

REQUEST FOR TENDERS

File: AP 6/5/4
Date: 20 October, 2017
To: Interested suppliers
From: Frank Griffin, Hazardous Waste Management Adviser

Subject: Request for tenders: Capacity Building Consultant (POPs Release Reduction Project)

1. Background

- 1.1. 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 is executing a Pacific POPs Release Reduction Project that is funded by the Global Environment Facility, with the implementing agencies being the United Nations Environment Programme and the Food and Agriculture Organization (FAO). The goal of the project is to reduce POPs release through the improved management of solid and hazardous wastes. The objective of the project is to reduce priority unintentional POPs (uPOPs) emissions arising from poor waste management practices, thus meeting parties' Stockholm Convention obligations to improve management of chemicals in countries in the Pacific region. This objective is to be achieved through the provision of assistance in the development and implementation of uPOPs strategies and guidelines, vocational training of waste workers, training of Pacific Island Country (PIC) staff in improved chemicals management, and the development of a regional waste oil and export system. Further information on the status of the Project is included as Annex 1.
- 1.3. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1 SPREP is calling for tenders from qualified and experienced consultants who can offer their services to assist SPREP and Pacific Island Countries in capacity building and activity coordination.
- 2.2 The Terms of Reference and the Specific Duties of the Consultant are set out in Attachment "A". A background on the Project, and the progress to date is included as Annex 1.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
- (a) submit details of previous relevant experience;
 - (b) provide at least 3 referees as part of their tender application.
- 3.2 A standard penalty clause of two percent (2%) of the total contract value will be deducted from the final contract amount for every 7 day overrun from the required delivery date in completion of all the contract deliverables.

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, and provide supporting examples to address the evaluation criteria.
- 4.2 Tender documentation should outline the interested supplier's complete proposal and include:
- (a) The CVs of proposed personnel highlighting related experience relevant to the tender;
 - (b) Complete the **tender application form** provided
 - (c) A Technical Proposal, which contains the detailed methodology to achieve the tasks outlined in the Terms of Reference (Annex A); and
 - (d) A Financial Proposal, which is to be priced on a lump sum basis with prices for:
 - (i) Review of relevant project reports; development of uPOPs action plan for Tuvalu and Vanuatu; development of drafting instructions for model legislation on uPOPs for Tuvalu and Vanuatu; provision of assistance to national trainees; assistance to countries on awareness raising; completion of regional best practice manual to reduce chemical use; providing support for applications under the Special Programme on Institutional Strengthening; and assist countries on Global Monitoring Project.
 - (ii) reporting (electronic copies of reports).
- 4.3 Tender submissions must be in United States Dollars (USD).
- 4.4 The Proposal must remain valid for 90 days from date of submission.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to maraeap@sprep.org and copy frrankg@sprep.org before 30 October 2017. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 01 November 2017.

6. Evaluation criteria

- 6.1 SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which their tender documentation demonstrates that they offer the best value for money, and that they satisfy the following criteria.
- a) Previous experience in environment related works and understanding government procedures in Pacific Islands Countries and Territories;
 - b) Demonstrated experience in community engagement and project management;
 - c) Comprehensive knowledge and understanding of Pacific capacity constraints;
 - d) Minimum Masters level qualifications in environment management; and
 - e) Ability to complete assignment within the timeframes specified in the Terms of Reference.
- 6.2 Assessment of proposals will be based on the evaluation of the Technical Proposal (80%) and Financial Proposal (20%).
- 6.3 The Financial Evaluation will award maximum points to the lowest priced bid. Subsequent bids will be awarded points calculated as a percentage of the lowest price.

7. Deadline

- 7.1. **The due date for submission of the tender is: 10 November 2017, midnight (local time, Apia Samoa).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: Capacity Building Consultant (POPs Release Reduction Project)' to one of the following methods:

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

Email: tenders@sprep.org

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>

ATTACHMENT "A"

TERMS OF REFERENCE

BACKGROUND:

This Pacific POPs Release Reduction project is a GEF funded project under the Pacific Alliance of Sustainability, with components co-financed by the French Development Agency (AFD). The project is being co-implemented by the United Nations Environment Programme (UNEP) and the Food and Agriculture Organization of the UN (FAO).

The Project commenced in June 2013, for a five year term, to assist 14 Pacific Island Countries address in addressing unintentionally released POPs (uPOPs).

The Mid-Term Review (MTR) of the Project identified an urgent need for additional targeted technical support to the various project components to ensure that project activities are executed efficiently in line with the original project development objective and according to the revised project work plan. As such a Coordination and Capacity Building Consultant is required to provide support for the execution of the remaining activities under: *Development of national strategy and regional uPOPs prevention and management guideline* (Project Component 1); *Training and awareness raising in solid and hazardous waste management* (Project Component 2); *Enhanced, post-NIP Inventory, stockpile management and safe disposal strategy for unwanted pesticides (including POPs) and School laboratory chemicals*. Project Component 3; and *Waste oil export and reuse in Polynesia and Melanesia* (Project Component 4). The MTR is included as Annex 1, and pages 7-12, address the findings and recommendations related to Components 1-4. This consultancy has been prepared to address these recommendations, as well as those General Recommendations (included in pages 3-7).

OBJECTIVES:

The objective is to assist SPREP by providing coordination and capacity building assistance to PICs for the remainder of the Project, in accordance with the specific scope of work below, and the findings of the MTR (Annex 1, pages 7-17).

SCOPE OF WORK:

The scope of work covers the following tasks:

Assisting SPREP and PIC Governments through the following:

- I. Desktop review of key project reports; (10 days)
- II. Regular consultation with national focal points and SPREP; (25 days)
- III. Development of uPOPs action plan for Tuvalu and Vanuatu for incorporation into their respective national waste management strategies (Project Component 1). (10 days)
- IV. Development of drafting instructions for model legislation on uPOPs for Tuvalu and Vanuatu (to be used by Legislation Consultant) (Project Component 1). (5 days)
- V. Consultation with vocational trainees on their action plans and national trainings. Document any training that has occurred, and provide assistance where required in holding additional, national training. (Project Component 2) (30 days)
- VI. Assisting countries with application forms for project awareness raising funds (Component 2). (15 days)
- VII. Completing 10-page regional best practice manual to reduce chemical use (using USP reports and findings) (Component 3). (10 days)

- VIII. Establishing an arrangement to allow trainees to remain in touch. Respond to helpdesk queries, by putting people in contact with appropriate specialist. (Component 3) (5 days)
- IX. Consult PICS on funds available under the Special Programme on Institutional Strengthening, and provide assistance in completing application forms, and coordinating submission (Component 3) (20 days)
- X. Consult Cook Islands, FSM, Nauru, PNG, and Vanuatu, on Global Monitoring Project integration, and assist in procuring sampling equipment (Component 3). (10 days)
- XI. Assistance to countries in conducting GMP sampling and provide training as required (Component 3). (10 days)

DUTY STATION:

The Consultant will be based at home, with travel to all PICs

REPORT TO:

The Consultant will report to SPREP.

DELIVERABLES & TIMEFRAMES:

1. The deliverables include:
 - i. Desktop review of key project reports;
 - ii. Work plan of proposed country visits;
 - iii. Regular consultation with national focal points and SPREP;
 - iv. uPOPs action plan for Tuvalu and Vanuatu for incorporation into their respective national waste management strategies (Project Component 1).
 - v. Drafting instructions for model legislation on uPOPs for Tuvalu and Vanuatu (to be used by Legislation Consultant) (Project Component 1).
 - vi. Consult with vocational trainees on their action plans and national trainings. Document any training that has occurred, and provide assistance where required in holding additional, national training. (Project Component 2)
 - vii. Consult and assist countries with application forms for project awareness raising funds (Component 2).
 - viii. Complete 10-page regional best practice manual to reduce chemical use (using USP reports and findings) (Component 3).
 - ix. Establish an arrangement to allow those trainees and their trainers to remain in touch. Possible "helpdesk." Respond to helpdesk queries, by putting people in contact with appropriate specialist. (Component 3)
 - x. Consult PICS on funds available under the Special Programme, and provide assistance in completing application forms, and coordinating submission (Component 3)
 - xi. Consult Cook Islands, FSM, Nauru, PNG, and Vanuatu, on Global Monitoring Project integration, and assist in procuring sampling equipment (Component 3).
 - xii. Assistance to countries in conducting GMP sampling and provide training as required (Component 3).
 - xiii. Prepare drafting instructions for model legislation on Extender Producer Responsibility (Component 4) (to be used by Legislation Consultant).

xiv. Provide monthly update reports on activities

xv. Mission report(s) after each country visit.

1. 150 working days engagement over an 8-month period in total, including visits to 14 PICs. Total travel/in-country days are estimated at 75.

ANNEX 1

MID-TERM REVIEW

of the

Pacific POPs Release Reduction Through Improved Management of Solid and Hazardous Waste

– a project funded by the GEF, implemented by UNEP and executed by SPREP

FINDINGS AND RECOMMENDATIONS