

CLARIFICATION QUESTIONS

RFT: 2026/PCCC/004
File: AP_3/34/9
Date: 15 May 2026
To: Interested Service Providers
Contact: Procurement Unit (procurement@sprep.org)

Subject: Request for tenders (RFT): Consultancy to review and update the e-learning courses on the Pacific Climate Change Centre E-Learning Platform

Question 1:

How many courses/e-learners are in scope for Phase 1?

Response:

14 e-learning courses are included in the Phases 1 scope.

Question 2:

How many total hours of content are in scope for Phase 1

Response:

Approximately 84 hours of total content

Question 3:

Can you provide any guidance around the potential budget for the project?

Response:

Unfortunately, we are not able to disclose the budget as it is part of the evaluation as per RFT.

Question 4:

Have you been capturing feedback from target audiences on the existing training modules?

Response:

Yes, we have been capturing feedbacks from training participants.

Question 5:

Based on your current view, do you expect the updates to focus more on refining existing content, or is there likely to be a need for more substantial development of new materials - noting that the final direction would be informed through the Phase 1 review?

Response:

The updates are expected to primarily focus on refining and enhancing the existing content. However, it is anticipated that some components may require more substantial development of new materials, particularly where updates to themes, learning approaches, absence of lecturer or course structures are necessary.

Question 6:

Do you have any specific format for the Curriculum Vitae (CV) and Detailed Financial Proposal (FP)?

Response:

No, there is no specific format for the CV and detailed financial proposal. You may use your preferred format ensuring all relevant and necessary information is clearly presented.

Question 7:

Please confirm whether there is any page limitation of the tender documents including CV and FP.

Response:

There is currently no page limitation specified for the tender submissions.

Question 8:

Roughly what are the sizes of the eLearning modules? How many, and how long (in length) are the existing courses? Would the refreshed suite of courses be potentially longer than this?

Response:

14 e-learning courses are included in the Phases 1 scope. Approximately 84 hours of total content

Question 9:

Is there any way to see these courses before the tender deadline, so we can estimate costs more accurately in the proposal?

Response:

Unfortunately, the server is currently experiencing technical issues. We are actively working to resolve the problem and expect the system to be available again shortly in link below

<https://www.sprep.org/pacific-climate-change-centre/training>

We apologize for any inconvenience caused and appreciate your understanding.

Question 10:

Are you wanting Articulate Storyline or Rise in particular, or can this be specified by the consultant?

Response:

We do not have a strict preference between Articulate Storyline and Rise at this stage. The selection of the most appropriate tool may be proposed by the consultant, based on their assessment

Question 11:

Is the insurance requirement of \$10M USD mentioned on p. 31 of the contract accurate? Is this able to be negotiated down, given that the risks associated with eLearning development and delivery are much lower than for other types of projects?

Response:

Yes, the insurance requirement is accurate. In rare and reasonable cases, we can negotiate the insurance amounts required in subsections (b) and (c), depending on the circumstances and risks attendant to the engagement and provided a reasonable justification is provided by the successful bidder.

Question 12:

The format of the tender application form seems to be prepared for the individual consultant. In this specific assignment, as shown in the TOR, we need to propose three experts for this assignment.

In this case, please advise whether we need to prepare three separate tender application forms for each expert.

Response:

There is only one tender application form is required under the firm's submission. Within the application, please include the details and supporting information for all three proposed experts as required under the TOR.

Question 13:

Regarding the Criteria 1~5, in item No. 6 of the tender application form, please inform the page (word) limit for each item.

When this application is submitted by our firm, shall we provide the criteria in only one application form?

Response:

There is no word limit set for the application form. However, we encourage applicants to provide concise and relevant responses addressing each criterion clearly.

In addition, if the application is being submitted by a firm, you may provide the responses under one consolidated application form.