

CLARIFICATION QUESTIONS

RFT: 2025/006
File: AP_4/12/18
Date: 19 March 2025
To: Interested Service Providers
Contact: Maraea S. Pogi (maraeap@sprep.org)

Subject: Request for tenders: Consultancy – Development of the State of Environment and Conservation in the Pacific Islands (SOEC) Regional Report 2025

Question 1:

We are strongly considering submitting a proposal to develop the State of Environment and Conservation Report 2025. We have a strong team with the required experience and capacity. We are looking for some guidance about the available budget for the project as this will guide our thinking and approach. I am hoping you can give us an indication of the available budget or any pointers such as the cost to develop the previous iteration.

Response:

Maximum 100k NZD

Question 2:

Is the outcome of the regional indicator revision process available? For example, is it clear yet if there will still be 31 indicators, as used in the previous edition, or if the scope of the report will be substantively smaller or larger?

Response:

No not yet, the completion of the regional indicator review is expected to culminate **in** July this year. there are actually 34 indicators under review, any substantial increase to this number is not envisaged, but may be a resulting recommendation of the review.

Question 3:

Regarding travel, may I confirm the DSA rates applied by SPREP: Are the UN standard_rates (<https://icsc.un.org/Home/DailySubsistence>) acceptable for use in quotation regarding the travel?

Response:

In the ToR, travel is required for an in-person inception meeting at SPREP HQ. Therefore, confirming that the SPREP DSA (based on UN rates) apply in this case.

Question 4:

Noting the listing indicates a 10-month maximum period, is a budget range available for this RFT?

Response:

Refer to Q1

Question 5:

Is there an indicative budget for this project?

Response:

Refer to Q1

Question 6:

Please confirm this is an update to current (2020) report

Response:

Confirming that this is correct

Question 7:

Could you please outline expectations regarding consultation (e.g., consult with each member country and territory, in-person vs on-line). Will SPREP assist with identifying appropriate SPREP department, country and territory representatives, technical experts and partners?

Response:

Consultations will be completely virtual, an in-person inception meeting here at SPREP HQ is also a requirement as outlined in the ToR, this will allow the consultant to meet with relevant SPREP programme staff and will be an opportunity to access their respective focal point contacts (ie – for waste, biodiversity, climate change etc.), SPREP will also assist with facilitating initial communication between the contractor and focal points and with relevant partner organisations.

Question 8:

Please outline expectations for the requirement to promote and increase the visibility of the report

Response:

these are already outlined in the ToR, task 3.6 (refer also to follow on response below)

Question 9:

Is the report summary intended to be “web ready” or simply content and format to inform a web-based report version?

Response:

It is the latter, task 3.6 of the ToR specifically refers to curation of content for the online summary/synthesis version of the updated SOEC Regional Report, including highlights for

each of the thematic areas and related indicators. Therefore, the report summary itself need not be 'web ready'

Question 10:

Please outline the expectations and expected role of the consultant with respect to Task 3.6 Media, Communications and Visibility. For example, is there a graphic design requirement? Is a specific media/comms role required on the project team? Is the consultant expected to facilitate the webinar referred to? Is the launch event to be in-person or on-line and what is the consultant role with respect to the launch event?

Response:

As outlined in the ToR, the consultant is expected to work on and deliver the stated comms outputs (brochure/pamphlet, launch event, regional webinar) – these will be planned out and conducted by the consultant working closely with and with guidance from both the SPREP technical and comms teams. Content for will be provided by the consultant for drafting media releases, after which the SPREP technical and comms teams will handle internal review, finalisation and dissemination. A print ready copy of promotional material (ie – brochure/pamphlet) is required, and therefore a graphic design element should be included. There is no specific requirement for a media/comms role, however, as media/comms outputs are clearly specified in the TOR, it would be an advantage if bidders did have this capability on their project teams – furthermore, this would be at the bidder's discretion.