



REQUEST FOR TENDERS

RFT: 2021/PWP-110-CON
File: AP_6/5/8/3
Date: 1 November, 2021
To: Interested consultants
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders: Drafting of Practitioner's Guideline and Introduction of Systems to enable Pacific Islands to effectively manage Disaster Waste

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 provide guidance to Pacific countries in the development of National Disaster Waste Management Plan that will adopt the activities proposed in the RDWMG.
- 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 12 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 pwp.procurement@sprep.org before 10 November 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 12 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
Experience	Demonstrated experience in conducting research (focus on both company, and officers to deliver the works)	15%
	Demonstrated experience working with or knowledge of disaster waste management and/or disaster response and recovery works (local, state/provincial/national) from SPREP member countries	25%
	Demonstrated experience in policy and/or strategy development, and reporting (links to output reports or products that provide insight into research approach and writing style)	10%
Methodology (Detailing activities to be conducted over the term of the engagement)	Research plan and scope of investigation to provide necessary guidance to the region	30%
	Risk plan (with mitigation measures) to ensure successful delivery of the project	10%
Value for money		10%

7. Deadline

- 7.1. **The due date for submission of the tender is: 17 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: Drafting of Practitioner's Guide and Introduction of Systems to enable Pacific Islands to effectively manage Disaster Waste'** 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

Drafting of Practitioner's Guideline and Introduction of Systems to enable Pacific Islands to effectively manage Disaster Waste.

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**); 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, Vanuatu.

2. INTRODUCTION TO PROJECT

Participating countries would benefit from support and guidance on the policy requirements, and draft instructions, for the inclusion of waste management into national disaster management.

The intensity and frequency of natural disasters such as tropical cyclones are evidently increasing in the Pacific. When these natural disasters occur large amounts of waste are generated from damage to both the natural and man-made environment. Inefficient or ineffective management of clean-up efforts following a disaster often results in the slow and costly recovery of a community, potentially risking public, and environmental health.

PacWastePlus is assisting PWP participating countries to mainstream disaster waste management into the Framework for Resilient Development in the Pacific (FRDP) by implementing activities identified in the Regional Disaster Waste Management Guideline (RDWMG). The FRDP provides a high-level strategic guidance on how to enhance resilience to climate change and disasters, in ways that contribute to and are embedded in sustainable development. The RDWMG identifies key waste management activities for implementation in each stage of the Disaster Management Framework. Additionally, the RDWMG advocates for effective waste management and stakeholder partnership in the management of Disaster Waste.

PacWastePlus recognises that having an effective plan and partnership in place prior to a natural disaster allows governments to reduce disaster risk and effectively protect persons, communities and countries, their livelihoods, health, cultural heritage, socioeconomic assets, and ecosystems, and thus strengthen their resilience. For this reason, the programme is looking to provide guidance to Pacific countries in the development of National Disaster Waste Management Plan that will adopt the activities proposed in the RDWMG.

Additionally, PacWastePlus aims to assist member countries to collect disaster waste data following a disaster to inform decision making, by introduce a minimum standard for assessing and calculating disaster waste. The Post Disaster Needs Assessment (PDNA) is undertaken following a disaster to determine disaster effects and impacts to inform priority recovery. This is a critical component of the Disaster Management cycle not only for affected countries but also the tripartite institutions, and other local and international partners. The PDNA is an internationally accepted methodology for determining the physical damages, economic losses, and costs of meeting recovery needs after a natural disaster through a government-led process. Unfortunately, PDNAs does not always incorporate the calculation of environment damage and disaster waste, especially environment effect that take some time to manifest after a disaster.

3. SCOPE OF WORK

The FRDP recognises that improving the capacity of Pacific Island Countries to prepare for emergencies and disasters will ensure timely and effective recovery. Additionally, Disaster preparedness, response and recovery initiatives will reduce undue human losses and suffering. PacWastePlus aims to assist participating countries to manage disaster waste in an integrated manner to reduce the accumulation of risks and to prevent the creation of new risks or loss or damage. For this reason, PacWastePlus is seeking to engage the service of a suitably qualified consultant to develop guideline and recommend mechanism(s) that will assist Pacific Island countries to effectively incorporate environment management, which will include waste management and biodiversity loss, into national disaster management framework.

The consultant will achieve the following output:

- (i) Develop the template for National and Community Disaster Waste Management plan with drafting instructions to assist Pacific Countries adopt the proposed actions in the Regional Disaster Waste Management Guideline
- (ii) Establish guidance for the establishment of an Environment Working Group within the national Disaster Management Office along with the Standard Operating Procedure that will allow for the incorporation of environment management in preparedness and response planning, including coordination with other relevant stakeholders. The guideline will be accompanied by a Briefing Note that will assist countries gain political support for the establishment of the Environment Working Group. It is anticipated that an EWG will bring together key actors in environment management to ensure all possible measures are taken to minimise environment damage and loss of habitat from pollution incidents during a natural disaster. Additionally, the EWG will coordinate biodiversity loss assessment, and disaster waste assessment in the national Post Disaster Needs Assessment. The taskforce will exist to consolidate and operationalize plans such as the Disaster Waste Management Plans.
- (iii) Develop a Minimum Standard Methodology for calculating Disaster Waste and biodiversity loss and damages in the Post Disaster Needs Assessment.

<u>Activities</u>	<u>Description</u>	<u>Documentation SPREP will provide</u>	<u>Consultant Output</u>
Inception	<p>The Consultant shall 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>The Consultant shall develop a work 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 objectives.</p>	Nil	<p>Inception meeting Minutes</p> <p>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>Work Plan</p> <p>Detailed work plan (Comprehensive plan on how the work will be</p>

<u>Activities</u>	<u>Description</u>	<u>Documentation SPREP will provide</u>	<u>Consultant Output</u>
	The inception meeting will confirm the structure of the plan and the final reports.		undertaken, information sources, and time frame to implement). The plan will also include the structure of the final report(s) as agreed in the Inception meeting
Develop Template for National and Community Disaster Waste Management Plans with Drafting/Guiding Instructions	<p>The main objective of the Plan is to identify key agencies to be responsible for the activation of waste management activities in each stage of the Disaster Management Cycle. This plan will guide the work of the EWG in managing disaster waste ensure that identified agencies to act swiftly, ensure the safety of the public, and ease the burden on those communities that are heavily affected. It will also ensure sufficient information is provided on how and where to dispose waste.</p> <p>The consultant shall develop a draft template with associated guiding notes that clearly articulates a “step-by-step” process that will be followed by Pacific countries in the drafting and implementation of the National and Community Disaster Waste Management Plan. Instructions should clearly identify stakeholders to be consulted and when should consultation and awareness is to be incorporated into the drafting process. The Consultant shall use the Regional Disaster Waste Management Guideline, Disaster Waste Management Guideline for Asia and the Pacific, and the Framework for Resilient Development in the Pacific (FRDP), as a guide on the principles and the necessary actions that should be achieved.</p>	Regional Disaster Waste Management Guideline	<p>Templates for National and Community Disaster Waste Management Plans</p> <p>Templates should be in a format that will be easily populated by countries using national data.</p> <p>Drafting Instructions on how to draft National and Community Disaster Waste Management Plans</p> <p>A pathway on drafting and implementing a National/Community Disaster Waste Management Guideline. The pathway will identify all the key stages and clearly articulate all activities in each stage.</p>
Develop an Operational Guide on the establishment of an Environment Sector Working Group (EWG)	<p>The Consultant shall create and submit to SPREP Review Team an Operational Guide for the establishment of a EWG, that shall include, at a minimum, the following:</p> <p>(i) Establish a “step-by step” process that will guide Pacific Island countries to establish an Environment Working Group</p>		<p>Develop an Operational Guide on the establishment of an Environment Sector</p> <p>A pathway that identifies the different stages of introducing an Environment Sector with activities</p>

<u>Activities</u>	<u>Description</u>	<u>Documentation SPREP will provide</u>	<u>Consultant Output</u>
	<ul style="list-style-type: none"> (ii) Develop Standard Operating Procedure on the type of intervention, and details assessment of the situation on the grounds and the most important and essential needs. (iii) Establish EWG framework structure, identifying agencies and their roles in the taskforce. (iv) Identify other taskforce/sectors (such as infrastructure or WASH) that may existing within PICs National Disaster Management Framework that can be expanded to include Disaster Waste management. (v) Establish a briefing note that will be used by countries to obtain political support in the establishment of an Environment Sector 		<p>under each stage clearly articulated.</p> <p>Operational Guidance for the EWG</p> <p>Guide to clearly identify the purpose and the scope of works of the EWG .</p> <p>Recommendation on existing taskforce/Working Group that Disaster Waste can be incorporated under.</p> <p>Recommendation should clearly articulate how Disaster Management will be incorporated into the Operating Procedure of the existing taskforce/sector.</p>
Standard Methodology for estimating and recording of Disaster Waste and biodiversity loss and damages following a natural disasters.	<p>The Post-Disaster Needs Assessment (PDNA) is an internationally accepted methodology for determining the physical damages, economic losses, and costs of meeting recovery needs after a natural disaster through a government-led process. There has been no standard methodology for demining biodiversity loss, volume and type of waste generated following a natural disaster.</p> <p>The Consultant shall review the existing PDN</p> <p>As methodology (elaborated by the European Union, United Nations Development Programme, and the World Bank, to establish a minimum standard methodology to determine the following:</p> <ul style="list-style-type: none"> (i) the valuation of natural environment damages and biodiversity losses. (ii) the volume and type of waste generated; and, 	Nil	<p>Minimum Standard Methodology for determining Natural Environment damage and Biodiversity Loss</p> <p>The methodology will adequately address calculating immediate environment effect of disaster as well as those effects that take some time to manifest.</p> <p>Minimum Standard Methodology for determining Volume and Type of Disaster Waste generated.</p> <p>This will adequately address the assessment, calculation, safe</p>

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	(iii) the identification of human recovery needs based on information obtained from the affected population.		handling, recording, and safe storage of different types of waste.
Final Report & Booklet	Following feedback from the SPREP review team, the report and booklet should be finalised.	Nil	Final report Final report addressing any comments provided from the review activity. Final Publication Booklet Final booklet addressing any comments provided from the review activity.

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 disaster management experts.

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.

4. 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 much earlier.

Expected project activity is 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>	
1. Work Plan	One week from date of Contract Execution
2. Develop Template for National and Community Disaster Waste Management Plans with Drafting/Guiding Instructions	No later than 3 weeks from date of Contract Execution
3. Proposal for the establishment of an Environment Sector Working Group (EWG)	No later than 5 weeks from date of Contract Execution
4. Standard Methodology for estimating and recording of Disaster Waste and biodiversity loss and damages following a natural disaster.	No later than 10 weeks from date of Contract Execution
5. Final Reports	No later than 12 weeks from date of Contract Execution
6. Text and Graphics for fact sheet	No later than 12 weeks from date of Contract Execution

5. 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.

Proposals above \$30,000 may not be considered

SPREP reserves the right to withdraw this tender at any time, to accept or reject any or all bids and to waive any formal defects or irregularities in this bids, when deemed to be in the interest of SPREP.

6. 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

7. Evaluation Criteria

The following evaluation criteria will be utilised to assess tender responses.

Criteria	Description	Weighting
Experience	Demonstrated experience in conducting research (focus on both company, and officers to deliver the works)	15%
	Demonstrated experience working with or knowledge of disaster waste management and/or disaster response and recovery works (local, state/provincial/national) from SPREP member countries	25%
	Demonstrated experience in policy and/or strategy development, and reporting (links to output reports or products that provide insight into research approach and writing style)	10%
Methodology (Detailing activities to be conducted over the term of the engagement)	Research plan and scope of investigation to provide necessary guidance to the region	30%
	Risk plan (with mitigation measures) to ensure successful delivery of the project	10%
Value for money		10%