

REQUEST FOR TENDERS

File: AP_6/16 (Pacific Marine Litter Action Plan)
Date: 13 December, 2019
To: Interested suppliers
From: Anthony Talouli, Pollution Adviser

Subject: Request for tenders: Consultant for research project to tackle marine litter from cruise ships

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants who can offer their services to assist SPREP in carrying out a research project to tackle marine litter from cruise ships.
- 2.2. The successful applicant will need to provide information as per the Terms of Reference of the consultancy as outlined in Annex A by 10th January 2020.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - Submit a detailed Curriculum Vitae detailing qualification and previous relevant experience for each proposed personnel;
 - Provide at least 3 references as part of the tender application;
 - Provide examples of past related work outputs; and
 - Complete the tender application form – note you are required to complete all areas in full as requested, particularly the statements to demonstrate you meet the selection criteria. DO NOT refer us to your CV or Technical proposal. Failure to do so will result in the application NOT being considered.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier 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 supplier's complete proposal:
 - Personnel (individual CV's which highlight relevant qualification and experience);

- Technical Proposal (details to achieve tasks outlined in Annex A); and
- Financial Proposal (include timeframe and costs, proposal to remain valid for 90 days and quoted in USD).

4.3 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

5.1. Any clarification questions from applicants must be submitted by email to Siniva Tuuau-Enosa on sinivat@sprep.org and copy Anthony Talouli on anthonyt@sprep.org before 3rd January 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 7th January 2020.

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.
- Experience
 - Curriculum Vitae of all project staff and roles to be deployed on in the proposed project plan.
 - Strong knowledge of maritime, environmental and tourism issues and governance context in the Pacific region.
 - Expertise in marine plastic pollution, waste management and MARPOL Annex V is desired.
 - Proven track record in undertaking assessments and review of maritime, environment and/or tourism sector activities.
 - Demonstrated experience in developing behavioural surveys and assessments
 - Proposed Project Methodology
 - Detailing activities to be conducted over the term of the engagement, including detail on which team members will undertake each activity.
 - Demonstrated value for money.

7. Deadline

- 7.1. **The due date for submission of the tender is: 10th January 2020**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'TENDER: **Research project to tackle marine litter from cruise ships**' to one of the following methods:

Mail: SPREP
 Attention: Procurement Officer
 PO Box 240
 Apia, SAMOA

Email: tenders@sprep.org

Fax: 685 20231

Person: Submit by hand in the tenders box at SPREP reception,
 Vailima, Samoa.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website

<http://www.sprep.org/accountability/complaints>

TERMS OF REFERENCE

Research project to tackle marine litter from cruise ships

1) Project Background

Marine litter from cruise ships has been identified as one of the biggest sources of plastic pollution in the Pacific as outlined in the Pacific Regional Marine Litter Action Plan 2018-2025. The United Kingdom through the Commonwealth Clean Oceans Alliance (CCOA) Blue Charter action group that brings together Commonwealth countries to tackle marine plastic pollution, has pledged support to do more to help developing nations tackle pollution and reduce their plastic waste. This project will support the UK government's objectives in addressing marine plastic pollution. This funding support will allow SPREP to work together with the Pacific Tourism Organisation (SPTO) to gather vital information on the issue of marine litter from cruise ships, including data on regional impacts, barriers to change, and options and solutions to address the challenge of transitioning cruise ships (including passengers) to becoming single-use plastic free. The scoping project will enable the Project Team to seek support for the feasibility study for a bigger programme of regional work.

2) Project Goal and Objectives

The goal of the research project is to gather information on the issue of marine litter from cruise ships including the impact on the region, barriers to change, and options and solutions to address the challenge of transitioning cruise ship operations (as required) and their passengers to becoming free of single-use plastic. Pacific countries can then use the information gathered to make individual and collective - decisions on what action can be taken.

3) Scope of Work

The research project requires an in-depth understanding of the cruise vessel industry, MARPOL Annex V and marine plastic pollution issues in the Pacific countries Fiji, French Polynesia, New Caledonia, Samoa and Vanuatu.

a. Project Delivery

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

Table 1: Project Activities

Task 1	Undertake a comprehensive assessment/stocktake of the cruise vessel activities and its related waste management practices in each targeted Pacific island countries and territories.
Task 2	Undertake an assessment of how each targeted Pacific island country and territory regulates the management of cruise vessels and its waste management activities.
Task 3	Undertake an assessment of capacity of each targeted Pacific island country and territory to manage cruise vessels waste management activities.
Task 4	Draft options paper: proposing options for transitioning cruise ship (and their passengers) to becoming single-use plastic free.
Task 5	Conduct a destination impact assessment in one country for example Fiji on the behaviour of passengers in regards to plastics when visiting a port for at least three different cruise-liner companies

It is expected that the consultant(s) will need to spend time in one country with staff from tourism, ports, transport, waste management and environment to be able to undertake the required analysis and understand the impacts of marine litter from cruise ships.

Task 1 - Existing cruise vessel activity stocktake

Undertake a comprehensive assessment/stocktake of the cruise ship activities and its related waste management practises in each of the targeted Pacific island countries and territories.

Focus of the assessment should be to review: of cruise ship number of port calls and number of passengers for the last 3 years 2016, 2017, and 2018. Review should also assess the cruise ship waste management practices on board under MARPOL Annex V. Review should also assess the waste management practices of cruise ship passengers during Pacific island port calls, particularly focusing on single-use plastics (observed behaviour study and interview process). Review should also obtain information on port fees and associated costs for waste discharge at ports.

The information from the stocktake should seek, at a minimum to identify the following: cruise ship companies, ports of call, time in port, name of ships, number of passengers per port call, waste management practices on board e.g. number of waste streams, waste estimates, waste discharged at Pacific island ports, waste discharged at Pacific rim ports such as Auckland, Sydney or Brisbane, agents at Pacific ports, organised activities at Pacific ports, waste management practices of Pacific island activities, estimated waste generated by passengers in Pacific island ports.

Stocktake should consider the various stakeholders such as: ministry of tourism, ministry of environment, ministry of transport, ports authorities, shipping agents, tour operators, attraction site owners/managers, regional agencies such as the Pacific Tourism Organisation and SPREP.

Deliverable

The outcomes of the stocktake should be displayed in a tabular format, and electronic copies of all documents referenced in the table should be provided for ease of reference and review by Project Team.

Task 2 - Existing regulations for cruise vessel waste management activities

Undertake an assessment of how each of the targeted Pacific island country and territory regulates the management of cruise vessels and its waste management activities.

Focus of the assessment should be to review of national policies and regulation for cruise ships waste management. Although the focus is on waste management, the review should also consider the broader environment field as waste may not be specifically referenced specifically.

The information from the stocktake should seek, at a minimum to identify the following: enabling legislation, instrument name, description of intent, operative clauses and how they influence the management waste or the impact on the environment, government department responsible for management.

Deliverable

The outcomes of the review should be displayed in a tabular format, and electronic of all documents referenced in the table should be provided for ease of reference and review by Project Team.

Task 3 - Country capacity to manage cruise vessel waste management activities

Undertake an assessment of capacity of each of the targeted Pacific island country and territory to manage cruise vessels waste management activities.

Whilst undertaking Tasks 1 & 2, the consultant is required to undertake an assessment of the existing ability of each country to manage cruise ship waste management activities through compliance, implementing and enforcing legislation and conventions. The assessment methodology should include quantitative data collection on enforcement activities (including fines etc) for domestic legislation, as well as data on compliance with reporting requirements of MEAs.

Deliverable

The consultant is to determine the best way to display the outcome of the assessment either tabular, report style or a combination.

Task 4 - Options paper and possible solutions

Draft options paper: proposing options for transitioning cruise ships to becoming single-use plastic free.

Possible solutions should be identified based on a clear problem statement and of the goal for the process of transitioning cruise ships to becoming single-use plastic free.

Deliverable

The consultant should produce short options papers for targeted countries Fiji, French Polynesia, New Caledonia, Samoa and Vanuatu to identify key actions required to transition cruise ships to becoming single-use plastic free.

Task 5 - Destination port impact assessment

Conduct a destination impact assessment in one country - Fiji.

The consultant will be required to carry out destination impact assessment of cruise ships in Fiji to ground truth Tasks 1-4.

Deliverable

The consultant will use this task to finalise Task deliverables 1-4.

b. Project Schedule

The activities are to be completed no later than 31st March 2020 with a preference for the activities to be completed much earlier. Expected project activity is detailed in Table2, it is expected that tender responses will detail how and when each of these steps will be delivered.

Table 2: Project schedule

Activity
Notification of successful consultant
1. Commencement Meeting between Successful Consultant and Project Team
2. Approval of Workplan and Methodology
Contract Signing
3. Undertake a comprehensive assessment/stocktake of the cruise vessel activities and its related waste management practices in each targeted Pacific island countries and territories.
4. Undertake an assessment of how each targeted Pacific island country and territory regulates the management of cruise vessels and its waste management activities.
5. Undertake an assessment of capacity of each targeted Pacific island country and territory to manage cruise vessels waste management activities.
6. Draft options paper: proposing options for transitioning cruise ships to becoming single-use plastic free.
7. Conduct a destination impact assessment in one country for example Fiji.
8. Finalisation of Options Papers
9. Submission of draft reports
10. Project Team provides comments on draft reports
11. Submission of final reports to Project Team

c. Budget

The submissions are required to itemise all financial elements of their proposal, including, but not limited to, the following:

- Salary cost (daily rate)
- Travel costs and other disbursements
- All applicable taxes
- Proposed payment schedule (please note an initial payment on contract signing cannot exceed 30% of the contract value)

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

4) **Selection Criteria**

The selection criteria used to determine the successful consultant are outlined below. The criteria are not in any order or to be given equal weighting.

Criteria are as follows:

- iv. Experience
 - Curriculum Vitae of all project staff and roles to be deployed on in the proposed project plan.
 - Strong knowledge of maritime, environmental and tourism issues and governance context in the Pacific region.
 - Expertise in marine plastic pollution, waste management and MARPOL Annex V is desired.
 - Proven track record in undertaking assessments and review of maritime, environment and/or tourism sector activities.
 - Demonstrated experience in developing behavioural surveys and assessments

- v. Proposed Project Methodology
 - Detailing activities to be conducted over the term of the engagement, including detail on which team members will undertake each activity.
- vi. Demonstrated value for money