



SPREP

Secretariat of the Pacific Regional
Environment Programme

CLARIFICATION QUESTIONS

RFT: 2024/060
File: AP_3/28/11
Date: 13 December 2024
To: Interested Service Providers
Contact: Maraea S. Pogi (maraeap@sprep.org)

Subject: Request for tenders: Professional Services Firm / Consortium of consultants to support adaptation planning in the Federated States of Micronesia (FSM) and development of FSM's National Adaptation Plan and updated Joint State Action Plans for Climate Change and Disaster Risk Management

Question 1:

Does SPREP have any contacts they can provide in relation to identifying state-based experts?

Response:

The contact for FSM for this project is Sendilina Lekka, Project Manager for the FSM NAP project email: Sendilina.lekka@decem.gov.fm;

Question 2:

Is there an indicative budget for this RFT?

Response:

We are open to all competitive offers and all bids will be assessed based on merit in line with the ToR.

Question 3:

Assuming the successful consultancy will be the "Specialists/Experts" can you please outline the expected interaction the Consultancy would have with the other three roles outlined on page 8 of the RFT, particularly the "State Coordinators"?

Response:

Specialist will work through SPREP Task Manager for the project (Filomena) and the Project Manager; local experts under consultancy can also liaise with State Coordinators but ensure Project Manager is in-copy and SPREP Task Manager for the Project

Question 4:

Please confirm that a climate impact, vulnerability and risk assessment is not in scope for the consultancy as it is being delivered by CSIRO

Response:

that is correct CSIRO is engaged to undertake the climate impact, vulnerability and risk assessment.

Question 5:

Please confirm that all tasks listed under 3. Scope of Work will be the responsibility of the consultancy

Response:

Correct

Question 6:

Workshops for Output 3.1.5 – do you have any advice as to the total number of workshops (State and National) you are expecting?

Response:

Proponent has to proposed as part of its methodology to deliver on the scope of work. The budget for the workshops in terms of venue, catering and local transport for participants is not included in the consultancy budget this is taken care of by the Project Management Unit in FSM DECEM.

Question 7:

Has SPREP considered how it would like travel and accommodation to be managed for the project?

Response:

Proponent has to propose cost of travel which should be informed by proponent's plan for how and what is required to complete the scope of work.

Question 8:

Could you please confirm whether International Organizations, including UN agencies, are eligible to apply as lead entity?

Response:

Professional firms/consortium of consultants – expected to be private sector and/or international organisations. SPREP cannot determine whether a UN agency can bid, it should be based on UN rules whether any UN agency can bid. In addition, any firm/consultant is required to submit company registration and meet insurance requirements, etc.

Question 9:

Could you please re-confirm that proposed services will have to cover the entirety of the ToRs and not selected deliverables?

Response:

Yes the whole scope not just part of it.

Question 10:

2.1 refers to updating JSAPs – is the expectation that these updates relate only to the adaptation components of the JSAPs, or also the DRR elements (e.g. Tsunami, pandemic, and other non-climate disasters)?

Response:

Updated JSAPs to focus on just CC elements as the focus of the project is climate change adaptation.

Question 11:

Noting that the tender closes on 24 January 2025, is the expectation that the 36-month period will be considered from award of the contract, or January, or September 2024 (as written on page 2 of Annex A)?

Response:

The contract/work will have to be completed by 30 September 2026 in line with the current project agreement. A possible extension may be considered subject to approval by the donor.

Question 12:

If the bid does not have names in state-level consultants, are they non-complying?

Response:

This will be considered as non-compliance.

Question 13:

In lieu of named state-level consultants can they include in the methodology a strategy to address use of state-level consultants?

Response:

This is not an option, the RFT specifically asked that state level consultants must be included in the team.

Question 14:

Can a state-level consultant be for a specific role?

Response:

State level consultants are expected to work on the ground with the international consultants given the challenges of doing work in each state and in outer islands of each state. The role of each state level consultant is to be the firms/consortium of consultants constant presence on the ground to collection data/information, liaise with stakeholders, follow up on information, firm's meetings, etc. etc as international consultants are not permanently based in each state. There is a great amount of work expected to be undertaken by the firm in each state including outer islands of each state with the exception of Kosrae.

Question 15:

Is there a specified budget for this project?

Response:

Refer Q2, the cost of engaging state level consultant one per state must be included as part of cost of the bid.

Question 16:

The RFT affirms that "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 ToR". How do we have to intend these 480 working days?

Response:

Please allocate number of days based on your proposed methodology and strategy to deliver on the scope of the work.

Question 17:

As calendar working days. In this case the bidder can estimate the total number of effective working days, which could be different from 480 and will be the sum of the effective working days for each team member (to be guaranteed over a period of 22 months)

As effective number of working days, which shall be reflected in the proposal and shall be divided among the team members to estimate their efforts.

Does SPREP expect that one or more team members will work full time? (for instance, the national consultants)

Response:

480 working days is based on 20 working days per month which SPREP's standard for working days/month. You have to reflect in your proposed methodology/strategy how you will use these days. Bid should not exceed 480 working days.

Question 18:

Does SPREP expect that one or more team members will work full time? (for instance, the national consultants)

Response:

This is up to you and your proposal on how you will organize yourselves to implement the scope of work in the RFT.

Question 19:

Is it possible to reduce the number of national consultants, given the objective difficulties to find them in the 4 states? For instance, once could cover Pohnpei and Chuuk given the proximity of the islands.

Response:

Failure to include state level consultant per state is considered non-compliance.

Question 20:

Page 3 of the TOR says "The climate impact, vulnerability and risk assessment are undertaken by the Commonwealth Scientific and Industrial Research Organisation (CSIRO). Deliverables from this work will inform adaptation options at national, state and municipality levels." Has this piece of work been completed already or is it currently underway? If it is underway, when are the outputs due to be delivered?

Response:

This work has started and will be completed by Q3 2025. Initial deliverables from CSIRO is due in first quarter of 2025.

Question 21:

We have assumed based on Outputs 3.1.5 (a) (iii) and 3.1.5 (b) (i) that workshops need to be conducted in all four states (including the trial state) and in two outer island communities in each state, i.e., equating to 12 workshops, plus one at a national level. Is this correct or is the number of workshops required 6 (in line with Section 4.6 of the brief), plus one at a national level?

Response:

Number of workshops expected to be undertaken is 11 - 1 main island plus two outer islands in Yap, Pohnpei and Chuuk, and 1 in Kosrae as Kosrae does not have outer islands, plus 1 at national level as per approved project so total is 12 workshops for identification, appraisal and prioritization.

Question 22:

Output 3.3.2 - The TOR state "Accredited Entities need to be identified as early as possible to support the development of the concept notes." Is SPREP considered to be a possible accredited entity for this, or does the consultant need to identify other possible entities in addition to SPREP?

Response:

This is a conversation with the FSM DECEM, its up to them whether its SPREP or another Accredited Entity depending on priority adaptation needs that FSM wish to focus on.

Question 23:

Who will be responsible for the sign-off of the Concept Notes, i.e., when does the consultant's role end?

Response:

FSM DECEM and SPREP. Consultant is required to develop the concept notes using a consultative process, undertake all necessary pre-feasibility studies as part of this process to inform the CNs.

Question 24

Given work done to date, we suspect each of the four states already have experts the governments have been working with. It would be best if the NAP consortium was a partnership with people who are already locally trusted. Are there any plans for SPREP to help facilitate these partnerships to sustain continuity of support locally, rather than rely on each tenderer to put forward their own contacts (who may or may not be the most involved and trusted locally)?

Response:

Each tenderer must look for their own state level experts. SPREP is not in a position to do that for tenderers.

Question 25:

In Section 7 of Annex A (Schedule of the Assignment), the period is specified as 22 months (480 days), which we assume is the duration rather than SPREP trying to specify the exact number of person-days required to do the work. But then the text goes on to say the consortium should 'distribute the days accordingly among the different activities'. Can you please clarify whether you are expecting that the work requires 480 person-days of effort or whether it is up to each bidder to specify the effort required?

Response:

480 days/22months is the duration of the work and therefore contract. How you distribute the days is up to you on how you see your organisation/firm and your experts in implementing the scope of work.

Question 26:

Could you kindly confirm whether the stated period of 22 months (a total of 480 working days) refers to the overall contract duration, or if the 480 working days represent the actual consultancy input required?

Response:

It refers to the overall duration of the contract.

Question 27:

On Page 8 of the RFT, it is noted that roles (i) Project Manager, (ii) Project Finance and Administration Assistant, and (iii) State Coordinators will be employed directly by SPREP/FSM. Can you confirm that the consultant team is expected to cover only the roles listed on Page 13?

Response:

Firm/consortium is expected to cover all outputs/activities set out under the Scope of Work.

Question 28:

Would it be acceptable for one specialist to cover multiple roles if they possess expertise in the relevant fields? For instance, could the Institutional and Policy Specialist also fulfill the Monitoring and Evaluation role if they are suitably qualified?

Response:

Yes, it is possible if they are suitably qualified.