

CLARIFICATION QUESTIONS

RFT: 2023/043
File: AP_2/41
Date: 10 August 2023
To: Interested Service Providers
Contact: Maraea S. Pogi (maraeap@sprep.org)

Subject: Request for tenders (RFT): Graphic design services for SPREP Technical Assistance to Kiwa

Question 1:

Would the agency have to be based/registered in Samoa?

Response:

No, Consultant must be a legally registered entity but does not have to be based or registered in Samoa.

Question 2:

May the project be delivered remotely?

Response:

Yes, the project is expected to be delivered from the Consultant's home office.

Question 3:

We have an extensive experience in Graphic design for development sector organization globally, would experience working in the Pacific Islands region producing similar deliverables be mandatory?

Response:

Evidence of experience working in the Pacific Islands region producing similar deliverables is not mandatory but will be evaluated against as part of the Technical Score (see evaluation criteria).

Question 4:

Can you confirm for the 4 sets of deliverables (booklets) is there a need to have content editorial and review along with writing or will the write-ups for each booklet be provided to us?

Response:

All the write-ups will be provided, no editorial work will be requested – apart from the 1 pager summary poster where content is expected to be developed by the Consultant.

Question 5:

When it comes to visual design for each booklet and use of graphics (photos), will we receive those or do we need to account for procuring IP-free photos that we can use?

Response:

Please account for procuring a maximum of 5 IP-free photos.

Question 6:

For the risk assessment tool booklet, we are assuming that it is a tool based learning asset so will we be receiving the screenshots of the tool or access will be provided to us of the tool so we can extract the visual screenshots?

Response:

The risk assessment tool is in a booklet, Microsoft Word format. The full document will be provided.

Question 7:

The page size is A4?

Response:

Page size for the three-word documents (Human Rights Booklet, Risk assessment and GEDSI Analysis guide) is A4 portrait.

Question 8:

For the total pages mentioned is it 2 side pages or a single page? For example, the 30 pages if it's 2 sides then it will be translating to a total of 60 single pages back and front.

Response:

Total pages are for single pages – for instance 30 total pages refers to the number of pages of final word documents.

Question 9:

Are these booklets digital in nature or do we need to consider print-ready format?

Response:

The primary format is digital but print-ready format versions are also to be developed.

Question 10:

Do we need to build any form of interactivity in the booklet such as page-turners, menu clicks, etc.?

Response:

Simple interactivity available on a word document (e.g. links to sections in table of contents) are expected.

Question 11:

For the training package powerpoints, do we need to create the master template, or that will be provided to us?

Response:

The master template will be provided.

Question 12:

The content will be in which language?

Response:

Both English and French versions of the content will be provided.



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Question 13:

Do you have any sample pegs for design or this has to be determined by the consultant?

Response:

Kiwa Initiative Graphic Charter and style are to be followed (see Multi-Donor Climate Resilience Fund - Kiwa Initiative)

Question 14:

Where are these booklets going to be hosted? - are they for offline use or do you plan to upload these on the website / learning platform?

Response:

These knowledge products are expected to be hosted mainly on SPREP Virtual Library <https://library.sprep.org/search>