



**SPREP**

Secretariat of the Pacific Regional  
Environment Programme

## CLARIFICATION QUESTIONS

RFT: 2024/034  
File: AP\_3/42  
Date: 11 September 2024  
To: Interested Service Providers  
Contact: Maraea S. Pogi ([maraeap@sprep.org](mailto:maraeap@sprep.org))

**Subject: Request for tenders: NZ MFAT funded Loss and Damage Capacity and Capability Project – National Coordinator – Cook Islands**

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**Question 1:**

Confirm if there is an anticipated budget (contract) for the role(s)?

**Response:**

Yes, there is and it's based on approved Govt salary scale for that particular country noting this is for individuals only not firms.

**Question 2:**

Does the financial proposal need to include a summary of all task costs, or can it be based on an anticipated salary per annum over two years?

**Response:**

Financial proposal is based on salary per annum. Operational budget for each country coordinator will be paid directly by SPREP to suppliers including laptop

**Question 3:**

What is the per diem allowance for the role or is this to be included in the financial proposal?

**Response:**

All necessary travel will be paid directly by SPREP to travel agent. Per Diem is based on SPREP rate and this will be paid directly to the traveller

**Question 4:**

Are there any additional benefits, such as a set number of return airfares back to a home country per year?



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**Response:**

No this is consultancy/deliverable based type of work, not a SPREP staff.

Please note the position is for nationally based/ local consultant who currently resides in country and legally entitled to work.

**Question 5:**

Is there expected to be additional travel regionally in the Pacific to coordinate with the other country coordinators and the SPREP regional lead?

**Response:**

The coordinator role is for an individual not a firm and it's to coordinate the implementation of activities in country in which this individual will be based. The travel for national coordinators is to enable them to attend the Pacific Regional Dialogue that will be held in 2025.