

CLARIFICATION QUESTIONS

RFT: 2024/018
File: AP_2/41
Date: 21 March 2024
To: Interested Service Providers
Contact: Maraea S. Pogi (maraeap@sprep.org)

Subject: Request for tenders (RFT): Consultancy services to redevelop community awareness material on Nature-based Solutions for Climate Change Adaptation in the Pacific

Question 1:

Is this tender open to companies or only individual consultants?

Response:

The tender is opened to companies

Question 2:

Is there a maximal budget allocated to this tender?

Response:

Tender is to be kept competitive and thus budget depends on bids to be received relative to proposals.

Question 3:

What is the budget envelope associated with this service ?

Response:

Refer Q2

Question 4:

Does the SPREP have stock images and photos that can be used to illustrate the documents (for the covers pages and the page 8 from the Visual Guide), or are these to be provided by the consultant ?

Response:

Yes we can provide images and photos.

Question 5:

Is this document expected to be complementary to the Teacher's Guide, or will they be merged as one guide ?

Response:

Should be merged as one guide

Question 6:

The current Teacher Guides contain information specific to each country (such as Curriculum links, climate paragraphs...), is the consultant also expected to provide a version of the Guide for each country with its specificities ? If it is to be a single global document, is the consultant supposed to omit those specific items in the new guide ?

Response:

The guide should be a single global document targeted at NbS practitioners and trainers across the region, links to countries curricula and countries specifics can be included as useful background information/case-studies and examples, but no country-specific guide is expected.

Question 7:

The final deliverable is said to be 80 pages. Is it mandatory considering that the current Teacher's Guide is already a 106-page document (96pp for the main texte) ?

Response:

Total 80 pages number is indicative but final document should aim for this volume of information.

Question 8:

The tutorial video needs a mix of face-screen images, video footage and animated presentation. Since no travels is planned, does SPREP have video teams or sequences already captured that can be used ? Otherwise, is the consultant supposed to find video teams to work with in other territories to ensure the representativity of each one ?

Response:

SPREP can provide some sequences but majority of video work (e.g. face-screen or additional interviews) should be developed/sourced by consultant.

Question 9:

Has the SPREP already identified the "Pacific voices" starring in the video ?

Response:

No but SPREP can support identification.

Question 10:

Are the 5 x 3minute capsules additional or are they part of the 45' tutorial but "only" isolated and in low resolution for social media ?

Response:

They are isolated parts in low resolution of the 45' tutorial (not additional material).

Question 11:

Is there a maximum of 5 (as indicated in point 8 and 9) or 8 (point 13) capsules ?

Response:

Maximum of 5, thanks for clarifying.

Question 12:

What is the maximum budget for the project under which the consultancy team is expected to deliver?

Response:

Refer Q2

Question 13:

What are the specific requirements for the video tutorial, such as the format, length, and target audience?

Response:

- 16:9, HD and low resolution for social media, 45 min max, voiceover EN with EN subtitles & voiceover FR with FR subtitles, including max 8 3' capsules (low resolution).
- Target audience: The target audience for the facilitator's guide are representatives from CSOs and local governments, education and social workers engaged in NbS-related projects in the Pacific Islands region looking to raise awareness around NbS for CCA.

Question 14:

Are there any specific guidelines or requirements for ensuring accessibility and inclusivity in the material developed?

Response:

Please see attached SPREP Gender equality guidelines, other approaches for accessible and inclusive content to be specified by bidder.

Question 15:

Are there any specific guidelines or requirements for incorporating Local, Indigenous, and Traditional Knowledge (LITK) in a culturally sensitive manner?

Response:

No specific guideline, approach to be specified by bidder.

Question 16:

It mentions that travel is not required as part of this bid (17), but the video requires 'face-screen featuring Pacific voices'. Is some travel expected to capture this footage? And if so, is there an in-person Kiwa meeting where the videographer could capture a range of voices at one time?

Response:

No travel is expected, contacts can be provided for online interviews.

Question 17:

What social media channels will the three video capsules be used for, and is this still for a facilitator audience?

Response:

Videos will be made available on Kiwa Initiative channels for facilitator audience, this is to allow easier dissemination and visioning in places with lower internet access.

Question 18:

Will a list of contacts for the Kiwa regional projects be provided to the consultant?

Response:

Yes contacts of Kiwa projects will be provided.

Question 19:

The current visual guide has a page specifically for each Kiwa PICT. Is the consultant to include this in the scope?

Response:

No the scope of the guide is regional, country specifics can be included for illustrative purposes.

Question 20:

Is SPREP open to changing the format of the video tutorials? For example, producing a suite of shorter videos, rather than on 45-minute video with max. five capsules?

Response:

Yes, please clearly outline in your technical proposal.



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Environment Programme

Question 21:

Can the Kiwa design guidelines be supplied as part of this tender?

Response:

See attached.

Question 22:

Can the original guides be provided in an editable format, including editable illustrations?

Response:

Yes original source files will be provided.