



REQUEST FOR TENDERS

File: AP_6/5/8/3
Date: 9 June, 2020
To: Interested consultants
From: Sela S.Simamao, PacWastePlus Finance and Procurement Officer

Subject: Request for tenders: Technical Assistance to support the development of an advanced disposal fee/waste deposit regulation for the Cook Islands

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation 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.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants who can offer their services to provide technical assistance to support the development of an advanced disposal fee/waste deposit regulation (ADF) for the Cook Islands.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - Submit a detailed Curriculum Vitae detailing qualification and previous relevant experience for each proposed personnel
 - Provide at least 3 references as part of the Tender Application
 - Provide examples of past related work outputs.
 - Complete the **tender application form**– (note you are required to complete all areas in full as requested, particularly the statements to demonstrate you meet the selection criteria. **DO NOT** refer us to your CV or Technical proposal. Failure to do so will result in the application **NOT** being considered)

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria. Describe any additional minimum content and format requirements.



- 4.2. Tender documentation should outline the interested consultant's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Sela Simamao on selas@sprep.org before 17 June 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 19 June 2020.

6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier 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 tenderer satisfies the following criteria:
 - (a) Has a minimum of 5 years' experience in the development of ADF/Waste Deposit regulations/Sustainable Financing methods, with particular preference given to Pacific experience (CVs for each member of project team to be provided) 25%
 - (b) Demonstrated experience in the development of feasibility studies in the Pacific region 15%
 - (c) Demonstrated experience and knowledge of developing technical guiding documents and legal framework 15%
 - (d) Detailed methodology for how the project is proposed to be delivered (including timeframe and team responsibilities) 25%
 - (e) Detailed financial proposal 20%

7. Deadline

- 7.1. **The due date for submission of the tender is: 24 June 2020, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: Technical Assistance to support the development of an advanced disposal fee/waste deposit regulation for the Cook Islands' to one of the following methods:

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA
Email: tenders@sprep.org (MOST PREFERRED OPTION)
Fax: 685 20231
Person: Submit by hand in the tenders box at SPREP reception,
Vailima, Samoa.



SPREP

Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

NATURE CONSERVATION AND PROTECTED AREAS

Nature Conservation Action for a Resilient Pacific

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

**For any complaints regarding the Secretariat's tenders please refer to the
Complaints section on the SPREP website**

<http://www.sprep.org/accountability/complaints>



TERMS OF REFERENCE

Technical assistance to support the development of an Advanced Disposal Fee/ Waste Deposit Regulation for the Cook Islands

1. BACKGROUND

PacWaste Plus Project 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 PacWaste Plus 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.

PacWaste Plus 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 PacWastePlus 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).

Activity Background

The PacWastePlus programme seeks to engage a Consultant to conduct (i) a Feasibility Study into the introduction of a Advanced Disposal Fee/ Waste Deposit Regulation (ADF) for the Cook Islands and (ii) complete a Technical Guidance Note for the drafting of a legal framework for the Cook Islands proposed ADF. The Consultant will work directly with the Cook Islands Ministry of Infrastructure (ICI) in the development of these documents.

Due to the current uncertainty with travel arrangements due to COVID-19, this technical assistance is requested to be remote and not require travel to the Cook Islands. The successful consultant will have a dedicated ICI officer to work with to complete in-country components. Cook Island nationals and consultants based in the Cook Islands are welcome to apply and need not be subject to travel restrictions.

2. EXPECTED OUTCOMES

The activity seeks a consultant to complete the following:



- (i) Undertake a feasibility study for the introduction of an ADF in the Cook Islands, including the review of existing ADF policy and cabinet submission documentation prepared by ICI.
- (ii) Develop a Technical Guidance Note for the drafting of a legal framework for the ADF in the Cook Islands, including finalization of ADF policy and cabinet submission documentation.

3. SCOPE OF WORK

The Cook Islands is faced with the increasing issue of a rapidly filling landfill containing low-value waste materials. There is no space to expand the landfill and therefore new thinking is needed to reduce the amount of materials received into this facility. Additionally, items such as vehicles, tyres, whiteware, e-waste and other bulky waste are commonly seen littering the streets and vacant properties in the Cook Islands or also disposed in the existing overloaded landfill.

The development and implementation of an ADF with a wide scope will assist the Cook Islands in managing these wastes through the implementation of a sustainable financing system to provide financial security for the recovery, dismantling, sorting, packing and shipment of waste materials to recovery and recycling markets.

The intent of the ADF is to create a shared Producer/Importer Responsibility environment and to set up a sustainable financing facility directed towards waste management and continue to create a circular economy in the Cook Islands, which supports the various waste management activities undertaken by ICI.

3.1 Mode of Delivery

The required activities are outlined as follows:

Task 1: Feasibility Study

Review existing ADF policy and cabinet submission documentation completed by ICI, collect relevant data, liaise with relevant agencies, and complete surveys in order to report on the following items.

At the end of the Feasibility Study, the Consultant is expected to produce a report that will confirm:

- The types and volumes of recyclables currently in the Cook Islands (legacy waste/stockpiles)
- An annual forecast of the generation of the various types and volumes of recyclable materials, by assessing product import data.
- The current recycling rates and estimated expenditure to manage/export each recyclable material proposed to be included in the ADF system.
- Recommendations for which items to be included in the Cook Islands ADF



- Recommendations for how systems can be established in the Cook Islands that support the implementation of the ADF, and ensure the effective collection and safe disposal of recyclable and bulky waste generated in the Cook Islands
- Recommendations on the design and structure of the ADF
- Recommendations on the starting 'deposit' for specific recoverable items, and advice on how deposit amounts should be reviewed and updated once the system is established in law.

Deliverable: Feasibility Report with Recommendations

Task 2: Political Support and Legal Framework

From the findings of the Feasibility study, the consultant is expected to:

- (i) review and finalise AFD policy and cabinet submission documentation required to guide political approval process;
- (ii) compile a set of principles to be applied when drafting legal framework for the implementation of the ADF in the Cook Islands; and
- (iii) create legislative draft language, a template, for use by the Cook Islands in crafting the necessary legislation to execute the ADF.

The Technical Guiding Note will:

- recommend a set of principles to be applied when drafting the legal framework for the ADF.
- Include an initial draft of legislation for use as a guidance to the legal department of the Government of the Cook Islands.

Deliverable: AFD policy, Cabinet Submission and Technical Guiding Note

3.2 Project Schedule

The activities are to be completed no later than **31 August 2020** with a preference for the activities to be completed much earlier.

Delivery timeline will be re-visited and discussed with the successful consultant.

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

Table 2: Project Schedule

Activity
<i>Notification of Successful Consultant & Contract Signing</i>
1. Introductory Teleconference Meeting between stakeholders
2. Approval of Workplan and Work arrangements

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| 3. Conduct Feasibility Study |
| 4. Submission of Feasibility Study for Review |
| 5. Development of Technical Guiding Note |
| 6. Submission of Technical Guiding Note for Review |

3.3 Budget

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

- Salary costs (hourly rate)
- All applicable taxes

Submissions must provide a dedicated budget for Task 1 and Task 2 separately.

SPREP reserves the right to only proceed with Task (i) if necessary.

Please note: Submissions that exceed USD 30,000 may not be considered.

4. Other Information

The successful consultant will be provided with appropriate documents identified and saved by the Cook Islands ICI as part of the preparation for the activity. ICI will also provide introductions to relevant agencies required to be engaged in this study.

The successful consultant will have a dedicated ICI officer to work with to complete in-country components.

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