

CLARIFICATION QUESTIONS

RFT: 2025/043
File: SPREP 2/32; FN_3/2/14
Date: 25 June 2025 2025
To: Interested Service Providers
Contact: Maraea S. Pogi (maraeap@sprep.org)

Subject: 2025/043 - Consultant to review SPREP Organisation Policies

Question 1:

Any indication on budget, as it seems like quite an extensive piece of work for only 8 weeks.

Response:

Description of Services

For a-d, provide a general and not an in-depth or comprehensive analysis. Do not comment on each individual policy except to cite one as an example/illustration, rather comment on groups or clusters.

Question 2:

Do we need to do benchmarking and revisions to policies like Grants & Procurement, which we're just reviewed, updated, and endorsed within the last 6 months.

Response:

Wasn't this already completed as part of the work. If not, simply do the benchmarking and simply describe what revisions would be needed.

Question 3:

What is the level of effort for policies like SPREP's Child Protection & SEAH Policy? Because SPREP HR is currently reviewing RFT Submissions or the review and revision of those policies

Response:

An organisation of SPREP's nature would be expected to have certain minimum policies in place. Identify which these are (essential) which further policies would be desirable to have. From these policies identify which would need to be comprehensively drafted based on best organisational practice and based on discussions with SPREP. From there you can construct a sliding scale of effort.

Question 4:

Clarity on whether the selected consultant's role is solely to review and recommend policies or is the consultant also expected to redevelop policies based on their recommendations. The deliverables and description of services specify providing practical and actionable recommendations as part of a policy review report. However, the methodology outlines a requirement for the consultant to draft revised or new policies

- 4.1 Should the consultant be required to develop revised policies, will SPREP require the consultant to also include Standard Operating Procedures particularly for Project Management, Finance, HR, IT related policies as part of the deliverable?
- 4.2 Should the consultant be required to develop revised policies – will the developed policies be a separate deliverable on top of the Policy Review Report that will have the gaps and recommendations.

Response:

90-95% on the first limb of the underlined sentence. 5-10% on the second.

4.1 - By agreement we'll select only a few policies to develop as a model for which (i) all future policies will be developed, drafted, formatted etc. and (ii) existing policies will, to the extent possible, be retrospectively redrafted.

4.2 - Only a selected few.

Question 5:

Is SPREP able to indicate the number of pages per policy to provide the tenderer with an insight on the level of effort required for each document considering 63 policy documents in total (pages 10-12 of the ToR).

Response:

See answer for 4.1. This will depend on the policy selected in relation to SPREP's mission and needs. The nature of the policy will often determine whether it will be a few words or many pages. We will try to select a few very different policies that will act as models for future similar-type policies.

Question 6:

The methodology requires the consultant to Provide an implementation roadmap for each policy, including guidance for dissemination, training, and monitoring. Will this be a separate deliverable or is it required to be incorporated within the Policy Review Report

Response:

Incorporated. An organisation like SPREP would be expected to have certain minimum policies in place. Identify those; identify missing policies; and assess existing policies which may be duplicative, redundant, insufficient, unsuitable, requiring minor changes or outright repeal, etc.

Question 7:

Alignment with Strategic and Regional Frameworks

Could you kindly confirm whether the policy review should explicitly assess alignment with both the SPREP Strategic Plan 2017–2026 and broader regional frameworks such as the Pacific Islands Framework for Nature Conservation and Protected Areas 2021–2025?

Response:

Maybe tenuous requiring no more than a passing acknowledgment - as you would need to establish how these document, for instance, may indicate new policies for the future (eg AI) or possible changes to existing policies in response to anticipated changes.

Question 8:

Stakeholder Engagement Expectations

Are there specific SPREP internal departments, member countries, or regional institutions that the consultant is expected to engage with during the review process to ensure inclusivity and comprehensive stakeholder consultation?

Response:

The most policies belong to HR and IT so maybe those departments. This is not meant to be a wide consultative process, so only those people that matter.

Question 9:

Local Context Considerations

Should the policy recommendations consider specific legal, cultural, or institutional contexts of Samoa or other member countries—especially in relation to sensitive areas such as gender inclusion, child protection, and environmental safeguarding?

Response:

Yes, can be briefly mentioned and examples provided for each. We'll look more closely at eg, culturally appropriate policies when we get to the drafting stage, later.

Question 10:

Policy Prioritisation

Given the extensive policy list provided, has SPREP internally prioritised certain policy areas for immediate review, or is it expected that the consultant develops a prioritisation framework based on operational impact and compliance risk?

Response:

The latter. SPREP will then add it's internally prioritized list.

Question 11:

Post-Review Support

Beyond the delivery of the final Policy Review Report, is SPREP considering any form of post-review technical support, such as staff capacity building, orientation sessions, or digital policy integration support?

Response:

Absolutely, an outline can be provided as to how this will be rolled out. Including refresher courses; mandatory courses for specific functions; certificate of completion. Etc.