

ANSWERS TO CLARIFICATION QUESTIONS

File: AP_2/2/24/1

Date: 31 December 2019

To: Interested suppliers

Contact: Maraea S. Pogi (maraeap@sprep.org)

Subject: Request for tenders: **EDITING A PUBLICATION ON GOOD PRACTISES OF NATURE CONSERVATION IN THE PACIFIC ISLANDS' REGION, EDITING CONFERENCE DOCUMENTS, AND DEVELOPMENT OF THEMATIC BRIEF DOCUMENTS BASED ON THE PUBLICATION'S FINDINGS.**

Q1. The dates for the Key Deliverables appear to be out of order. Specifically the due date for #3: Six thematic briefs (19th March 2020). The TOR requires these 6 thematic briefs to be derived from the good practices publication, which is due much later. Could SPREP please clarify the order of these deliverables and clarify what the intended due date should be for the 6 briefs.

Response:

The Thematic briefs will be compiled from the inputs that will form the Good Practices publication. The inputs are to be the proposals received for showcasing sessions at the Conference. Speakers are required to produce a short text (max 5 pages) which will each address the five guiding questions that form the structure of each entry in the Good Practices publication.

Q2. Could you please comment on what date you require authors to provide their draft texts and figures (ideally this would be well before the conference).

Response:

We will confirm successful speakers by the end of January and request that they develop their text before the end of February. Exact timelines are yet to be confirmed and can be negotiated in partnership with the successful copy-editor.

Further information on the session and speaker proposals can be found on the Conference website <https://www.pacificnatureconference.com/conference/speakers-and-guidance>

Q3. Could you please clarify in Section 4 of the TOR whether it is SPREP or the consultant that is responsible for ensuring that all 40-60 authors do provide draft text, photos, figures and tables before the conference.

Response:

SPREP will be responsible for following-up and securing all draft text and required inputs from session authors.

Q4. The scope of work during the conference includes several possible editing roles (the TOR states 'these documents might be:

- a) Written inputs for the conference declaration
- b) First review of text inputs for draft good practices publication
- c) Inputs for communication products

We envisage a range of communication products that SPREP and the PIRT would normally produce during and after the conference, however some further specifics on this would be useful for planning (if these specifics are known at this stage).

Response:

The specifics of these are not known at the moment and can be discussed and negotiated further with the successful copy-editor.

Q5. Is there a guideline on the estimated available budget for this work?

Response:

Estimated budget for this work is less than US\$20,000, not including travel and associated allowances during the Conference in New Caledonia. We have provided maximum word limits for the editing/copy-editing work for all outputs so as to assist in your ability to quote.

Q6. Has SPREP already determined the themes for the six briefs, and are you able to provide these now?

Response:

The conference will explore the following thematic streams:

- People and nature conservation action
- Economic development and biodiversity conservation
- Safeguarding priority sites, including cultural heritage
- Safeguarding species and genetic diversity
- Threats to biodiversity
- Monitoring, governing and financing nature conservation action

Further information about the Conference theme and sub-themes is available on the conference website <https://www.pacificnatureconference.com/conference/theme>

Q7. Regarding the communication products being produced and edited during the conference, do these include social media posts and if so, which platforms?

Response:

SPREP has a Facebook and Twitter account, and will also use the *Attendify* App to connect all participants and share updates and news.

Q8. Where there are multiple individuals in our team, and in regard to filling sections 2 – 5 of the Application Form, do you prefer us to provide background details of each team member on the one form or on separate forms?

Response:

All on the one form – principal applicant and any proposed personnel details.

Q9. Are the draft text inputs for the 6 short thematic brief documents available for review prior to submitting a response to the RFT? If not, what date would these inputs be submitted to the successful consultant for the 1st deliverable on 19 March 2020?

Response:

The text inputs are not available until after the successful session proposals are confirmed at the end of January. Refer to the response for Q2.

Q10. Is there a form for submission of the Financial Component (we noticed this was included on the Graphic Design and Printing components for the Good Practices Publication)?

Response:

There is no set form or structure for submission of the Financial component for the Copy-Editor request for tender.

Q11. Under 8. Qualifications you have stated: 'experience with editing and proofreading SPREP documents and familiarity with SPREP's style is desirable'. Do you mean direct previous experience working with SPREP or will experience working with similar regional organisations (e.g. Pacific Islands Forum, Pacific Islands Trade and Invest and the ACP Group of States) suffice?

Response:

Experience working with similar organisations would also be considered favorably.

Q12. What format is the final document to be edited? What level of formatting requirements?

Response:

The document will be required to be edited to a level that can be passed have layout and design undertaken by a professional publications' designer.

Q13. Under 9. Bidding: A brief analysis of key issues – we have assumed this means what are the anticipated issues we see in delivery of the project components (not an analysis of key issues related to the conference). Could you confirm this is what you mean?

Response:

Yes, you are correct in your interpretation. We require a brief analysis of potential issues in delivery of the copy-editing components.

Q14. Are you anticipating just one consultant (or multiple) to attend the conference?

Response:

We anticipate only one consultant attending the conference to undertake the required work.

Q15. What are the anticipated daily outputs for the conference (whilst in attendance)?

Response:

During 6 days, edit, copyedit and proof-read documents requested on-site by the conference organisation.

These documents might be:

- Written inputs for conference declaration
- First review of text inputs for draft good practises' publication
- Inputs for communication products.

In addition to the above inputs into the conference, daily outputs from the conference include media articles, social media posts, and daily summaries.