



## REQUEST FOR TENDERS

RFT: PWP-134-CON  
File: AP\_6/5/8/4  
Date: 24 August, 2022  
To: Interested contractors  
From: PacWastePlus Finance and Procurement Officer

**Subject: Request for tenders (RFT): Removal and disposal of asbestos contaminated material (ACM) on Banaba Island, Kiribati**

### 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
  - We value the Environment
  - We value our People
  - We value high quality and targeted Service Delivery
  - We value Integrity
- 1.3. For more information, see: [www.sprep.org](http://www.sprep.org).

### 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced contractors who can offer their services to remove and dispose of ACM from high risk locations and create an action plan for abatement of all other legacy ACM on Banaba Island, Kiribati.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: [https://www.sprep.org/attachments/Publications/Corporate\\_Documents/spreporganisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisational-values-code-of-conduct.pdf). Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
  - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
  - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
  - iii. Provide examples of past related work outputs;

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- iv. Complete the **tender application form** provided (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).  
*For the Technical and Financial proposals you may attach these separately.*
  - v. Submissions must include a **TECHNICAL PROPOSAL** that includes a detailed work plan, methodology schedule of activities, and other items deemed necessary by the tenderer.
  - vi. Submissions must include a **FINANCIAL PROPOSAL** that has an annotated budget listing for each task as required of the scope of works
  - vii. Provide a copy of valid business registration/license.
  - viii. To be considered for this job, tenderers must have international qualifications equivalent to that required in one of the SPREP metropolitan countries [United States, France, the United Kingdom, Australia, or New Zealand] to lawfully conduct asbestos abatement activities for both friable and non-friable asbestos and knowledge of best practice asbestos management and disposal protocols and techniques.
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria**, including bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall into any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

#### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
- a) **SPREP Tender Application form and conflict of interest form.** (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).  
*For the Technical and Financial proposals you may attach these separately.*
  - b) **Honour form**
  - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
  - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.



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- e) **Financial Proposal** which outlines the costs involved in successfully delivering the project submitted in United States Dollars (USD) and inclusive of all associated taxes.

- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

## 5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to [pwprocurement@sprep.org](mailto:pwprocurement@sprep.org) before 16 September 2022. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 21 September 2022.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

## 6. Evaluation criteria

- 6.1. SPREP will select a preferred consultant on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

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## I. Technical Score – 80%

| Criteria                          | Detail   | Weighting |
|-----------------------------------|--|-----------|
| <b>Experience &amp; Expertise</b> | Previous experience in Pacific Island Countries and Territories or equivalent locations. Specific experience in Kiribati and with Kiribati Government would be preferable  | 5%        |
|                                   | Demonstrated 5 years or more of experience in conducting friable and non-friable (ACM) asbestos abatement activities in accordance with international best practices. Experience in conducting this work in the Pacific, or equivalent remote environments is necessary. | 15%       |
|                                   | Demonstrated experience in planning and executing the shipment of ACM (hazardous materials) across international borders for the purpose of safe disposal, to include compliance with relevant Multinational Environmental Agreements.                                   | 10%       |
|                                   | Demonstrated experience in delivery of local training and assessment (experience in training people from diverse language and cultural backgrounds and with low literacy skills is desirable)  | 10%       |
|                                   | Demonstrated experience in developing long-term strategic asbestos management plans to influence government policy   | 10%       |
|                                   | Experience with documenting and developing case studies based on abatement activities and community engagement actions   | 10%       |
| <b>Methodology</b>                | Proposed project methodology noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.  | 20%       |

## II. Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

## 7. Variation or Termination of the Request for Tender

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- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

## 8. Deadline

- 8.1. **The due date for submission of the tender is: 26 September 2022, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked '**RFT 'PWP-134-CON: Removal and disposal of asbestos contaminated materials (ACM) on Banaba Island, Kiribati**

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA

Email: [tenders@sprep.org](mailto:tenders@sprep.org) (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception,  
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

**A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.**

**For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>**



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## Annex A: Terms of Reference

Removal and disposal of asbestos contaminated materials (ACM) from high-risk locations and creation of an Action Plan for abatement for all other legacy ACM on Banaba Island, Kiribati

### 1. BACKGROUND

The Secretariat of the Pacific Regional Environment Programme (SPREP) is working with the European Union's Delegation to the Pacific, and 14 Pacific Island Countries and Timor-Leste to undertake the PacWastePlus Programme (the Project) which seeks to improve and enhance waste management activities and the capacity of governments, industry, and communities to manage waste to reduce the impact on human health and the environment.

PacWastePlus seeks to generate improved economic, social, health and environmental benefits for Pacific Island Countries arising from stronger regional economic integration and the sustainable management of natural resources and the environment. The programme activities will be designed to assist Countries to ensure the safe and sustainable management of waste with due regard for the conservation of biodiversity, reduction of marine litter, health and well-being of Pacific Island communities, and climate change mitigation and adaptation requirements.

Activities for PacWaste Plus will focus on targeted priority waste streams which are: hazardous wastes (specifically **asbestos**, **e-waste** and **healthcare waste**); solid wastes (specifically **recyclables**, **organic waste**, **disaster waste**, and **bulky waste**); and related aspects of **wastewater** (water impacted by solid waste).

Countries participating in the PacWastePlus programme are:

Cook Islands, Democratic Republic of Timor-Leste, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu.

### 2. INTRODUCTION TO PROJECT

PacWastePlus is investing in projects that support positive waste management and environment outcomes for businesses, community groups and social enterprises. As such, PacWastePlus is assisting member countries to implement legislation that enables best practice in waste management.

Work completed in 2014/2015 under the PacWaste project indicated significant amounts of asbestos containing material (ACM), easily exceeding 1,000m<sup>3</sup>, located at the former British Phosphate Company (BPC) and in other locations including residential properties [asbestos roofing material] on Banaba Island. Also noted in the assessment was the lack of infrastructure, e.g., limited handling, excavation and transport equipment, lack of appropriate ACM disposal facilities, and no trained ACM abatement personnel. The report further noted, *"Given the poor condition of asbestos at the former BPC sites close to the main public road on Banaba and the unrestricted access to the sites, public exposure to asbestos fibres is likely."*

Kiribati with PacWastePlus support, seeks to complete focused assessments and risk evaluations to better define the abatement work necessary to make dwellings and communal areas safe by eliminating the potential public exposure to asbestos fibres.

This engagement is seeking a suitably qualified consultant(s) to:

- Complete the removal and disposal of ACM from sites prioritised as high risk to Banaba Island residents (see below),
- Develop a case study based on the abatement activities undertaken, and
- Develop a Strategic Asbestos Management Plan for Banaba detailing the short, medium, and long-term management options to safeguard residents from asbestos exposure risk.



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Site assessments were undertaken by the Kiribati Environment and Conservation Division Team in May 2022. Consultation with the Banaba Island Team the following locations were site prioritised for removal and disposal of ACM roofing and panelling / cladding

| Location                | Remedial Work                                  | Area (m2) |
|-------------------------|--|-----------|
| Banaba Hospital         | Remove old roof and cladding                   | 3,255.00  |
| Primary School          | Remove old roof - classroom, storage, toilet   | 382.00    |
| Junior Secondary School | Remove old roof: single and double story rooms | 195.96    |
|                         | Total  | 3,832.96  |

Please note, the remote nature of Banaba Island will add difficulty to this work. When developing your tender response, specific consideration should be given to the following:

- No regular shipping route.
- No airfield
- No local support structures
- No readily available accommodation or food.
- No suitable local disposal
- No heavy machinery or hardware store. All materials, tools, equipment, PPE, etc. must be brought to the island, and removed on completion.

A detailed work plan shall be produced that describes the necessary asbestos abatement with options developed and detailed costing provided

### 3. EXPECTED OUTCOME

The PacWastePlus Programme seeks to engage a consultant to deliver the following:

1. Develop a workplan and a timeline for completion of the required activities.
2. Develop an ACM Removal Control Plan for review, approval, and use when conducting abatement works.
3. Development and delivery of ACM abatement training to Banaba residents to build on-island support workforce.
4. Remove ACM from Banaba Island consistent with the ACM Removal Control Plan.
5. Ensure appropriate containerisation of ACM, for its shipping off-island to a suitable disposal facility. All MEA requirements for transboundary shipping of hazardous waste must be followed, and proof of lawful disposal at a licenced disposal facility must be provided.
6. Develop a Strategic Asbestos Management Plan for the island of Banaba
7. Develop a case study (consistent structure to the ASEA case studies – [[https://www.asbestos-safety.gov.au/sites/default/files/documents/2018-01/ASEA\\_Reports\\_case\\_studies\\_significant\\_asbestos\\_removal\\_Jan18.pdf](https://www.asbestos-safety.gov.au/sites/default/files/documents/2018-01/ASEA_Reports_case_studies_significant_asbestos_removal_Jan18.pdf)]) that documents this work to highlight best practices for ACM packaging, labelling and offsite shipment/disposal.



#### 4. SCOPE OF WORK

The activity is expected to be developed in several stages, as described in the following table.

**Table 1: Scope of Work**

| Phase                                       | Description  | Documentation SPREP will provide   | Contractor Output   |
|---|--|--|---|
| <b>Inception &amp; Workplan development</b> | <p>Lead an inception meeting with the PacWastePlus team to discuss the delivery of the project, addressing all issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs.</p> <p>The Consultant shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>It is understood that costings developed for other jurisdictions in the Pacific are unlikely to have much relevance due to the numerous logistical difficulties in Banaba. The detailed work plan shall define the necessary asbestos remediation work required on Banaba, with options developed and detailed costings linked to the options.</p> <p>The Draft Work Plan shall include at a minimum a</p> <ul style="list-style-type: none"> <li>Proposed time schedule and sequence of events that the Consultant shall use to meet the contract deliverables, including preparation stages, drafting and review, training, site works, disposal, site closure and consultations.</li> <li>Table listing the facilities provided by SPREP/PWP-Kiribati for abatement, evaluate the number of facilities/buildings that can be abated with the current funding provided under this Contract.</li> <li>Contingency plan if travel into Kiribati and to Banaba Island impacted by the continued COVID-19 pandemic, weather events, or natural disasters.</li> <li>General description of the methods which the Consultant proposes to adopt for executing the contract</li> <li>Detailed explanation of proposed costs including bill of quantities, equipment list, hire rates (local for equipment that is</li> </ul> | <p>Banaba, Kiribati Asbestos Assessment, 29 May, 2022, Environment and Conservation Division Team, Kiribati.</p> | <p><b>Inception meeting</b></p> <p>Minutes of the inception meeting with confirmation of activities, and scope of work to be developed and agreed by meeting participants prior to commencement of any activities.</p> <p><b>Draft Work Plan</b></p> <p>The Draft Work Plan shall, at a minimum, address all of the required criteria and clearly articulate how the consultant plans to deliver the job to time and budget.</p> <p><b>Draft Training Materials</b></p> <p>Abatement crew training materials and content, as well as any resources developed/provided for the training shall be included in the draft work plan.</p> <p><b>Final Work Plan</b></p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p> <p><b>Final Training Materials</b></p> <p>Abatement crew training materials and content incorporating revisions and addressing all comments by reviewers.</p> |

| Phase                               | Description  | Documentation SPREP will provide  | Contractor Output  |
|-------------------------------------|--|---|--|
|                                     | <p>sourced in Banaba), personnel rates and time required for each item/personnel.</p> <ul style="list-style-type: none"> <li>Abatement crew training materials and content, as well as any resources developed/provided for the training. The Contractor shall use a Best Practice Approach (BPA) to this hazardous work to ensure that all workers removing asbestos products and registered visitors to the site are kept safe while work is underway. The training materials and content shall be appropriate for the Pacific Island context and meet all local requirements.</li> <li>Comprehensive risk plan to ensure effective delivery of services.</li> </ul> <p>Any further details and information as SPREP may reasonably require.</p>   |   |  |
| <b>ACM Removal Control Planning</b> | <p>The ACM removal control plan shall identify the specific control measures that shall be used to ensure workers and other persons are not at risk when asbestos removal work is being conducted. The plan is focused on the specific control measures necessary to minimise any risk from exposure to asbestos. The structure of the asbestos removal control plan may be generic but shall address the specific situation and requirements for this project.</p> <p>The aim of the plan is to outline the specific methods and processes that will be used to ensure the removal is safe and effective.</p> <p>A detailed <b>“Asbestos Removal Control Plan”</b> must be prepared that addresses the following matters:</p> <p><u>A. Identification:</u> Details of the asbestos-contaminated materials to be removed. Provide an updated listing of the facilities provided by SPREP/PWP-Kiribati for abatement with, at a minimum, the (1) facility locations, (2) amount of ACM that shall be removed, (3) its location, e.g., roof, lagging, panels, flooring, etc., and (4) whether it is friable or non-friable – include references to analyses.</p> <p><u>B. Preparation:</u></p> | <p>Survey of the Regional Distribution and Status of Asbestos-Contaminated Construction Material and Best Practice Options for its Management in Pacific Island Countries</p> <p>Report for the Sovereign Republic of Kiribati (SPREP - May 2015)</p> | <p><b>Draft ACM Removal Control Plan</b></p> <p>A detailed <b>“Asbestos Removal Control Plan”</b> must be prepared that comprehensively addresses the stated criteria. SPREP will review and comment on the draft prior to approval.</p> <p><b>Approved ACM Removal Control Plan (living document)</b></p> <p>Once requested modifications to the Draft ACM Removal Control Plan have been made, the Plan will be deemed ‘approved’. At this time the Consultant must work towards implementing the plan but recognising the adaptive management nature required when undertaking abatement work. As such the Plan should be considered a living document and be amended as further information becomes available.</p> <p>Any modifications to the Approved ACM Plan should be communicated to SPREP</p> |

| Phase | Description   | Documentation SPREP will provide | Contractor Output  |
|-------|---|----------------------------------|--|
|       | <ul style="list-style-type: none"> <li>• Consultation with regulators, owners and potentially affected stakeholders;</li> <li>• Assigned responsibilities for the removal;</li> <li>• Program of commencement and completion dates;</li> <li>• Consideration of other non-asbestos related safety issues such as safe working at heights;</li> <li>• Asbestos removal boundaries, including the type and extent of isolation required and the location of any signs and barriers;</li> <li>• Control of electrical and lighting installations;</li> <li>• Personal protective equipment (PPE) to be used, including respiratory protective equipment (RPE);</li> <li>• Workers shall be: (a) fully acquainted with this ARCP, (b) perform work in compliance with best international practices, any direction of Niue Environment officials, and with any Niue regulatory requirements. (c) act in a safe manner and that any unsafe condition is reported and corrected immediately, and (d) work with due regard and attention to workplace health and safety issues.</li> <li>• Details of air monitoring program if needed;</li> <li>• Waste storage and disposal program.</li> <li>• Methods for removing the asbestos-contaminated materials (wet or dry methods);</li> <li>• Asbestos removal equipment (spray equipment, asbestos vacuum cleaners, cutting tools, etc);</li> <li>• Details of required enclosures, including details on their size, shape, structure, etc, smoke-testing enclosures and the location of negative pressure exhaust units if needed;</li> </ul> |                                  | <p>as soon as practicable, and be full documented as to the modification, the reason for the change, the time of SPREP notification, and any comments provided by SPREP based on the modification.</p> |

| Phase | Description  | Documentation SPREP will provide | Contractor Output |
|-------|--|----------------------------------|-------------------|
|       | <ul style="list-style-type: none"> <li>Details of temporary buildings required for asbestos removal (e.g., decontamination units), including details on water, lighting and power requirements, negative air pressure exhaust units and their locations;</li> <li>Other control measures to be used to contain asbestos within the asbestos work area. This includes dust suppression measures for asbestos-contaminated soil.</li> </ul> <p><u>D. Decontamination:</u> Detailed procedures for the workplace decontamination, the decontamination of tools and equipment, personal decontamination of non-disposable PPE and RPE, decontamination of soil removal equipment (excavator, Bobcat, etc.)</p> <p><u>E. Disposal Management:</u></p> <ul style="list-style-type: none"> <li>Details of (1) where the asbestos will be disposed of (2) assurance that the disposal facility is licensed to accept asbestos waste and that (3) the facility has agreed to accept the asbestos waste,</li> <li>An asbestos management disposal plan for the managing of risks once the asbestos has been shipped and is being transported for disposal,</li> <li>Proof of shipping,</li> <li>Documentation of acceptance of the asbestos for disposal in the receiving country, i.e., permits, Custom clearance, etc.,</li> <li>Payment of permitting/application fees,</li> <li>Multinational Environmental Agreement (MEA) compliance,</li> <li>Methods for disposing of asbestos abatement waste, e.g., (1) Disposable protective clothing and equipment; and structures used to enclose the removal area.</li> </ul> <p><b>Note:</b> Plans and drawings can be attached to the Asbestos Removal Control Plan to provide additional information.</p> |                                  |                   |

| Phase                          | Description  | Documentation SPREP will provide | Contractor Output   |
|--------------------------------|--|----------------------------------|---|
|                                | <p><b>Concerning Disposal:</b> On-island disposal is not approved, so the disposal activity will be complex (i.e. needs to be shipped to a port that will accept asbestos for disposal, ensuring all MEA requirements are met).</p>  |                                  |   |
| <b>ACM abatement Training</b>  | <p>The Consultant shall deliver suitable in-country on-the-job training to enable works to be undertaken effectively, safely and in accordance with the tender and national requirements.</p> <p>Workers shall be fully acquainted with the ARCP, the full extent, location, and dimensions of asbestos materials to be removed, access availability, safety requirements, disposal availability, etc.</p> <p><b>Please note:</b> it may be required to have an interpreter to be engaged to ensure the recipients fully comprehend the task and the safety requirements they will need to adhere to when undertaking abatement activities.</p>  | Nil                              | <p><b>Listing of Trained Personnel</b></p> <p>The listing shall include the sign-in sheets from the day of training that includes names, age, gender, and signature as proof of attendance.</p>   |
| <b>ACM Disposal Management</b> | <p>On-island disposal is not approved, so the disposal activity will be complex (i.e. needs to be shipped to a port that will accept asbestos for disposal, ensuring all MEA requirements are met).</p> <p>Consultant shall provide details of (1) where the asbestos will be disposed of (2) assurance that the disposal facility is licensed to accept asbestos waste and that (3) the facility has agreed to accept the asbestos waste, (4) confirmation of all necessary approvals to enable the transboundary movement of the ACM.</p> <ul style="list-style-type: none"> <li>• An asbestos management disposal plan will be included in the Asbestos Removal Control Plan for the managing of risks once the asbestos has been shipped and is being transported for disposal,</li> <li>• Proof of shipping,</li> <li>• Documentation of acceptance of the asbestos for disposal in the receiving country, i.e., permits, Custom clearance, etc.,</li> <li>• Payment of permitting/application fees,</li> </ul> | Nil                              | <p><b>Disposal Management Report</b></p> <p>The following documents will be included in the draft final report:</p> <ul style="list-style-type: none"> <li>• Proof of shipping,</li> <li>• Documentation of acceptance of the asbestos for disposal in the receiving country, i.e., permits, Custom clearance, etc.,</li> <li>• Documentation of payment of permitting/application fees,</li> <li>• Receipt of waste disposal by the landfill accepting the ACM waste.</li> </ul> |



| Phase   | Description   | Documentation SPREP will provide   | Contractor Output   |
|---|---|--|---|
|   | receipt of waste disposal by the landfill accepting the waste for disposal  |  |   |
| <b>Case Study</b>                                     | <p>The contractor is responsible for documenting each step of the abatement planning and implementation process for the purpose of developing a case study on the activity, so this can be utilised by PacWastePlus as a capacity building activity for other PICs.</p> <p>This case study shall examine asbestos management including site assessment; sampling and testing, use of asbestos registers and management plans to identify and prioritise removal, identification of the investment/cost of removal, and how decisions to invest in removal are made, identification of any innovative removal practices, consideration for the social impact of asbestos and risks of exposure, removal, storage, transport and disposal practices, remediation.</p> <p>Additionally, the study shall include content for factsheet/poster (4 pages) that captures key control measures as described in the ACM Removal Control Plan.</p> <p>The contractor is required to capture photographic images throughout each step of the process and provide all images to SPREP as deliverables. The contractor will ensure images are captured to the required standards and abide by the SPREP Child Protection Policy.</p> | <p><i>Example Case studies of significant asbestos removal projects.</i> Asbestos Safety and Eradication Agency Report - 12-2017, ASEA Reports</p> <p><i>SPREP Child Protection Policy</i></p> <p>SPREP photography product requirements</p> | <p><b>Draft Case Study</b></p> <p>The Consultant shall create a case study document for this work (consistent structure to the ASEA case studies). The Consultant shall coordinate closely with local governmental support personnel to develop the case study.</p> <p><b>Case Study (final)</b></p> <p>Final case study incorporating revisions and addressing all comments by reviewers on the draft case study</p> |
| <b>Develop the Strategic Asbestos Management Plan</b> | <p>Strategic Asbestos Management Plan for Banaba ensures there is a consistent and coordinated approach to asbestos awareness, management, and removal.</p> <p>The three priorities for this plan are:</p> <ol style="list-style-type: none"> <li>1) Improve asbestos awareness to influence behavioural change.</li> <li>2) Identification and effective legacy management.</li> <li>3) Safe prioritised removal and effective waste management.</li> </ol>  | <p>Survey of the Regional Distribution and Status of Asbestos-Contaminated Construction Material and Best Practice Options for its Management in Pacific Island Countries - Report for the Sovereign Republic of Kiribati, May 2015</p>      | <p><b>Draft Strategic Asbestos Management Plan for Banaba</b></p> <p>The consultant will develop and submit a draft Strategic Asbestos Management Plan for Banaba Island as per the criteria. The draft plan will be assessed by SPREP and MELAD and comments provided back to</p>  |

| Phase            | Description   | Documentation SPREP will provide | Contractor Output  |
|------------------|---|----------------------------------|--|
|                  | <p>To deliver the Strategic Asbestos Management Plan, tasks include but are not limited to:</p> <ol style="list-style-type: none"> <li>1) Collect and collate data on the location (geographic coordinates), quantity and condition of asbestos containing building materials (including asbestos containing waste stockpiles) on the Island of Banaba</li> <li>2) Review and recommend a prioritised list of local best-practice options for stabilisation, handling and final disposal of asbestos contaminated materials in Banaba.</li> <li>3) Recommend and prioritise actions necessary to minimise exposure (potential and actual) of the local population to asbestos fibres in Banaba. An approximate itemised national cost should be presented for each option identified.</li> <li>4) Identify any local consultants who have the expertise and capacity to potentially partner with regional or international experts in future asbestos management work.</li> <li>5) Develop a schedule of rates for local equipment hire, mobilisation, labour, etc., to guide the development of detailed cost estimates for future in-country asbestos remediation work.</li> <li>6) Evaluate potential ACM disposal options for Banaba and provide recommendations and a path forward.</li> <li>7) Provide recommendations to improved asbestos awareness and prioritize the tools needed to influence behavioural change.</li> </ol> |                                  | <p>the consultant for consideration and incorporation.</p> <p><b>Final Strategic Asbestos Management Plan for Banaba</b></p> <p>The consultant will submit a final Strategic Asbestos Management Plan for Banaba Island that has addressed all comments by reviewers on the draft Plan</p>                                 |
| <b>Reporting</b> | <p>The consultant will provide a final report to SPREP documenting all ACM abatement activities including removal and offsite disposal.</p> <p>This report shall provide a full narrative of the activity - all planning activities, through to shipping and disposal.</p> <p>The submission and acceptance by SPREP of this report represents completion of the project.</p> <p>This draft report shall include, at a minimum:</p>   | Nil                              | <p><b>Draft Final Report</b></p> <p>The consultant shall develop a draft report that meets the stated criteria and provides details on the full project activities and outcomes. The draft report will be reviewed by SPREP and MELAD and comments provided for consideration and incorporation into the final report.</p> |

| Phase | Description   | Documentation SPREP will provide | Contractor Output  |
|-------|---|----------------------------------|--|
|       | <ul style="list-style-type: none"> <li>• Full description of all activities undertaken throughout the engagement</li> <li>• Confirmation that works have been completed at all locations;</li> <li>• Verification that asbestos wastes have been lawfully disposed of in accordance with international best practice and national requirements;</li> <li>• Confirmation of site closure and legal handover process to the relevant authorities;</li> <li>• Documentation showing that all works were conducted in accordance with international best practice;</li> <li>• Documents related to shipping and disposal of ACM;</li> <li>• Information on practices, equipment and processes that were used; and</li> <li>• appendices with (1) a listing of trained personnel, (2) the case study and (3) the Strategic Asbestos Management Plan for Banaba.</li> </ul> |                                  | <p><b>Final Report</b></p> <p>The consultant shall deliver a final report that addresses all comments by reviewers on the draft report</p> |

### **Institutional Arrangement**

This activity will involve both remote working arrangements (desktop) and on-ground/on-site activities. Necessary introductions to focal points in Kiribati will be made during the inception phase, as well as further introductions to all relevant stakeholders in country once the on-site phase of activities take place.

### **Contractor Responsibilities**

The contractor will be responsible for scheduling meetings with relevant stakeholders, taking minutes of meetings and ensuring meeting minutes are distributed for comment prior to finalisation.

## 5. SCHEDULE OF WORK

The activities are to be completed no later than **1 July 2023** with a preference for the activities to be completed much earlier.

Expected project activity is detailed in Table 2, it is expected that tenderers will detail how and when each of these steps will be delivered.

Table 2: Project Schedule

| Activity/Deliverable  | Timeline   |
|---|--|
| <b>Contract Signing and Execution</b>                                     |  |
| <b>Submission of draft work plan</b>                                      | No later than two (2) weeks from Date of Contract Signing  |
| <b>Final work plan</b>  | No later than two (2) weeks from receipt of final SPREP comments on draft work plan  |
| <b>Submission of draft ACM Removal Control Plan (living document)</b>     | No later than four (4) weeks from Date of Contract Signing   |
| <b>ACM Removal Control Plan (living document)</b>                         | No later than two (2) weeks from receipt of final SPREP comments on the draft ACM removal control plan                             |
| <b>ACM Abatement and Disposal</b>   | To be determined after acceptance of the ACM Removal Control Plan  |
| <b>Weekly Project Status Reports during in-country removal activities</b> | During in-country removal activities   |
| <b>Submission of draft case study</b>                                     | No later than four (4) weeks after completion of physical ACM abatement, on-island activities being executed under this Agreement. |
| <b>Case Study (final)</b>   | No later than two (2) weeks from receipt of final SPREP comments on draft case study   |
| <b>Submission of Draft Strategic Asbestos Management Plan for Banaba</b>  | No later than four (4) weeks from completion of physical ACM abatement, on-island activities being executed under this Agreement.  |
| <b>Strategic Asbestos Management Plan for Banaba (final)</b>              | No later than two (2) weeks from receipt of final SPREP comments on draft action plan  |
| <b>Submission of draft final report</b>                                   | No later than six (6) weeks after the completion of ACM removal and disposal work  |
| <b>Final Report</b>   | No later than two (2) weeks from receipt of final SPREP comments on draft final report   |

## 6. BUDGET

Submissions are required to itemise all financial elements of their proposal in **USD**, including, but not limited to, the following:

- Salary costs (hourly rate)
- Travel Costs
- Asbestos waste transport, permitting/application fees, and waste disposal costs.
- Materials and equipment costs
- Project Management Costs
- All applicable charges and taxes

Submissions must include an annotated budget listing for each task.

Maximum budget for this activity is USD 250,000.00 – proposals that exceed this limit will not be considered.

SPREP reserves the right to withdraw this tender at any time, reserves the right to accept or reject any or all bids and to waive any formal defects or irregularities in the bids, when deemed to be in the interest of SPREP.

## **7. Other Information**

The successful consultant will be provided with any relevant project documentation.

The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct [https://www.sprep.org/attachments/Publications/Corporate\\_Documents/sprep-organisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf). Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud prevention & Whistleblower Protection and Gender and Social