



CLARIFICATION QUESTIONS

RFT: 2024/002_ICCE
File: AP_3/40
Date: 30 April 2024
To: Interested Service Providers
Contact: Maraea S. Pogi (maraeap@sprep.org)

Subject: Request for tenders (RFT): Strengthening Pacific International Climate Change Engagement (SPICE)

Question 1: When providing on-site support and technical advice at the COPs, how many on-site personnel do you expect the contractor to provide? For example, is the contractor required to provide a separate individual for each priority thematic area, or is it more likely the contractor would provide a small team of support personnel across the different thematic areas?

Response: There is no set requirement for number of personnel to be on site at the COP, it is recommended that the contractor provide sufficient personnel with the expertise required to provide advice and support across the thematic areas.

Question 2: Could you please confirm the contract will be issued from Samoa?

Response: Yes

Question 3: Can you clarify, does the project require consultant to conduct site visits to Samoa and/or other Pacific Island countries, if yes, is there a preferred list of countries?

Response: The consultancy requires the consultant to attend in person the specific activities outlined in the terms of reference, i.e. the Pre-COP Preparatory Meetings to be held in a Pacific country yet to be determined, however, it is expected to be Fiji or Samoa; and the Subsidiary Bodies meetings in Germany as well as each COP. Refer to the terms of reference and responses to the clarification questions.

Question 4: Can you clarify whether the tender will operate in accordance with Australia's Commonwealth Procurement Rules. If yes, could you please share a copy of these?

Response: The tender process will be carried out in compliance with the SPREP Procurement Manual. You can access this document at this link → <https://www.sprep.org/publications/sprep-procurement-manual-january-2022>

Question 5: Can SPREP share a list of potential stakeholders who SPREP would introduce to the consultants to engage in preparing for each SBSTA and SBI meeting session?

Response: SPREP will work with the consultant to introduce them to the stakeholders at the completion of the tender process.



Question 6: Can SPREP share a list of potential stakeholders who SPREP will introduce to the consultants to engage in preparing for each pre-COP meeting session?

Response: SPREP will work with the consultant to introduce them to the stakeholders at the completion of the tender process.

Question 7: Can you share where will be the location for SBSTA and SBI meeting sessions, and who will be the host?

Response: The SBSTA and SBI meetings are hosted by the UNFCCC Secretariat in Bonn, Germany.

Question 8: Can you share where will be the location for the preparatory COP meetings?

Response: The Pacific Preparatory meetings to COP will be held in one of our PSIDS member countries. We cannot confirm the exact location, but it is expected to be hosted in Fiji or Samoa.

Question 9: Can you share where will be the location for the Pacific Regional Loss and Damage Dialogue in 2025, and who will be the host?

Response: The Pacific Regional Loss and Damage Dialogue will be held in one of our PSIDS member countries. The finalized arrangements for the event will be discussed at the completion of the tender process. We cannot confirm the exact location, but it will potentially be hosted in Fiji or Samoa.

Question 10: We assume pre-COP29 and pre-COP30 meetings will be held in person in the Pacific. Does SPREP have a preference for location? Would SPREP like to move the meetings around the Pacific (e.g., one in Nadi, one in Apia)? Confirming logistics of organising venue, catering etc, is not the consultant's responsibility.

Response: The pre-COP29 and pre-COP30 will be held in one of our PSIDS member countries. We cannot confirm the exact location but it is expected to be hosted in Fiji or Samoa. SPREP will confirm the location in advance of the meetings. It is confirmed that SPREP will handle all logistical arrangements for the meeting and it is not the responsibility of the consultant.

Question 11: Confirming that members of the consulting team will be accompanying SPREP to COP29 (Azerbaijan) and COP30 (Brazil), and that the cost of travel and related expenses will be included within the tender price?

Response: Yes, the consultant is required to attend COP29 and COP30 in person and SPREP will also attend this meeting. It is confirmed that the consultants travel costs should be factored into the tender bid.

Question 12: Confirming that the post-COP29 analysis workshop is to be virtual?

Response: Yes, confirming that the post-COP29 analysis workshop will be held virtually.



Question 13: Confirming that the post-COP30 analysis workshops will be held in person in the Pacific. Does SPREP have a preference for location? Confirming that the consulting team's cost of travel and related expenses will be included within the tender price?
Confirming logistics of organising venue, catering etc is not the consultant's responsibility?

Response: Yes, confirming that the post-COP30 analysis workshop will be held in-person. We cannot confirm the exact location, but it is expected to be hosted in Fiji or Samoa. SPREP will confirm the location in advance of the meetings. It is confirmed that SPREP will handle all logistical arrangements for the meeting and it is not the responsibility of the consultant.
The consultant is required to attend this meeting in person and the consultants travel costs should be factored into the tender bid.

Question 14: Is the consultant expected to travel with SPREP to Bonn for the SBSTA/SBI sessions in June 2025 and June 2026 and are the consulting team's cost of travel and related expenses to be included within the tender price?

Response: Yes, the consultant is required to attend the SBSTA/SBI sessions (Bonn, Germany) in June 2025 and June 2026 in person. Confirming that the consultants travel costs should be factored into the tender bid.

Question 15: The First Regional Loss and Damage Dialogue (July 2023) was held in Apia – does SPREP want to use this location again or prefer an alternative location (e.g. Nadi, Suva or Port Vila)?

Response: SPREP will confirm the location in advance of the meetings. The meeting will be held in one of our PSIDS member countries. We cannot confirm the exact location, but it will potentially be hosted in Fiji or Samoa.

Question 16: While the consultant will be responsible for the dialogue agenda and content, can you please confirm that the dialogue logistics (organising the venue, catering etc.) are out of scope?

Response: It is confirmed that SPREP will handle all logistical arrangements for the dialogue, and it is not the responsibility of the consultant. The logistics and related arrangements are outside the scope of this tender.

Question 17: Can you please confirm that costs associated with running the dialogue (venue, catering, delegate and presenter travel and accommodation etc.) are not the consultant's responsibility. Noting that the consulting team's travel and related expenses will be included within the tender price.

Response: It is confirmed that SPREP will handle all logistical arrangements for the dialogue and it is not the responsibility of the consultant. The logistics and related arrangements are outside the scope of this tender however the consultant is required to attend the meeting in person and to include the travel cost in their tender bid.

Question 18: Can you please confirm whether PSIDS Loss and Damage informal working group quarterly meetings are to be virtual or face-to-face. Or a mix of the two (for example, three virtual and one face-to-face per year). If face-to-face, where are these held? And again, confirmation that any travel costs (of participants) will not be the consultant's responsibility.



Response: The Loss and Damage Quarterly working groups will all be held virtually therefore there will be no travel costs involved.

Question 19: Confirming within Scope of Works and Deliverables that the numbering of 3.1 is an error, and instead should be 1.1, 1.2, and 1.3?

Response: There is no error, this is the correct numbering which corresponds to related internal documents. Please do not change the numbering when referencing the terms or reference.

Question 20: Would it be possible to extend the deadline for submitting clarification questions?

Response: Due to the timeline of the tender process, we are unable to change the deadline for submission of clarification questions.

Question 21: Which countries and territories are you considering in the PSIDS group for the purposes of SPICE?

Response: The countries considered under this tender are the Pacific Small Island Developing States (PSIDS)- Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.

Question 22: Can you clarify the number and/or type of stakeholder organisations that will be involved in the process, such as ministries, agencies, local development partners, etc.?

Response: Stakeholders will include (but are not limited to) Pacific government agencies/climate change focal points, CROP agencies and other partners.

Question 23: Do you have a vision for the quantity and locations (city and country) of each in-person meeting (i.e. the annual PSIDS pre-COP meetings, the annual PSIDS post-COP workshops, the Pacific Regional Loss and Damage Dialogue 2025 meeting, and quarterly L&D working group meetings)?

Response: In terms of in-person meetings there will be 2 x Pre-COPs, 1 x Post-COP and 1 x Regional Loss and Damage Dialogue. The meetings will be held in one of our PSIDS member countries. We have not confirmed the exact location for these meetings, but they will potentially be hosted in Fiji or Samoa. For international meetings, in person attendance will be required at 2 X SBSTA and SBI meetings (in 2025 and 2026) and 2 X COPs (COP29 and COP30).

The Loss and Damage Quarterly working groups will all be held virtually therefore there will be no travel costs involved.

Question 24: Are you envisioning separate in Country engagement for individual PSIDS or only collective engagement?

Response: There will be a mix of country engagement for individual PSIDS and collective regional engagement in terms of providing technical support and advice under this consultancy. The support which requires in person attendance is outlined in the terms of reference i.e. the Pre-COP meetings, the regional Loss and Damage Dialogue and the Post-COP29 Analysis, as well as attending Subsidiaries Bodies meetings and COPs.



Question 25: How many people from the consultant team do you envision joining you at COP and for how many days for each COP?

Response: There is no set requirement for the number of personnel to be on site at the COP, it is recommended that the contractor provide sufficient personnel with the expertise required to provide advice and support across the thematic areas.

Question 26: Because the COP travel (to Brazil, specifically) is over a year away, will variations for travel costs later into the project be available?

Response: No, unfortunately, we do not anticipate that variations for travel costs will be considered later in the project therefore contractors are asked to bid accordingly.

Question 27: Do you also consider the Inception Report as a deliverable?

Response: Yes, an inception report would be considered as a deliverable.