

CLARIFICATION QUESTIONS

RFT: 2025/033
File: AP_6/15
Date: 6 June 2025
To: Interested Service Providers
Contact: Maraea S. Pogi (maraeap@sprep.org)

Subject: 2025/033 - Technical assistance to develop a Disaster Waste Management Plan for Tuvalu

Please note the tender has been extended to the 26 June 2025, midnight Apia Samoa time.

Question 1:

Will SPREP cover all necessary catering and venue costs for the stakeholder workshops and presentations and make all the necessary venue and catering arrangements?

Response

Yes, SPREP will arrange all necessary logistics for the venue and catering and will cover the associated costs. In the event that the consultant needs to advance any expenses related to the venue or catering, these costs will be fully reimbursed by SPREP upon submission of valid receipts and supporting documentation.

Question 2:

Will one visit to Tuvalu be sufficient for this project? It is anticipated that this would be at the data gathering stage for the Analysis Report.

Response

YES, the tender includes one visit to be undertaken at the data gathering stage for the Analysis Report. However, the bidder can indicate in his/her financial proposal what the budget for an additional visit could be, as an option.

Question 3:

Will a visit to Funafuti only, be sufficient, and if so, how will any necessary data from the Outer Islands be provided? Will help be available to gather the Outer Islands data?

Response:

The data available from Funafuti is expected to be sufficient for the initial assessment. To ensure input from the Outer Islands is also captured, their representatives will be engaged as key stakeholders during the planning process, and our team will assist in gathering any additional information needed.

Question 4:

Will an Island Disaster Committee (IDC) representative for each of the Islands need to be part of the Stakeholder workshops and will a representative from each Island need to attend workshops on Funafuti, or can this be done virtually? Who would be responsible for coordination of the IDC members and any potential internal travel and accommodation?

Response:

We recommend involving Island Disaster Committee (IDC) representatives based in Funafuti, but ideally, one representative from each island should attend the workshops in person to allow for more meaningful engagement and discussion. Participation in person is preferred over virtual involvement, given the interactive nature of the workshops. All costs related to internal travel and accommodation for these representatives will be covered separately by the SWAP project and do not need to be included in this tender.

Question 5:

Will the consultant be provided with assistance during the data gathering visit and will assistance also be available to respond to any follow-up questions at later stages of the project?

Response:

Yes, the Department of Environment in Tuvalu will provide support to the consultant during the data-gathering visit in Funafuti. They will also remain available to assist with any follow-up questions that may arise throughout the later stages of the project.

Question 6:

Is there an upper level budget figure available for this project?

Response:

USD \$30,000

Question 7:

Are you able to provide guidance on available budget for this work.

Response:

Refer Q6

Question 8:

The RFT notes that travel to Tuvalu will be required but then notes several presentations that should be done remotely if the consultant is based outside of Tuvalu. Can you please clarify when you anticipate in-country presence will be required for delivery of the project.

Response:

This service includes one visit to be undertaken at the data gathering stage for the Analysis Report. However, the bidder can indicate in his/her financial proposal what the budget for an additional visit could be, as an option.

Question 9:

My question is whether you have a budget estimate established for this project. Having an estimate or a budget ceiling would be useful for us, as it provides a clear indication of level of work expected and also provides us with the ability to assess our capacity to deliver this project effectively within the budget constraints, particularly given the need for the in-country component.

Response:
Refer Q6