

REQUEST FOR TENDERS

RFT: 2021/073
File: AP_6/5/9
Date: 10 September, 2021
To: Interested consultants
From: Joshua Sam, Hazardous Waste Management Adviser

Subject: Request for Tenders: Scoping Study for Bulky Waste Recycling

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - We value the Environment
 - We value our People
 - We value high quality and targeted Service Delivery
 - We value Integrity
- 1.3. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1 SPREP would like to call for tenders from qualified and experienced consultants who can provide technical assistance to undertake an assessment of the most favorable option for a regional recycling initiative on End of Life Vehicles (ELVs), consumer white goods and plastics.
- 2.2 The successful applicant will need to provide a comprehensive proposal in response to the attached TOR. The “work” is expected to be completed by 26 November 2021.
- 2.3 The Terms of Reference and the Specific Duties of the Consultant are set out in Attachment “A”.
- 2.4 The successful consultant must supply the services to the extent applicable, in compliance with SPREP’s Values and Code of Conduct. https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
 - a) 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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered).

- b) Submit a **Technical Proposal** that includes a detailed workplan, methodology and schedule of activities
- c) Submit a **Financial Proposal** that has an annotated budget for each activity
- d) Sign the Conflict of Interest form
- e) Submit Curriculum Vitae for each member of the proposed team. Demonstrating relevant experience, skills and qualifications to carry out the required activities.
- f) Provide at least 3 referees relevant to this tender submission, including the most recent work completed.

4. Submission guidelines

- 4.1 Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and can meet the required specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2 Tender documentation should comprise the interested supplier's complete proposal, comprising:
 - (a) **Curriculum Vitae** for each member of the proposed team. Demonstrating relevant experience, skills and qualifications to carry out the required activities.
 - (b) **Technical Proposal** that includes a detailed workplan, methodology and schedule of activities.
 - (c) **Financial Proposal** that has an annotated budget for each activity
- 4.3 Tender submission must be in United State Dollars (USD).
- 4.4 The Proposal must remain valid for 90 days from date of submission.
- 4.5 Interested consultants must insist on an acknowledgement of receipt of the proposal.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 27 September 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 29 September 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:

Criteria	Description	Weighting (%)
Experience	Demonstrated experience in conducting feasibility studies of solid waste and recycling projects	30

	Demonstrated experience in a Small Island Developing State (SIDS in the Pacific)	10
	Examples provided of past work relevant to this project	10
Technical Proposal/ Methodology	Detailed outline and schedule of activities workplan, methodology and timeline.	30
Financial proposal	Detailed outline of the costs involved in successfully delivering this project	20

6.2 Assessment of the proposal will be based on the evaluation of the Technical (80%) and Financial (20%).

7. Deadline

7.1. **The due date for submission of the tender is 08 October 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 2021/073: Scoping Study for Bulky Waste Recycling**' to one of the following methods:

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

Email: tenders@sprep.org (MOST PREFERRED OPTION)

Fax: 685 20231

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

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.

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

Scoping Study for Bulky Waste Recycling

BACKGROUND TO ISLANDS

The Secretariat of the Pacific Regional Environment Programme (SPREP) is working with the United Nations Environment Programme (UNEP), and 14 Pacific Island Countries to undertake the Global Environment Facility (GEF) funded ISLANDS Pacific Child Project which aims to prevent the future build up of hazardous chemicals and to manage and dispose existing harmful chemicals across the Pacific.

ISLANDS will focus on establishing effective mechanisms to control the imports of chemical products that lead to the generation of hazardous waste and to clean up the Pacific of legacy chemicals. For unavoidable chemicals that serve as important economic products, ISLANDS will seek to establish circular and life cycle systems in partnership with the private sector, so a buildup of these chemicals is avoided.

Chemicals and hazardous waste streams targeted by ISLANDS include Persistent Organic Pollutants (POPs) such as DDT and PCBs, mercury, e-waste, used oil, plastics and end-of-life vehicles (ELVs).

Pacific Islands Countries (PICs) participating in the ISLANDS Pacific Child Project are: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu.

INTRODUCTION TO PROJECT

End-of-life vehicles and consumer white goods are common forms of bulky waste in all Pacific Island countries. These wastes contain persistent organic pollutants (POPs) in some of their components such as dashboards, steering wheels, and seats in vehicles and mercury in some white goods.

Currently no Pacific country has in place a scrapping scheme, or any other modalities to dispose of ELVs, white goods and plastics in a systematic way. Many ELVs, white goods, and plastics are abandoned along roadsides and open spaces or stockpiled in obscure locations. Some ad hoc recycling is occurring in a few countries, where private companies are dismantling vehicles and white goods, extracting the raw materials for the scrap market, and stockpiling, or landfilling the other POPs containing parts.

To begin addressing this problem, some Pacific countries have put in place age restrictions on second-hand vehicles being imported into the country and extending advanced recovery fee schemes to cover whitegoods and other bulky waste items but this is not enough. These imported goods still end up as bulky wastes upon the end of their lifespan and need to be managed by the importing country.

Additional work is required to assess the feasibility of exporting ELVs, white goods, and plastics on a commercial basis, and on environmentally sound management of the POPs component. Swire Shipping have approached UNEP and SPREP with an interest in establishing a joint venture partnership to develop bulky wastes recycling as a commercial, or at least cost neutral exercise.

OBJECTIVES:

A feasibility study looking at the process, procedures, viability and environmental issues related to collecting and transporting ELVs, white goods, and plastics, dismantling in the region, and then crushing of the steel parts and exporting to recycling markets, and disposing the POPs component in an environmentally sound manner.

SCOPE OF WORK:

The scope of work covers the following tasks:

Task	Description	Output
1. Inception meeting	Lead an inception meeting with the ISLANDS Project team and Swire Shipping to discuss the delivery of the project, addressing all issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs.	Inception meeting report 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
2. Research plan	<p>Develop a research plan for approval prior to implementation. The research plan should explain the overall strategy, methodology, and analyses to be used to successfully accomplish the feasibility study.</p> <p>The plan should be structured to, at a minimum, answer the following questions (noting the research plan should identify all issues to be addressed through the work):</p> <ol style="list-style-type: none"> 1. What is the current regulatory environment concerning ELVs, white goods, and plastics? Are they included in environment/waste legislations/regulations/policies/strategies? Are there EPR schemes for ELVs, white goods, and plastics? 2. What is abandoned, and available for collection and immediate recycling? This involves a clear mapping of the location, the size, and the volume of the item which is available for recycling. 3. What are the legalities of collecting abandoned ELVs, white goods, and plastics? Who owns the abandoned goods and what are the legal requirements for taking possession of the abandoned materials? 4. What is abandoned, but not yet ready for recycling? There must be a clear mapping of location, size and volumes of the materials that cannot be recycled at present but could be in the future. 	<p>Research Plan</p> <p>Detailed research plan (Comprehensive plan on how research will be undertaken, information sources, and time frame to implement).</p> <p>The report should provide a detailed workplan of activities (including a timeline) and clearly identify any tasks or responsibilities of SPREP necessary to ensure project success.</p> <p>Draft Report Structure</p> <p>Draft report structure is to be presented along with the research plan to enable SPREP and Swire Shipping the ability to understand the likely output information and ensure it will provide the quality information required.</p>



5. How is recycling of ELVs, white goods, and plastics administered in all PICTs? How do ELVs, white goods, and plastics make it from the owners to the recyclers? If they are centralised, where? If they are being processed in the PICTs, are they compliant with national regulations and Basel/Waigani Convention requirements?
6. What is the current infrastructure for recycling ELVs, white goods, and plastics in the various PICTs? What is their capacity? Who owns them?
7. What is the current market for recycling ELVs in PICTs? How many entities are operating in the area, and are they recycling everything, or only higher value items (various components of vehicles)?
8. How do we ensure that this feasibility study, and the later Project proper do not threaten local businesses? How can the Project proper work with them and offer them better economic opportunities by upgrading the infrastructure in the region?
9. How does the ELV and white goods recycling sector work once this initiative has been implemented. What changes to the current waste management systems would need to be in place for ELVs, white goods, and plastics to become a part of them? How could the sector be formalised to ensure sustainable jobs are created?
10. What guidelines should be observed to ensure the safe preparation and recycling of ELVs, white goods, and plastics?
11. What are the forecasted imports of new and used vehicles into PICTs? From the forecasted imports and current number of running vehicles and their estimated lifetimes, what volumes of ELVs do PICTs anticipate in the future?

It is further expected that the final report will provide expert views on the feasibility of a regional recycling venture on ELVs, white goods, and plastics, providing options and considering which materials will be recycled, how they will be recycled and potential location/s. Each option will consider port facilities, capacity, shipping networks and logistics and will include economic assessment, market assessment, technical assessment (including infrastructure needs), environmental assessment, legislative/regulatory frameworks (including international agreements) as well as political will, social and cultural issues.

The report will recommend the most favorable option based on the multi-criteria assessment outlined above.

<p>3. Research</p>	<p>Undertake the research and report development as per the approved research plan</p>	<p>Draft report Develop a research report that details the findings from the research phase of work.</p>
<p>4. Final report</p>	<p>Finalize the report of the research after feedback from the SPREP review team</p>	<p>Final Report Final report addressing any comments provided from the review of the draft</p>

TIMEFRAME

All activities are to be completed no later than **26 November 2021**.

REPORTING

The Consultant will report to the Hazardous Waste Management Adviser and Project Manager – ISLANDS Pacific Child project

The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct.

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