



SPREP

Secretariat of the Pacific Regional
Environment Programme

REQUEST FOR TENDERS

RFT: 2022/057
File: AP_6/5/9
Date: 13 September, 2022
To: Interested consultants
From: Edward Nicholas, Project Manager, ISLANDS Pacific Child Project

Subject: Request for tenders (RFT): Economic Study - Market Research for GEF ISLANDS Pacific Project

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 wishes to call for tenders from qualified and experienced consultants who can offer their services to conduct an economic analysis to determine the most favourable entry point for a non-exclusive regional recycling initiative on End-of-Life Vehicles (ELVs), and consumer white goods.
- 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. 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. Complete the Financial Proposal form which should outline the schedule of priced tasks in accordance with tasks outlined under the Terms of Reference's *Deliverables - Timeline* section; and
 - vi. Provide a copy of valid business registration/license.
- 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.
 - e) **Financial Proposal** that has an annotated budget for each activity with a detailed outline of the costs involved in successfully delivering this 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 No tender proposal may be modified after the deadline for submission of proposals.
- 4.8 The Proposal must remain valid for 90 days from date of submission.
- 4.9 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 procurement@sprep.org before 20 September 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 22 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.

I. Technical Score – 80%

Criteria	Detail	Weighting (%)
Experience	Demonstrated experience in conducting market research work on the economic viability of waste recycling activities especially relating to bulky waste including white goods	30
	Demonstrated experience working in a Small Island Developing State (SIDS in the Pacific)	10
	Examples provided of past work relevant to this project	10



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Criteria	Detail	Weighting (%)
Technical Proposal / Methodology	Detailed outline and schedule of activities work-plan, methodology and timeline	30

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

- 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: 27 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 2022/057 - **Economic Study-Market Research for GEF ISLANDS Pacific Project**

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.



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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>

Annex A: Terms of Reference

Economic Study - Market Research for GEF ISLANDS Pacific Project

1. Background and rationale

SPREP has received funding from the Global Environment Facility (GEF) to execute the ISLANDS Pacific Project in collaboration with the United Nations Environment Programme (UNEP). The project is part of GEF 7 cycle of funding aimed at supporting Pacific Island countries (PICs) in meeting their obligations to various multilateral environmental agreements (MEAs) relating to chemicals and waste management. These MEAs include the Basel, Rotterdam, Stockholm, Minamata and Waigani Conventions.

Globally Small Island Developing States (SIDS) are progressing on import-dependent development pathways. The quantities and variety of products that are being imported (ranging from mercury containing thermometers to plastic packaging, from second hand electronic products to motor vehicles, from agricultural chemicals to industrial chemicals) is rapidly increasing. This is leading to the generation of a large variety of different types of hazardous and toxic wastes which SIDS do not have the installed capacity or required treatment facilities to address. There is an urgent need for SIDS to move to integrated waste management. Extensive studies conclude the costs of inaction in SIDS are significant in term of the economic costs of impacts to health, environment, tourism, and fisheries.

Pacific SIDS lack infrastructure to manage the wide variety of wastes generated by imported products. The disposal of non-biodegradable materials and industrial and agricultural chemicals pose an increasing challenge for Pacific SIDS.

The Global Environment Facility (GEF) has recognised these challenges faced by SIDS and is supporting the *Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS) Programme*. ISLANDS is a US\$ 450 million, 5-year global initiative to manage the growing impacts of chemicals and waste in 30 SIDS including 14 SPREP's members namely: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu.

2. The project

ISLANDS will have a Child Project for each of the SIDS from the Caribbean, Indian Ocean and Pacific. The Pacific Child Project will be executed in the Pacific by SPREP from 2021 to 2026 on a US \$20 million budget and builds on previous GEF funded projects on chemicals and waste and enabling activities of the above-mentioned MEAs. The overall objective of the Pacific Child Project is to assist countries move into a safe chemical development pathway.



2.1. Purpose

The objective of this consultancy is to Conduct an economic analysis to determine the most favourable entry point for a non-exclusive regional recycling initiative on End-of-Life Vehicles (ELVs), and consumer white goods. The Analysis will include identifying all existing enterprises in Fiji, Samoa, and Papua New Guinea across the grave-to-cradle value chain of ELVs and white goods (including but not limited to formal and informal collectors and transporters, environmentally sound dismantlers and crushers, exporters to recycling markets, and importers in destination markets), identify the capacity of all the actors in the value chain and areas where capacity building is needed and make economically sustainable short, mid, and long-term recommendations for the ISLANDS Pacific Project and Swire Shipping investment towards a non-exclusive recycling initiative on End-of-Life Vehicles (ELVs) and consumer white goods in the three countries. It will also include a streamlined activity design (including budget for training and POPs disposal), to allow ISLANDS Pacific to move forward with execution of the activity.

3. Scope of work

The scope of work covers the following tasks:

Task	Description	Output
1. Inception meeting	Lead an inception meeting with the GEF ISLANDS Pacific Child Project team and Swire Shipping 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.	Inception meeting report 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
2. Economic assessment plan	The economic assessment plan should explain the methodology, and analyses to be used to successfully accomplish the assessment and activity design. The plan should be structured to, at a minimum, assess the following: 1. Of Fiji, Samoa, and Papua New Guinea, which country is the most ideal starting point for a regional recycling initiative for ELVs and white goods? 2. Who are the existing actors in the country across the grave-to-cradle value chain of ELVs and white goods? 3. What is currently missing in the value chain in the countries of the study? 4. What is the current capacity of the existing actors in the value chain? Are they compliant to all international environmental conventions regarding hazardous chemicals?	Economic assessment and activity design structure This should include a detailed workplan, economic assessment methodology and timetable.



Task	Description	Output
	<p>5. What is required to scale up current enterprises to manage bulky waste regionally in an environmentally sound manner (that is in line with the Stockholm Convention requirements)?</p> <p>6. What is the current market for recycling ELVs in these countries? What is their current trade volume?</p> <p>7. What are the in-country activities required to develop a regional initiative? What are the costing estimates for this (including: equipment, extraction, logistics, and other procurement costs)?</p> <p>8. What are the major intersectionality issues the project should consider to avoid discrimination and marginalisation? How do we ensure that this study and the Project activities do not threaten the livelihoods of local businesses and vulnerable populations, with a particular focus on, but not limited to, women, children and youth, indigenous people, and low-income populations? How can the Project work with them, incorporate local and traditional knowledge and practices, and offer them better regional economic opportunities for sustainable development?</p> <p>It is further expected that the final report will provide:</p> <ol style="list-style-type: none"> 1. Expert views on the economic feasibility of a regional recycling venture on ELVs and white goods, providing options for each and combinations of the countries within the scope of the study. 2. Recommendations on the most favourable country(ies) for a regional recycling initiative based on desktop research. 3. Field research on existing actors in the most favourable country(ies) across the grave-to-cradle value chain of ELVs and white goods and identifying gaps in the value chain. 4. An assessment of current needs and capacity building requirements to scale up local actors to service the Pacific region in an environmentally sound manner that is in line with the Stockholm Convention requirements. 5. An assessment on the interaction between economic, political and social factors associated with implementing a regional recycling 	



Task	Description	Output
	<p>initiative to understand the unequal distribution of costs and benefits and the reinforcing or reducing of pre-existing inequalities, and how to best manage this.</p> <p>6. Expert recommendations on economically, environmentally and socially sound next steps for the recycling initiative, organised by priority and estimated cost.</p>	
3.a. Desktop Research	Undertake the research and report development as per the approved research plan. Prior data from previous related studies will be supplied by SPREP.	
3.c. Stakeholder Consultation	Convene consultation on results of study with key partners including SPREP, ISLANDS and Swire Shipping on results of economic assessment (virtual) outlining the results of the desktop analysis and evaluation. Agree next steps on field assessment of the agreed most viable country.	<p>Meeting report</p> <p>Recommendation for field visit for further assessment and in-country activity design for ELV and bulky waste recycling.</p>
4.a. Field Visit	Field visit for further assessment and in-country activity design for ELV and bulky waste recycling.	<p>Mission report</p> <p>including detailed list of stakeholders engaged and met (within 5 days of mission)</p>
4.b. Stakeholder Consultation	Within 15 days of mission completion convene consultation on results of field study with key partners including SPREP, ISLANDS and Swire Shipping on results of economic assessment (virtual) presenting activity design and proposed budget.	<p>Presentation</p> <p>on results of economic assessment (virtual) presenting activity design and proposed budget (within 15 days of mission)</p>
4.c. Conduct Analysis	In-country activity design and budget and 5-years cost forecast for ELVs and bulky waste training and processing (factoring in scrap price). Confirm with Swire regarding the procurement and logistics cost estimations for the project.	<p>Draft report</p> <p>To be submitted within a reasonable timeframe (10 business days minimum) for review.</p>
5. Final report	Finalise the report after feedback from SPREP, Swire Shipping and ISLANDS.	<p>Final Report</p> <p>Final report addressing any comments provided from the review of the draft</p>

4. Timeframe

All activities are to be completed no later than 13 January, 2023.

Timeframe	Milestone	Deliverable
Week 0	Inception Meeting	Inception meeting to discuss the scope of work and method for the desktop study.
Week 2	Desktop Study	Conduct desktop study, write the report, and meet with stakeholders to decide on the country of focus
Week 6	Mission Report	Report on the field visit with a list of stakeholders engaged.
Week 10	Draft Report	Deliver a draft report for review by all stakeholders.
Week 13	Final Report	Include changes and deliver the final report.

5. Reporting arrangement

The Consultant will report to the Hazardous Waste Management Adviser and Project Manager – ISLANDS Pacific Child project

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. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.

6. Duration of consultancy

The service consultancy will commence as soon as practicable till 13 January 2023.

7. Remuneration

- The total remuneration of **USD 30,000** will be divided into two deliverable-based payments of USD 15,000. It will be paid upon satisfactory acceptance by SPREP and UNEP of the deliverables as per below:

Task	Due Date	Remuneration
Detailed desktop economic assessment of ELV and bulky waste recycling opportunities in Fiji, PNG and Samoa.	Week 10	USD\$15,000
Final economic assessment, field assessment and activity design report	Week 13	USD\$15,000
Total		USD\$30,000