

REQUEST FOR TENDERS

RFT: 2021/058
File: AP_6/15
Date: 28 July, 2021
To: Interested consultants
From: Julie PILLET, Technical Waste Project Coordinator, SWAP

Subject: Request for tenders: Technical Assistance to support countries in developing pilot project proposals 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 expertise and services on a retainer arrangement, to be available for SWAP project countries to call upon for assistance in the development of country project proposals.
- 2.2. This call for tenders concerns the following countries: Fiji, Samoa, Solomon Islands, Tonga, and Vanuatu.
- 2.3. The Terms of Reference of the consultancy are set out in Annex 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/spreporganisational-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:
- 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*)
 - Complete the **consultant capability form** and
 - Sign the **conflict-of-interest** form.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant 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 consultant's complete proposal:
- i. 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;
 - ii. CV providing detailed information on skills and experience relevant to the technical assistance that can be provided to countries;
 - iii. Technical proposal (details to be reflective of what is outlined in Annex A); and
 - iv. 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 procurement@sprep.org before 09 August 2021. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 11 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:
- 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); and

d) Daily rate that is inclusive of all taxes and charges.

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
CVs & Qualification	Consultant must have:	
	<ul style="list-style-type: none"> i. Minimum of 5 years' experience in the development of waste management facilities, with particular preference given to the Pacific experience (CV must be provided). ii. Minimum of 5 years' experience in technical assistance in the fields of Waste Management with a preference for experiences in sustainable financing used oil management, disaster waste management and/or marine debris management, Wastewater Management Environmental Engineering, Climate Change, Environmental Management, or any other related field, with particular preference given to the Pacific experience. 	15%
General expertise in similar assignments	<ul style="list-style-type: none"> iii. Technical expertise working with waste and wastewater management. At least 1 (one) detailed project in Pacific country. iv. Expertise in engaging relevant stakeholders. At least 1 (one) successful project in Pacific country. 	25%
	<ul style="list-style-type: none"> v. The General approach – methodology proposed by the consultant on how he/she will carry out this assignment. vi. Show how the consultant(s) will conduct discussions/consultations to develop pilot project proposals. vii. Schedule including consultation deadlines, project proposal writing deadlines. 	40%

II. Financial Score – 20%

A hourly rate is to be provided by the bidder(s).

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: 19 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 2021/058: Technical Assistance to support countries in developing pilot project proposals 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

Technical Assistance to support countries in developing pilot project proposals 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.

Following the SWAP Steering Committee Meeting and a consultation phase, a pilot projects allocation matrix was defined, depending on the needs and expectations of each country and territory. This matrix is shown in table 1.

Table 1 – Pilot Project Allocation Matrix

Project Component	Pilot Project	Fiji	French Polynesia	Samoa	Solomon Islands	Tonga	Vanuatu	Wallis and Futuna
Sustainable Financing	Support to CDS							
Used oil management	Development of used oil management plan							
	Support to processing and disposal							
Disaster waste management	Scoping study							
	Climate proofing of disposal facility							
Marine debris management	Coastal clean-up							
	Data collection system							

2. SERVICE OBJECTIVES

SPREP, through its SWAP Project, seeks to engage technical experts on a retainer arrangement, available for SWAP Project participation countries to call upon for assistance in the development of country project proposals.

The five (5) countries included in this call for tender are: Fiji, Samoa, Solomon Islands, Tonga, and Vanuatu.

3. SCOPE OF WORK

3.1 Overview

The SWAP project is seeking suitably qualified and experienced experts to be available on an “on call” basis to assist the five English-speaking SWAP countries on the development of project concepts to access funding support from the SWAP project for in-country interventions, Project proposals developed under this service will only address the following thematic areas: **used oil management and marine debris management**, according to the needs targeted by each country. Thus,

- Fiji is only involved in the marine debris management thematic area;
- Samoa is only involved in the used oil management thematic area; and
- Solomon Islands, Tonga and Vanuatu are involved in both issues (marine debris management and used oil management).

Each country involved in this call for tender will be allowed to seek up to 24 hours of consultant support (these 24 hours may be sourced from multiple consultants where required).

3.2 Tasks

Selected consultants will be placed on a 'register of consultants' to be provided to the five (5) participating countries.

The country representatives will then be able to request the SWAP Project Management Unit (PMU) to 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; and
- Inclusion of community engagement and behavior change project activities.

It is expected that all technical assistance will be provided remotely, facilitated by the SWAP Project Management unit, and travel will not be included in any engagement.

5. TIMEFRAME

The retainer engagement of experts will be completed by 30 June 2022.