



SPREP

Secretariat of the Pacific Regional
Environment Programme

ANSWERS TO CLARIFICATION QUESTIONS

File: AP_3/28/5
RFT: 2022/021
Date: 18 May 2022
To: Interested suppliers
Contact: Maraea S. Pogi maraeap@sprep.org
Subject: Request for tenders: **Development of Tuvalu's National Adaptation Plan to advance medium and long-term adaptation planning**

Question 1:

Section 3.3 of the TOR states that "Baselines and to better inform Activities 3.3.1 and 3.3.2 will be from evidence-based results from the actions of [...] Note, these actions are conducted outside this term of reference". Could you kindly inform us of the current status of the actions **i-vi** listed in this paragraph, and if available, share any reports and findings for each of the priority sectors developed as a result of these actions?

Response:

The evidence base will be undertaken by another consultant. We are in the process of engaging this consultant.

Question 2:

Please confirm if it is possible to submit proposals electronically or via email?

Response:

Yes that is the preferred method. Please send to tenders@sprep.org as outlined in the Request for Tenders under Section 8.

Question 3:

Please confirm the information that is available to support adaptation planning and development of the National Adaptation Plan?

Response:

Confirm there are a number of relevant national and sectoral climate change reports, policies and strategies, as well as the Tuvalu integrated vulnerability assessment findings in addition to outcomes/findings from activities that will be undertaken in the first 12 to 18 months of the project to inform adaptation planning and development of NAP.

Question 4:

Is it possible to see the terms of reference for the separate climate change risk and impact assessment being conducted for use in the NAP adaptation planning, and can you please confirm when this information will be available to the consultant?

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Response:

Yes, the generic terms of reference is enclosed.

Question 5:

Please confirm the timeline/ programme for this assignment (anticipated start and finish dates)?

Response:

Section 7 of the ToR refers:

The schedule of the assignment is for a period of 22 months (a total of 480 working days) to deliver against all activities outlined in this term of reference. The firm or consortium of consultants shall develop and submit a detailed schedule for the assignment and distribute the days accordingly among the different activities as part of the Inception Report.

Anticipated start date: as soon as Contract is finalised and signed (within 4 – 6 weeks from deadline of submissions).

Duration: maximum of 480 days over a 22-month timeframe.

Question 6:

Can you please confirm the budget for this assignment?

Response:

As per clause 6.4 of the tender document, scores will be awarded according to the financial proposal. The financial proposal is therefore competitive, and every bidder is to propose costs as applicable to the scope of work in the ToR.

Question 7:

What is the budget for this assignment? There is no indicative budget proposed in the request for tender document.

If we are to submit our budget, what currency would you prefer the proposed budget to be submitted in?

Response:

Refer Question 6

Please submit proposals in USD

Question 8:

What is the contact type

Response:

Service contract - refer to the attachments which were part of the tender package.

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Question 9:

TOR sections 3.2.2 and 3.2.3 state that the communication & engagement action plan for the NAP process is to include e.g. meetings and workshops, and that consultant is to support the implementation of the strategy & action plan. Please confirm whether the consultant's **financial proposal** should include the costs related to workshops and/or other communication activities, or whether these will be funded by SPREP outside the consultancy contract?

Response:

All workshops, meetings, etc are funded separately that is, which is outside the scope of this Consultancy Contract.