

REQUEST FOR TENDERS

RFT: 2021/011
File: AP_3/1/13
Date: 2 March, 2021
To: Interested Consultants
From: Vanda Faasoa Chan-Ting, NDC Hub Technical Adviser

Subject: Request for Tenders: National Recycling Plan for Nauru - READVERTISEMENT

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 is seeking to recruit qualified personnel to work on a part-time basis for a period of 6 months to conduct a feasibility study to design and develop a National Recycling Plan for Nauru.
- 2.2. The Terms of Reference for the consultancy are set out in Annex 1.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
 - i. Must be legally able to work in Nauru for the duration of the consultancy (if an overseas consultancy firm, proof of operations should be provided i.e. business license/permit and **MUST** identify a local consultant as part of their proposal);
 - ii. Be available to do the work in the timeframe proposed;
 - iii. Demonstrated value for money;
 - iv. Completed **tender application form** – *(Please note you are required to complete all areas in full as requested on the form, particularly the Statements to demonstrate you meet the selection criteria – **DO NOT** refer us to your CV or your Technical Proposal. Failure to do this will result in the application **NOT** being considered);*
 - v. 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.
- 4.2 Tender documentation should outline the interested consultant's complete proposal including:
- CV to demonstrate that they have the requisite skills and experience to carry out this contract successfully;
 - Provide three references relevant to this tender submission, including the most recent work completed;
 - Provide examples of relevant experience in conducting feasibility studies to design and develop national plans addressing issues such as Waste and Wastewater Management and Waste Recycling, particularly in the Pacific region and Small Island Developing countries (SIDS);
 - A detailed technical proposal/workplan and methodology;
 - A Financial Proposal to be priced based on a work plan on where, when, and how the assistance will be provided. The proposal should be for consultancy fees inclusive of all costs, including taxes, facilities, insurance, travel, and associated costs, should be included in the financial proposal. The consultancy has a maximum budget of **USD \$20,000**. Proposals for more than the budgeted amount will not be considered.
- 4.3 Tender submission must be in United States Dollars (USD)
- 4.4 Completed **tender application form** – *(Please note you are required to complete all areas in full as requested on the form, particularly the Statements to demonstrate you meet the selection criteria – **DO NOT** refer us to your CV or your Technical Proposal. Failure to do this will result in the application **NOT** being considered) and sign the conflict of interest form.*
- 4.5 Subcontracting of tasks under the contract is permitted but the consultant will retain full liability towards SPREP for performance tasks of the contract as a whole.
- 4.6 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 procurement@sprep.org before 09 March 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 11 March 2021.

6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier 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:

- i. At least one team member to have a Master's degree from a recognized tertiary institution in the fields of Waste and Wastewater Management (waste recycling), Environmental Engineering, Climate Change, Environmental Management, Energy Efficiency or any other related field OR a Bachelor degree with 10 years of experience in the abovementioned fields. In addition, applicant should have a minimum of 8 years' experience in national planning and long-term strategies to address issues such as Waste and Wastewater Management and Waste Recycling; minimum 5 years' experience in developing the capacity of governments related to the implementation of waste and wastewater management systems and national recycling programs and minimum of 5 years' experience with a partnership-based approach where different organizations work jointly to deliver common goals in country. Applicant should also have a good understanding of NDC-related projects and developing waste recycling, waste and wastewater management strategies for SIDS/Pacific countries and a good understanding of environmental and climate change related issues in Nauru or other similar Pacific countries (15%)
- ii. Demonstrated experience in leading the preparation of national planning documents and long-term strategies which dealt with National Recycling Programmes or Waste and Wastewater Management (at least 2 national strategies); demonstrated technical expertise working with waste and wastewater management, particularly in the context of small island developing countries (at least 1 detailed project in Nauru or other similar Pacific SIDS completed); familiarity, knowledge and experience with developing capacity of local personnel related to the implementation of waste and wastewater management systems utilizing local expertise (at least 1 training report completed with Training Manual of previous experience); and demonstrated expertise in successfully engaging key government ministries and other relevant stakeholders as well as applying gender principles and considering the role of women in certain implementational activities in waste and wastewater sectors (at least 1 project report completed) (30%)
- iii. Detailed technical proposal/workplan and methodology (45%)
- iv. Detailed financial proposal (10%)

7. Deadline

- 7.1. **The due date for submission of the tender is: 16 March 2021, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'RFT 2021/011: **National Recycling Plan for Nauru - READVERTISEMENT**' 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 tender's 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 1: Terms of Reference

National Recycling Plan for NAURU

Assignment Information

Assignment Title:	Feasibility study to design and develop a National Recycling Plan for NAURU
Project:	Nationally Determined Contributions (NDC) Hub
Post Level:	International Consultant
Contract Type:	Individual Contractor or Consultancy Firm
Duty Station:	Nauru-based (or overseas)
Expected Place of Travel:	NA
Contract Duration:	6 months

Project Description:

Background to NDC

The Regional Pacific NDC Hub (NDC Hub) was launched in 2017 and officially established in 2018, as an initiative emerging from Pacific Island Leaders at the Climate Action Pacific Partnership (CAPP) in 2017 and Fiji's Presidency of COP23. The Hub, in partnership with the Secretariat of the Pacific Regional Environment Programme (SPREP) and other ONE CROP+ agencies, aims to provide a regional coordinated mechanism to support countries in meeting their climate related commitments under the Paris Agreement as part of their Nationally Determined Contributions (NDCs). Assistance can be provided and tailor-made to suit NDC Hub members so they can produce relevant national policies and measures that action those commitments. In taking a demand-driven approach, the NDC Hub receives requests from Pacific Island Countries and Territories (PICTs) outlining their specific needs for support in the NDC Process and implementation so the proper technical expertise can be provided accordingly.

Background to Nauru

The Republic of Nauru is one of the smallest independent, democratic states in the world who is fully committed to become part of the solution to the enormous challenge of global warming which threatens their very existence. Nauru's NDC is primarily Adaptation rather than Mitigation due to the limited availability of natural resources on island as a result of intense phosphate mining in the past. The mining activities had removed a large proportion of original forest and arable land, greatly reducing freshwater resources amongst a number of essential natural resources and increasing the dependence on imports to meet basic food and energy needs. This has led the Nauruan government to have their NDC focus mainly on adaptation with a strong emphasis on building resilience of their nation to combat the



adverse impacts of climate change on their low-lying island which is only a few meters above sea level.

Part of strengthening Nauru's resilience includes the formulation of the Nauru Development Strategy 2005–2025 which outlines their commitment to achieving sustainable development in the health, education, food security and infrastructure sectors with a focus on addressing vulnerabilities including global environmental challenges, external economic shocks, and climate change. The strategy also identifies as a key priority the need to minimise the negative impacts on public health and the environment through effective management of waste and pollutants. In the areas of waste management, this is to be realised by strengthening solid waste and sewage/wastewater management through capacity building and infrastructure development. Nauru's National Solid Waste Management Strategy for 2017–2026 identified six priority thematic areas required to assist the Government in addressing current bottlenecks to successfully implement solid waste management: i) improve regulatory reform; ii) awareness raising and advocacy; iii) capacity building; iv) waste disposal; v) waste reduction, reuse, and recycling; and vi) sustainable financing.

The feasibility study to design and develop a National Recycling Plan will address the fifth thematic area of “waste reduction, reuse and recycling” but can also serve as the basis for financial proposals to overseas donors for funds to implement the recycling plan. The National Recycling Plan will assist in the implementation of the National Solid Waste Management Strategy 2017-2026 for Nauru.

Scope of Work:

Nauru is seeking an appropriately qualified consultant (or team of consultants) to work with the Nauru Government to develop a plan for the design and introduction of a National Recycling Plan intended to provide details on how the Nauru Government could implement a country-wide recycling system for common recyclable products.

The consultant (or consultancy firm) shall deliver the services through the following staged process.

Phase	Description	Documentation to be provided	Consultant Output
1: Inception	<ol style="list-style-type: none">1. Host an initial meeting with key government stakeholders (Environment Division under the Ministry for Commerce, Industry and Environment especially the Secretary and Director of Environment) to gain confirmation on the desired outcome and identify key national contacts to be included in consultation activities.2. Undertake a detailed desktop review of existing legislation, policy, strategy and plans that address waste management, institutional frameworks, and other enabling frameworks relevant to waste management and recycling in Nauru should be undertaken to determine existing systems, confirmation of legislative environment, and identification of key opportunities for recycling (including identification of the likely markets for each recyclable product to be included in the National Recycling system.3. Host an inception Workshop with National stakeholders (government, waste industry,	<ul style="list-style-type: none">• Copies of Nauru legislation, policies, strategies, and procedures as they relate to waste management.• Nauru Legislative Assessment – Waste Management (conducted by SPREP in 2020• Situational Analysis of Human Rights Issues in the Waste Management Sector - Literature Review.	<p><u>Initial Government Meeting</u></p> <p>Minutes of the government 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><u>Inception Report</u></p> <p>An inception report is required to be developed that provides the findings of the various desktop research elements, and the outcome and findings from the consultation inception meeting.</p> <p>The report shall articulate the Nauru Government priorities and any additional priorities identified by other key stakeholders (discussion on how these priorities are addressed in the plan should be provided.</p> <p>A full list of key stakeholders is to be included noting their sector, and interest, and the plan for further engagement as the project is implemented.</p>

Phase	Description	Documentation to be provided	Consultant Output
	informal waste workers, junkshops / resellers, waste producers, community). The workshop should seek to confirm scope of Recycling Plan, and key issues for consideration in the development of the plan. The plan should ensure it addresses gender equality and social inclusion.		The report should also provide a detailed workplan of activities (including a timeline) and clearly identify any tasks or responsibilities of the Nauru government necessary to ensure project success.
2: Analysis	<ol style="list-style-type: none"> 1. Review the raw data and assessment report from the 2021 waste audits conducted on households, commercial venues, landfills, and the import / export data for Nauru to determine key issues, priority waste types that will provide significant opportunity for diversion from landfill. 2. Undertake analysis of population location and existing waste services to commence understanding of any logistical issues or opportunities as they relate to the development of a national Recycling Plan. 3. Analyze findings against the government and stakeholder priorities from the inception meeting 	<ul style="list-style-type: none"> • Waste Audit Report 2021 (SPREP) which provides details of audit results for households, commercial premises, landfill, and import/export records for Nauru. • Assessment of Small-Scale Technology Suitable for Waste Management in the Pacific and Timor-Leste (SPREP) • Waste Technology Management Options: Plastic Material (SPREP) 	<p><u>Analysis Report</u></p> <p>Develop an analysis report that details the findings from the Analysis phase of work. The report should provide a clear premise for the issues to be addressed in the draft national Recycling Plan, including the products scope, geographical scope, and likely services necessary to meet the stated government and stakeholder needs.</p> <p>The analysis report's conclusion should provide the detailed scope and structure of the feasibility work to be conducted in Phase 3 and will require approval prior to the commencement of the assessment.</p>
3: Feasibility Review	<ol style="list-style-type: none"> 1. Develop a feasibility report for the development of a National Recycling Plan for Nauru that addresses the following: 	Draft Standard Operating Procedure	<p><u>Feasibility Report</u></p> <p>The consultant(s) shall develop a feasibility study based on all the information gathered</p>

Phase	Description	Documentation to be provided	Consultant Output
	<ul style="list-style-type: none"> a. Products to be included in the recycling scheme; b. Sectors to be serviced by the recycling scheme; c. Recommendations for options on how to best deliver the recycling scheme and services. d. Identification and specifications of any equipment or and materials required for the establishment of collection stations or material recovery facility, including cost estimates; e. Assessment of the capacity building needs of government and the waste industry to effect the implementation and operation of the proposed National Recycling Plan; f. Identification of the system data capture and monitoring necessary to effectively manage service contracts, report to the community, and assist Nauru to report on its obligations under international conventions (monitoring system details, including any technological requirements should be detailed). g. Provision of recommendations for national engagement and education of the waste industry and community to assist with the implementation success of the National Recycling Plan 	(SOP) for the current recycling facility	<p>and data obtained through the consultations, interviews, desktop reviews, and investigations. The feasibility study should include, but not limited to the following:</p> <ul style="list-style-type: none"> a) baseline and technical assessments on waste characterisation and waste streams; b) recommendation of different collection schemes suitable for stakeholders in the local recycling industry; c) analysis of local, regional and international markets that other PICs are utilising on availability and demand for recyclables; d) analysis of options for recyclables to be transported to each potential market inclusive of foreseeable costs; e) strategies for waste reduction and increase on recyclables capture; f) identification and specification, with costs, of equipment and materials required for the establishment of collection stations or a waste recovery facility; g) assessment of capacity building needed and requirements for key organisations inclusive of foreseeable costs; h) assessment or requirements, specification and cost for internet-based monitoring and reporting for waste recycling and recovery;

Phase	Description	Documentation to be provided	Consultant Output
			<ul style="list-style-type: none"> i) monitoring and evaluation (M&E) mechanisms and tools to track recycling plan goals; j) recommendation of composition and setup of a national recycling steering committee; k) review the draft SOP and make recommendations to ensure that operations and outputs meets the standard required by markets; l) Recommendations for Education and Engagement to ensure the success of the National Recycling Plan; m) recommendation of the most feasible national recycling system for the whole of Nauru. <p><u>Feasibility Study Presentation</u> The consultant shall host a follow-up stakeholder workshop to present the feasibility study via a MS PowerPoint presentation (virtually if based overseas) to the government officials and key stakeholders of the waste sector in Nauru.</p>
4: Draft National Recycling Plan	1. The consultant shall compile all the information gathered and data obtained to develop a draft “National Recycling Plan for Nauru”. This draft shall include all the information presented in the feasibility study with the additional information on a	Nil	<p><u>Draft National Recycling Plan</u></p> <p>The Draft national Recycling plan should confirm all elements of the feasibility study (following stakeholder workshops) and comments from the Nauruan Government</p>

Phase	Description	Documentation to be provided	Consultant Output
	<p>recommended set of engagement and socialisation strategies to increase and sustain public participation, including embedding into basic education curriculum.</p> <p>The Plan include any other information deemed necessary and as directed throughout the contract by the Secretary of Environment and Director of Environment.</p>		<p>into a consolidated plan suitable for implementation.</p> <p><u>National Stakeholder Presentation</u></p> <p>A presentation of the Draft National Recycling Plan should be undertaken with the stakeholders engaged throughout the project.</p>
5: Final National Recycling Plan	<p>1. The consultant shall incorporate all the comments received from the Secretary of Environment, the Director of Environment as well as those from all other key stakeholders, finalise and submit the “National Recycling Plan for Nauru”.</p>	Nil	<u>Final National Recycling Plan</u>



Institutional Arrangement:

The consultant(s) will be under the supervision of the Climate Change Resilience (CCR) Programme through the Pacific NDC Hub and work closely with the Environment Division under the Ministry for Commerce, Industry and Environment.

Reports and documentation will be shared with the CCR Director, Pacific Climate Change Center (PCCC) Manager, all Advisers and the Director of Environment under the Nauruan Ministry of Commerce, Industry and Environment, in a timely manner.

Duty Station:

Nauru-based or overseas.

Deliverables/Timeline:

All deliverables must be completed within the number of days set out in the table below within six months from the effective date (signing) of the contract.

No.	Deliverables	Estimated Duration to Complete	Review and Approvals Required
1	Inception Report	1 month	Director of Environment, CCR-NDC Hub
2	Analysis Report	1 month	Director of Environment, CCR-NDC Hub
3	Feasibility Report	2 months	Director of Environment, CCR-NDC Hub
4	Draft of National Recycling Plan	1.5 month	Director of Environment, CCR-NDC Hub
5	National Recycling Plan	0.5 months	Director of Environment, CCR-NDC Hub
Total		6 months	

Evaluation criteria & Scoring Method:

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%

Detailed technical evaluation criteria and possible scores for each are as follows:

Major Criteria	Details & sub-criteria	Maximum %
CVs & Qualification	At least one consultant to have: <ul style="list-style-type: none"> Minimum qualification of a Masters degree (or Bachelors with minimum 10 years of experience) in the fields of Waste and Wastewater Management (waste recycling), 	



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	<p>Environmental Engineering, Climate Change, Environmental Management, Energy Efficiency or any other related field;</p> <ul style="list-style-type: none"> • minimum of 8 years' experience in national planning and long-term strategies to address issues such as Waste and Wastewater Management and Waste Recycling; • minimum of 5 years' experience in developing the capacity of governments related to the implementation of waste and wastewater management systems and national recycling programs; • minimum of 5 years' experience with a partnership-based approach where different organizations work jointly to deliver common goals in country; • good understanding of NDC-related projects and developing waste recycling, waste and wastewater management strategies for SIDS / Pacific countries. • good understanding of environmental and climate change related issues in Nauru or other similar Pacific countries; 	15
General expertise in similar assignments	<ul style="list-style-type: none"> • Experience in leading the preparation of national planning documents and long-term strategies which dealt with National Recycling Programmes or Waste and Wastewater Management. At least 2 (two) national strategies; • Technical expertise working with waste and wastewater management, particularly in the context of small island developing countries. At least 1 (one) detailed project in Nauru or other similar Pacific SIDS. • Familiarity, knowledge & experience with developing capacity of local personnel related to the implementation of waste and wastewater management systems utilizing local expertise. At least 1 (one) training report with Training Manual of previous experience; • Expertise in successfully engaging key government ministries and other relevant stakeholders as well as applying gender principles and considering the role of women in certain implementational activities in waste and wastewater sectors. At least 1 (one) project report. 	30
Methodology	<ul style="list-style-type: none"> • General approach – step by step methodology on how they will carry out this assignment; 	



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	<ul style="list-style-type: none">• Show how the consultant(s) will articulate the collection of data and related information for the preparation of the feasibility study, especially the development of the “National Recycling Plan for Nauru”;• Timeline – a Gantt chart of work activities including the starting date, dates of consultations, presentations, etc;• Clear presentation of potential difficulties in carrying out this assignment to deliver Nauru’s Feasibility study and associated National Recycling Plan. Possible solutions to overcome perceived obstacles should also be included;• Workplan to include total number of person-days and appropriate allocation of person-days with respect to each task.• CVs of all team members should also be presented.	45
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ii. Financial Score – 10 %

A detailed budget is to be provided by the bidder(s) for each of the activities to be implemented. The budget for this work is at a maximum of USD 20,000 inclusive of costs to be borne by the national consultant as outlined above. Proposals for more than the budgeted amount will not be considered.

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = 10 \times \frac{\text{Lowest Bid Amount}}{\text{Total Bidding Amount of the Proposal}}$$

Reporting Relationships:

The consultant will report primarily to the CCR Director through the Pacific NDC Hub Technical Advisor based at SPREP.

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