

REQUEST FOR TENDERS

File: AP_6/5/8/4
Date: 11 October, 2019
To: Interested consultants
From: Sela Soakai-Simamao, PacWastePlus Finance & Procurement Officers

Subject: Request for tenders: National Capacity Needs Assessment for Waste in 14 Pacific Island Countries & Timor-Leste for the PacWastePlus 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. 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 undertake a national capacity needs assessment of 14 Pacific Island countries and Timor-Leste to identify current standards for waste on governance, management and enforcement against required competency levels to prioritise training requirements.
- 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.
- 4.2. Tender documentation should outline the interested consultant's complete proposal :
 - Personnel (individual CV's which highlight relevant qualification and experience)
 - Technical Proposal (details to achieve tasks outlined in Annex A)
 - Financial Proposal (include timeframe and costs, proposal to remain valid for 90 days and quoted in USD)
- 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 Siniva Tuuau-Enosa on sinivat@sprep.org and copy selas@sprep.org before 06 November 2019. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 08 November 2019.

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:
- (a) Demonstrated experience in the waste management industry and undertaking assessment of activity and capacity to implement legislation/policy.
 - (b) Demonstrated experience in assessment of government practices to confirmed standards and in the development of succinct reports detailing assessment and opportunities for improvement.
 - (c) Strong working knowledge of waste issues, specifically on the 8 identified waste streams for the PacWastePlus Project and the waste governance context in the Pacific Region
 - (d) Detailed methodology for how the project is proposed be delivered (including timeframe and team responsibilities)
 - (e) Detailed financial proposal.

7. Deadline

- 7.1. **The due date for submission of the tender is: 15 November 2019**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'TENDER: National Capacity Needs Assessment for Waste in 14 Pacific Island Countries & Timor-Leste for the PacWastePlus Project' to one of the following methods:

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA
Email: tenders@sprep.org
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

**National Capacity Needs Assessment for Waste in 14 Pacific Island Countries &
Timor-Leste
for
The PacWastePlus project**

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 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.

The PacWastePlus Project has a specific Key Result Area (KRA) which requires on the project team to conduct an assessment of national capacity needs for waste management against competency level to inform and prioritise training requirements for enhancement of human capacity by the PacWastePlus project. Specifically, the engagement seeks to:

Assist in undertaking:

- 1) A national capacity needs assessment of all countries to identify current standards for waste on governance, management and enforcement against required competency levels to prioritise training requirements

Countries participating in the PacWastePlus project are:

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

2. PROJECT OBJECTIVES

This engagement seeks to gain a comprehensive understanding of capacity needs (with a focus on waste management) in each of the participating countries.

3. PROJECT SCOPE

The PacWastePlus project is seeking to engage a suitably qualified consultant to undertake a national capacity needs assessment of all 15 countries participating in PacWastePlus, to identify the current standards being implemented with respect to: Governance; management; and enforcement of waste management issues related to the eight waste streams being addressed by PacWastePlus (asbestos, healthcare waste, e-waste, recyclables, organics, bulky waste, disaster waste, water impacted by solid waste).

These standards should be assessed against minimum competency levels to achieve the required outcomes. An assessment should then be completed to determine and prioritise capacity needs for each Country.

3.1 Project Delivery

The required project activities covered under this project are included in Table 1

Table 1: Project Activities

Task 1	Review appropriate documentation to establish a minimum standard for governance, management and enforcement for each of the priority waste streams
Task 2	Confirm minimum standards for waste management of the eight priority waste streams and then develop project methodology to assess current activities and capacity of the countries against these minimum standard.
Task 3	Undertake an assessment (desktop review, email and telephone follow ups, where necessary country visits) of country activities to assess: i. The current standards applied to the management of the 8 waste streams
Task 4	Complete an assessment report providing details of the current standards, and required capacity building needs of each country, noting the needs should be priorities based on a risk management assessment of the impact of the various waste streams and management issues
Task 5	Provision of final report detailing the country and regional assessment.

3.2 Project Schedule

The activities are to be completed no later than **1 May 2020** with a preference for the activities to be completed much earlier.

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</i>
1. Teleconference Meeting between Successful Consultant and PacWastePlus Team
<i>Contract Signing</i>
2. Documentation Review to establish minimum standard for assessment.
3. Methodology development for assessment.
4. Undertake the capacity assessment
5. Development and submission of Assessment Report

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 and proposed hours for each team member, allocated to role) Please include details of the number of hours each team member is expected to allocate to each task
- Travel Costs & other disbursements
- All applicable taxes
- Proposed Payment Schedule (please note an initial payment on contract signing cannot exceed 30% of the contract value).

Please note: All proposals are to provide the project budget in USD.

4. Other Information

The successful consultant will be provided with any appropriate documents identified and saved by the PacWastePlus project team as part of the preparation for the activity. It is hoped this will assist with reducing the burden of the initial literature review.