

ANSWERS TO CLARIFICATION QUESTIONS

File: AP_4/3/2/2
RFT: 2021/043
Date: 22 June 2021
To: Interested suppliers
Contact: Maraea S. Pogi maraeap@sprep.org
Subject: Request for tenders: **Consultancy for Development of the 2021 Tuvalu National Environmental Management Strategy (NEMS)**

Question 1:

2.2 The successful applicant will need to provide the details of the works required as referred to in the attached Terms of Reference within 6 months of the consultancy start date.

- Is this the work plan, that is required to be submitted with the proposal?

Response:

Yes

Question 2:

Terms of Reference

2.1.11 Formulate a project concept note based on the NEMS development process funding support and other donor opportunities.

- Please clarify what is required here.

Response:

A concept note.

Question 3:

Terms of Reference

3.1.7 One project concept to be developed further into a full project proposal seeking potential funding to be forwarded for consideration to the Department of Environment and submission to the Government for approval.

- Please clarify what is required here: is the consultant to develop a concept note? Or a concept note and full project proposal?

Response:

Yes – a concept note

Question 4:

Terms of Reference

4.0 Consultancy Timeline and Cost

Section 4.1 *The key deliverables and outputs will be prepared within a period of 6 months and the consultancy cost will be discussed with Acting Director EMG Programme and Environmental Planning Advisor, Jope Davetanivalu.*

- When is this discussion to occur? Before lodgement of the tender proposal? If so, please advise process for setting up a meeting with the Acting Director.

Response:

You will still need to submit a detailed financial proposal as part of your application. This should outline/breakdown cost of each of the deliverables for the duration of the consultancy. Once the contract is awarded the successful bidder will then discuss further with A/DEMG if he/she is happy with the cost breakdown.

The Acting Director will forward the meeting platform that will be used to set up meeting the initial meeting.

Question 5:

Terms of Reference

Section 4.1a. Cost/fee of consultancy

- Presumably this consultancy is to be undertaken remotely, with no travel to Tuvalu: correct? [That is correct](#)
- Can you please advise total budget that is available for this consultancy? [USD 15,000.](#)
- How many input days does SPREP anticipate that the consultancy will require? [Refer below](#)
- I note that project duration is six months. Is this full-time throughout the six-month period (ie. five working days/week) or some other frequency? [The plan is to complete the consultancy within 6 months. If there are other challenges that will cause delays then it is a matter which can be discussed during the course of the consultancy.](#)

- Please clarify what is required in the fee proposal (as per Section 4.1): Is it a daily fee rate? Or a total fee amount? **Both – a detailed/ itemized financial proposal outlining all associated costs.**
- Section 4.1b and 4.1c and 4.1d then request a breakdown by output. Is that what is required? Both an inputs costing (fee/day) and costing by output? **Yes both**

Question 6:**Terms of Reference**

Section 4.5: *A work plan with the budget will be prepared by the Consultant and submitted to the Tuvalu Department of Environment and SPREP.*

- When is this task to be undertaken? **As soon as the contract is signed.**
- Is it a work plan for the consultancy, the one to be lodged as part of the proposal (as stated in Section 6.1(iv) of the RfT? **Yes – work plan for consultancy.**
- Or does it have some other purpose and timing? **No, refer above.**

Question 7:

Would it be possible to give us an idea of the (maximum) budget available for this tender?

Response:

Refer Q5 above.

Question 8:

Would it be possible to develop a proposal for two consultants, one being an international consultant and one being a (sub-contracted) local expert/consultant?

Response:

Yes all options will be considered provided it is within the allocated budget as noted above.

Question 9:

If the answer to question 2 is positive, do you have any suggestions for local experts/consultants that we could approach for a collaboration?

Response:

Please contact Acting Director of Environment in Tuvalu: tilia.tima@gmail.com for assistance.

Question 10:

Will SPREP accept proposals that rely entirely on remote / online delivery of this project? Due to COVID-19 related travel restrictions it may not be possible to travel to Tuvalu for consultations for the project.

Response:

Yes the work can be delivered remotely/online if the successful applicant is based outside Tuvalu.

Question 11:

If SPREP expects in country consultation, can SPREP provide details of its expectations for in-country consultation?

Response:

Yes, there will in country consultations and details will be discussed with the Department of Environment in Tuvalu which will be the focal agency for this consultancy in Tuvalu.

Question 12:

Does SPREP have a budget in mind for this project?

Response:

Refer Q5 above.

Question 13:

Is a recent Tuvalu SoE report available (draft 2020?) or is the document to be referenced the Lane 1993 report?

Response:

The Tuvalu SOE Draft 2020 can be shared to support the NEMS development process.

Question 14:

The terms of reference 4.1 state that

"The key deliverables and outputs will be prepared within a period of 6 months and the consultancy cost will be discussed with Acting Director EMG Programme and Environmental Planning Advisor, Jope Davetanivalu.

Could you kindly clarify exactly when this discussion is to take place and how does this affect the tender financial submission bid?

Response:

Refer Q4.