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PROTECT PACIFIC WHALES – OCEAN VOYAGERS

The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

ANSWERS TO CLARIFICATION QUESTIONS

File:	A/P 3/18/2 & AP 3/18/6/3
Date:	12 August 2016
To:	Interested suppliers
Contact:	Andrea Volentras
Subject:	**Request for tenders –** Consultant to prepare a Monitoring and Evaluation (M&E) framework for a green waste management program in Funafuti, Tuvalu.

Q1. Can you please confirm we may send our offer by email to the email address mentioned in the article 7.3?

Response:

Yes, email submissions to tenders@sprep.org

Q2. Is it possible to get a copy of the workshop report from the June 2016 SPCR-PR workshop described in the above RFT?

Response:

Yes, report is attached.

Q3. Scheduling:

We understand that the broad timing of the assignment is between early October and end of November and that within that there is flexibility around when the in country work is scheduled. We will propose a project plan/schedule that fits with team availability (specifically the first in country visit being in the week of the 24th of October) and also seeks to maximise developing local capacity and ownership over the process and product. In regards to this:

- What, if any, in country support is available to continue the M&E Framework development with the Tuvalu green waste M&E team, while the consulting team is working remotely?

Response:

Your understanding re timing is correct. There is some flexibility for when the missions can occur. For the first mission any week during October is ok.

Re: in-country support. Outside of the green waste M&E team there is not envisaged to be much other support. I will be in Tuvalu for two weeks during October and can assist on any matters during that time. The M&E coordinator based within the Prime Minister's office would also be able to provide some limited support. We also have our

SPCR/SPREP focal point based within the Department of Environment who can provide some limited assistance on administrative matters as well. But the green waste M&E team will be the key person doing any substantive work in country on this assignment.

Q4. Workshop in October:

- The Terms of Reference mentions a workshop in June that will act as a model for the proposed workshop in October and suggests a workshop report is available upon request. Could you please forward me a copy of that workshop report?

  Response: Report is attached

- What time is likely to be allocated to work on the M&E Framework at the workshop in October?

  Response: Most of the training workshop will be dedicated to developing the M&E framework for the green waste program. This will mostly focus on developing the logic model (step 1), incorporating risk considerations (step 2), formulating key evaluation questions (step 3) and preparing a simple and workable monitoring plan (step 4)

- Will anyone from the EU be at that workshop in October?

  Response: At this stage, no one from the EU will be there.

Q.5 Tuvalu Stakeholders

- Will it be possible to engage the Tuvalu government stakeholder/s (M&E officer/team) early in the assignment via phone/email, before the workshop in October?

  Response: Yes, definitely

- Who are the likely implementers of the M&E processes that will be built into the M&E Framework? In other words, who will be doing the work of collecting the information, analysing it, reporting on it etc...?

  Response: The green waste M&E team. This will be a multi-disciplinary team (from the waste authority, agriculture and possibly other departments) comprising who will also have responsibilities for implementing various elements of the green waste program.

Q.6 EU Protocols:

- Are there specific EU M&E guidelines or protocols that we should be aware of relating to the project?

  Response: I will follow up and provide any EU protocols that strictly need to be followed (if any, I expect this could be the use of a basic log frame). But the intention is to follow the approach outlined in the M&E Guidance Note which is intended to be flexible and an emphasis on utility before technical proficiency.

Q.7 Financial Proposal:

- What currency would you like the financial proposal to be in?

  Response: USD