CLARIFICATION QUESTIONS

RFT:  2024/018
File:  AP_2/41
Date:  21 March 2024
To:  Interested Service Providers
Contact:  Maraea S. Pogi (maraeap@sprep.org)

Subject: Request for tenders (RFT): Consultancy services to redevelop community awareness material on Nature-based Solutions for Climate Change Adaptation in the Pacific

Question 1:
Is this tender open to companies or only individual consultants?

Response:
The tender is opened to companies

Question 2:
Is there a maximal budget allocated to this tender?

Response:
Tender is to be kept competitive and thus budget depends on bids to be received relative to proposals.

Question 3:
What is the budget envelope associated with this service?

Response:
Refer Q2

Question 4:
Does the SPREP have stock images and photos that can be used to illustrate the documents (for the covers pages and the page 8 from the Visual Guide), or are these to be provided by the consultant?

Response:
Yes we can provide images and photos.

Question 5:
Is this document expected to be complementary to the Teacher’s Guide, or will they be merged as one guide?

Response: Should be merged as one guide

**Question 6:** The current Teacher Guides contain information specific to each country (such as Curriculum links, climate paragraphs...), is the consultant also expected to provide a version of the Guide for each country with its specificities? If it is to be a single global document, is the consultant supposed to omit those specific items in the new guide?

Response: The guide should be a single global document targeted at NbS practitioners and trainers across the region, links to countries curricula and countries specifics can be included as useful background information/case-studies and examples, but no country-specific guide is expected.

**Question 7:** The final deliverable is said to be 80 pages. Is it mandatory considering that the current Teacher’s Guide is already a 106-page document (96pp for the main texte)?

Response: Total 80 pages number is indicative but final document should aim for this volume of information.

**Question 8:** The tutorial video needs a mix of face-screen images, video footage and animated presentation. Since no travels is planned, does SPREP have video teams or sequences already captured that can be used? Otherwise, is the consultant supposed to find video teams to work with in other territories to ensure the representativity of each one?

Response: SPREP can provide some sequences but majority of video work (e.g. face-screen or additional interviews) should be developed/sourced by consultant.

**Question 9:** Has the SPREP already identified the "Pacific voices" starring in the video?

Response: No but SPREP can support identification.

**Question 10:** Are the 5 x 3 minute capsules additional or are they part of the 45' tutorial but "only" isolated and in low resolution for social media?
Response:
They are isolated parts in low resolution of the 45’ tutorial (not additional material).

Question 11:
Is there a maximum of 5 (as indicated in point 8 and 9) or 8 (point 13) capsules?

Response:
Maximum of 5, thanks for clarifying.

Question 12:
What is the maximum budget for the project under which the consultancy team is expected to deliver?

Response:
Refer Q2

Question 13:
What are the specific requirements for the video tutorial, such as the format, length, and target audience?

Response:
• 16:9, HD and low resolution for social media, 45 min max, voiceover EN with EN subtitles & voiceover FR with FR subtitles, including max 8 3’ capsules (low resolution).
• Target audience: The target audience for the facilitator’s guide are representatives from CSOs and local governments, education and social workers engaged in NbS-related projects in the Pacific Islands region looking to raise awareness around NbS for CCA.

Question 14:
Are there any specific guidelines or requirements for ensuring accessibility and inclusivity in the material developed?

Response:
Please see attached SPREP Gender equality guidelines, other approaches for accessible and inclusive content to be specified by bidder.

Question 15:
Are there any specific guidelines or requirements for incorporating Local, Indigenous, and Traditional Knowledge (LITK) in a culturally sensitive manner?

**Response:**
No specific guideline, approach to be specified by bidder.

**Question 16:**
It mentions that travel is not required as part of this bid (17), but the video requires ‘face-screen featuring Pacific voices’. Is some travel expected to capture this footage? And if so, is there an in-person Kiwa meeting where the videographer could capture a range of voices at one time?

**Response:**
No travel is expected, contacts can be provided for online interviews.

**Question 17:**
What social media channels will the three video capsules be used for, and is this still for a facilitator audience?

**Response:**
Videos will be made available on Kiwa Initiative channels for facilitator audience, this is to allow easier dissemination and visioning in places with lower internet access.

**Question 18:**
Will a list of contacts for the Kiwa regional projects be provided to the consultant?

**Response:**
Yes contacts of Kiwa projects will be provided.

**Question 19:**
The current visual guide has a page specifically for each Kiwa PICT. Is the consultant to include this in the scope?

**Response:**
No the scope of the guide is regional, country specifics can be included for illustrative purposes.

**Question 20:**
Is SPREP open to changing the format of the video tutorials? For example, producing a suite of shorter videos, rather than on 45-minute video with max. five capsules?

**Response:**
Yes, please clearly outline in your technical proposal.
Question 21: Can the Kiwa design guidelines be supplied as part of this tender?

Response: See attached.

Question 22: Can the original guides be provided in an editable format, including editable illustrations?

Response: Yes original source files will be provided.