



SPREP
Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

**NATURE CONSERVATION
AND PROTECTED AREAS**

Nature Conservation Action for a Resilient Pacific

ANSWERS TO CLARIFICATION QUESTIONS

File: AP_6/1/12
Date: 24 November 2020
To: Interested suppliers
Contact: Maraea S. Pogi maraeap@sprep.org
Subject: Request for tenders: **Consultant – Event Coordinator – 3rd Clean Pacific Roundtable**

Question 1: What type of technical support would the successful applicant have during his consulting work? Is that support already available at SPREP or would it be the responsibility of the applicant to find this support. For example, IT support and web design support.

Response: There will be full support from the Waste Management and Pollution Control Programme at SPREP who is the Secretariat of the Roundtable Steering Committee. Likewise, support will also be given at the corporate level like our IT, Knowledge Management, and Comms Teams. The Coordinator will also work with a service provider of a suitable webinar platform which will separately be contracted out.

Question 2: Is there a fundraising database already available?

Response: There is already a budget to work on for approval by the Steering Committee. It has yet to be determined whether further funding support will be sought based on current commitments. This is yet to be decided by the Sponsorship Committee.

Question 3: Is the steering committee already made or would it be part of the work assignment to create one? And if one already exist, who is part of the steering committee?

Response: The Steering Committee already exists and has provided some solid groundwork on the preliminaries of the event. It is composed of representatives from countries, donors, private sector, NGO, civil society, academe, etc. It is multi-sector.

Question 4: What is the minimum time required (working hours) you would need the applicant to commit and when is the earliest you think the assignment should start? I can see in the application that ideally the Clean Pacific Roundtable should be held in April-May 2021 (as already delayed from the Oct 2020 originally planned) and that you are looking for a full time to part time contract. Would a 10 to 14 hours commitment be enough to meet your timeline?



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Response: We are expecting the Coordinator to start soon, preferably January 2021 at the latest. This will be approximately an 8-month assignment which will include pre, during, and post-event activities. Since this will be delivered virtually, it is likely that side events will be spread over several months although the main event will be held during the months of April and May 2021. There will be reports to be prepared after the event so we are extending it to 8 months.

- The role will be full-time from engagement where full blast preparation is expected before the main event and during the event. After the event, engagement will be on a part-time basis. This can be further discussed with the selected consultant.
- We are expecting more than 10 – 14 hours of commitment.

Question 5: What is the budget for this role?

Response:

SPREP has a pre set budget for this tender. We are not prepared to make the figure public knowledge at this stage of the tender process. We are open to competitive offers.

Question 6: You are requesting a Business License as part of the application process. I have neither of them so far but I am well aware of the procedures to get it. Can the Business License be provided later in the application process, however before contract award?

Response: Yes