

## CLARIFICATION QUESTIONS

RFT: 2026/002  
File: AP\_1/8/1  
Date: 5 February 2026  
To: Interested Service Providers  
Contact: Maraea S. Pogi ([maraeap@sprep.org](mailto:maraeap@sprep.org))

**Subject: Request for tenders: Develop Staff Training Programme for SPREP GESI Policy**

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**Question 1:**

Is it possible to obtain a copy of the Gender Equity and Social Inclusion Policy?

**Response:**

Copy can be obtained on our website <https://www.sprep.org/publications/gender-equality-and-social-inclusion-policy>

**Question 2:**

Do the 20 days allocated as the scope of work for this assignment include the time of a web developer to create the eLearning component or would the SPREP team provide this technical support?

**Response:**

No, a web developer is not required for this work the conversion/uploading will be done by SPREP IT. The training material must be in a format compatible with Moodle in PowerPoint.

**Question 3:**

Can you kindly confirm the specific training audience and intended facilitator/s that will roll out the training package once developed?

**Response:**

The specific training audience is all SPREP staff and some short-term contractors (depending on the nature of the contract). Most staff will access the training package through the online 'self paced' training package. However, in some instances there will be 'face to face' delivery of the training material/package. In this situation the training will be facilitated by the Gender Adviser or staff member familiar with the GESI Policy. The training package developed under this tender will be suitable for both delivery modes.

**Question 4:**

Could you please confirm whether an application may be submitted by an individual operating through a consultancy firm, rather than as an independent consultant?

**Response:**

Yes, SPREP can accept applications by an individual operating through a consulting firm.



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

**Question 5:**

Would it be possible to share a copy of the GESI Policy to inform the development of my proposal?

**Response:**

Copy can be obtained on our website <https://www.sprep.org/publications/gender-equality-and-social-inclusion-policy>

**Question 6:**

Could you also advise whether there is an indicative budget range for this assignment?

**Response:**

The maximum budget for this tender is USD 20,000. Please check the tender evaluation criteria for how the financial proposal is weighted with the technical proposal in the overall assessment.

**Question 7:**

Is it acceptable to apply as a firm while proposing a single expert to undertake the role?

**Response:**

Yes.

**Question 8:**

Can the required qualifications and experience may be jointly fulfilled through a combination of the firm's institutional experience and the backgrounds of the proposed consultants.

**Response:**

Yes, 'joint' qualifications and experience is possible with a team completing the tasks. In this case SPREP requires a lead team member.

**Question 9:**

The RFT does not specify an expected work plan or timeline for deliverables. Could you please confirm whether these elements are to be proposed by bidders as part of the methodology, or if further details will be provided through a clarification?

**Response:**

A detailed workplan is not required in the application, however it is recommended that key steps and deliverables are included in the overall methodology and approach to the assignment, noting that the first key deliverable in Section 4 (Outputs/Deliverables) is the workplan and timelines. The timeline is indicated in Section 7 (Schedule of the Assignment) where the assignment is for total of a maximum of 20 days of consulting services. This will be clarified and discussed with the successful tender during the inception meeting.