

## CLARIFICATION QUESTIONS

RFT: 2025/058  
File: HR\_1  
Date: 04 September 2025  
To: Interested Service Providers  
Contact: Maraea S. Pogi ([maraeap@sprep.org](mailto:maraeap@sprep.org))

**Subject: Request for tenders (RFT): Consultant to Review the SPREP Performance Development Policy and Guidelines & Development of a Learning and Capability Framework**

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### **Question 1:**

item 3.1 ii. and 4.3 - Provide three referees relevant to this tender submission, including the most recent work completed.

Kindly confirm, this is referring to the NAMES and CONTACT DETAILS of the 3 Referees.

[Response:](#)

Yes that is correct

### **Question 2:**

item 4.2 f. Where relevant include: i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations) ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations) Kindly note that the Business License (BL) states the Tax Identification Number (TIN). Kindly confirm that the requirement in ii. is not necessary as the TIN is on the BL.

[Response:](#)

Yes that is correct

### **Question 3:**

Item 6 of Annex A -ToR states that "The assignment and deliverables are expected to be completed by 30 November 2025". The expected duration and timeframe of the assignment is not specifically mentioned in the RFT, other than Annex A - TOR item 6. Kindly advise / confirm, the expected timeframe and duration of the assignment, from the time of award of the contract. This will have an impact on the Financial Proposal.

[Response:](#)

Refer Question 1

**Question 4:**

Item 7 of Annex A -ToR - stated that the successful consultant/s will be provided with relevant and appropriate documents for this review. Is it possible to have information on the outline/contents of the existing /current SPREP Performance Development System Policy and Guidelines. This will be helpful in putting into context and determining the extent of the work, methodology and mapping out of the action plan timelines and responsibilities as well as compilation of the Technical and Financial Proposal details.

**Response:**

The attached PDP Policy and supporting docs are attached for ease of reference. The PDP process is now done online with our current PDP system.