



PACIFIC TOURISM
ORGANISATION

REQUEST FOR TENDERS

RFQ No: 25/004
Date: 5 August 2025
To: Interested Consultants
Contact: procurement@spto.org
Subject: **Request for Quotation – Consultancy Services for the Revamp of the SPTO Digital Measurement and Benchmarking Platform**

You are requested to submit a comprehensive proposal for the above consultancy as per the Terms of Reference set out in Annex I

To assist with your submission, please find enclosed:

Annex I: Terms of Reference

Annex II: Consultant's Letter to SPTO Confirming Interest and Availability for the Consultancy Services

Annex III: Technical Proposal Submission Form

Annex IV: Financial Proposal Submission Form

1. Background

- 1.1. The Pacific Tourism Organisation (SPTO) is an intergovernmental organisation based in Suva Fiji mandated to market and develop tourism in the Pacific. Its vision is for the Pacific Islands empowered and benefitting from sustainable tourism.
- 1.2. With a membership of 20 Pacific Island Country members, SPTO's work focuses on three (3) key priority areas which include robust Research and Statistics, Sustainable Tourism Planning and Development and Marketing. For more information, see www.southpacificislands.travel
- 1.3. The Pacific countries are experiencing an increasing emphasis on digital marketing and sustainable tourism practices. To facilitate informed decision-making and track progress, SPTO has developed a comprehensive digital benchmarking dashboard. This dashboard enables Pacific countries to measure their digital marketing and sustainable tourism indicators against other destinations in the Pacific region.
- 1.4. To further align the platform with SPTO's Sustainable Tourism Indicators Framework and Digital Marketing Indicators, and to operationalise benchmarking capability, SPTO seeks to revamp the platform by integrating clear visualisation and performance comparison tools.

2. Specifications

- 2.1 SPTO invites written quotation from qualified and experienced consultants who can offer their services to revamp the comprehensive digital benchmarking dashboard to reflect benchmarking capabilities with clear and easy to understand visualizations.
- 2.2 The successful applicant will need to **submit the final deliverable** in line with the agreed contractual arrangements and Deliverables & Indicative Timelines as per the Terms of Reference.
- 2.3 Provide ongoing technical support as and when needed till 31 December 2025.

3. Conditions: Information for consultants

To be considered for this RFQ, interested consultants must meet all the requirements in the Terms of Reference as well as the conditions below:

- 3.1 Interested consultant(s) must be registered on [SPTO Jobslink](#) portal.
- 3.2 Provide examples of relevant past work outputs to support how you meet each of the evaluation criteria.
- 3.3 Provide three professional references relevant to this tender submission, including the most relevant recent work completed (Optional).
- 3.4 Complete the **Letter of Confirmation of Interest and Availability** (please note you are required to complete all areas in full as requested on the form, particularly the Statements to demonstrate you meet the selection criteria – **DO NOT** refer us to your CV or your Technical Proposal. Failure to do this will result in the application not being considered).

4. Submission instructions

4.1 RFQ documentation should demonstrate that the interested consultant satisfies the conditions stated above and is capable of meeting the specifications and timeframes and provide supporting examples to address the evaluation criteria.

4.2 RFQ documentation should outline the interested consultant's complete proposal:

- a) CV of proposed personnel highlighting relevant experience
- b) A Technical Proposal which should outline the interested consultant's Methodology or approach including timelines to achieve the tasks outlined in the Terms of Reference.
- c) A Financial Proposal which clearly outlines the fees component of the consultancy.
- d) A Completed Letter of Confirmation of Interest and Availability.

4.3 Interested applicants must insist on an acknowledgement of receipt of proposals.

5. RFQ Clarification

Any clarification questions from applicants must be submitted by email to procurement@spto.org **before 4pm 7th August 2025 (Fiji Time & Date)**. A summary of all questions received with an associated response will be posted on the SPTO website www.southpacificislands.travel **by 11th August 2025**.

6. Evaluation Criteria

SPTO will select the preferred consultant based on SPTO's evaluation of the extent to which their RFQ documentation demonstrates that they offer the best value for money, and that they satisfy the criteria listed in this document and in ANNEX I and summarized below.

Evaluation Criteria, Competency Requirements		Score Weight (%)	Points Obtainable
Criteria 1:	Qualification	20	15
	A Higher-Level degree in Data Science or a relevant field of study.		
Criteria 2:	Technical Experience in Digital Dashboarding and data visualization tools	20	20
	I. More than 5 years of progressive work experience in statistics and digital		

	dashboard development at either national or regional level.		
	II. Strong understanding of data visualization, data warehousing and presentation of statistical information.	30	25
	III. Professional experience in the design and implementation Digital Benchmarking Platforms.	30	25
Total Score		100	85
Qualification Score		70	49

7. Deadline

7.1 The due date for submission of the RFQ is **4:00pm (Fiji Time & Date) 15th August 2025.**

7.2 Late submissions will NOT be considered.

7.3 **PLEASE SEND ALL RFQ VIA EMAIL** with Subject: 'RFQ 25/004: CONSULTANCY SERVICES FOR THE REVAMP OF THE SPTO DIGITAL MEASUREMENT AND BENCHMARKING PLATFORM' to: procurement@spto.org

SPTO reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

ANNEX I

TERMS OF REFERENCE

Location	Open
Type of Contract	Individual or Team Contractor
Consultancy Title	Consultant – Revamp of the SPTO Digital Measurement and Benchmarking Platform
Languages required:	English (French would be an added advantage)
Duration of Contract:	4 Months

PROJECT TITLE: CONSULTANCY SERVICES FOR THE REVAMP OF THE SPTO DIGITAL MEASUREMENT AND BENCHMARKING PLATFORM

1. Introduction

This Terms of Reference outlines the requirements and scope of work for the enhancement of SPTO's existing Digital Measurement and Benchmarking Platform, which brings together Digital Marketing and Sustainable Tourism Indicators into one interactive dashboard. The platform serves the 18 Pacific Island Member Countries of the Pacific Tourism Organisation (SPTO).

This activity is delivered through a close partnership between SPTO and the Government of New Zealand, with funding support from the Ministry of Foreign Affairs and Trade (MFAT).

In an increasingly data-driven tourism landscape, stakeholders - including governments, tourism businesses, and development partners - require robust, integrated tools to assess, benchmark, and improve their digital marketing performance while tracking progress towards sustainable tourism goals. The enhancement of the Digital Marketing and Sustainable Tourism Indicators Digital Benchmarking Dashboard addresses this demand.

The need for this enhancement stems from several key industry priorities:

Data-Driven Decision-Making: Tourism stakeholders require real-time access to digital marketing and sustainability performance insights. An enhanced dashboard will enable more precise and timely data analysis through Power BI.

Competitive Benchmarking: To stay competitive, destinations must benchmark their digital marketing effectiveness and sustainability performance against regional and global peers. The dashboard enables such comparative insights.

Sustainability Assessment: As sustainability becomes a critical pillar of tourism development, integrating environmental, economic, and socio-cultural indicators into the dashboard provides a practical tool for monitoring and reporting progress.

Transparency and Accountability: In the era of informed consumers and development partner scrutiny, the dashboard provides a transparent, credible mechanism for communicating progress toward responsible tourism.

Optimised Resource Allocation: Enhanced visualisation and indicator alignment will help identify high-performing channels and initiatives, ensuring resources are directed where they have the greatest impact.

The enhancement will focus on operationalising SPTO's pre-developed Benchmarking Strategy and integrating SPTO - provided data into an upgraded Power BI dashboard. The consultant's role will be to improve the existing platform's functionality, interactivity, and user experience - transforming it into a powerful regional tool for strategic planning, performance management, and reporting in both digital marketing and sustainable tourism.

2. Objectives

The objectives for the revamp of a Digital Marketing and Sustainable Tourism Indicators Digital Benchmarking Dashboard should be conducted to address the key needs and challenges identified in the introduction. Here are some specific objectives:

- **Support Evidence-Based Decision-Making**
Provide SPTO, member countries, and stakeholders with real-time, accurate, and visual insights into tourism performance to support data-driven policy, planning, and strategic decisions.
- **Operationalise Benchmarking Across Member Countries**
Enable standardised benchmarking by integrating SPTO's pre-developed Benchmarking Strategy, allowing member countries to assess their relative performance across both sustainable tourism and digital marketing indicators.
- **Monitor Progress on Sustainable Tourism Development**
Track and visualise performance across the three sustainability pillars (Economic, Environmental, and Socio-Cultural) using key indicators to inform planning, resource allocation, and reporting.
- **Measure and Optimise Digital Marketing Effectiveness**

Centralise digital marketing metrics (Paid Media, Paid Social, Social Media, Website, and Email performance) to help countries evaluate the impact of their digital campaigns and refine marketing strategies accordingly.

- **Facilitate Country Comparisons and Peer Learning**

Allow for cross-country comparisons and regional averages to identify best practices, common gaps, and opportunities for knowledge sharing across the Pacific.

- **Improve Transparency and Accountability**

Offer a clear and credible visual reporting tool to communicate performance to internal and external stakeholders, including development partners, national governments, and the wider tourism sector.

- **Enhance Usability and Accessibility**

Ensure the dashboard is user-friendly and accessible, enabling both technical and non-technical users to interact with the data, generate reports, and extract actionable insights with minimal support.

- **Enable Efficient Monitoring and Reporting**

Reduce manual reporting burdens by providing automated, filterable dashboards that can generate snapshots by country, year, platform, or indicator type.

These objectives will guide the revamp process, ensuring that the Digital Marketing and Sustainable Tourism Indicators Digital Benchmarking Dashboard meets the needs of tourism stakeholders and contributes to the advancement of sustainable tourism in the digital era.

3. Scope of Services

The consultant/firm will work in close coordination with SPTO's Marketing and Research and Statistics Division and will:

3.1 Review and Planning

- Review the existing Power BI setup and dashboard structure.
- Review the SPTO-provided:
 - Benchmarking Strategy Document (detailing indicator definitions, scoring logic, and tier thresholds),
 - Datasets for both Sustainable and Digital Marketing Indicators.
- Understand dashboard users and reporting requirements (SPTO internal, member countries, donors).

3.2 Dashboard Revamp in Power BI

(a) Sustainable Tourism Indicators

Integrate the provided data and execute the benchmarking strategy into Power BI visualisations.

- Structure the dashboard across three sustainability pillars:
 - Economic (e.g. visitor expenditure, tourism businesses, GDP contribution)
 - Environmental (e.g. energy/water use, emissions, waste)
 - Socio-Cultural (e.g. employment, tourism intensity, community perceptions)
- Apply visual benchmarking tools such as colour-coded performance tiers, scorecards, and country comparisons.

(b) Digital Marketing Indicators

- Integrate SPTO-provided data covering:
 - Paid Media (e.g. impressions, CPC, reach)
 - Paid Social (e.g. engagement, reach)
 - Social Media (e.g. followers, engagement rate)
 - Website Analytics (e.g. traffic, bounce rate)
 - Email Performance (e.g. open and click-through rates)
- Apply pre-defined benchmarking logic and create visual dashboards showing performance by indicator, platform, and reporting period.

3.3 Dashboard Functionality and User Experience

- Revamp the unified Power BI dashboard that combines both indicator domains.
- Ensure interactivity, including:
 - Filters by country, indicator type, platform, year
 - Performance comparison tools
 - Export-to-PDF or Excel features for reporting
- Ensure the dashboard is simple to navigate, visually clear, and mobile-compatible.

3.4 Documentation, Training and Handover

- Prepare a User Guide and Data Update Protocol for SPTO's internal use.
- Conduct a training session (virtual or in-person) for SPTO staff on using and updating the dashboard.
- Provide light post-delivery support for refinements based on user feedback.

4. Deliverables and Indicative Timelines

Project Milestones	Deliverables	Payment Schedule	Delivery Deadline
Contract Signing	Signing of contract	15%	1 September 2025
Inception Report	A detailed inception report outlining: - Understanding of the TOR and objectives - Methodology and work plan - Summary of initial review of the existing Power BI dashboard, structure, and functionality - Identification of gaps, risks, and proposed enhancements	10%	10 September 2025
Review and Update of Dashboard Architecture	Conduct a full technical review of the existing Power BI dashboard and its data architecture, including: - Assessment of visualisation structure and indicator grouping - Evaluation of usability and navigation - Review of existing data flows and connections - Recommendations for restructuring where needed to accommodate integration of new benchmarking logic and indicator domains (sustainability + digital marketing)	10%	19 September 2025
Integration of Updated SPTO Data and Database Alignment	Using SPTO-provided datasets: - Map and clean data for integration into the Power BI environment - Align and standardise data structures (country names, time periods, indicator codes) - Establish or refine linkages between datasets and Power BI data model - Ensure sustainable and digital marketing datasets are clearly segmented but dashboard-ready	5%	1 October 2025
Execution of Benchmarking	Based on the pre-developed SPTO Benchmarking Strategy:	10%	10 October 2025

Strategy for Sustainable Indicators	- Implement scoring logic, tier categorisation (e.g. Tier 1–4), and performance thresholds across the Economic, Environmental, and Socio-Cultural indicators		
	- Visualise performance through scorecards, colour-coded tiers, comparison charts, and radar or bar graphs		
	- Enable filtering by country, indicator type, and year		
Execution of Benchmarking Strategy for Digital Marketing Indicators	Integrate and visualise five categories of digital marketing indicators: Paid Media, Paid Social, Social Media, Website, and Email performance. This includes:	10%	20 October 2025
	- Building visuals that reflect pre-defined KPIs and benchmarks		
	- Integrating time-based trends, platform-level comparisons, and marketing funnel insights (e.g. impressions to conversions)		
	- Applying benchmarking logic (where applicable) for comparison across reporting periods or countries		
Enhancement of Dashboard Interface and Usability	Design and implement a clean, modern, and intuitive interface that allows:	10%	31 October 2025
	- Easy navigation between digital marketing and sustainability domains		
	- Filter, sort, and drill-down features		
	- Export to PDF or Excel functionality		
	- Consistent visual branding and structure across the dashboard		
User Guide and Data Update Protocol	Develop and deliver:	10%	10 November 2025
	- A user-friendly Dashboard User Guide that explains features, navigation, and interpretation		
	- A Data Update Protocol describing how SPTO staff can upload/update data in Power BI and maintain the dashboard		
	- Include screenshots, instructions, and change tracking		

Staff Training Session	Facilitate a virtual (or in-person if feasible) training session with SPTO staff covering:	10%	20 November 2025
	- Orientation on dashboard structure and features		
	- How to update data and generate insights		
	- Q&A and troubleshooting support		
	- Provide recording/slides for future onboarding		
Final Completion Report	Submit a comprehensive final report summarising:	5%	28 November 2025
	- Key work completed and final deliverables		
	- Lessons learned and limitations		
	- Recommendations for future improvements and scalability (e.g. integration with other tourism datasets or donor reporting systems)		
Backup Support	Provide technical assistance as and when needed	5%	31 December 2025

All deliverables are required to be available in MS Word and where relevant, MS PowerPoint for meetings. Recordings of virtual meetings are also required to be made available.

5. Institutional Arrangements:

A. Technical Oversight

Overseen by the Research and Statistics Manager and the Digital Marketing Officer in consultation with the Monitoring and Evaluation Officer.

B. Day to Day Contract Management

The Consultant will report directly to the Manager, Research & Statistics at SPTO. Further, administrative and logistical support to the Consultant will be provided by the Research and Statistics and Marketing division where necessary. **The Consultant will hold meetings with SPTO on a fortnightly basis to update on progress.**

Financial and procurement related matters will be handled by the SPTO Finance and Operations Division.

C. Endorsement

The final digital dashboard will be endorsed by the SPTO Board of Directors which will be guided by the normal approval processes of SPTO.

D. Duration of the Work

The assignment is expected to commence on 1 September 2025 with an estimated completion date of 31 December 2025.

E. Duty Station

The assignment is intended to be carried out remotely.

6. Qualification, Experience and Competencies

A. Qualification:

A Higher-Level degree in Data Science or a relevant field of study.

B. Experience:

- More than 5 years of progressive work experience in framework and statistics digital dashboard development at either national or regional level.
- Strong understanding of data visualization, data warehousing and presentation of statistical information.

C. Competencies:

- Strong interpersonal and communication skills.
- Strong analytical, reporting and writing abilities skills.
- Ability to work independently and with multiple stakeholders.
- Openness to change and ability to receive/integrate feedback.
- Ability to plan, organize, implement, and report on work.
- Ability to work under pressure and tight deadlines.
- Proficiency in the use of office IT applications and software in conducting meetings, research data warehousing and digital dashboarding.
- Outstanding project management and organizational skills.
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards.
- Positive, constructive attitude to work.

D. Language requirements

- Fluency of English language is required.
- Knowledge of French would be an asset.

7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Cumulative Analysis

The award of the contract shall be made to the consultant whose offer has been evaluated and determined as (a) responsive/compliant/acceptable; and (b) having received the highest score out of a set of weighted technical criteria **(70%)** and financial criteria **(30%)**.

Evaluation Criteria, Competency Requirements		Score Weight (%)	Points Obtainable
Criteria 1:	Qualification	20	15
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	II. Strong understanding of data visualization, data warehousing and presentation of statistical information.	30	25
	III. Professional experience in the design and implementation Digital Benchmarking Platforms.	30	25
Total Score		100	85
Qualification Score		70	49

Financial Proposal (30%)

The consultant must submit a Financial Proposal based on:

- **Lump Sum Amount:** The total amount quoted shall be all-inclusive and include **all costs** components required to perform the deliverables identified in the TOR, including professional fees, taxes (if applicable), travel costs, and any other costs to be incurred. The contract price will be a fixed output-based price regardless of any extensions. Payments will be made upon completion of the

deliverables/outputs and as outlined in the Deliverables and Indicative Timeframe section above.

- If travel is required, SPTO will not accept travel costs exceeding those of an economy class ticket. Should the Consultant wish to travel on a higher class he/she should do so using their own resources. In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and relevant expenses should be agreed upon, between the SPTO and the Consultant(s), prior to travel and will be reimbursed.
- The financial component of the proposal will be scored on the basis of overall costs for the delivery of the services and financial incentives and benefits provided to SPTO. The lowest financial proposal will be awarded maximum 30 points and other financial offers and incentives will be awarded points as per the formula below. The formula used for scoring points for financial values proposed will be: **Financial Proposal score = (Lowest Price / Price under consideration) x 30**
- The Financial Proposal will be considered only for bidders that passed the minimum technical score of 49 points (70%)

8. Documentation required

To be eligible, interested consultant(s) must be registered on [SPTO Joblink](#) portal. The following documents/information must be submitted to demonstrate their qualifications. Please group them into one (1) single PDF document (under 5 MB in size):

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Technical Proposal Submission Form**, as per Annex III including (a) a clear explanation of why the individual considers him/herself as the most suitable for the assignment; and (b) a Methodology, on how they will approach and complete the assignment.
- **Financial Proposal Submission Form**, as per template provided in Annex IV. All quotations must be provided in Fiji Dollars (FJD)
- **Business Registration/License** of the Consultant.
- The successful consultant will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.
- Incomplete proposals and proposals sent to the wrong email address will not be accepted. Only candidates for whom there is further interest will be contacted.
- The successful consultant shall sign a Service Contract with SPTO.
- ***Pacific Island Nationals and Women applicants are encouraged to apply.***

Proposal Submission

- All applications must be clearly marked with the title **25/004: Consultancy Services for the Revamp of the SPTO Digital Measurement and Benchmarking Platform** as the subject of the email.
- Bidders are required to fill and submit below forms:
 - Annex II:** Please [click here](#) to view - Consultant's Letter to SPTO Confirming Interest and Availability for the Consultancy Services
 - Annex III:** Please [click here](#) to view -Technical Proposal Submission Form
 - Annex IV:** Please [click here](#) to view - Financial Proposal Submission Form
- Submissions are to be sent to the email address, procurement@spto.org by **4:00pm (Fiji Time & Date) 25th August 2025.**

Tender timelines and due dates		
	Date	Time
Deadline for seeking clarification from SPTO	7th August 2025	10.00am (Fiji Time)
Response from SPTO on clarification queries posted on the SPTO website	11th August 2025	4:00pm (Fiji Time)
Deadline for RFQ Submissions	15 th August 2025	4.00pm (Fiji Time)

ANNEX II
CONSULTANT'S LETTER TO SPTO
CONFIRMING INTEREST AND AVAILABILITY
FOR THE CONSULTANCY SERVICES FOR THE REVAMP OF THE SPTO DIGITAL
MEASUREMENT AND BENCHMARKING PLATFORM

Date _____

Christopher Cocker
Chief Executive Officer
Pacific Tourism Organisation
Level 3, FNPF Place
Victoria Parade
Suva
Fiji

Dear Sir,

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of the **Consultancy Services for the Revamp of the SPTO Digital Measurement and Benchmarking Platform**.
- B) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex I;
- C) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex II.
- D) I hereby propose to complete the services based on the following payment rate:
- A total lump sum of *[state amount in words and in numbers, in FJD]*, payable in the manner described in the Terms of Reference.
- E) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex III;

F) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to SPTO's review, acceptance and payment certification procedures;

G) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline.

H) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with SPTO [*disclose the name of the relative, the SPTO office employing the relative, and the relationship if, any such relationship exists*];

I) If I am selected for this assignment, I shall sign a Service Contract with SPTO.

J) I hereby confirm that [*check all that applies*]:

☐ At the time of this submission, I have no active Individual Contract or any form of engagement with SPTO.

☐ I am currently engaged with SPTO and/or other entities for the following work:

Assignment	Contract Type	SPTO Divisions/ SPTO Member Countries (NTO)	Contract Duration	Contract Amount

☐ I am also anticipating conclusion of the following work from SPTO and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

K) I fully understand and recognize that SPTO is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation

and submission and that SPTO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

L) I also fully understand that, if I am engaged as a consultant, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

M) Are any of your relatives employed by SPTO or any National Tourism Organisation within SPTO's Member Countries?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of Organization

N) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

O) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omissions made may result in the termination of the service contract without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of SPTO.

Annexes

1. CV shall include Education/Qualification, Professional Certification, Employment Records /Experience (Please attach)

2. Summary of Tender Application
3. Financial Proposal - Breakdown of Costs
4. Detail Technical Proposal (Please attach)
5. Business Registration/License (Please attach)

ANNEX III TECHNICAL PROPOSAL SUBMISSION FORM

Firm /Institution Background

1.	DETAILS		
NAME OF FIRM (<i>if applicable</i>)			
NAME OF PRINCIPAL CONSULTANT			
LIST OTHER PROPOSED PERSONNEL (<i>if applicable</i>)			
NATIONALITY			
POSTAL ADDRESS		E-MAIL ADDRESS	
TELEPHONE WORK		MOBILE NUMBER	
TELEPHONE HOME			
2.	ACADEMIC BACKGROUND (<i>PRINCIPAL CONSULTANT & PROPOSED PERSONNEL</i>)		
Date of completion	Institution & Country	Qualification Attained	

3.	WORK EXPERIENCE		
Dates	Employer	Position (briefly list core functions)	
4.	PROFESSIONAL AFFILIATIONS/AWARDS		
Dates	Organisation	Member/Award Status	
5.	PROFESSIONAL REFEREES (Provide three references relevant to this tender submission, including the most recent work completed)		
Name	Position	Organisation & Contact Details	
6.	STATE HOW YOU MEET EACH SELECTION CRITERIA		
<u>CRITERIA 1</u>			
Qualification			
<ul style="list-style-type: none"> A Higher-Level degree in Data Science or a relevant field of study. 		<ul style="list-style-type: none"> 	

<p><u>CRITERIA 2</u></p> <p>Technical Experience in Digital Dash boarding and data visualization tools</p> <ul style="list-style-type: none"> • More than 5 years of progressive work experience in statistics and digital dashboard development at either national or regional level. • Strong understanding of data visualization, data warehousing and presentation of statistical information. • Professional experience in the design and implementation Digital Benchmarking Platforms. 	<ul style="list-style-type: none"> • 	
8.	ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT	
9.	HOW DID YOU LEARN ABOUT THIS TENDER?	
10.	<p>CERTIFICATION & AUTHORISATION:</p> <p>All information submitted herewith is true and correct. SPTO has the authority to seek verification of any information provided.</p>	
Signature		Date

ANNEX IV <u>FINANCIAL PROPOSAL SUBMISSION FORM</u>

1. All costs indicated on the financial proposal should be inclusive of all applicable taxes.
2. The format shown below should be used in preparing the price schedule

Price Schedule- Tender	
	Amount in FJD
Professional fees related to the Terms of Reference	
Any travel costs	
Other related costs	
TOTAL	