

REQUEST FOR TENDERS

RFT: 2021/PWP-093-CON
File: AP_6/5/8/2
Date: 29 September, 2021
To: Interested consultants
From: Sela Simamao, PacWastePlus Finance and Procurement Officer

Subject: Request for tenders: Data Analyst to develop a regional waste management data monitoring and reporting framework, and regional waste system analysis

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 as a data analyst to develop a regional waste management data monitoring and reporting framework, and regional waste system analysis
- 2.2. The successful consultant will need to provide details of works required as outlined in the attached Terms of Reference within a period of 12 weeks from the date of the Agreement signing. The duration of the Agreement may be negotiable provided the applicant can adequately justify in their proposal the need for a longer duration.
- 2.3. The Terms of Reference for this activity is set out in Annex A.
- 2.4. The successful consultant must supply the services to the extent applicable in compliance with SPREP's Values and Codes of Conduct https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
 - i. Complete the **tender application form provided** – noting you are required to complete all areas in full, particularly the statements to demonstrate how you

- meet the selection criteria. Failure to do so, may result in your application NOT being considered.
- ii. Submissions must include a **TECHNICAL PROPOSAL** that include a detailed workplan, methodology, schedule of activities and other items as deemed necessary by the applicant.
 - iii. Submissions must include a **FINANCIAL PROPOSAL** that has an annotated budget listing for each task.
 - iv. Submissions must include a Curriculum Vitae for each member of the proposed team, demonstrating relevant experience, skills, and qualifications to carry out the required statement of works.
 - v. Provide examples of past relevant work outputs
 - vi. Sign the **Conflict-of-Interest form** provided.

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 consultants' complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. 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 pwprocurement@sprep.org before 18 October 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 22 October 2021.

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 tenderer satisfies the following criteria:

Criteria	Description	Weighting
Experience	Demonstrated expertise in data analysis. A Working knowledge of waste data and analysing waste data to determine trends and what they mean (or are surrogates of/for) would be beneficial.	20%
	Demonstrated experience developing data strategies and monitoring systems / frameworks	10%
	Demonstrated experience in analysing complex datasets to determine likely drivers or influencers of identified trends	10%
	Demonstrated experience in Small Island Developing States (SIDS) presenting complex topics in simplified way (particularly via remote platform) (advantageous to detail Pacific experience)	10%
	Examples provided of past works relevant to this activity (links to output reports or products that provide insight into research	5%

	approach and writing style)	
Methodology	Proposed project methodology noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.	35%
Value for money	SPREP will assess the tenders based on value for money considering (but not limited to) cost, experience of staff, hours invested, product scope and depth, etc.	10%
7. Deadline		

- 7.1. **The due date for submission of the tender is: 29 October 2021 (11:59pm, local Samoa time)**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked '**TENDER: Data analyst to develop a regional waste management data monitoring and reporting framework, and regional waste system analysis**' 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 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>

ANNEX A TERMS OF REFERENCE

Data Analyst to develop a regional waste management data monitoring and reporting framework, and regional waste system analysis.

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 (PWP) 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**); and 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, and Vanuatu.

2. INTRODUCTION TO THE PROJECT

PacWastePlus seeks to assist countries and the region to gain a greater understanding of waste generation and management trends in the region.

The PacWastePlus programme is focusing our data management activities through the following actions:

- supporting national and regional decision making by providing accurate data and establish a monitoring framework necessary for sound waste management policies
- providing education and awareness raising to encourage the adoption of good practices in terms of waste management
- promote innovative approaches through the establishment of a regional research agenda on waste management.

Initial work conducted throughout the region was to develop and implement an agreed waste audit methodology and undertake audits in all participating countries. The findings from the audits are now available to inform decisions relating to waste management systems, facilities, and legislation development and implementation.

3. EXPECTED OUTCOMES

The project activity is expected to produce several outcomes that will assist countries to understand current situation and opportunities for action, regional trends, issues, and opportunities, and to inform ongoing work of the Secretariat and their donor funded projects.

Specific outcomes sought include:

- Develop and present a set of minimum regional Key Performance Indicators (KPIs) as the basis for a regional waste monitoring system, and regional waste data strategy that appropriately links to regional State of the Environment (SoE) reports and National SoE reports, and required national reporting against International and regional Multilateral Environmental Agreements (MEAs)
- Confirmed national audit analysis that collates common datasets to respond to minimum regionally recommended KPIs
- Undertake and present a regional waste audit data analysis (that may include sub-regional findings if they prove to be statistically relevant).

It is expected that this work will initially inform country and regional discussions on waste monitoring and reporting, and legislative reforms, and will lead to additional data analysis opportunities to link these findings to spatial information and contribute to the creation of a Regional Waste Management Investment Prospectus that will draw information and opportunities from multiple project and informational sources.

4. SCOPE OF WORK

SPREP is seeking a suitably qualified consultant to undertake the activities included in Table 1.

Phase	Description	Documentation SPREP will provide	Consultant Output
Inception	<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>Develop a research plan for approval prior to implementation. The research plan should explain the overall strategy, methodology, and analyses to be used to successfully accomplish the project objective.</p> <p>The plan should be structured to, at a minimum, address the following (noting the research plan should identify all issues to be</p>	Nil	<p>Inception meeting</p> <p>Develop agenda and 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>Research Plan</p> <p>Detailed research plan (Comprehensive plan on how research will be undertaken, information sources, and time frame to implement).</p> <p>The report should provide a detailed</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>addressed through the work):</p> <ol style="list-style-type: none"> <li data-bbox="745 336 1249 520">i. Conduct a literature review on the available data / monitoring requirements in the region, and equivalent systems elsewhere in the world that may be applicable to the region. <li data-bbox="745 520 1249 794">ii. Review and assess the draft programme data strategy, SPREP PIP KPIs, Cleaner Pacific 2025 measures, MEA reporting requirements (including MIA and NIP reports), Programme Project Logic , and M&E framework to help inform regional data and monitoring framework. <li data-bbox="745 794 1249 946">iii. Review and analyse the recent country waste audit activities (raw data and reports) and confirm / present findings in consistent fashion <li data-bbox="745 946 1249 1161">iv. Review and analyse the CEFAS audits and PacWastePlus audits in the Solomon Islands and Vanuatu; and establish a national report (for each) that synergise the findings of both (Cefas and PacWastePlus) audits <li data-bbox="745 1161 1249 1313">v. Analyse country data sets to create a regional (or subregional where statistically relevant) report on waste management and waste generation trends <p>Develop a regional report on waste management behaviours throughout the pacific, measured against the regional</p>		<p>workplan of activities (including a timeline) and clearly identify any tasks or responsibilities of SPREP necessary to ensure project success.</p> <p>Draft Output structures</p> <ul style="list-style-type: none"> <li data-bbox="1552 472 1998 775">• Draft document structures are to be presented along with the research plan to enable SPREP the ability to understand the likely output information and ensure it will provide the quality information required by member countries (noting the geographical size and populations vary greatly throughout the region).

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>monitoring framework, and designed to assist countries and development partners to anticipate waste management needs, and identify key areas for action / projects / improvement.</p>		
<p>Review and Development of National Waste Audit Report for Solomon Islands</p>	<p>Utilising the CEFAS audit and the PacWastePlus funded waste audit, analysis should be conducted on the report, and data to develop a National Audit Report that synergises the findings of both audits.</p> <p>The analysis should be aligned to the Standard Waste Audit Methodology; but also seek to address broader waste management questions in the country.</p>	<p>CEFAS Waste Audit data & report</p> <p>PacWastePlus Audit data & report</p>	<p>Solomon Islands Combined National Waste Audit Report</p> <ul style="list-style-type: none"> Final report on the analysis of data from the CEFAS audit; and the PacWastePlus Audit; and designed to assist national decision making.
<p>Review and Development of National Waste Audit Report for Vanuatu</p>	<p>Following from the CEFAS audit and the PacWastePlus funded waste audit, analysis should be conducted on the report, and data to develop a National Audit Report that synergises the findings of both audits.</p> <ul style="list-style-type: none"> The analysis should be aligned to the Standard Waste Audit Methodology; but also seek to address broader waste management questions in the country. 	<p>CEFAS Waste Audit data & report</p> <p>PacWastePlus Audit data & report</p>	<p>Vanuatu Combined National Waste Audit Report</p> <ul style="list-style-type: none"> Final report on the analysis of data from the CEFAS audit; and the PacWastePlus Audit; and designed to assist national decision making.
<p>Development of Regional Data Strategy and Regional Monitoring Framework</p>	<p>The PacWastePlus participating countries all have different national reporting needs driven by national legislation, contractual requirements, development partner requests, and MEA commitments.</p> <p>These differences mean often information is either not being captured effectively or frequently enough, data may be held in different ministries or departments, little standardisation may exist in data collection,</p>	<p>Cleaner Pacific 2025</p> <p>PacWastePlus Project Logic Framework</p> <p>PacWastePlus draft data strategy</p> <p>MEA reporting</p>	<p>Regional Data Strategy</p> <p>The development of a regional data strategy that includes KPIs, definitions, descriptions of how KPIs are calculated, where information should be sourced, units of measure, frequency of collection, etc.</p> <p>Regional Waste Monitoring Framework</p> <p>The development of a regional waste data monitoring framework that articulates the</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>and appropriate review and analysis of data may not be occurring.</p> <p>Countries are more frequently requesting SPREP and development partners to assist with project development and implementation but may struggle to appropriately justify (with hard data) why the projects are required.</p> <p>The desire from PacWastePlus and SPREP is to create an appropriate waste data monitoring framework that all countries can use to assist with reporting to the multiple stakeholders they have, and to ensure data collection is done in such a way that it can inform decision making. This may require a tired system to accommodate countries with limited resources or datasets presently.</p>	<p>requirements (Noumea and Waigani conventions)</p> <p>National waste audit data and reports</p> <p>Regional State of the Environment Report KPIs</p> <p>MIA and NIP inventories.</p>	<p>data that all countries should be collecting and reporting internally, and externally each year. Framework to include guidance documents and data collation tools etc.</p>
<p>Review and standardization of National waste audit data to framework</p>	<p>Recently, multiple donors have invested in undertaking national waste audits in the 15 PacWastePlus participating countries. The audits all followed the same standard methodology, but were conducted by different consultants, and therefore reports are drafted slightly differently and have varying focus.</p> <p>It is requested that the consultant review raw data from each audit, compare to the regional waste monitoring framework, and create a baseline report / analysis consistent across all countries. The consultant should give due consideration to issues such as: where the audit took place (several towns/islands); likely variations between local, national, and regional conditions at the time when the audits were undertaken (e.g.</p>	<p>Nil</p>	<p>National Audit Analysis reports and standardised data presentation</p> <p>Updated National Audit data analysis and presentation of Regional waste Monitoring Framework KPIs.</p> <p>One report for each of the 15 participating countries.</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>climate and local conditions, level of commercial activity, variations in commercial activity, variations in local practices, rules, and regulations, etc.).</p> <p>The report should include original analysis, tables and graphs supporting the report in excel format will relevant annotation/metadata for each country.</p>		
<p>Development of regional waste audit analysis</p>	<p>Following from the National waste audit data review, analysis should be conducted at a sub-regional/ regional level to consider additional management opportunities.</p> <p>The waste audit analysis should respond to the regional waste monitoring framework, but also seek to address broader management questions and regional opportunities including; possible hub and spoke opportunities for accumulation and management of various waste types.</p>	<p>Nil</p>	<p>Regional Waste Data Analysis Report</p> <p>Final report on the regional / sub-regional analysis based on the Regional Waste Monitoring framework and designed to identify key trends and opportunities.</p> <p>The report will be used to inform further regional work, and development of additional waste management projects to address any identified issues.</p>

5. INSTITUTIONAL ARRANGEMENT

Institutional Arrangement

It is expected this activity will be undertaken remotely, and there will be no travel involved. If needed, introductions to representatives of Pacific Island countries can be made, but it is expected that the bulk of the work will focus on the research and contact with technology providers.

Consultant Responsibilities

The consultant will be responsible for scheduling meetings with service/technology providers, country representatives, and SPREP, taking minutes, and distributing these for comment prior to finalising.

6. Schedule of Work

The activities are to be completed no later than **12 weeks from Agreement signing date** with a preference for the activities to be completed earlier if possible.

Expected project activities are 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	Timeline
<i>Contract Signing and Execution</i>	
Inception	Two weeks from date of Contract Execution
Development of Regional Data Strategy and Regional Monitoring Framework	No later than 6 weeks from date of Contract Execution
Development of National Waste Audit Report for Solomon Islands	No later than 9 weeks from date of Contract Execution
Development of National Waste Audit Report for Vanuatu	No later than 9 weeks from date of Contract Execution
Review and standardisation of National waste audit data to framework	No later than 12 weeks from date of Contract Execution
Development of Regional waste audit analysis	No later than 14 weeks from date of Contract Execution

7. 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)
- All applicable taxes

Submissions must include an annotated budget listing for each task.

SPREP reserves the right to withdraw this tender at any time. SPREP 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.

8. OTHER INFORMATION

The successful consultant will be provided with any relevant project documentation as stated in Section 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/sprep-organisational-values-code-of-conduct.pdf