



SPREP

Secretariat of the Pacific Regional
Environment Programme

ANSWERS TO CLARIFICATION QUESTIONS

File: AP_3/28/1 and AP_3/19/1
RFT: 2022/020
Date: 19 May 2022
To: Interested suppliers
Contact: Maraea S. Pogi maraeap@sprep.org
Subject: Request for tenders: **Provision of communication services to support SPREP's climate finance project portfolio**

Question 1:

What proportion of the services required are strategic planning activities?

Response:

The proportion of services required under the ToR are as follows:

- Strategic / organisational: 40%
- Project related activities: 60%

Question 2:

We noticed the 'Communications' and 'Knowledge Management' strategies/action plans have been grouped together. Additionally there's minimal reference to KM activities beyond this - what does SPREP see that the KM strategy would cover?

Response:

In regards to this tender, the focus is on the development of outputs, information and building visibility across the climate financing portfolio. The knowledge management component of the tender refers to the development, creation and sharing of information generated by projects under the climate financing portfolio. In particular, it will focus on public disclosure and sharing of results, outputs and outcomes with multiple audiences. The systems component of knowledge management, that is the maintaining of information in an accessible portal, will be integrated into SPREP's existing IT and Knowledge Management platforms. Therefore, the focus of the terms of reference is on the development, creation, sharing and visibility of information and knowledge rather than the mechanisms for access.

Question 3:

Is there more information available about the Readiness and NAP projects?

Response:

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The expected projects to come under this agreement are all Green Climate Fund Readiness and Preparatory Support Projects and include two projects which are approved and two projects in the pipeline with an expected approval in 2022. Once approved these projects will come under this consultancy. The Project proposals are uploaded onto this website for those Projects which are approved.

Niue Readiness II Project	This project has recently been approved and is in the Agreement negotiation phase. A copy of the Readiness Proposal is uploaded
Nauru National Adaptation Plan	This project has recently been approved and is in the Agreement negotiation phase. A copy of the NAP Proposal is uploaded
Niue National Adaptation Plan	This NAP proposal is in the development phase with an expected submission to the GCF by Q3 2022. It is expected that when it comes on line, it will form part of the portfolio
Nauru Readiness II Project	This Readiness proposal is in the final review stages with the GCF. It is expected that when it comes on line, it will form part of the portfolio

Question 4:

What format do you expect the response to be submitted in?

Response:

We expect to receive a full proposal which details all of the requirements as outlined under the assessment criteria. The format for the proposal should be pdf if possible. However, noting the requirement for five communication product examples, these can be submitted either in the format they have been developed in (if it is a report or pdf style document) or links can be provided if the examples such as videos, websites, social media etc.

Question 5:

For budgeting considerations - can an estimate be provided of how much travel is expected?

Response:

For budgeting purposes an estimate of travel related expenses can be costed based on the following expectations:

- Strategic / Organisational: Costed at 4 trips to Apia, Samoa (i.e. one every six months over the course of the two years)
- Projects: Costed at 2 trips per country i.e. Niue and Nauru

Question 6:

What is the project timing e.g. July 2022 to June 2024? And the 10 months per year: Feb-Nov? 1.

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Response:

The timing of the project will commence from the date of the signing of the Agreement. Any specific dates relating to the delivery on the Project-related work will be detailed in the Agreement and be dependent upon the timeframes outlined in the Project proposals.

The ten months per year will be spread over the 12-month period, however, it will take into account holiday periods etc. The specifics of the timeframe for delivery of services will be discussed with the successful tender as part of the contract negotiations and the final work programme to be developed as one of the deliverables.

Question 7:

Would a response that included an offer of both paid and in-kind/pro bono service be welcomed?

Response:

A response including both paid and in-kind / pro bono services would be very welcome and viewed in terms of a partnership arrangement. However, the tender is not contingent upon any tenderer providing in-kind / pro bono services.