

# REQUEST FOR TENDERS

File: AP\_6/5/8/4  
Date: 30 January, 2020  
To: Interested consultants  
From: Sela Soakai-Simamao, PacWastePlus Finance & Procurement Officers

**Subject: Request for tenders: Conduct baseline data assessment through Waste Audits in Niue, Papua New Guinea, Solomon Islands and Timor-Leste 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](http://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 undertake waste audits in Niue, Papua New Guinea, Solomon Islands and Timor-Leste for the PacWaste Plus Programme.
- 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 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
  - 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 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)
  - Technical Proposal (details to achieve tasks outlined in Annex A)
  - 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 Sela Soakai-Simamao on [selas@sprep.org](mailto:selas@sprep.org) and copy [tenders@sprep.org](mailto:tenders@sprep.org) before 7<sup>th</sup> February 2020. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 11th February 2020.

## 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 tenderer satisfies the following criteria:
- (a) Has a minimum of 5 years' experience in conducting detailed waste audits including data analysis. Specific experience of each proposed team member to be provided (CV's to be attached). Experience in the Pacific will be an advantage
  - (b) Demonstrated experience in developing data analysis reports and explaining complex information in report format, that both technical and non-technical audiences can understand.
  - (d) Detailed methodology for how the project is proposed be delivered (including timeframe, team responsibilities, sampling methodology/stratification and specific details of action to be covered in each target country)
  - (e) Detailed financial proposal.

## 7. Deadline

- 7.1. **The due date for submission of the tender is: 14<sup>th</sup> February 2020.**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'TENDER: Conduct data baseline assessments through Waste Audits in Niue, Papua New Guinea, Solomon Islands and Timor-Leste 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](mailto: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>

**Annex A  
TERMS OF REFERENCE**

**Conduct baseline data assessments through Waste Audits in Niue, Papua New  
Guinea, Solomon Islands and Timor-Leste  
For  
The PacWaste Plus Programme**

**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 PacWaste Plus Programme has a specific Key Result Area (KRA) which requires specific action on the collation and review of existing data on waste and pollution at the regional and national level and identify key areas where further data needs to be collected including gender sensitive and rights-based information. Specifically, the project seeks to,

- i) Undertake waste audits in Niue, Papua New Guinea, Solomon Islands and Timor-Leste
- ii) Establish comprehensive data that would enable national policy interventions and contribute towards the objective of the Clean Pacific 2025
- iii) Determine the material composition of the domestic and commercial waste stream
- iv) Establish potential area for improvement in country's waste management system that is financially sustainable.

**2. PROJECT OBJECTIVES**

This engagement seeks the completion of Waste Audits in the following countries to collect accurate data and current information.

	COUNTRY	Required Waste Audits
1	Niue	<ul style="list-style-type: none"><li>- Household</li><li>- Commercial</li><li>- Landfill</li><li>- Customs (Import, Export)</li></ul>
2	Papua New Guinea	<ul style="list-style-type: none"><li>- Household</li><li>- Commercial</li><li>- Landfill</li><li>- Customs (Import, Export)</li></ul>
3	Solomon Islands	<ul style="list-style-type: none"><li>- Landfill</li><li>- Customs (Import, Export)</li></ul>

	COUNTRY	Required Waste Audits
4	Timor-Leste (outer provinces only, not including Dili)	<ul style="list-style-type: none"> <li>- Household</li> <li>- Commercial</li> <li>- Landfill</li> <li>- Customs (Import, Export)</li> </ul>

### 3. PROJECT SCOPE

The PacWastePlus programme is seeking to engage a consultant team to implement and manage a standard methodology (attached as Annex 1) for conducting waste audits in the 4 Pacific island countries identified.

Waste audits will include representative samples of urban, peri-urban, and rural areas of each country (where required) in co-operation with local government authorities. Audits are expected to include household interviews, sampling of household waste production, sampling of commercial premises waste, landfill waste samples and import/export waste samples.

In each country, it is expected the consultant team will work in close collaboration with a country lead/ liaison. The consultant team is also expected to provide hands-on training for waste auditing and data collection to staff from local government/locally hired labor who will be part of the waste audit field team.

The PacWaste Plus team are working closely with countries to

- (i) Identify and appoint a country lead, and work closely with country lead on design and implementation of proposed audits
- (ii) Undertake preliminary pre-audit mapping of country priorities and policies

### 3.1 Project Delivery

Consultants are not expected to develop a methodology for the waste audits, but are to follow the methodology already developed and attached as Annex A.

The required project activities are outlined per country

#### Country 1: Niue

- a) The successful consultant will liaise with national/state government counterparts to confirm the methodology that will be delivered. SPREP will work in collaboration with countries to have a plan in place to be shared with the successful consultant, and it is expected that data sampling plans and data collection specifics will be discussed and agreed with the PacWaste Plus team prior to the beginning of field work in each country.
- b) The successful consultant will deliver the following actions included in the attached methodology:
  - Section 5.2.1 Household Sample
  - Section 5.2.2 Commercial Sample
  - Section 6.1 Areas with a collection service
  - Section 6.2 Collections from areas with a collection point
  - Section 6.3 Collections from areas with no collection service
  - Section 6.4 Litter
  - Section 6.5 Landfill
  - Section 6.6 Stockpile assessment
  - Section 6.7 Interviews
  - Section 7 Waste Sorting

- Section 7.2 Sorting Procedure
  - Section 7.3 Data Recording
  - Section 8 Customs data
  - Section 9 Currently available waste data
  - Section 10 Analysis to be undertaken
- c) The successful consultant will utilise existing data sets for any audits not requested in the methodology.
- d) The successful consultant will analyse data (existing and newly collected) to develop country audit report, which will respond to all the assessment issues required in the methodology.

### **Country 2: Papua New Guinea**

- a) The successful consultant will liaise with national/state government counterparts to confirm the methodology that will be delivered. SPREP will work in collaboration with countries to have a plan in place to be shared with the successful consultant, and it is expected that data sampling plans and data collection specifics will be discussed and agreed with the PacWaste Plus team prior to the beginning of field work in each country.
- b) The successful consultant will deliver the following as per the attached methodology:
- Section 5.2.1 Household Sample
  - Section 5.2.2 Commercial Sample
  - Section 6.1 Areas with a collection service
  - Section 6.2 Collections from areas with a collection point
  - Section 6.3 Collections from areas with no collection service
  - Section 6.4 Litter
  - Section 6.5 Landfill
  - Section 6.6 Stockpile assessment
  - Section 6.7 Interviews
  - Section 7 Waste Sorting
  - Section 7.2 Sorting Procedure
  - Section 7.3 Data Recording
  - Section 8 Customs data
  - Section 9 Currently available waste data
  - Section 10 Analysis to be undertaken
- c) The successful consultant will utilize existing data sets for any audits not requested in the methodology.
- d) The successful consultant will analyse data (existing and newly collected) to develop country audit report, which will respond to all the assessment issues required in the methodology.

### **Country 3: Solomon Islands**

- a) The successful consultant will liaise with national/state government counterparts to confirm the methodology that will be delivered. SPREP will work in collaboration with countries to have a plan in place to be shared with the successful consultant, and it is expected that data sampling plans and data collection specifics will be discussed and agreed with the PacWaste Plus team prior to the beginning of field work in each country.
- b) The successful consultant will deliver the following as per the attached methodology:
- Section 6.4 Litter
  - Section 6.5 Landfill
  - Section 6.6 Stockpile assessment

- Section 6.7 Interviews
  - Section 7 Waste Sorting
  - Section 7.3 Data Recording
  - Section 8 Customs data
  - Section 9 Currently available waste data
  - Section 10 Analysis to be undertaken
- c) The successful consultant will utilize existing data sets for any audits not requested in the methodology.
- d) The successful consultant will analyse data (existing and newly collected) to develop country audit report, which will respond to all the assessment issues required in the methodology.

#### **Country 4: Timor-Leste**

- a) The successful consultant will liaise with national/state government counterparts to confirm the methodology that will be delivered. SPREP will work in collaboration with countries to have a plan in place to be shared with the successful consultant, and it is expected that data sampling plans and data collection specifics will be discussed and agreed with the PacWaste Plus team prior to the beginning of field work in each country.
- b) The successful consultant will deliver the following as per the attached methodology:
- Section 5.2.1 Household Sample
  - Section 5.2.2 Commercial Sample
  - Section 6.1 Areas with a collection service
  - Section 6.2 Collections from areas with a collection point
  - Section 6.3 Collections from areas with no collection service
  - Section 6.4 Litter
  - Section 6.5 Landfill
  - Section 6.6 Stockpile assessment
  - Section 6.7 Interviews
  - Section 7 Waste Sorting
  - Section 7.2 Sorting Procedure
  - Section 7.3 Data Recording
  - Section 8 Customs data
  - Section 9 Currently available waste data
  - Section 10 Analysis to be undertaken
- c) The successful consultant will utilize existing data sets for any audits not requested in the methodology.
- d) The successful consultant will analyse data (existing and newly collected) to develop country audit report, which will respond to all the assessment issues required in the methodology.

### **3.2 Project Schedule**

The activities are to be completed no later than **30 May 2020** with a preference for the activities to be completed much earlier.

Expected project activity is detailed in Table 2, it is expected that tender responses will detail how and when each of these steps will be delivered.

**Table 2:** Project Schedule

<b>Activity</b>
<i>Notification of Successful Consultant &amp; Contract Signing</i>
1. Teleconference Meeting between Successful Consultant and PacWastePlus Team
2. Submission of Country 1 delivery schedule, data collection/sample specifics etc.
3. Deployment of required works for Country 1 – submission of report.
4. Submission of Country 2 delivery schedule, data collection/sample specifics etc.
5. Deployment of required works for Country 2 – submission of report
6. Submission of Country 3 delivery schedule, data collection/sample specifics etc.
7. Deployment of required works for Country 3 – submission of report
8. Submission of Country 4 delivery schedule, data collection/sample specifics etc.
9. Deployment of required works for Country 4 – submission of report

### **3.3 Budget**

Submissions are required to itemise all financial elements of their proposal **per country**, including, but not limited to, the following:

- Salary costs (hourly rate and proposed hours for each team member, allocated to role)
- Travel Costs (this is compulsory as the expectation is the successful consultant will manage all travel arrangements and related costs, and SPREP will not bear this cost separately)
- All applicable taxes

Please note: All proposals are to be provided in **USD**, with a proposed payment schedule (please note an initial payment on contract signing cannot exceed 30% of the contract value).

## **4. Other Information**

All in country arrangements and support from country counterparts will be initiated through SPREP and no direct contact should be made until official introductions are made.

The successful consultant will be provided with any appropriate documents identified and saved by the PacWastePlus programme team as part of the preparation for the activity.

