

REQUEST FOR TENDERS

RFT: 2021/057
File: AP_6/15
Date: 21 July, 2021
To: Interested consultants
From: Julie PILLET, Technical Waste Project Coordinator, SWAP

Subject: Request for tenders: Development of a Monitoring and Evaluation Plan under the Committing to Sustainable Waste Actions in the Pacific (SWAP) Project

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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. This tender is developed under the *Committing to Sustainable Waste Actions in the Pacific* (SWAP) Project funded by the Agence Française de Développement (AFD). The 3 million Euro SWAP Project aims to improve sanitation, environmental, social, and economic conditions in Pacific island countries and territories through proper waste management.
- 1.4. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to draft, update, and ensure the relevance of the SWAP Project Monitoring & Evaluation Plan within the project timeframe.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. 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/spreporganisational-values-code-of-conduct.pdf

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 three references relevant to this tender submission, including the most recent work completed.
- Provide examples of past related work outputs.
- 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*) and
- Sign the **conflict-of-interest** form.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and in the Terms of Reference, 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:
- i. Personnel (individual CVs which highlight relevant qualification and experience)
 - ii. Technical proposal (details to achieve tasks outlined in Annex A); and
 - iii. Financial Proposal (proposal to remain valid for 90 days and quoted in USD).
- 4.7 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 procurement@sprep.org before 02 August 2021. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 04 August 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 tendered satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

I. Technical Score – 80%

Criteria	Detail	Weighting
Experience	i. Has a minimum of 5 years' experience in the development of project logic framework and monitoring and evaluation plans (CV's for each member of project team to be provided).	15%
	ii. Demonstrated experience in the development of monitoring and evaluation plans and its relevance for projects implemented in the Pacific region.	10%
	iii. Demonstrated experience and knowledge of best practices deployed in monitoring and evaluation plans.	15%
Methodology	iv. Detailed methodology for how the project proposed be delivered (including timeframe and team responsibilities).	40%

II. Financial Score – 20%

A detailed budget is to be provided by the bidder(s) for each of the activities to be implemented.

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = 20 \times \frac{\text{Lowest Bid Amount}}{\text{Total Bidding Amount of the Proposal}}$$

7. Deadline

- 7.1. **The due date for submission of the tender is: 11 August 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 2021/057: Development of a Monitoring and Evaluation Plan under the SWAP Project'.

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/bids and the lowest or any tender/bid 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

Development of a Monitoring and Evaluation Plan under the SWAP Project

1. BACKGROUND

Pacific Island Countries and Territories (PICTs) offer some of the richest areas of biodiversity on the planet. These areas, and their island communities, are under increasing pressure from development and growing human population, and the social and economic pressures associated with this growth.

Increased populations and urbanisation have led to increased product importation, production, and waste generation. Much of the waste generated through these imported products cannot economically be managed due to issues of small and isolated populations; economic volatility; geographical isolation from large economies; limited institutional, financial and human capacity; and inadequacy of infrastructure to capture and process waste materials. Poor waste management poses risks to the economies of PICTs, as most rely heavily on clean environments for agricultural activities and a vibrant tourism industry, therefore polluted and degraded environments pose a significant threat to PICTs.

The Project funded by the Agence française de Développement (AFD), referred to hereafter as “Committing to Sustainable Waste Actions in the Pacific (SWAP)”, aims to improve sanitation, environmental, social, and economic conditions in Pacific Island countries and territories through proper waste management. To achieve this, the project will focus on three streams of wastes: used oil, marine debris, disaster wastes and an overarching issue on sustainable financing mechanisms. Eight countries and territories will benefit from this project which include Fiji, French Polynesia, New Caledonia, Samoa, Solomon Islands, Tonga, Vanuatu, and Wallis and Futuna.

The objective of this project is to strengthen communities and local authorities’ capacity in the areas of technical waste management, institutional governance, and finance through several activities:

- a) The development and delivery of a regional vocational training program in collaboration with regional partners;
- b) The implementation of pilot projects; and
- c) The development and delivery of tools for a sharing of good practices through a Community of Practice for PICTs including French OCTs.

The Logical Framework developed under the SWAP Project Financing Agreement is shown below.

Table 1: SWAP Logical Framework

OBJECTIVES	INDICATORS	MEANS OF VERIFICATION	HYPOTHESIS
Overall Objective			
To improve sanitation, environmental, social and economic conditions in Pacific Island Countries and Territories through proper waste management	<p>Level of improvement in managing target waste streams and issues of PICTs benefitting from the project</p> <p>Progressive achievement of relevant targets in the Regional Waste Monitoring system</p>	<ul style="list-style-type: none"> ▪ Progress reports ▪ Midterm and post-project evaluation report ▪ Statistics provided by large development partners in the region (World Bank; IMF; etc.) ▪ Census data 	<ul style="list-style-type: none"> ▪ Health and well-being of the people and the environment in participating countries are improved.
Specific Objectives			
<ol style="list-style-type: none"> 1) To help communities and local authorities to develop national waste management policies with a global approach from collection, sorting, recovery and proper disposal of target waste streams; 2) To improve the delivery of waste services through development of waste management infrastructures and implementation of pilot projects; and 3) To strengthen communities and local authorities' capacity in the areas of technical waste management, institutional governance, and finance with focus on used oil, disaster 	<ul style="list-style-type: none"> ▪ Number of policies existing or updated/developed relevant to the target waste streams ▪ Number of project activity proposals (concept notes) approved for implementation ▪ Ratio of successfully implemented projects both at the sub-regional and national levels ▪ Number of people effectively trained on used oil, disaster waste and marine litter management, and sustainable financing. 	<ul style="list-style-type: none"> ▪ Progress reports ▪ Mid-term and post- project evaluation report ▪ Training modules, training materials, training reports ▪ Regional Waste Monitoring Reports (including Country/Regional Waste Profile) 	<ul style="list-style-type: none"> ▪ Local capacity to manage used oil, disaster waste, marine debris and finance initiatives are strengthened ▪ Waste management initiatives on target waste streams are sustained ▪ Project outcomes are disseminated widely.

Table 1: SWAP Logical Framework

OBJECTIVES	INDICATORS	MEANS OF VERIFICATION	HYPOTHESIS
<p>waste, marine debris and sustainable financing.</p> <p>4) To build on initiatives through sharing of project outcomes and community experiences.</p>	<ul style="list-style-type: none"> ▪ Number of knowledge-sharing activities within the Community of Practice 		
Outputs			
<ul style="list-style-type: none"> ▪ Training programmes are conducted on used oil, disaster waste and marine debris, and sustainable financing ▪ Pilot project activities on the targeted waste streams are implemented. 	<ul style="list-style-type: none"> ▪ Final design of the training programmes produced ▪ Effectiveness rating of the training programmes conducted ▪ Number of training beneficiaries with consideration of gender and vulnerable groups ▪ Number of project activity proposals (concept notes) selected and approved for implementation; ▪ Number of relevant activities successfully implemented ▪ Volume of legacy stockpile of used oil removed, exported or processed 	<ul style="list-style-type: none"> ▪ Training programme report ▪ Progress reports ▪ Mid-term and post- project evaluation report ▪ Regional Waste Monitoring Reports (including Country/Regional Waste Profile) 	<ul style="list-style-type: none"> ▪ Training programmes are delivered effectively ▪ Procedures for the project selection are fair and transparent with due consideration on quality, affordability and can be implemented within a reasonable timeframe. ▪ Technical assistance is provided to project recipients with a possibility for co-financing with ongoing SPREP projects. ▪ The PMU is able to coordinate project activities efficiently including effective communication and donor coordination. .

Table 1: SWAP Logical Framework

OBJECTIVES	INDICATORS	MEANS OF VERIFICATION	HYPOTHESIS
<ul style="list-style-type: none"> ▪ Collaborative platforms are set up to facilitate data and knowledge sharing. 	<ul style="list-style-type: none"> ▪ Volume of marine debris removed along the coastline and marine protected areas ▪ Number of disposal sites rehabilitated for climate proofing ▪ Volume of wastes redeemed through CDL implementation ▪ Number of people involved in knowledge sharing ▪ Number of knowledge sharing activities conducted 		
Outcomes			
<ul style="list-style-type: none"> • Reduced spillage of oil on the ground in collection and drop off/storage areas • Reduced littering of coastlines and marine protected areas • Improved operation of a landfill during especially during disaster events • Increased recovery of resources from wastes 	<ul style="list-style-type: none"> • Number of used oil sites cleaned-up • Positive shift to waste disposal behaviours that reduce marine debris • Volume of disaster wastes diverted from the general waste disposal site (in case a disaster strikes) • Resource recovery rate 	<ul style="list-style-type: none"> • Progress report • Steering Committee minutes • Mid-term and post- project evaluation report • Regional Waste Monitoring Reports (including Country/Regional Waste Profile) 	<ul style="list-style-type: none"> • Established systems and facilities are fully operational and consistently used • Effective awareness campaigns are continuously implemented. • Disaster waste management activities are well coordinated. • Policies and regulations are fully enforced.

2. SERVICE OBJECTIVES

SPREP, through its SWAP Project, seeks to engage a consultant to deliver the following services:

- a) Revise and update the Project Logic Framework (log frame) to guide the SWAP Project implementation and monitoring;
- b) Develop the project's Monitoring & Evaluation Plan and an outline M&E plan for participating countries and territories; and
- c) Incorporate best practice, gender and social inclusion principles into the Project's Monitoring & Evaluation Plan.

3. SCOPE OF WORK

3.1 *Overview*

A SWAP Project Logical Framework has been developed as part of the Financial Agreement as shown above. This document requires updating to ensure it is relevant and specific to the Project outcomes with measurable and achievable targets, and the Project progress can be tracked in a cost-effective manner within the Project timeframe. This will provide useful insights and directions to the SWAP Project Management Unit (PMU) and partner countries and territories.

3.2 *Tasks*

The required activities are outlined as follows:

a. Update SWAP project Logical Framework

The successful consultant should revise and update the SWAP Project Logical Framework developed as part of the Financial Agreement.

The consultant is expected to:

- (i) Consult with the SWAP Project Management Unit on expected project activities and provide an outline of the Implementation Plan;
- (ii) Review the existing Project Logic Framework and assess this against the required (and planned) activities of the SWAP Project;
- (iii) Submit the revised Project Logic Framework for review and feedback by SPREP PMU;
- (iv) Develop, draft and submit the Project Monitoring & Evaluation Plan and an outline M&E plan for participating countries and territories so they can develop appropriate (and linked) Monitoring and Evaluation Plan required for tracking of their project interventions;
- (v) Facilitate a multi-stakeholder consultation meeting to collate feedback on aspects of the log frame and M&E Plan for review and approval; and
- (vi) Collate and incorporate feedback into a completed Project Logic Framework and Monitoring & Evaluation Plan.

The M&E Plan should be a stand-alone and publication ready that makes sense in its entirety and can be easily understood by non-specialists. The M&E Plan should at a minimum:

- (i) Contain an overview of what the Project will achieve, and the approach used;
- (ii) Identify appropriate performance indicators that provide useful evidence to track progress against the achievement of all project outcomes and the relevant project outputs;
- (iii) Provide guidance on data collection and analysis requirements, including but not limited to questions, data sources, high-level collection/sampling approaches, responsible party and frequency of measurement;
- (iv) Identify key objectives, questions, approaches and requirements for the independent annual, mid-term and end of project evaluations;

- (v) Map requirements and provide detailed guidance for the development of Project's implementation plan to ensure alignment to the log frame;
- (vi) Discuss how information generated through M&E should be utilized, also highlighting limitations of the proposed M&E approach and providing advice on the implications; and
- (vii) Identify key risks and assumptions associated with delivering the proposed M&E approaches and provide guidance on practical mitigation measures to manage these risks.

The M&E Plan is required to:

- (i) Provide sufficient and timely information for the Projects annual and final reporting requirements, when implemented;
- (ii) Be considerate of the complexities of development project implementation in the Pacific, and therefore be practical and adaptive;
- (iii) Have an appropriate level of flexibility to respond to unexpected developments; and
- (iv) Ensure appropriate level of monitoring to ensure projects delivered can be modified and to ensure the desired outcomes are achieved, not just note when interventions fail to achieve an outcome.

b. Incorporate best practice social inclusion principles into Monitoring & Evaluation Plan

The successful consultant is required to include in the SWAP Monitoring & Evaluation Plan social inclusion principles. The consultant will then determine gaps in appropriate best practice social inclusion principles that should be included. This list of missing principles is to be submitted to the SWAP PMU for review and acceptance. Once the SWAP PMU accepts the list of recommended and appropriate best practices to be included in the Monitoring and Evaluation Plan, the consultant shall amend accordingly.

3. DELIVERABLES / TIMELINE

The activities are to be completed within the number of days/weeks/months set out in the table below within fourteen (14) weeks from the effective date (signing) of the contract, 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: Schedule of work

No.	Deliverables	Estimated Duration to Complete	Review and Approvals Required
0	<u>Notification of Successful Consultant & Contract Signing</u>	Day 0	Successful Consultant SWAP PMU SPREP
1	<u>Introductory and Planning virtual meeting between successful consultant and SWAP PMU</u>	1 week	SWAP PMU
2	<u>Review and updated the existing Project Logical Framework</u>	1 week	SWAP PMU
3	<u>Develop and draft the Project Monitoring & Evaluation Plan and an outline M&E plan for participating countries and territories</u>	3 weeks	SWAP PMU

No.	Deliverables	Estimated Duration to Complete	Review and Approvals Required
4	<u>Multi-stakeholder consultation virtual meeting</u>	2 weeks	SWAP PMU Donor – AFD Country and Territory representatives
5	<u>Review and amend the Project Logical Framework, the M&E plan and the outline M&E plan</u>	3 weeks	SWAP PMU Donor – AFD Country and Territory representatives
	<u>TOTAL</u>	<u>14 weeks</u>	

4. SCHEDULE OF PAYMENTS

The remuneration of the service will be carried out according to the terms presented in table 3 below.

Table 3: Schedule of payments

No.	Deliverables	Payment (% of the financial proposal)
1	<u>Deliverable 1:</u> ○ Logical framework of the existing project reviewed and submitted	15 %
2	<u>Deliverable 2:</u> ○ Project Monitoring & Evaluation Plan and outline M&E plan for participating countries and territories developed and submitted	50%
3	<u>Deliverable 3:</u> ○ Multi-stakeholder consultation virtual meeting held	10%
5	<u>Deliverable 4:</u> ○ Project Logical Framework, M&E plan and outline M&E plan finalised	25%