

## CLARIFICATION QUESTIONS

RFT: 2026-BOLD-001  
File: AP\_3/41  
Date: 16 March 2026  
To: Interested Service Providers  
Contact: Procurement Unit ([procurement@sprep.org](mailto:procurement@sprep.org))

**Subject: Request for tenders (RFT): Monitoring, Evaluation, Reporting and Learning Specialist (Service- Based Consultancy) for the Building our Loss and Damage (BOLD) Response project**

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**Question 1:**

Is it possible to submit an offer not individually but for a 2 experts' team?

Response:

Yes, individuals and companies are eligible to apply.

**Question 2:**

**Eligibility – Individual Consultants vs. Entities**

Section 2.1 specifies that SPREP is seeking tenders from qualified and experienced Monitoring and Evaluation Specialists (Individual Consultants). However, Section 4.2(f)(i) references the submission of business registration/licenses for "Entities/Individual consultant's as per relevant national legislations." Could SPREP please confirm whether this tender is exclusively open to individual consultants, or whether entities (e.g., firms or organisations) are also eligible to submit proposals?

Response:

The tender is open to both individuals and companies. The proposal must clearly state the proposed MERL expert even if it's a firm. It is up to the firm how it plans and cost its work to deliver the scope of work set out in the ToR.

**Question 3:**

**Geographic Eligibility**

Given that SPREP is an intergovernmental organisation mandated to serve Pacific Island countries and territories, could SPREP please confirm whether this tender is open exclusively to citizens or residents of Pacific Island countries and territories, or whether qualified MERL consultants based in other regions (e.g. Africa) are also eligible to apply?

Response:

The tender is open to both Pacific Island countries and international MERL experts.

**Question 4:**

**Visa and Work Permit Support**

The Terms of Reference (Section 7) require the consultant to undertake 20 in-country missions across five Pacific Island countries (Samoa, Vanuatu, Tuvalu, Republic of Marshall Islands, and Fiji) over a four-year period. Should the successful tenderer be based outside of these countries, will SPREP provide assistance or support with the acquisition of visas, temporary work permits, or any other entry documentation required for these missions?

Response:

SPREP will not cover any visa/permit costs, the Secretariat can only assist in providing a supporting letter for the visa and mission clearance requests to the participating countries. The consultant/contractor is responsible for ensuring that visa/permits are in place prior to deployment.

**Question 5:**

**Travel Cost Estimation Guidance**

Section 7 instructs tenderers to include indicative travel costs for 20 missions, with assumptions for 7 days' accommodation, return flights, local transportation, and per diem per mission. Could SPREP please advise whether there are established per diem rates or ceiling amounts that tenderers should apply (e.g., aligned with UN or SPREP standard rates), or should tenderers apply their own reasonable estimates? Additionally, should travel costs be presented as a separate line item within the financial proposal, or integrated into the overall consultancy fee?

Response:

Tenderers can apply own reasonable cost of per diem, it's advisable to align to the UN rates. Travel costs to be embedded into the overall financial proposal, however a breakdown should also be included.

**Question 6:**

**Payment Currency and Invoicing Schedule**

Section 4.2(e) requires the financial proposal to be submitted in United States Dollars (USD). Could SPREP please confirm whether payments will also be disbursed in USD, and whether invoicing is milestone-based strictly in accordance with the payment schedule in Section 9 of the TOR, or whether there is flexibility to negotiate the schedule during contract finalisation?

Response:

Payments will be disbursed according to the signed contract currency, preferably in USD. Invoicing will be based on the agreed milestone payment schedule in the signed contract, which is aligned to the schedule in the TOR.

**Question 7:**

**Clarification on the 200-Day Assignment Period**

Section 7 of the TOR states the assignment is for 200 days from the contract effective date. Could SPREP please clarify whether the 200 days refers to the total number of billable working days over the four-year duration (2026–2029), or whether it represents a continuous calendar period from contract commencement? If the former, could SPREP provide an indicative distribution of working days across each year of the assignment?

Response:

The former, it is up to the bidder to determine distribution of working days based on their proposed workplan and methodology to implement the scope of work.

**Question 8:**

**Existing Project Documentation**

To enable tenderers to develop a well-informed technical proposal, could SPREP please advise

whether any of the following project documents will be shared with shortlisted or successful tenderers: the approved Results Framework, the Theory of Change, the Gender Action Plan, and/or the Gender Responsive Stakeholder Engagement Framework?

Response:

Project documents will be shared with the successful bidder after contract signing. These documents shall remain confidential and be used only for the purpose of achieving the project objectives.

**Question 9:**

**Collaboration with Climate Analytics**

The TOR references Climate Analytics (CA) as a co-design and implementation partner. Could SPREP please clarify the nature and frequency of the MERL Specialist's expected engagement with Climate Analytics? Specifically, will CA have a separate MERL function, and if so, how will the responsibilities of this consultancy be delineated from CA's MERL activities?

Response:

SPREP is implementing the BOLD Response Project in partnership with Climate Analytics. Engagement with Climate Analytics will be frequent as the Lead for other work packages. The MERL function is not separate for CA and will be implemented cohesively.

**Question 10:**

**Technical Proposal – Page or Word Limit**

The RFT does not specify a page or word limit for the technical proposal. Could SPREP please advise whether there is a preferred or maximum length for the technical proposal?

Response:

There is no page limit for the technical proposal.

**Question 11:**

**Evaluation Criteria – Competencies Weighting**

The evaluation criteria table on page 4 appears to list the Experience and Competencies criteria under two separate weightings: 25% for items (a)–(d) under Experience, and 20% for items (e)–(k) under Competencies. Could SPREP please confirm this is the intended structure, or whether all items (a)–(k) are evaluated collectively under a single combined weighting? If separate, should they be treated as such in the responses in the Tender Application form?

Response:

Both criteria are to be addressed separately as shown in the application form and will be evaluated as such. Criteria 2, which lists items a-d has a weighting of 25% and Criteria 3, items e-k with a weighting of 20%.

**Question 12:**

**Scope and Deliverables**

1. Could you please confirm the final contractual deliverable expected from the consultant (in simple terms)?
2. Are you seeking only a MERL framework, or should the proposal also include implementation guidance?
3. Will the MERL framework be expected to support or inform future funding applications?

Response:

1. The deliverables are listed in simple terms in the payment schedule table in Annex A – Terms of Reference.
2. The scope of work clearly states that it requires development of tools these tools are expected to support implementation of monitoring, evaluation, reporting and learning.
3. MERL is expected to help strengthen implementation of the project as well as future projects/activities.

**Question 13:**

Project Timeline

4. What is the expected start and end date for this consultancy?
5. What is the total timeframe anticipated for delivery?
6. Is there an expected turnaround period for the MERL framework once work begins?

Response:

4. Effective from date the agreement is signed by the last party, ending December 2029
5. Assignment is for 200 days from contract effective date
6. Yes, the timeframe will be agreed with the selected bidder, advisable to propose a timeline in the methodology and workplan

**Question 14:**

Budget Expectations

7. Is there an indicative budget range allocated for this consultancy?
8. Is the daily consultant fee fixed, or is there flexibility to propose a rate?

Response:

7. The budget for this consultancy is intentionally not stipulated, to allow tenderers to interpret the scope and propose a value-for-money solution
8. Bidders are expected to propose own daily rate based on the ToR, their proposed workplan and methodology.

**Question 15:**

Consultant Structure

9. The RFT specifies a single consultant. Would it be acceptable for a principal consultant to lead the work while drawing on a small team of supporting experts (e.g., writers, MERL specialists, analysts) working on an FTE or part-FTE basis?

Response:

9. Yes, this is acceptable.

**Question 16:**

Future Engagement and Conflict of Interest

10. If Moana Connect develops the MERL framework, would this restrict us from applying for any subsequent implementation or external evaluation work connected to the BOLD project?

Response:

10. No, as long as there are no conflicts of interest and the activity does not impede on BOLD project delivery timelines.

**Question 17:**

Stakeholder Engagement

11. Will BOLD provide a list of key stakeholders to consult during the MERL framework development?
12. Will your team support the coordination of interviews, meetings, or consultations with stakeholders?

Response:

11. Key stakeholders have been identified in consultation with the National Focal Points/Departments, National Coordinators and NGOs
12. The Project is recruiting National Coordinators in each of the participating countries. The coordinators will support logistics, and the National NGOs will facilitate community consultations where traditional customs are central

**Question 18:**

Existing Research or Analysis

13. Have any feasibility studies been completed for the proposed interventions?
14. Has an environmental impact analysis been undertaken?
15. If so, will these documents be made available for review during the scoping or inception phase?

Response:

13. Yes these have been done as part of the design of the project. These will be made available following the contract kick-off meeting between the approved consultant and SPREP.

**Question 19:**

Travel and Logistics

16. If stakeholder consultations require travel, will travel, accommodation, and per diem costs be covered separately from the consultancy fee?

Response:

16. Travel costs must be embedded in the overall financial proposal and a breakdown of travel costs must be included.

**Question 20:**

Training and Handover Requirements

17. Would BOLD expect the consultant to deliver training, orientation, or capacity-building on the use of the MERL framework once developed?

Response:

17. Yes, training for project staff and partners is required

**Question 21:**

Alignment With Existing Initiatives

18. Are there existing disaster response or climate resilience initiatives that the MERL framework should align with or incorporate?

Response:

18. The MERL framework must complement the Project's Gender Action Plan and Gender responsive stakeholder engagement framework.