



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

## REQUEST FOR TENDERS

RFT: PWP-094-CON  
File: AP\_6/5/8/4  
Date: 3 June, 2022  
To: Interested consultants  
From: PacWastePlus Finance and Procurement Officer

**Subject: Request for tenders (RFT): Gizo Central Market Organic Processing Programme Development READVERTISEMENT**

### 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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](http://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 develop the design of the Gizo Central Market Organic Processing Programme in Solomon Islands.
- 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](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. Local counterpart required for all on-ground actions
  - ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;

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- iii. Provide three referees relevant to this tender submission, including the most recent work completed;
  - iv. Provide examples of past related work outputs;
  - v. 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.*
  - vi. Submissions must include a **TECHNICAL PROPOSAL** that includes a detailed work plan, methodology schedule of activities, and other items deemed necessary by the tenderer.
  - vii. Submissions must include a **FINANCIAL PROPOSAL** that has an annotated budget listing for each task as required of the scope of works
  - viii. 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** which outlines the costs involved in successfully delivering the project submitted in United States Dollars (USD) and inclusive of all associated taxes.

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- 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. 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 [pwp.procurement@sprep.org](mailto:pwp.procurement@sprep.org) before 13 June 2022. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 15 June 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 – 90%

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Criteria	Description	Weighting
<b>Experience</b>	Demonstrated experience in designing and implementing waste management interventions/ projects (focus on both company, and officers to deliver the works)	15%
	Demonstrated experience in designing and implementing organic material processing projects	20%
	Demonstrated experience in completing waste audits or undertaking data analysis and assessment	10%
	Demonstrated experience in Small Island Developing States (SIDS) presenting complex topics in simplified way	5%
	Examples provided of past works relevant to this activity (links to initiatives or products that provide insight into research approach)	5%
<b>Methodology</b>	Detailed methodology to deliver the required project components and provide detail to the panel the value proposed by the tenderer.	30%
	Risk Plan (with mitigation measures) that will ensure the successful delivery of the project.	5%

## II. Financial Score – 10%

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.



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## 8. Deadline

- 8.1. **The due date for submission of the tender is: 20 June 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 'PWP-094-CON: **Design of the Gizo Central Market Organic Processing Programme**'

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

Email: [tenders@sprep.org](mailto: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

### Gizo Central Market Organic Processing Programme Development

#### 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 (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 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).

#### 2. INTRODUCTION TO PROJECT

A Centre for Environment, Fisheries and Aquaculture (CEFAS) Waste Audit in 2019 found that 63% of Solomon Islands waste stream is organics. The audit highlighted that any future waste management policy or plan for the Solomon Islands, including in provinces and regional Guadalcanal, should consider a proposal to manage organic materials. Gizo Town Council has identified the Gizo Central Market as the biggest generator of Organic materials in Gizo Town.

The Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), and the Gizo Town Council (GTC) is working with the PacWastePlus programme to design and implement an Organic Processing Programme that will divert organic materials generated at the Gizo Central Market, away from landfill and to an Organic Processing Facility.

The long-term Gizo Market Organic Processing Programme will include the design, construction, and implementation of an Organic Processing Facility at the Gizo dumpsite to receive and process all organic materials collected from the Gizo Market. Other activities associated with this project will include:

1. waste segregation at the Gizo Market;
2. collection, and transportation from the market to the Gizo Processing Facility;
3. operation of the facility; and
4. packing of compost for sale.

This TOR seeks to engage a consultant based in Solomon Islands to collect primary waste data from the Gizo Markets, facilitate necessary consultations, and design a suitable organic Processing programme. The selected consultant will be provided resources from the PacWastePlus Regional Organics Project to assist with the collection and analysis of data and design the Gizo Organic Processing Programme. Resources are detailed in Annex 1.

#### 3. EXPECTED OUTCOME

The PacWastePlus Programme seeks to engage a consultant to deliver the following:

1. Audit of Gizo Market Waste stream;
2. Output Organics Market Assessment;
3. Selection and Design of Gizo Market Organic Processing Programme;
4. Develop Management Plans for the Organic Processing Facility; and
5. Training of Local Authorities on the implementation of the Gizo Market Organic Processing Programme.

#### 4. SCOPE OF WORK

The expected delivery of this consultancy will be developed in stages and is described in the following table.

**Table 1: Scope of Work**

Component	Description	Documentation SPREP will provide	Consultant Output
<b>1) Inception</b>	<p>Lead an inception meeting with the PacWastePlus team to discuss the delivery of the project, addressing delivery of the outputs of the project, issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs.</p> <p>The Contractor shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract. The Draft Work Plan shall contain at a minimum:</p> <ul style="list-style-type: none"> <li>• Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables, including preparation stages, Gizo market waste audit, drafting and review of system design, and consultations.</li> <li>• General description of the methods which the Contractor proposes to adopt for executing the contract</li> <li>• Comprehensive risk plan to ensure effective delivery of services.</li> <li>• Any further details and information as SPREP may reasonably require.</li> </ul>	Nil	<p><b>Inception meeting</b></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><b>Draft Work Plan</b></p> <p>The Draft Work Plan shall be delivered to SPREP for consideration and comment. The workplan should provide confirmation of process and timing for the various stages of works described in this table.</p> <p><b>Draft Waste Audit Plan</b></p> <p>Provision of draft audit plan for Gizo market to enable review, comment, and collaboration by SPREP organics team.</p> <p><b>Draft Output Market Assessment Methodology</b></p> <p>Provision of draft output market assessment methodology for review, comment, and collaboration by SPREP organics team.</p> <p><b>Final Work Plan</b></p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p>

Component	Description	Documentation SPREP will provide	Consultant Output
<p><b>2) Audit of Gizo Market Waste stream</b></p>	<p>The consultant will undertake a waste audit of the Gizo market. Utilising the Standard Waste Audit Methodology, the consultant will produce a report that clearly highlights the following:</p> <ul style="list-style-type: none"> <li>• volume of waste generated daily at the Gizo market;</li> <li>• Composition of Gizo market waste stream; and</li> <li>• Type of Organic Material produced.</li> </ul> <p>In addition to waste audit, the Consultant will interview market vendors, and undertake an assessment of the Gizo market to determine the following:</p> <ul style="list-style-type: none"> <li>• current waste infrastructure;</li> <li>• current waste collection system from the market;</li> <li>• Understanding the need for additional waste bin for organic materials generated at the market; and</li> <li>• Scope of education and awareness for market vendors to segregate wastes.</li> </ul> <p><b>Please note</b>, any other recyclable material identified during the audit, should be flagged for segregation during this stage, for possible management through other project actions.</p>	<p>Standard Waste Audit Methodology</p>	<p><b>Draft Waste Audit Report</b></p> <p>Provision of the draft waste audit plan will include the findings of the waste audit and the analysis outcome of raw data collected from the audit of the Gizo Market Waste Stream. The report will respond to the Standard Waste Audit Methodology and identify the types and volume of wastes produced, provide assessment outcome of existing waste management arrangement for Gizo Market, and identify opportunities for improvements.</p> <p><b>Final Waste Audit Report</b></p> <p>Final report will address all comments by SPREP, MECDM and Gizo Town Council.</p>
<p><b>3) Output Organics Market Assessment</b></p>	<p>The consultant will undertake an output market assessment of Western Province to understand the likely market size and sectors for recycled organics (i.e., animal feed, mulch, compost, or soil conditioner). The intent of the output market assessment is to, at a minimum, understand:</p>	<p>Nil</p>	<p><b>Draft output organics market assessment</b></p> <p>The report will identify market for recycled organics, packaging methods suitable for the identified markets, and communication activities that will enable successful marketing of recycled organics.</p>

Component	Description	Documentation SPREP will provide	Consultant Output
	<ul style="list-style-type: none"> <li>The scope and scale of likely sectors and industries that would purchase or utilise any recycled organics products.</li> <li>The likely capacity of the market for different recycled organics products (animal feed, mulch, compost, or soil conditioner).</li> <li>The necessary logistics associated with accessing the different market segments (bulk sales, bagged, etc.).</li> <li>Communication Plan to raise awareness on use of recycled organics.</li> </ul>		<p><b>Final output organics market assessment</b></p> <p>Final report will address all comments by SPREP, MECDM and Gizo Town Council.</p>
<p><b>4) Selection and Design of Gizo Market Organic Processing Programme</b></p>	<p><b>Phase I</b></p> <p>The consultant will utilise the finding of the Gizo Market Waste Audit, market interviews and assessment, and output organics market assessment; and resources from PacWastePlus Regional Organic project (Annex 1), to identify and analyse at least three possible options to manage the organic material generated at the Gizo Market. The consultant will write an Organic Processing Programme Options Report and facilitate a workshop to present key considerations on each option to MECDM, GTC, and SPREP who then will select the design from the options presented.</p> <p><b>Phase II</b></p> <p>Following decision by the three agencies and using resources from PacWastePlus Regional Organic project (Annex 1), the consultant is expected to design the Gizo Market Organic Processing Programme establish a final report highlighting in more detail the chosen design.</p> <p>Design should determine the following:</p>	<p>PacWastePlus Regional Organic Project Resources (detailed in Annex 1)</p>	<p><b>Draft Gizo Organic Processing Programme Options Report</b></p> <p>The report should address all items identified under the description of this Component to assess / analyse each of the options identified. The report should provide information and technical specifications for the various options at a level to enable informed decision making (to be undertaken through the facilitated Options selection workshop).</p> <p><b>Final Gizo Organic Processing Programme Options Report</b></p> <p>Final report will address all comments by SPREP, MECDM and Gizo Town Council.</p> <p><b>Presentation of the Options Report, and Facilitated option selection workshop</b></p> <p>The consultant will design and deliver a presentation summarising finding of the Options Report for the project stakeholders and</p>

Component	Description	Documentation SPREP will provide	Consultant Output
	<ul style="list-style-type: none"> <li>i. Segregation of organic material at the Gizo Market.</li> <li>ii. Review of current collection service, and assessment of required collection process and time of segregated organic materials from the market to the composting facility by Gizo Town Council.</li> <li>iii. Detailed drawings on facility size and layout, and equipment and staffing needs to implement chosen Organic Processing Programme.</li> <li>iv. Recommended processing methodology of Organic Materials collected from Gizo Market (Aeratic/Static etc) inclusive of but not limited to processing timeline of material, turning frequency.</li> <li>v. Expected operating throughput and volume/ratio outputs produced. Specification of equipment needed for the processing of organic materials.</li> <li>vi. Communication Plan to raise awareness for market vendors to segregate organic materials.</li> </ul>		<p>will lead a workshop for Stakeholders to explore the options, and select a preferred option for implementation.</p> <p><b>Final design of the Gizo Organic Processing Programme</b></p> <p>The report will provide in detail the chosen design by SPREP and country focal points and adequately addresses comments by SPREP and country focal points on the draft report. The report will include details of all participants to the meeting that assesses the three proposed design, and the minute of discussions.</p>
<p><b>5) Develop Management Plans for the Organic Processing Facility</b></p>	<p>Utilising the resources provided from the Regional Organic Project (Annex 1), the consultant will develop the following to guide the operation of the constructed Organic Processing Programme (including Facility):</p> <ul style="list-style-type: none"> <li>(i) Standard Operating Plan for the Organic Processing Facility;</li> <li>(ii) Health and Safety Plan;</li> <li>(iii) Monitoring Plan; and</li> <li>(iv) Communication Plan.</li> </ul>	<p>PacWastePlus Regional Organic Project Resources (detailed in Annex 1)</p>	<p><b>Draft Standard Operating Plan</b></p> <p>The plan will address step by step processing of organic materials from the time it reaches the processing facility, and how the facility will be operated daily.</p> <p><b>Draft Health and Safety Plan</b></p> <p>The plan will outline the safety measures and procedures to be implemented in Organic Processing Facility to ensure safety of workers. It must describe what kind of hazards</p>

Component	Description	Documentation SPREP will provide	Consultant Output
	<p>The Standard Operating Plan will, at a minimum, identify possible nuisance effects such as leachate and odour that may arise from the processing of organic materials. The Operating Plan will identify mitigation measures and monitoring requirements for management of these effects. Other elements to be included in the Standard Operating Plan should be detailed in your tender response.</p>		<p>are involved, control measures, and responsibilities of the staff</p> <p><b>Draft Monitoring Plan</b></p> <p>The plan should identify key indicators and monitoring timeline to be used by local authorities to track progress throughout the life of the Gizo Organic Processing Programme.</p> <p><b>Final Standard Operating Plan</b></p> <p>Final report will address all comments by SPREP, MECDM and Gizo Town Council on the draft Standard Operating Plan.</p> <p><b>Final Health and Safety Plan</b></p> <p>Final report will address all comments by SPREP, MECDM and Gizo Town Council on the draft Health and Safety Plan.</p> <p><b>Final Monitoring Plan</b></p> <p>Final report will address all comments by SPREP, MECDM and Gizo Town Council on the draft Monitoring Plan.</p>
<p><b>6) Training of Local Authorities on the Gizo Market Organic Processing Programme and operation of Organic Processing Facility</b></p>	<p>The consultant will design and deliver training to MECDM, Gizo Town Council, and Western Provincial Government staff on the Gizo Market Organic Processing Programme.</p> <p><b>Phase 1</b></p> <p>Consultant will design for approval by SPREP content of training to be delivered to local staff. The training will cover the following:</p> <p>(i) Agreed output of Component 3 of this consultancy - market for recycled organics, packaging</p>	<p>SPREP will complete formatting / design associated with training / presentation</p> <p>Post training / presentation Questionnaire / Quiz</p>	<p><b>Draft Training Material</b></p> <p>The manual will highlight the scope of training, running sheet for each module, and how training will be facilitated. The manual will have sufficient guidance that will allow officers from MECDM and Gizo Town Council to conduct future training in other provinces in Solomon Islands.</p> <p><b>Final Training Material</b></p>

Component	Description	Documentation SPREP will provide	Consultant Output
	<p>methods suitable for the identified markets, and communication activities that will enable successful marketing of recycled organics.</p> <p>(ii) Agreed output of Component 4 of this consultancy - options to manage the organic material generated at the Gizo Market.</p> <p>(iii) Agreed output of Component 5 of this consultancy – Final Standard Operating Plan, Final Health and Safety Plan, Final Monitoring Plan.</p> <p>The consultant will submit for approval to SPREP content of training.</p> <p><b>Phase 2</b></p> <p>Consultant will facilitate training once training content is finalised and agreed to by SPREP.</p> <p><b>Phase 3</b></p> <p>Consultant will facilitate a post training assessment for all training participant to ensure that capacity has been built. All evaluation form will be assessed by the consultant with result incorporated into the training report.</p>		<p>Finalise Training Material incorporating and addressing comments from MECDM, GTC, and SPREP.</p> <p><b>Training Report</b></p> <p>The report will include the number of participants, name, gender, and the organisation they represent. The report must also include results from the post training questionnaire . The report must prove that those trained have understood the implementation of the Gizo Central Market Organic Processing Programme and the operation of the Organic Processing Facility .</p>

## Institutional Arrangement

It is expected that this project will be undertaken by consultants that are based in the Solomon Islands with remote technical support from SPREP.

## Consultant Responsibilities

The consultant will be responsible for scheduling meetings, country representatives, and SPREP, taking minutes, and distributing draft documents for comment prior to finalising.

## 5. SCHEDULE OF WORK

The activities are to be completed no later than **25 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
1. Draft Workplan	1 day prior to Inception Meeting
2. Inception Meeting	One week from date of Contract Execution
3. Finalised Workplan	No later than 2 weeks from date of Contract Execution
4. Draft Waste Audit Plan	No later than 2 weeks from date of Contract Execution
5. Draft Output Market Assessment Methodology	No later than 2 weeks from date of Contract Execution
6. Final Waste Audit Plan	No later than 3 weeks from date of Contract Execution
7. Final Output Market Assessment Methodology	No later than 3 weeks from date of Contract Execution
8. Draft Output Organic Market Assessment	No later than 6 weeks from date of contract execution
9. Draft Waste Audit Report	No later than 7 weeks from date of contract execution
10. Final Output Market Assessment Methodology	No later than 8 weeks from date of contract execution
11. Final Waste Audit Report	No later than 9 weeks from date of contract execution
12. Draft Organic Processing Programme Options Report	No later than 14 weeks from date of contract execution
13. Final Organic Processing Programme Report	No later than 17 weeks from date of contract execution
14. Draft Management Plans for Organic Processing Facility: <ul style="list-style-type: none"><li>• Standard Operating Procedure</li><li>• Health &amp; Safety Plan</li><li>• Monitoring Plan</li></ul>	No Later than 18 weeks from date of contract execution
15. Final Management Plans for Organic Processing Facility: <ul style="list-style-type: none"><li>• Standard Operating Procedure</li></ul>	No Later than 20 weeks from date of contract execution

<ul style="list-style-type: none"> <li>• Health &amp; Safety Plan</li> <li>• Monitoring Plan</li> </ul>	
16. Draft Training Material	No later than 21 weeks from date of contract execution
17. Final Training Material	No later than 22 weeks from date of contract execution
18. Training Report	No later than 25 weeks from date of contract execution

## 6. 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.

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 bid, when deemed to be in the interest of SPREP.

## 7. 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](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

## Annex B

**Table 1: Resources Provided for Consultant**

<p>1. Resources provided to assist in selection of appropriate organic facility</p>	<p>List of appropriate organic management solutions (examples provided in following table) with details / considerations for choosing each solution:</p> <ul style="list-style-type: none"> <li>• List of strengths, weaknesses, opportunities, and threats (SWOT analysis)</li> <li>• Why appropriate to the Pacific context and what limitations the management solution has</li> <li>• Typical operating throughput and volume/ratio outputs produced</li> <li>• Typical partnerships recommended – where obtain input, possible buyers of outputs</li> <li>• Typical “associated” systems recommended (collection system, transport)</li> <li>• Number of operators recommended and skill level</li> <li>• Opportunities to upscale (i.e., by adding extra nitrogen)</li> <li>• GESDI considerations</li> </ul> <table border="1" data-bbox="432 768 1396 1547"> <thead> <tr> <th></th> <th><b>Organics Recycling Solutions</b></th> <th><b>Input</b></th> <th><b>Output</b></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>QA/QC for segregation of materials suitable for animal feed</td> <td>Food wastes</td> <td>Animal feed</td> </tr> <tr> <td>2</td> <td>QA/QC for segregation of materials suitable for mulching</td> <td>Wood and garden waste</td> <td>Raw mulch</td> </tr> <tr> <td>3</td> <td>Decentralised small scale composting or vermiculture</td> <td>Food and garden wastes, small quantities of manures</td> <td>Compost, vermicast</td> </tr> <tr> <td>4</td> <td>Small-scale anaerobic digestion (prefabricated)</td> <td>Food wastes and manures</td> <td>Digestate, biogas, heat</td> </tr> <tr> <td>5</td> <td>Large scale vermiculture (Pasteurised) organics</td> <td>Vermicast</td> <td>worms</td> </tr> <tr> <td>6</td> <td>Windrow composting with mechanical turner or Front End Loader</td> <td>Wide variety of organics</td> <td>Compost</td> </tr> <tr> <td>7</td> <td>Pipe on ground aerated static pile composting</td> <td>Wide variety of organics</td> <td>Compost</td> </tr> <tr> <td>8</td> <td>Covered in-vessel composting</td> <td>Wide variety of organics</td> <td>Compost</td> </tr> </tbody> </table> <p><b>Note: QA/QC = Quality Assurance and Quality Control</b></p>		<b>Organics Recycling Solutions</b>	<b>Input</b>	<b>Output</b>	1	QA/QC for segregation of materials suitable for animal feed	Food wastes	Animal feed	2	QA/QC for segregation of materials suitable for mulching	Wood and garden waste	Raw mulch	3	Decentralised small scale composting or vermiculture	Food and garden wastes, small quantities of manures	Compost, vermicast	4	Small-scale anaerobic digestion (prefabricated)	Food wastes and manures	Digestate, biogas, heat	5	Large scale vermiculture (Pasteurised) organics	Vermicast	worms	6	Windrow composting with mechanical turner or Front End Loader	Wide variety of organics	Compost	7	Pipe on ground aerated static pile composting	Wide variety of organics	Compost	8	Covered in-vessel composting	Wide variety of organics	Compost
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<p>2. Resources provided to assist in design of selected organic facility</p>	<p>Resources to assist design of the organic management solution selected:</p> <ul style="list-style-type: none"> <li>• Drawings - Facility size and possible layout</li> <li>• Recommended equipment</li> <li>• Costing estimates</li> </ul>																																				
<p>3. Resources provided to assist in operation of selected organic facility</p>	<p>Resources to assist operation of the organic management solution selected:</p> <ul style="list-style-type: none"> <li>• Operations Plan framework (checklist for daily, weekly, monthly tasks)</li> <li>• Health and Safety Plan framework</li> <li>• Monitoring, Evaluation and Reporting Plan framework</li> </ul>																																				

	<ul style="list-style-type: none"><li>• Information on practical techniques and methods for effective composting of certain organic materials common in Pacific countries, including market organics, including:<ul style="list-style-type: none"><li>- Chemical properties (i.e., carbon, nitrogen, calcium, magnesium, potassium, phosphorous)</li><li>- Benefits of including item in composting process</li><li>- Risks / constraints of including item in composting process</li><li>- General “rules” for incorporating item in a composting process (particle size, what to mix with and at generally what ratio, duration of composting)</li></ul></li> <li>• Information on “Minimum Standards” for effective composting and management of an organics processing facility, including:<ul style="list-style-type: none"><li>- Guidelines for production of compost, considering safe and effective management of invasive species and manure</li><li>- Legislative definitions</li><li>- Odour monitoring and controls</li><li>- Environmental monitoring and controls</li><li>- Health and Safety considerations and controls</li></ul></li></ul>
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