

File: RP2/2/24/1  
Date: 4th November 2019  
To: Interested suppliers  
Contact: Alvin Sen

**Subject: Request for tenders: Review of Framework for Nature Conservation**

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1. QUESTION: Does SPREP have a maximum daily fee rate that it pays to consultants, if so, can this schedule of daily fees be provided?  
ANSWER: SPREP does not have a maximum daily fee, but value for money is taken into consideration as a criterion for assessing tenders
2. With pricing, are you seeking a daily rate for the consultancy or a full lump sum price for the consultancy fees for the project?  
ANSWER: A detailed budget proposal with a breakdown for daily consultancy fee is desirable.
3. Was the existing Framework document prepared in-house by SPREP or by a consultant? If it was a consultant, which consultant prepared the document?  
ANSWER: The previous Framework was prepared by a consultant, and the process is outlined in Appendix 2 of the Framework, with Peter Thomas of TierraMar Consulting Ltd was engaged to undertake this role.
4. Do you envisage the work being undertaken by an individual expert or a consultant team headed by a suitable expert?  
ANSWER: The work is suited to either an individual or a consulting team depending on skill sets and experience. The work required does require a range of skills meaning a small team may be better placed to address these. However, it will come down to a case-by-case basis.
5. Is the consultant expected to work a block of time in Samoa - or are you flexible where the work is undertaken from?  
ANSWER: There is no expectation that the work needs to be undertaken in Samoa. It may be desirable for the consultant to utilise opportunities to join regional meetings however to consult with regional partners regarding the Framework.
6. In relation to 3.5 Conditions and information for applicants
  - Travel and associate allowances (DSA) for agreed upon meetings and attendance at the conference, will be covered and arrangements made by SPREP. Please clarify if you want an allowance made for these expenses in the financial submission or exclude this expense?

ANSWER: Travel and associated allowances **do not** need to be factored into the financial submission as this is not an expense that will be covered by the tenderer.

7. In addition to the agreed meetings and attendance at the conference, are there further site visits/countries you expect the consultant to visit and budget for in the financial proposal?

ANSWER: The consultant is **not** expected to be required to visit individual countries for consultation purposes. The State of Conservation-Oceania report that is currently being developed is anticipated to provide information that will be useful for informing status, progress and needs within the region.

8. Does the 24 weeks' time allocation refer to the actual number of (paid) person-weeks that should be allocated to the tasks, or the amount of time within which the tasks should be completed?

ANSWER: The 24 weeks refers to the number of person weeks that are anticipated to be allocated to the task over a six-month period.