

CLARIFICATION QUESTIONS

RFT: 2026-013
File: AP_3/1/15
Date: 16 April 2026
To: Interested Service Providers
Contact: Procurement Unit (procurement@sprep.org)

Subject: Request for tenders (RFT): Development of a Regional / Sub-Regional Mitigation Concept Note for multilateral “climate change” donors.

Question 1:

Does SPREP have an indicative budget for this assignment? If there is, are you able to share it?

Response:

Please submit your budget based on the ToR provided.

Question 2:

We understand the mitigation concept note will be regional/sub-regional in scope. Could SPREP advise on the anticipated number of participating countries, or share the target countries that the concept note should cover?

Response:

Based on the results of Phase 1, 6 countries will be selected, 2 each from the 3 sub-regions of Melanesia, Micronesia & Polynesia

Question 3:

The TOR refers to “in-country consultations and stakeholder engagement in selected countries.” Could SPREP clarify whether this involves:

- One main in-country consultation in Samoa with regional participation; and/or
- Additional country-level consultations or engagements in other selected countries? If other engagements are required, can you please clarify the expected format (in-person/virtual) and number of countries.

Response:

- 6 countries, 2 from each sub-region
- Country-level consultations both virtual and in-person

Question 4:

The team structure refers to “local experts (per country).” Could SPREP please clarify which countries local experts are to be engaged in, or whether proposing one Samoa-based local expert on our team would meet expectations?

Response:

One local expert per country.

Question 5:

Request list of countries that form part of the “regional and sub-regional” area mentioned under this assignment

Response:

Regional is all 14 Pacific Small Island Developing States (PSIDS)

Sub-regional:

Melanesia - Fiji, Papua New Guinea, Solomon Islands, Vanuatu

Micronesia -Federated States of Micronesia, Kiribati, Marshall Islands, Nauru, Palau,

Polynesia - Cook Islands, Niue, Samoa, Tonga, Tuvalu. The countries to be selected will depend on the results of Phase 1

Question 6:

What is the indicative budget and estimated man months for this assignment?

Response:

The estimated duration will not be less than 6 months or more than 12 months. Please provide your budget based on the ToR provided.

Question 7:

Is there any donor/climate finance organisation (such as GCF, GEF, DFAT etc.) identified to whom the concept note will be submitted?

Response:

The concept note will be submitted to any and all donors.

Question 8:

Are we allowed to submit the proposal only by email or do we also have to submit a hard copy at the mentioned office address?

Response:

Proposals can be submitted by email only to tenders@sprep.org. Should you prefer to submit a hard copy in addition to the email submission, this will also be acceptable.

Question 9:

Are international consultants from India allowed to participate in this tender?

Response:

International qualified consultants from anywhere around the world can participate.

Question 10:

Are we allowed to sub-contract or form a consortium or Joint Venture (JV) to participate in this tender? If so, what would be the minimum and maximum number of members of the consortium (including the lead member)

Response:

You are welcome to submit a consortium of consultants. The number of consultants is up to the lead consultant or firm.

Question 11.

Are we required to submit any Power of Attorney or Letter of Association from partner firms mentioning lead firm in the Joint venture?

Response:

The submission is expected to be made by the lead firm. Should your proposal be successful, these other details can be part of the contractual discussion.

Question 12:

Will the experience of any firm in the bidding consortium be considered for evaluation or only the experience of lead firm will be considered for evaluation?

Response:

The priority will be given to the lead firm. The experience of other leading consultants shall also be considered.

Question 13:

The tender application form contains information of both technical and financial proposal. Do we have to submit a separate document for financial proposal.

Response:

You are more than welcome to submit your financial proposal as an additional but separate document.

Question 14:

Also, please provide any other formats for CVs and firm experience. If not, can we present our detailed CV profiles and firm experience in standard World Bank format?

Response:

If there was not CV template provided, then you are welcome to use your own.

Question 15:

Is the "Honour Form" required to be filled by only the lead bidder or by all member firms of the consortium or JV?

Response:

The honor form should be completed by the authorised representative/personnel for the lead bidder

Question 16:

The RFT says SPREP will "arrange travel" for one team member for each country visit. Please clarify if this means SPREP will cover all flight, lodging, and per diem costs.

Response:

Yes. This will be based on, and guided by SPREP's travel policy.

Question 17:

The project is titled "regional", whereas elsewhere in the ToR the term "subregional" is used. Can SPREP provide indication on how many countries are envisaged to be covered by the regional initiative? This impinges significantly on tender design.

Response:

The concept note will be for 6 Pacific SIDS, 2 each from the sub-regions of Melanesia, Micronesia and Polynesia.

Question 18:

Can SPREP provide any further details on the mitigation sectors targeted for this project? The RFT mentions Renewable Energy, Waste-to-energy, and Blue Carbon. Would a mitigation expert be expected to have experience across all these sectors?

Response:

These will be the main three sectors prioritized in the concept note, but will not be limited to these three if benefits can be linked to other mitigation sectors. Ideally, your mitigation expert should have some experience in all these sectors.

Question 19:

Does SPREP currently have any indication of the project's size, risk level, financing mechanism, and modality (e.g. SAP, PAP, PPF)?

Response:

All of this shall be decided once Phase 1 is completed.

Question 20:

How many rounds of GCF comments does SPREP expect the selected consulting team to address?

Response:

If the concept note is thorough and well-articulated from the start, there should not be that many rounds of GCF comments expected.

Question 21:

Will SPREP facilitate country endorsement?

Response:

Yes

Question 22:

How many of the PICs should the consultant expect to be included in the Concept Note?

Response:

Phase 1 will consider all 14 Pacific SIDS in the assessment. Based on the results of this first phase, only 6 countries shall be selected.

Question 23:

Is the Concept Note to be used as the Concept Note for a (full) GCF Funding Proposal or a Project Preparation Facility (PPF) project?

Response:

Full Funding Proposal

Question 24:

If the Concept Note is for PPF project, who will (and when) will the PPF Application be developed? If so is this a part for this Concept Note assignment?

Response:

N/A (please see response in #23)

Question 25:

What sector is SPREP expecting the Concept Note to address? Noting that there are already multi-country Concept Notes in progress for PICs that address the energy and transport sectors.

Response:

Sectors to be prioritized, but not limited to, are Renewable Energy, Waste-to-Energy and Blue Carbon

Question 26:

Is there a specific EES screening methodology that SPREP prefers to use, or should another standard that is commonly used in the PICs be applied by the consultant (i.e. UN system EES). Noting that GCF has an EES guidance but screening is usually done via the AEs own screening framework/tool.

Response:

SPREP can assist with this

Question 27:

Who would be the AE for the project (Full or PPF)?

Response:

SPREP

Question 28:

Are there any co-financiers in line for this project, if not does the consultant needs to help address co-financiers?

Response:

No co-financiers yet.

Question 29:

Does SPREP expect this to only be a mitigation project as in the TOR. The issue is that it is very unlikely GCF would approve funding for only mitigation in the PICs because of the low emissions and costs per reduced tCO₂. Should the consultant look into cross-cutting (mitigation & adaptation) actions in the selected sector?

Response:

Mitigation sectors will be prioritized in the concept note but not limited to them. Addressing linkages and co-benefits to other cross-cutting actions (adaptation) will be welcome.

Question 30:

Please confirm the number of PICs to be addressed, and number of missions to countries expected (total), under the assignment.

Response:

Based on the results of Phase 1, 6 Pacific SIDS will be selected. There shall be a minimum of 3 missions for this assignment, with more should funding allow.

Question 31:

The TOR indicated “SPREP will arrange travel for ONE member of the consultancy team.” Does that mean SPREP will pay for the travel costs directly for this person or only coordinate the missions. This impacts the consultant’s financial proposal.

Response:

SPREP will pay one member of then consultancy team. This will be based on, and guided by SPREP’s travel policy.

Question 32:

Will SPREP pay of the meeting venues, workshop food...etc. for the in-country consultations, or does the consultant have to budget this? This impacts the consultant’s financial proposal.

Response:

Yes, SPREP can assist with this.

Question 33:

Please indicate if a national expert is required for each country, and indicate which countries these persons should be in.

Response:

Yes, a national expert per country. The 6 countries will be selected after the completion of Phase 1.

Question 34:

GCF Concept Notes typically require special annexes of finical analysis, mitigation & vulnerability assessments, sector baseline reports... etc. Are these expected to be prepared by the consultant as a part of the assignment (e.g. they are not included/mentioned in the TOR).

Response:

Yes. This is all part of the assignment. SPREP will assist with coordination, especially with the selected countries, but all the required assessments and reports are the responsibility of the consultants / firm.

Question 35:

Please confirm that the number of Pacific Island countries under SPREP’s mandate is 14, plus 7 territories.

Response:

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A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



This assignment will only focus on the 14 Pacific countries (not the territories)