

CLARIFICATION QUESTIONS

RFT: **POLP 2026/004**
File: AP_6/19/4
Date: 10 March 2026
To: Interested Service Providers
Contact: Ngaire Ah Ching ngairec@sprep.org

Subject: Request for tenders (RFT): 2026 POLP-004 : Consultant – Develop a Single-use Plastic Source Inventory and Roadmap to Phase Out Single-use Plastics in Kiribati.

Question 1:

Question 1 - Financial Proposal and Budget: It is mentioned in the Tender documentation that the Financial Proposal "should be for the fee's component only", however it also states that "submissions must include an annotated budget listing for each task" and "proposed travel costs to outer Islands". Would it be possible to clarify

- (i) what items, if any, are to be included in the financial proposal apart from the fees,
- (ii) what are the expectations in terms of presence of the consultancy team in-country, and in particular of travels expectations to Kiribati's outer islands.

Question 2 - Project Schedule: In the project schedule presented pages 8/9, there is only one week time between Task 2 - Collect data and information (4 weeks from the date of the approved Workplan) and Task 3 - Submit Draft Inventory and roadmap (5 weeks from the date of the approved Workplan), leaving 6 weeks out of 12 for the review process and finalization of the deliverables based on comments from SPREP and MELAD. Is that correct? And how long is expected to be the review process from SPREP/MELAD?

Response:

Question 1:

- i. Items to be included in the financial proposal are associated costs expected to be payable to the Consultant. These include consultancy fees to cover proposed workplan and methodology. These costs may include any potential travel costs according to proposed workplan and methodology. An annotated budget refers to financial proposal/ budget to correspond to the proposed workplan and methodology activities.
- ii. An expectation is made that a proposed methodology will suggest a reasonable coverage of stakeholders to ensure a practical national representation is made during the consultations. A reasonable approach is made within the parameters of the budget and timeframe of the consultancy provided. Therefore a proposed workplan, methodology and budget is expected to be constructed accordingly.

Questions 2:

Please refer to Table below for a clarified Project Schedule and Deliverables.

Activity	Description	Indicative Timeline
1	Inception Meeting between the POLP Project Management Unit, MELAD and the successful researcher/firm detailing the proposed methodology and workplan. Approval of Workplan and methodology.	No later than one (1) week from date of contract execution/ signing.
2	Collect data and information addressing the TOR consultancy objectives and scope of works (Section 2 & 3).	No later than four (4) weeks from the date of the approved Workplan (End of Activity 1).
3	Submit draft the following documents: <ul style="list-style-type: none"> - Single Use Plastic source inventory - Roadmap (10 Year Policy) to phase out SUP, including identified items to be included in a revised legislation. 	No later than five (5) weeks from the completion of Data collection. (End of Activity 2)
4	Submission of Final Documents for POLP & MELAD Review	No later than (2) weeks after submission of Draft documents. (End of Activity 3)

A total of 12 weeks/ 3 months is required for the consultancy.

Please note that this table will be further discussed by SPREP/MELAD and successful bidder based on workplan and methodology.

Question 2:

- i. Is there a specific driver for the 12-week timeline, or could that be extended? We note this is a very short timeline for data gathering and engagement to support development of a roadmap.
- ii. What are the expectations regarding development of the inventory? Is the consultant expected to work from secondary data sources, or undertake some ground-truthing as well?

Response:

- i. The suggested timeline is due to the timeframe of the project. However, tenderers are encouraged to present a reasonable timeline according to suggested workplan and methodology.
- ii. Consultants are expected to propose relevant data sources in their methodology to ensure a comprehensive source inventory roadmap taking into account the considerations outlined in the Terms of Reference.