CLARIFICATION QUESTIONS

RFT: 2023/046
File: AP_2/41
Date: 13 September 2023
To: Interested Service Providers
Contact: Maraea S. Pogi (maraeap@sprep.org)

Subject: Request for tenders (RFT): Consultancy services to develop an online, self-paced course on Nature-based Solutions for Climate Change Adaptation in the Pacific Island region

Question 1:
Time frame for development of the courses and delivery

Response:
Timeframe for the development of the courses is expected to be of maximum six months, with a start of engagement expected by end of October 2023. The delivery of the course is not part of the ToRs.

Question 2:
Content to be offered is extensive for the hours nominated - would you be agreeable to alternative options for delivery (i.e. reducing the content, increasing hours of delivery, or offering tiers of programs aimed at different level of participants).

Response:
Please include suggested options and recommendations in technical proposal.

Question 3:
Could we suggest leveraging existing material available through SPREP

Response:
Yes course should build on and complement existing material – any relevant material available through SPREP will be provided at the inception of the engagement.

Question 4:
Would SPREP be interested in co-design of some relevant components of the program?

Response:
Yes, co-design with SPREP and other Kiwa partners (e.g. SPC) is expected and areas of co-design can be discussed at inception.

Question 5:
What features are available on the PCCC e-learning platform (to understand the system).

Response:
Please consult existing PCCC e-learning modules on the platform by creating an account. Features include embedded videos, quizzes and assessments, links to other resources and attachments.

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Question 6:
To what degree can we access relevant examples of potential content from the Pacific region countries through SPREP? eg case studies, reports, video clips, pictures, other examples

Response:
Please consult SPREP Virtual Library | Virtual Library (sprep.org) to access all Pacific-relevant content and report. SPREP will provide any available material, but consultants are also expected to develop original content as part of this engagement.

Question 7:
In terms of the language requirements, if we provide links as further resources of any topic, are the linked materials be expected be translated to French? (For example, the articles, legislative documentations, videos and interviews that link to a website)?

Response:
Where official translation into French of referenced documents (for instance UN reports or policies), or a document/video with similar content are available please reference the French version. Where the reference document is only available in English (e.g. research paper, journal article) please refer to the original without translating the title.

Question 8:
In terms of the final products, do you want French version and English version co-exist in one package or you expect two different packages of language separately?

Response:
Two different packages are expected.

Question 9:
Will there be any withholding tax deducted from Fiji Government?

Response:
No

Question 10:
Is there an indicative maximum budget which could be provided?

Response:
Proposals over USD 90,000 may not be considered.

Question 11:
We understand that we will have to suggest an independent advisory board to review the training course on completion. Could you advise whether the board members are paid positions? If they are, are they paid by the consultant or by SPREP?

Response:
Costs related to the advisory panel do not need to be included in the financial offer.

Question 12:
Under 'course modality' it is indicated that the consultant will be responsible for uploading the course into the PCCC e-learning platform however, in the objectives and scope of work, it is stated that upload and web development will be conducted by a Kiwa web developer. Could you confirm which is correct?

Response:
§15 refers to the full course, which is expected to be uploaded by the consultants on the PCCC platform (no web development needed and straightforward operation with appropriate login provided by PCCC).
§9 refers to the summary guide, which will be uploaded on the Kiwa website – any web development or interactivity will be done by the Kiwa website developer.

Question 13:
We have previously prepared a number of courses in the past on a vast range of budgets, therefore a budget is an important guide for the level of production of customised course resources. Are you able to provide a budget for this tender?

Response:
Refer Q 10.

Question 14:
Could you please provide us with an estimated turnaround time for SPREP's review of deliverables? This will greatly impact the work plan (e.g. allow 1 week following each deliverable submission for review).

Response:
Given number of stakeholders involved in revision (SPREP, SPC, Kiwa), please account for one to two weeks turnaround time.

Question 15:
Can the application form be modified e.g. to show academic background & experience for each team member?

Response:
More information can be included in the application form or attached and will be considered as part of the technical proposal.