ANSWERS TO CLARIFICATION QUESTIONS

File: SPREP 2/23
RFT: 2021/027
Date: 25 March 2021
To: Interested suppliers
Contact: Maraea S. Pogi maraeap@sprep.org
Subject: Request for tenders: Independent Corporate Review of SPREP and Mid-Term Review of the SPREP Strategic Plan 2017-2026

Question 1:
The link labelled Application form on your website seems to be the Request for Tenders document. Can you please share the application form including the Conflicts of Interest form?

Response:
It is available from this link

Question 2:
RfP lists the deadline as midnight on 6 April – is that 12am on 6 April or 12am 7 April?

Response:
6 April 2021, midnight (Apia, Samoa local time) i.e. one minute after 11.59pm on 6 April (Apia, Samoa local time).

Question 3:
The ToR require: “At least 3 sub-regional stakeholder workshops for Melanesia, Micronesia and Polynesia” – is that 3 in total or 3 per region (6 in total)?

Response:
A minimum of 3 in total for the sub-regional consultations and virtual consultations with French speaking Members, Metropolitan Members and partners.

Question 4:
In order to enable us to put together an accurate budget and timeline, it would be helpful to get a bit more detail about the stakeholders you would like us to consult with. Section 3 – Consultant Tasks: item (iii) makes the distinction between SPREP members, partners and donors. Our questions are:

- There are many entities what describe SPREP as a partner. Can you please describe in more detail what is meant by partners? – we would prefer a specific list and/or an estimated number of interviewees/workshop participants.

  **Response:**

  SPREP has a Partners list which includes over 67 organisations; and CROP agencies of 7. Partners may include organisations that SPREP has an MOU with, collaborates with or works alongside and/or delivers on behalf of through donor funding. The latter would be both a partner and donor in terms of providing funding. SPREP also has 5 Metropolitan Members which contribute different donor funding as well, which may also be considered donors.

- Can you please also provide a list of all the current SPREP donors if possible and/or an estimated number of interviewees/workshop participants in the “donor” category?

  **Response:**

  Please refer above. Note SPREP has available on our website Annual Reports which provides this information. The relevant contacts lists will be provided to the successful applicants. Previous reports are also available on the SPREP website of past reviews conducted in 2008 and 2014. Please refer to this website link [https://www.sprep.org/governance/corporate-documents](https://www.sprep.org/governance/corporate-documents)

**Question 5:**

Section 3 “SPREP Secretariat Tasks” states that SPREP will provide support through the following actions: "(iii) dealing with all logistics and related matters for virtual consultations". Can you please expand on this? it will help us to provide an accurate budget and timeline. For example:

- Does it include sending invitations for the virtual event, monitoring who has confirmed attendance and following-up with those who have not RSVP’ed to confirm?

  **Response:**
The Secretariat may facilitate official advice through circulars and assist with coordination through email introductions. The core logistics and setting up of virtual meetings and workshops will be for the consultants to deliver and manage.

- Does it include providing and operating the virtual platform for the workshop (either Zoom or Microsoft Teams) – including trouble-shooting any technical glitches, having a back-up plan if there are technical difficulties and recording the session?

  **Response:**

  The Secretariat may provide backup assistance but the consultancy is required to have the technical competence to deliver Zoom or Microsoft Teams and attend to technical glitches, with minimal Secretariat support.

- Please provide as much detail as possible about what SPREP is committing to do and/or expect the consultant to do for the virtual consultation logistics so that we can develop an accurate proposal that offers SPREP value for money.

  That is subject to the methodology of the consultancy. The expectation of the Secretariat is that there would be meaningful engagement in the virtual consultations to obtain accurate input into the reports.