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Secretariat of the Pacific Regional
Environment Programme

REQUEST FOR TENDERS

RFT: 2022/013
File: AP_6/5/9
Date: 13 April, 2022
To: Interested consultants
From: Joshua Sam, Hazardous Waste Management Adviser

Subject: Request for tenders (RFT): Procurement Specialist 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 provide procurement services to support the effective implementation of the GEF ISLANDS Pacific Project.
- 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/sprepororganisational-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;

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- iii. Provide examples of past related work outputs;
 - 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*); and
For the Technical and Financial proposals you may attach these separately.
 - v. 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.
- 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

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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 The Proposal must remain valid for 90 days from date of submission.
- 4.8 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 09 May 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 11 May 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
Qualification	A minimum Bachelor's degree in Business Management and or Accounting from a recognised institution	10
Experience	At least 7 years' experience in procurement for donor funded programs and medium to large Engineering Procurement Construction Management (EPCM) projects preferably within the Pacific region	20



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	Established global and regional networks with supply chains for waste management/environmental management goods and services	5
	Excellent contract and relationship management skills	8
	Strong negotiation skills and experience with a wide range of vendors and service providers	7
	Demonstrated skills in computing and experience in the use of finance and project management applications and software	5
	Strong English verbal and written communication skills	5
	Experience in working collaboratively as part of a diverse and multi-cultural team across multiple disciplines and organisations	5
	Demonstrated experience in document and asset management	5
	Strong analytical and problem-solving skills	5
Technical Proposal / Methodology	Demonstration of how applicant successfully carries out the activities listed under the TOR of the consultancy	25

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: 26 May 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 2022/013: **Procurement Specialist for GEF ISLANDS Pacific**'

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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.

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

Procurement Specialist –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.

2. The project

The \$20 million GEF ISLANDS Pacific Child Project builds on previous GEF funded projects on chemicals and waste and enabling activities of the above-mentioned MEAs. It will commence in 2022 and run for 5 years until 2026 with the objective of strengthening each Pacific Island country's ability to control the flow of chemicals, products, and materials into their territories and to unlock resources for the long-term management, including integrated, sustainable and socially-just management, of chemicals and waste.

2.1 Geographic scope

The ISLANDS Pacific Child Project will be implemented in 14 Pacific Island countries namely: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.

2.2 Project Components

The project will seek to achieve its objectives through its four (4) components.

a) Preventing the Future Build-Up of Chemicals Entering SIDS.

Component 1 will include both regional and national activities to assist countries in putting in place robust legislative frameworks, by aiding in areas where legislative gaps have been identified, and in the institution of economic instruments, to sustainably finance waste management. It will also provide assistance in the articulation of national strategies to reduce hazardous imports, as well as model legislation to the control of mercury containing products. The outcome of this component is that Pacific SIDS have in place effective mechanisms to control the import of chemicals, and products that lead to the generation of hazardous waste.

b) Safe Management and Disposal of existing chemicals, products and materials.

Limited adequate storage, disposal and treatment capacity for hazardous waste streams represent key barriers to the sound management of chemicals and wastes. Under Component 2, the project will undertake both regional and national interventions. Regionally, the project will also establish a long-term partnership with private sector partners to export and dispose of end-



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of-life vehicles in an environmentally and socially sound manner. Nationally the project will collect, repackage, ship and dispose of 12 tonnes of DDT and 532 metric tons of PCBs and mercury waste from the Pacific region.

c) Safe management of products entering SIDS/closing material and product loops for product.

Under Component 3 regional and national activities will be undertaken to overcome current barriers to product loops. The project will establish a regional system to provide ongoing regional support to countries on healthcare waste management. The project will also fund regional training opportunities in e-waste dismantling. Co-financing project partner, PacWaste Plus Programme (PWP) will establish an e-waste management system in Samoa including the training of stakeholders on the safe dismantling of e-waste. The ISLANDS Pacific project will fund Cook Islands and Solomon Islands representatives to attend this training, which is highly relevant to both countries' national activities, focusing on e-waste. It will also establish national systems to close product loops on key waste streams. These include e-waste, bulky wastes, plastics, and used engine oil. ISLANDS support for national activities hinges on PIC's preparedness to take a long-term approach to management of these difficult wastes (through regulatory approaches addressed in Component 1), and the identification of private sector partners.

The outcome of Component 3 is the prevention of build-up of harmful materials and chemicals through establishment of effective circular and life-cycle management systems in partnership with the private sector.

d) Knowledge Management and Communications.

Under this Component of the Pacific project activities will be undertaken to generate knowledge from project activities, and to disseminate knowledge from these activities, as well as from the wider global ISLANDS Programme. Specifically, Component 4 of the project will communicate national systems on sustainable financing, to assist in improving the uptake, and ultimate success of these initiatives. It will also include activities related to changing behaviors through advocacy and communications such as on new research and promising approaches to waste management, through extensive stakeholder engagement and community education. Specific activities under this component will target youth and advancing women's empowerment and gender equality. The project will also support activities related to a regional campaign to work towards a Mercury Free Pacific. All these activities will involve the generation of specific knowledge assets to be shared with the Communication, Coordination and Knowledge Management (CCKM) Project and disseminated across other SIDS regions, through collaboration and knowledge sharing among other regional child projects (being executed in the Caribbean and Indian Ocean regions). The outcome of Component 4 is that knowledge generated is disseminated to and applied by SIDS.

3. Purpose

The objective of this consultancy is to support the Project Management Unit (PMU) of the ISLANDS Pacific Project through the provision of high-quality procurement and contract and asset management services. The Procurement Specialist shall ensure that procurement of goods and consulting services comply with SPREP's Procurement Manual and the Project Cooperation Agreement (PCA) to protect against fraud, corruption, and waste.

4. Roles and responsibilities

The Procurement Specialist's roles and responsibilities include but are not limited to:

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4.1 Procurement planning and management

- Using the format appended as **Appendix 6** of the PCA, and in close consultation with the Project Manager and UNEP Task Manager, develop the project's annual Procurement Plan for approval by UNEP.
- Monitor the implementation of the Procurement Plan and ensure it is updated in **Appendix 6** of the PCA and project management software (Monday.com) and submitted annually.
- Conduct preparations for procurement for goods, works and services including: drafting of Request for Tender (RFT) documents, technical specifications, and terms of reference in accordance with SPREP's Procurement Manual;
- Coordinate and obtain any clearance from SPREP, and relevant government agencies from ISLANDS participating countries.
- Coordinate the procurement process for all Project activities in line with the SPREP Procurement Manual. This includes but is not limited to routing all relevant documents for approval, advertising, responding to clarification questions, coordinate the receiving bids/proposals with the Knowledge Management team, drafting no objection requests for the Project Manager; organising evaluation committee meetings and publishing results of tender outcomes.
 - a) Ensure that the tender process is in line with the SPREP procurement policy, and that all necessary tender requirements are fulfilled and the Tender Evaluation Committee understands and fulfils their roles.
 - b) Prepare necessary paperwork according to the approved tender report to assist the Legal Officer in developing all project contracts.
 - c) Facilitate the Tender Evaluation Committee meetings and provide the necessary tender documentation.
 - d) Develop and manage appropriate records for all procurement activities and consultancies for the project.
- Coordinate with the Finance and Administration Officer on procurement activities to ensure availability of budget and timely processing of payments.
- Stay informed about any new regulations affecting procurement under the project.
- Periodically consult and stay abreast of SPREP's Procurement Manual (PM) and proposing variation as needed.
- Stay informed about relevant government regulations from the 14 participating countries including, tax regulations, customs regulations, and any procurement regulations/guidelines as they apply to the project.
- Provide advice in consultation with the SPREP Procurement Officer to the project team on the best method to obtain goods and services in a timely manner at the best possible price.

4.2 Contract management

- In consultation with the Legal team draft and develop contracts and service level agreements for the procurement of goods and services. Negotiate, implement and manage contracts and service level agreements for the procurement of goods and services.
- Monitor and evaluate the performance of vendors including sub-contractors and ensure they comply with all applicable terms and conditions of their agreements and make reports available to the Project Manager. Complete the consultant review form for all contracts and ensure forms are submitted to SPREP Procurement Officer.
- Ensure there is a procurement plan reviewed and cleared by the Project Manager and SPREP with any sub-contractor (where procurement activities will be undertaken by sub-contractor) prior to any procurement activity taking place under a sub-contract.



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- Develop and foster successful, long-term business relationships and ongoing process improvements with key suppliers.
- Check invoices to ensure correct price and follow through to ensure that materials ordered have been received and comply with specifications, work with National project Officers to examine the conditions of materials received and endorse invoices for approval and payment.
- Liaise with the Finance & Administration Officer and SPREP Finance team to ensure correct and timely payments to service providers, according to the contract provisions.

4.3 Procurement reporting

- Provide report on the procurement implementation status and progress to the Project Manager and other stakeholders as required.
- Assist with the preparation of a quarterly procurement status report.
- Prepare any procurement related reports required by the Project.
- Ensure a secure, complete, updated, organised and easily retrievable filing system (physically and electronically) for the procurement records and retaining those records during the time established by the donors and local regulations.

4.4 Asset management

- Maintain complete and accurate records of non-expandable equipment purchased by the project and ensure periodic physical inventories are kept in an Asset Register and reported to UNEP annually using **Appendix 8A of the PCA**.
- Ensure the proper custody is maintained in line with Original Equipment Manufacturer (OEM) requirements and care and maintenance of all non-expandable equipment as well as items of attraction are done in line with a Planned Maintenance schedule.
- Obtain appropriate insurance for non-expandable equipment and materials in such amounts as incorporated in the project budget.
- In cases of damage and loss of such equipment, furnish to UNEP comprehensive reports, including police report, where appropriate, and any other evidence giving full details of the events leading to the loss or damage of the assets.
- Obtain authorisation from UNEP if SPREP wishes to dispose any such assets of the project during the duration of the project.

5. Qualifications and experience

The ISLANDS Pacific Project promotes diversity and equity in its programming and operations. Diverse candidates are encouraged to apply for this role, especially those identifying from marginalised communities or groups (e.g., women, indigenous peoples, ethnic minorities, rural/remote, and/or youth representatives).

To be considered for this role, applicants must have:

- A minimum Bachelor's degree in Business Management and or Accounting from a recognised institution
- At least 7 years' experience in procurement for donor funded programs and medium to large Engineering Procurement Construction Management (EPCM) projects preferably within the Pacific region with substantial exposure to the use of internationally accepted contract documents for works, goods and services; sound understanding of principles underlying good procurement practices and international agencies' procurement guidelines, understanding of governments' procurement legislations and analytical capability in identifying and resolving procurement issues.
- Established global and regional networks with supply chains for waste management/environmental management goods and services.

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- Strong English verbal and written communication skills.
- Strong negotiation skills and experience with a wide range of vendors and service providers.
- Demonstrated skills in computing and experience in the use of finance and project management applications and software.
- Experience in working collaboratively as part of a diverse and multicultural team across multiple disciplines and organisations.
- Demonstrated experience in document and asset management.
- Strong analytical and problem-solving skills.
- Excellent contract and relationship management skills.

6. Reporting arrangement

The Procurement Specialist will report directly to the Project Manager – ISLANDS Pacific Project.

7. Duration of consultancy

The service consultancy will commence as soon as practicable till **December 2025**.

8. Remuneration

- This is a delivery-based consultancy role, and the professional time allocation and annual payment of work is set and is not subject to negotiation.
- The Procurement Specialist will be paid **USD 70,000 per annum**.
- There will be an operational budget for agreed disbursements, including travel and per diem. Travel throughout the project area will be required and will be paid for through the project's travel budget.
- Disbursements will be made monthly on receipt of activity report and approval from the Project Manager.
- The consultant will be expected to provide and cover the costs of their own mobile phone, laptop/computer equipment including printer and scanner and associated software and stationery as part of the contract agreement.
- Samoa based consultants will be given an opportunity to utilise SPREP office facilities and be charged accordingly

9. Work arrangements

This is an international consultancy, and the successful candidate is expected to work remotely from home. Samoa based consultants will be given an opportunity to work from SPREP Headquarters in Apia, Samoa and will be charged accordingly.