

REQUEST FOR TENDERS

RFT: 2021/PWP-116-CON
File: AP_6/5/8/4
Date: 17 November, 2021
To: Interested consultants
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders: Conduct an impact assessment of the 2014-2018 PacWaste healthcare waste management project interventions

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 conduct an impact assessment of the 2014-2018 PacWaste Project's healthcare waste management project interventions.
- 2.2. The successful consultant will need to provide the details of works required as referred to in the attached Terms of Reference within a period of 16 Weeks from the date of the Contract Signing, the duration of the engagement may be negotiable provided the consultant can adequately justify in their proposal the need for a longer duration.
- 2.3. The Terms of Reference and the specific statement of work for this engagement are 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 Code of Conduct https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-of-conduct.pdf

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants **MUST** meet the following conditions:
 - Complete the tender application form – noting you are required to complete all areas in full, particularly the statements to demonstrate you meet the selection criteria. Failure to do so may result in your tender not being considered.

- Submissions must include a **TECHNICAL PROPOSAL** that includes a detailed workplan, methodology, schedule of activities and other items as deemed necessary by the applicant.
- Submissions must include a **FINANCIAL PROPOSAL** that has an annotated budget listing for each task
- 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
- Provide examples of past relevant work outputs
- Sign the Conflict-of-Interest form

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 17 November 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 19 November 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
Qualifications & Experience	General qualifications – curriculum vitae of all project staff and their role on this project	10%
	Proven track record in identifying and engage relevant stakeholders throughout the impact assessment process using technical and soft skills	10%
	Understanding of healthcare waste management terminology and processes	5%
Knowledge & Methodology	Demonstrated expertise in collect, process, and analyse data to evaluate impact using quantitative and qualitative approaches	10%
	Demonstrated expertise in the planning and use of data collection methods and data management in the context of impact assessments	10%

Demonstrated expertise in selecting the most appropriate impact evaluation methodology to respond to the unique context of the intervention and to the prevailing constraints of data, time and money, and context	30%
Value for money	25%

7. Deadline

- 7.1. **The due date for submission of the tender is: 26 November 2021, midnight local Samoa time.**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked '**TENDER: Conduct an Impact Assessment of the 2014-2018 PacWaste Healthcare Waste Management Project Interventions**' 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>

TERMS OF REFERENCE

Conduct an impact assessment of the 2014-18 PacWaste healthcare waste management project intervention.

1. BACKGROUND

The Secretariat of the Pacific Regional Environment Program (SPREP) is working with the European Union's Delegation to the Pacific, and 14 Pacific Island Countries and Timor-Leste to undertake the PacWastePlus Program (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 program 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).

Pacific Island countries (PICs) 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 PROJECT

The PacWastePlus program was developed to build on the outcomes of PacWaste (a project that was implemented in 2014-18) that focused all efforts on hazardous waste management, with a specific focus on healthcare waste, asbestos, and e-waste.

The PacWastePlus program includes the requirement to assess the outcomes of the PacWaste healthcare waste activities: *KRA 5.3 (iii) Conduct an impact assessment of the healthcare waste management programme, noting the challenges encountered during the implementation of this component under PacWaste, and seek to progress work for this waste stream based on recommendations. One outcome will be to provide solutions to booster national support and commitment to delivery of activities.*

Purpose of the Review

The purpose of the review is to conduct an impact assessment of the healthcare waste management program implemented under PacWaste, to understand project performance, to provide evidence-based guidance on future healthcare waste management interventions and support that would be of value to Pacific Island countries. It is being undertaken as an internal guidance document for SPREP and the European Union (Donor). Where appropriate, findings may be shared with participating countries.

This impact assessment shall measure (1) the effect of the program/project and is related or associated with the programs/project objectives and (2) how successful the programs/projects objectives as well as sub-objectives have been realized or achieved.

It will answer the following questions.

- How successful has the project/program realised the intended objectives and sub-objectives?

- Have the desired changes been realized and to what extend?

The following elements shall be assessed:

- 1) Overall performance and confirmation of project achievements.
- 2) Effectiveness of project activities to address the concerns of healthcare waste management that led to the project request.
- 3) Sustainability of the Project's outputs and outcomes following project closure.
- 4) Identification of major constraints affecting implementation and identification of management response to these constraints.
- 5) Identification of any delays in project implementation, their causes, and draw lessons from the delays and provide recommendations for improved implementation to avoid replication in other projects.

3. EXPECTED OUTCOME

Consultants shall undertake an impact assessment which shall facilitate accountability, lessons learnt and improvement of future healthcare waste management programs. The report shall be credible, relevant, and verifiable. Recommendations shall be supported by specific findings and shall be action-oriented, specific, practical, and have a clear indication of responsibility for implementation.

The impact assessment shall determine whether the program has brought about a change. The impact, or program effect, refers to a change in the target population that has been brought about by the program – that is, a change that would not have occurred if the program had not happened.

This is not a process evaluation to examine whether the program was carried out as planned.

4. SCOPE OF WORK

The following table provides specific details on the required activities.

<u>Phase</u>	<u>Description</u>	<u>Documentation to be provided</u>	<u>Consultant Output</u>
Inception	<p>The plan shall define the overall strategy, methodology, and analyses to be used to successfully accomplish and meet the project expected outcomes.</p> <p>The plan shall, at a minimum, describe how this work will address the key project review evaluation criteria included in section 2.4 Expected Review Methodology.</p> <p>The plan shall include a questionnaire for use during country interviews</p>	<ul style="list-style-type: none"> Pacific Hazardous Waste Management (PACWASTE) AGREEMENT, ANNEX 1: Description of the Action. Access to PacWaste HCWM documents produced during the project's life. 	<p>Inception Meeting</p> <p>Agenda and minutes of meeting. Confirmation of items to be included in the review and specific questions to be addressed by project.</p> <p>Work Plan</p> <p>Developed to the required specifications.</p>
Impact Assessment	<p>Conduct an impact assessment of the PacWaste healthcare waste management program, noting the challenges encountered during the implementation.</p> <p>The Contractor shall provide recommended solutions to progress the healthcare waste management work previously undertaken under PacWaste.</p> <p>The report should provide recommended solutions to progress management of healthcare waste and provide recommended solutions to booster national support and commitment to delivery of future activities.</p> <p>The scope of the impact assessment review shall cover all activities undertaken and assess according to the following evaluation criteria</p> <p>Relevance</p> <p>The extent to which the activity is suited to the priorities and policies of the target group, recipient, and donor</p> <ul style="list-style-type: none"> Assess the extent of the contribution of the project towards the achievement of healthcare waste 	<p>Contact details of relevant country representatives to interview</p> <p>PacWaste Reports:</p> <ul style="list-style-type: none"> Pacific Hazardous Waste Management (PacWaste) Volume 1 & 2 Final Report, 2018 PacWaste Healthcare Waste Survey Reports for each participating country PacWaste ROM Report 2015 PacWaste Achievements, Evaluations and Legacy <p>PacWaste Circular:</p> <ul style="list-style-type: none"> PacWaste Healthcare Waste Incinerator Providers Selected 	<p>Draft Impact Assessment Report</p> <p>Submission of a draft report describing the impact of the PacWaste healthcare waste management project, noting the challenges encountered during implementation.</p>

Phase	Description	Documentation to be provided	Consultant Output
	<p>management objectives and to the priorities and needs of the target beneficiaries.</p> <ul style="list-style-type: none"> • Are the activities and outputs of the project consistent with the overall goal and attainment of its objectives? Analyse whether the Projects' approach addressed the needs and demands of the beneficiaries in a disaggregated manner (for men and women). • Are the activities and outputs of the project consistent with the intended impacts and effects? • Assess the relevance of the interventions undertaken by the Project to improve the management of healthcare waste in participating countries. • Assess the relevance and effect of technical assistance given to hospitals and ministries. <p>Effectiveness A measure of the extent to which an activity attains its objectives</p> <ul style="list-style-type: none"> • Assess the extent that expected outcomes and objectives of the activity were achieved? • Review whether the project accomplished its outputs or progress towards achieving outcomes. In particular, the review should assess factors influencing achievement or non-achievement of the objectives, including, but not limited to: <ul style="list-style-type: none"> • How the design or planned interventions addressed the needs of the beneficiary • Selection criteria and implementation of activities • Assess the performance of the project, with reference to qualitative and quantitative achievements of outputs and targets as defined in the project documents and workplans and with reference to the project baseline. • Assess the effectiveness of the partnership arrangements, including assessing the complementarity, harmonisation and co-ordination with others, and the extent to which the interventions by the partners added value whilst avoiding duplication of effort. 		

Phase	Description	Documentation to be provided	Consultant Output
	<ul style="list-style-type: none"> Identify the extent the project improved healthcare waste management? Provide recommendations for future partnership arrangements to increase chances of success <p>Efficiency A measure of the outputs – qualitative and quantitative – in relation to the inputs. It is an economic term which signifies that the project uses the least costly resources possible to achieve the desired results. This generally requires comparing alternative approaches to achieving the same outputs, to see whether the most efficient process has been adopted.</p> <ul style="list-style-type: none"> Assess whether the project has utilised project funding appropriately (value for money) to achieve the projected targets. Analyse the role of the Project Steering Committee and country focal point to assess whether these arrangements were optimally used for decision making Assess the qualitative and quantitative aspects of management and other inputs (such as equipment, monitoring, and review any other technical assistance and budgetary inputs) provided to achieve the outputs and targets. Assess whether the project was implemented in the most effective way compared to alternatives. Identify factors and constraints on how the implemented activities affected the cost-efficiency of the project implementation including technical, managerial, organizational, institutional, and socioeconomic policy issues including other external factors unforeseen during the project design. <p>Impact The positive and negative changes produced by a development intervention, directly or indirectly, intended or unintended. This involves the main impacts and effects resulting from the activity on the local social, economic,</p>		

Phase	Description	Documentation to be provided	Consultant Output
	<p>environmental, and other development indicators. The examination should be concerned with both intended and unintended results and must also include the positive and negative impact of external factors, such as changes in terms of trade and financial conditions.</p> <ul style="list-style-type: none"> Assess the key factors which influenced the achievement or non-achievement of the sustainability of the project interventions in terms of their (i) effect on the beneficiary, and (ii) impact on the management of healthcare waste. Assess the difference that the activity made to the beneficiaries of the project. Provide an estimate as to how many people have benefitted from this project. <p>Sustainability A measure of whether the benefits of an activity are likely to continue after donor funding has been withdrawn. Projects need to be environmentally as well as financially sustainable.</p> <ul style="list-style-type: none"> Assess the degree to which the project results continued after project completion and provide recommendations for strengthening sustainability. Identify the major factors which influenced the achievement or non-achievement of sustainability of the programme or project. <p>Lessons Learnt Identify all the lessons learnt that should be considered prior to additional investment into healthcare waste management.</p> <ul style="list-style-type: none"> Analyse areas for improved project planning, especially with respect to settling of activities, delivery of activities, targets, relevance, and capacity of institutions for project decision making and delivery. Identify significant lessons or conclusions which can be drawn from the project in terms of effectiveness (relevance and potential impact), efficiency, sustainability, and networking. 		

Phase	Description	Documentation to be provided	Consultant Output
Final Report	Develop the final report utilising the feedback provided on the Draft report	Nil	Impact Assessment Report (final) The final report shall have incorporated all revisions and addressed all comments by reviewers on the draft Impact Assessment Report.

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.

Consultant Responsibilities

The consultant will be responsible for scheduling meetings with relevant stakeholders and SPREP, taking minutes, and distributing these for comment prior to finalisation.

6. SCHEDULE OF WORK

The activities are to be completed no later than **16 weeks from Contract Signing** with a preference for the activities to be completed much earlier.

Expected project activity is detailed in below, it is expected that tenderers will detail how and when each of these steps will be delivered in the response to this tender.

Activity	Timeline
<i>Contract Signing and Execution</i>	
Work plan approved by SPREP	No later than 4 weeks from date of Contract execution
Draft Impact Assessment Report	No later than 8 weeks from date of Contract execution
Impact Assessment Report (final)	No later than 2 weeks from receipt of final comment on draft report

7. BUDGET

Submissions are required to itemize 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.

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



ATTACHMENT 1: Summary PacWaste project activities

Pacific Hazardous Waste Management (PacWaste) objectives

The objectives for this program are described in the language below, excerpted from the Pacific Hazardous Waste Management (PACWASTE) AGREEMENT, ANNEX 1: Description of the Action.

The overall objective of the project is to help build a healthy, economically and environmentally sustainable Pacific for future generations; the purpose or specific objective being to help PACP countries adopt cost-effective and self-sustaining priority waste management systems to protect human health and the environment while at the same time encouraging economic growth. The result expected is the integrated management of priority hazardous waste streams (medical waste, asbestos and E-waste) across the region which are not currently managed through other means in the Pacific. This project will identify and implement cost-effective solutions in each target country by building local capacity to implement and manage technically feasible and environmentally and financially sustainable solutions within each waste stream.

AND

Specifically, disposal of hazardous medical wastes including expired pharmaceuticals, soiled bandages and dressings, contaminated sharps and other medical waste is often carried out through low temperature combustion in pits within hospital compounds, or by uncontrolled dumping in landfills. Improper disposal of medical wastes can result in contamination of water supplies or aquatic environments and burning of medical wastes at low temperatures results in the release of toxic persistent organic pollutants to the air. Landfill dumping of medical waste results in unacceptable community health risks and expired drugs may be acquired by children or scavengers if disposed in a landfill. An integrated framework to manage pharmaceuticals and progressively implement routine medical waste disposal through controlled high temperature incineration (or other regionally appropriate mechanism) is essential for infection control and protection of the health of many smaller Pacific Island communities. This will include key inputs from hospital managers, health departments, local government, and community healthcare workers.

PacWaste activities

In early 2014, under the PacWaste program, healthcare waste management assessments were conducted in collaboration with non-government participants involved in waste management, public health, local government administration and planning, conservation activities, as well as members of local communities and the private sector. The program surveyed the healthcare waste management systems and infrastructure of thirty-nine (39) hospitals in fourteen (14) Pacific countries. The healthcare waste management baseline studies reports provided information on current waste management processes, from ward-level waste generation through to treatment and disposal. These studies identified minimal education/training occurring in healthcare waste management across the broad spectrum of hospitals assessed.

The development of the PacWaste healthcare management program was executed using a broad range of best practice and legislative resources. The healthcare waste management program was based on a train-the-trainer model and included in-hospital training for dealing with hazardous medical waste and the disposal of the waste in a high temperature incinerator. Training included systems essential for correct management of healthcare wastes, such as color-coded bins, signage, internal transport, and storage to ensure compliance with standards necessary for correct and safe management of hazardous medical waste. It also included training in the correct operation of the high temperature incinerators. The program initially covered nine Pacific Island countries and Timor-Leste but was later revised to cover eleven (11) Pacific Island countries (Cook Islands, Fiji, Federated States of Micronesia,

Republic of the Marshall Islands, Nauru, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, and Vanuatu) and Timor-Leste.

A Healthcare Waste Management Manual and Guide was prepared and delivered as a supplement to the training delivery.

In 2015, incinerators were procured for the region for installation and commissioning under the healthcare waste management program. Below is a table showing the PacWaste incinerators that were purchased. Most of these incinerators are currently not in use, as many require critical repairs.

COUNTRY ¹	HOSPITAL	Manufacturer	
		ACE	Inciner8
Cook Islands	Aitutaki District Hospital		X
Fiji	Lautoka Hospital	X	
FSM	Pohnpei Hospital		X
Kiribati	Tungaru Hospital		X
	London Hospital		X
Nauru	Nauru Hospital		X
Niue	Niue Ffoo Hospital		X
Palau	Balau Hospital		X
Solomon Islands	Kiluufi Hospital		X
	Gizo Hospital	X	
	Kirakira Hospital		X
	Helena Goldie Hospital		X
	Honiara Hospital	X	
Timor-Leste	Bacau Referral Hospital		X
	Suai Referral Hospital		X
	Maubisses Referral Hospital		X
Tonga	Vaiola Hospital	X	
	Niu'eiki Hospital		X
	Niu'ui Hospital		X
	Prince Ngu Hospital		X
Tuvalu	Princess Margaret Hospital		X
Vanuatu	Vila Central Hospital	X	
	Lenakel Hospital		X
	Northern District Hospital		X
	Lolowai Hospital		X
	Norsup Hospital		X

¹ Documented in 2018 PacWaste final report & follow-on surveys in 2021.