

ANSWERS TO CLARIFICATION QUESTIONS

File: AP_3/27
RFT: 2021/061
Date: 12 August 2021
To: Interested suppliers
Contact: Maraea S. Pogi maraeap@sprep.org
Subject: Request for tenders: **Development of a Pacific Guideline for adaptation planning process and content of National Adaptation Plans (NAPs)**

Question 1:

The ToR implies that this consultancy will be an “individual contract”, however there is a desire to have expertise in the team to *“Develop communication and knowledge products to promote the guidelines and encourage the use of these guidelines (for example slide pack, video guide)”*. If this is to need additional staff to achieve, can the bid be for a company (ie: Sustainable Seas Ltd) to include these experts, or not?

Response:

Yes Companies can bid but must clearly articulate who does what based on scope in the ToR.

Question 2:

In addition to the point above, are you expecting digital (social media) based knowledge products, or newsletters etc that could (in the future) be equally used during a social media campaign? There is of course a difference in price in terms of creating the digital platforms which you may not be seeking at this time.

Response:

We are not expecting a digital platform. What we are after is the development of content of say a newsletter, slide pack or video to promote the guideline and how to use it by countries in the Pacific. The design and formatting will be done by another contractor.

Question 3:

The Evaluation Criteria states the need to provide an *“Indicative number of days to complete tasks based on scope of work in the ToR”*, however, under the “Timeline” section of the ToR, it clearly states *“The consultant will be engaged over a period of 80 days from the contract effectiveness date to 1st of December 2021”*. Even if this contract is awarded on 6 September, there are only circa 65 calendar days to 1 December 2021. Is there leeway in extending the expected workload into the



remainder of December 2021 or not? I assume that you will allow 80 calendar days for the contract? If not, and if you are planning for something ahead of the COP26 event, please confirm EXACTLY when you need final outputs producing by.

Response:

We are asking for number of days to complete all tasks to complete each deliverable from your perspective. We want all deliverables to be completed before 1st of December 2021. Note this is not required for COP26.