

Clarifications

RFP23-5891 – LMMA PEUMP Project Coordinator

Date: 21st December 2023

Clarification 1: Technical Criteria

Question: How do we respond to “knowledge of how community structures and processes link to other institutions such as LMMA national networks, government and NGOs”, included in technical evaluation criteria 6. Communication Skills – Multi-Stakeholders?

Answer: This criterion is linked to the requirement in Section G. Qualifications of the Successful Contractor of the Terms of Reference which states that “The contractor will demonstrate genuine commitment to grassroots and local communities’ interests and issues with knowledge of how community structures and processes link to other institutions such as LMMA national networks, government and NGOs”.

This means the contractor should be used to working at a local, regional and national level. The bidder should also demonstrate experience in collaborating with the different organisations / networks / government.

SPC has a mandate to work with and through governments, and LMMA works from the community level, which is driven by a bottom-up governance structure. SPC and LMMA complement each other in this holistic approach. Having confirmed knowledge of both sides of the coin would be beneficial for the contractor.

Please note that LMMA doesn’t directly engage with local communities within the current PEUMP project. Instead, LMMA Network partners (e.g. WorldFish, Conservation International, Wildlife Conservation Society) are directly involved in working with local communities in their day-to-day CBFM activities. LMMA primarily serves a coordination and advisory role for CSO project partners but isn’t directly engaged in ground-level implementation.

Clarification 2: Travel Budget

Question: It is said that the maximum travel budget is 20 000 EUR for 13 months. I believe this is the same budget as the initial RFP published in 2019 before the pandemic and that travel costs have increased since. This means that the travel budget in this RFP would not allow the coordinator to do the required work. Could the budget be increased? Considering the rise in travel costs and additional countries such as FSM and Tonga, I am not sure how to quote travels.

Answer: For now, the travel budget is estimated at 20 000 EUR. This amount has been inserted in the Financial Proposal Submission Form and should not be changed.

If you wish to comment on the travel budget, please add your remarks in the Financial Proposal Submission Form.

During the execution of the services, travel will be organised in coordination with SPC, so the budget consumption can be monitored, and the budget can be adjusted or travel can be reorganised accordingly.

Clarification 3: Reimbursable Expenses

In Section H. Scope of Bid Price and Schedule of Payments of the RFP, it is indicated that “The bidder must include all costs including professional fees, management and operating costs, per diems and any other administrative costs in the monthly rate.” Furthermore, “The contractor will be responsible to organize any travel arrangements related to the assignment”, “in compliance with SPC’s travel policy and submitted to SPC for prior approval”, “The contractor is solely responsible for obtaining and payment of any visa and travel insurance required for the performance of the services”, and “Travel costs will be reimbursed, based on actual cost with no markup, upon presentation of proof of payment”.

Questions: How can per diems be included in the monthly rate when travel is not known in advance? Do the reimbursable travel costs include meals?

If the contractor is asked to organise meetings and workshops, would the related organisation costs (which may include stationery) be reimbursable?

Answers: Reimbursable travel expenses include all the costs that could occur during a trip, such as:

- Transport costs (airfare tickets, taxi fares);
- Meals and refreshments (excluding alcohol);
- Accommodation;
- Incidentals (sim card, internet top-up, ...);
- Extra luggage, etc.

Meetings and workshops should be planned by the contractor. However, the organisation will be handled and paid by SPC (transport, accommodation, per diems for participants, meals, refreshments, stationery, etc). The contractor will not have to advance these costs, which are part a specific budget and are not included in the travel budget.

Clarification 4: Insurance

Question: For consultants, would a Civil Liability insurance be sufficient?

Answer: If you cannot obtain a Professional Indemnity insurance, please explain and provide a copy of your insurance certificate.