

CLARIFICATION QUESTIONS

RFT: 2024/007
File: AP_6/15
Date: 15 March
To: Interested Service Providers
Contact: Maraea S. Pogi (maraeap@sprep.org)

Subject: Request for tenders (RFT): End-of-Project Evaluation for the 'Committing to Sustainable Waste Actions in the Pacific' (SWAP) Project.

Question 1:

Could you please confirm that a firm can respond to this call for tenders and that it is not just reserved for individual consultants?

Response:

Yes. However, only one person from the team will be invited to the Steering Committee Meeting.

Question 2:

Could you please confirm that the mandatory forms can be included in the technical offer (in introduction, annex, etc.)? Or should they be submitted in separate documents? Procurement question

Response:

One document for all mandatory forms is fine.

Question 3:

For parts 1 to 5 of the tender application form (academic background, work experience, etc.), is information expected for each member of our evaluation team or only for the Team Leader?

Response:

Each member of the team.

Question 4:

In the financial offer form, an optional line is provided for on-site travel for the mid-May SWAP Final Steering Committee Meeting. Is it mandatory to include this option?

Response:

Yes, it is.

Question 5:

Is there a maximum budget not to be exceeded for this call for tenders?

Response:

40,000USD

Question 6:

When was Phase 1 officially completed? Any documents that could be shared during the RFQ to get a better sense of the extent of the project evaluation?

Response:

Phase 1 will be completed in December 2024.

For information and documents on the project, please visit the SWAP website:

<https://swap.sprep.org/>

Question 7:

Can you describe the scope and timeline of SWAP Phase 2?

Response:

The scope and timeline of SWAP Phase 2 will be developed based on the findings of the end-of-project evaluation.

Question 8:

Have you defined an estimated number of interviews, workshops to narrow down the volume of effort required? Or estimated a number of man days?

Response:

One hour interview with each key stakeholders which list is provided in the TOR / Part 2.4

Option: participation to the 4-day steering committee meeting in Apia in May 2024 if the contract has been signed beforehand.

Question 9:

Do you have an estimated budget (range)?

Response:

USD 40,000

Question 10:

Have you already completed similar project evaluation? Can you share a sample of the report so that we get a better sense of the level of details expected?

Response:

Attached is the SWAP Mid-term report as an example of what is expected.

Question 11:

Would SPREP name a point of contact (from SWAP PM unit) to facilitate the scheduling of the project and get easier access to key data/documents and stakeholders? How much time would this person will commit to the project?

Response:

The coordinator of the SWAP project will be responsible of this activity. She will be available as and when requested,

Question 12:

Who is the end client for the report (validation)?

Response:

SPREP/SWAP and AFD

Question 13:

Will the interview with AFD be conducted in English or French ?

Response:

All interviews will be conducted in English except with Wallis & Futuna Focal Point. SWAP will hire an interpreter ENG<>FRENCH if needed.

Question 14:

Conducting this evaluation remotely will be challenging. While it will be very early in the process, can we expect to conduct a few interviews/workshop after the steering committee in Apia ?

Response:

Of course.

Question 15:

Could you confirm that the total number of projects covered by the review, when disaggregated by country/territory, is 25?

Response:

The review is for the SWAP project only which includes activities which can be disaggregated as following:

- 2 training programmes
 - In-country/territory activities: Fiji: 1 activity / Samoa: 2 activities / Solomon Islands: 3 activities / Tonga: 2 activities / Vanuatu: 3 activities / Wallis and Futuna : 1 activity
 - 3 workshops as part of the community of practice component
- + project management

Question 16:

access to? i.e. laptops with ability for video conferencing?

Response:

Laptops + zoom

Question 17:

Is an extension of timeline for the proposal deadline possible? Even just to 29 March?

Response:



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The timeline for the proposal deadline can't be extended to allow SPREP enough time to assess the evaluation, draft the contract and arrange the travel for the Steering Committee Meeting.

Question 18:

Could you please describe the Governance structure of EoPE project?

Response:

The End-of-Evaluation Project will be led by the SWAP coordinator. she will be responsible for liaising with national focal points and partners to organise interviews, providing interpretation assistance if needed, and for arranging the travel for the Steering Committee Meeting.