level timeline and opportunities for member engagement in the review.

Recommendations

3. CRGA Subcommittee is requested to:
 - i. Advise on and approve the inception report, methodology and high-level timelines for the Independent Institutional Review;
 - ii. Advise on preferred methods for authentic member engagement.

Background

4. At CRGA 53, the CRGA approved the terms of reference for the IRR found in *Annex A – Terms of Reference for the Independent Institutional Review*.
 - iii. As an outcome of the terms of reference (TOR) that were approved at the CRGA; it was also agreed by the CRGA that the CRGA Subcommittee be the guiding '*kaitiakis*' of this process, with the Secretariat supporting the procurement and logistics in particular.
 - iv. In preparation for a procurement process to support a member-led, independent review, SPL was in communication with the Legal team to ensure both the independence and the member-led aspects of the IIR could be maintained throughout the whole procurement. This included having the CRGA Subcommittee Co-Chairs both on the Technical Evaluation Committee (TEC) and on the Procurement Committee (PC).
 - v. The procurement process took place between 24 January 2024 and 26 March 2024. The phases are outlined in the table below:

Stage/Phase	Date
Publication of the RFP This RFP was advertised on the SPC website as well as the Development Aid and Tenders.Net websites	24/01/24 21/02/24
Bids opening by Procurement team The Procurement Team checked that all the bids were submitted in compliance with the process (separate technical proposal and financial proposal, receipt of all required documents such as conflict of interest declarations and due diligence forms).	23/02/24
Technical Committee evaluated bids A first assessment of the submissions was carried out by the Technical Evaluation Committee (TEC). Part the technical evaluation process includes bid presentations, and the next step involved inviting the shortlisted bidders who scored over the 70% threshold to present their bids.	27/02/24
Procurement Committee considered TEC report The report from the TEC was considered by the Procurement Committee, including a detailed analysis of the 10 bids received, information for careful consideration and legal advice regarding potential perceived conflicts of interest, and recommendations for bid presentations.	19/03/24
Technical presentations by shortlisted bidders Three bidders were provided with 20 minutes for presentations followed by a further 10 minutes for Q&As.	21/03/24
Procurement Committee final consideration of technical, presentations and financial bids The analysis of the initial bid evaluation, the bid presentation and the financial evaluation was considered by the final Procurement Committee. Based on the final rankings and considered discussion by the Procurement Committee, a final decision was made regarding the successful bidder.	26/03/24

5. The IIR contract was offered to a partnership consultancy between the Humanitarian Advisory Group (HAG) and Collaborate Consulting (CoLAB) based on their experience, proposed

methodology, and value for money. Their approach based on values and partnership contributes to the notion that they can do this in a way that is respectful of what SPC and its members are looking for, not just financially but also from the perspective of the essence of the work required.

6. The HAG/CoLAB signed a contract on 19 April. SPL provided the consultants with a list of literature, including nine previous organisational reviews since 2012, to inform their literature review and development of the inception phase. The inception report was received by the CRGA Subcommittee Co-Chairs on 22 May, with a presentation by the consultants delivered on 28 May. The inception report is provided at Annex B.
7. A Circular to the full membership introducing the consultants, outlining the approach and engagement opportunities will be provided in mid-June.

Discussion

8. In review of the ToR, the consultants proposed to the Co-Chairs to frame the review approach on the Kakala Research Framework. Additionally, they suggested consolidating and streamlining the review objectives and questions providing supporting rationale.
9. Through an initial discussion with SPC's MELnet, the consultants have requested their assistance with collating relevant evidence (such as the evaluation reports from Working Paper 3) and stakeholder contacts.
10. In summary, the review will be conducted from June through to presentation of the findings to the CRGA 54. See Annex C.
11. Engagement of members and staff is critical to the inclusivity and robustness of the review. Unfortunately, the Secretariat was not able to finalise the recruitment of a short-term position of Strategic Engagement Advisor as had been planned. Instead, member engagement will be scaffolded by the Regional Directors and incoming Lead – Quality and Impact, Strategy, Performance and Learning.
12. In summary, the review will be conducted from June through to presentation of the findings to the CRGA 54. See Annex C. Member consideration of the approach and opportunities for engagement will improve timely and genuine member engagement throughout the review process.

Recommendations

13. CRGA Subcommittee is requested to:
 - i. Advise on and approve the inception report, methodology and high-level timelines for the Independent Institutional Review;
 - ii. Advise on preferred methods for authentic member engagement.

Annex A: Terms of reference

Annex B: Inception report, methodology and high-level timelines

Annex C: One page overview of the Independent Institutional Review