

REQUEST FOR TENDERS

File: AP_6/5/8/4
Date: 13 November, 2019
To: Interested consultants
From: Sela Soakai-Simamao, PacWastePlus Finance & Procurement Officer

Subject: Request for tenders: Technical Assistance for the PacWaste Plus Programme

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 expertise and services on a retainer arrangement, to be available for PacWaste Plus Programme countries to call upon for assistance in the development of country project proposals.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants 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
 - Complete the **consultant capability form** – (note you are required to complete all areas in full as requested. **DO NOT** refer us to your CV. Failure to do so will result in the application **NOT** being considered)

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:
 - Personnel (individual CV's which highlight relevant qualification and experience)
 - Consultant capability form (details to be reflective of what is outlined in Annex A)
 - Financial Proposal (hourly rate 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 selas@sprep.org before 22nd November 2019. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 25th November 2019.

6. Evaluation criteria

- 6.1. SPREP will select expert consultants 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:
- (a) Demonstrated skills on the indicated area(s) of expertise
 - (b) Demonstrated experience on the indicated area(s) of expertise
 - (c) Provision of 3 referees (with reference checks yielding credential compliance)
 - (d) Daily rate that is inclusive of all taxes and charges.

7. Deadline

- 7.1. **The due date for submission of the tender is: 29th November 2019**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'TENDER: Technical Assistance for the PacWaste Plus Programme' 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

Technical Assistance for The PacWastePlus project

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, 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.

The PacWastePlus Programme's priority waste streams to be targeted 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**.

In-country interventions under the PacWastePlus programme will require country counterparts to identify which of the priority waste streams are to be supported, through the submission of a detailed and concise project proposal.

Countries participating in the PacWastePlus project are:

Cook Islands, Democratic
Republic of Timor-Leste,
Federated States of
Micronesia, Fiji, Kiribati,
Nauru, Niue, Palau,
Papua New Guinea,
Republic of the Marshall
Islands, Samoa
Solomon Islands, Tonga,
Tuvalu, Vanuatu.

2.PROJECT OBJECTIVES

SPREP, through its PacWastePlus Programme, seeks to engage technical experts on a retainer arrangement, available for PacWastePlus programme participating countries to call upon for assistance in the development of country project proposals.

3.PROJECT SCOPE

The PacWastePlus programme is seeking suitably qualified and experienced experts in any one (1) or more of the programme priority waste streams or project activity areas, to be available on an “on call” basis to support countries on the development of project concepts to access funding support from the PacWastePlus programme for in-country interventions. Each country will be allowed to seek up to 10 hours of consultant support (this 10 hours may be sourced from multiple consultants where required).

3.1 Delivery

Tasks

Selected consultants will be placed on a ‘register of consultants’ to be provided to the 15 participating countries. The country representatives will then be able to request the PacWastePlus Programme Management Unit (PMU) engage the consultant on their behalf to assist with the preparation of project concepts. It is anticipated that support requests may include technical advice on the following, please note this list is not exhaustive:

- detailed project design
- knowledge and advise on possible project techniques or technology for inclusion in project requests
- design of business case to support project concept
- integration of community engagement and/or human rights-based approach to project implementation.
- Inclusion of community engagement and behavior change project activities

It is expected that all technical assistance will be provided remotely, and travel will not be included in any engagement.

We are seeking responses from consultants with expertise in the following technical fields:

Waste Industry	Project Management	Specialists
Asbestos management	Business case development	Community engagement
Healthcare waste	Industry research	Legislative knowledge
e-waste	Project concept design	Behavior change
Recyclables	Budget and timeline development	Logistics management
Organic waste		
Bulky waste management		
Disaster waste management		
Waste water (water impacted by Solid waste)		

3.2 Retainer Contract Timeframe

The retainer engagement of experts will be completed by 31 December 2020.

3.3 Budget

Services rendered are envisioned to be provided remotely to countries, facilitated by the PacWastePlus Project Management unit.

Submission of proposals are required to be provided in US Dollars, proposals should include but not limited to:

- Consultant capability statement detailing their area of expertise, skills and experience – if successful, this will be used to inform the 'register of consultants' and be provided to countries to inform their decision of which consultant they may seek to engage
- CV providing detailed information on skills and experience relevant to the technical assistance that can be provided to countries
- Provision of referees to support the response to the ToR
- Hourly Rate (inclusive of all applicable taxes)