

REQUEST FOR TENDERS

RFT: PWP-079-CON
File: AP_6/5/8/4
Date: 16 February, 2022
To: Interested consultants
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders: Project Officer (Service Based Consultancy) to provide in-country management of the PacWastePlus Programme at the Ministry of Foreign Affairs, Timor-Leste

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. 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. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP is seeking to recruit a qualified and experienced Project Officer (Service Based Consultancy) to assist with the development and implementation of the project activities agreed by the PacWastePlus project.
- 2.2. The project officer is expected to work on a consultancy basis till Quarter 1, 2024 (subject to annual performance reviews) at the Ministry of Foreign Affairs Office, Timor-Leste.
- 2.3. The project officer will liaise and consult extensively with the Chief Executive Officer and relevant personnel of the Ministry of Foreign Affairs, the Ministry of Health (Directorate of Hospitals) and relevant personnel from the PacWastePlus Project Management Unit (PMU), involved government ministries and departments, community representatives, provincial governments, contractors, NGO's and donors.
- 2.4. The Terms of Reference (TOR) and the specific statement of work for the service-based consultancy are set out in Annex A.
- 2.5. 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. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.

2.6. SPREP Standard Contract Terms and Conditions are non-negotiable

3. Conditions: information for applicants

3.1. To be considered for this tender, interested consultants must meet the following conditions: - Currently reside in Timor-Leste

- Be able to demonstrate he/she is legally entitled to work in Timor-Leste
- Be willing and able to travel to project sites throughout Timor-Leste
- Have an excellent command of spoken and written English and local language
- Record of having successfully worked with Government, civil society stakeholders, healthcare community (e.g., hospitals, clinics, etc.) and local communities in Timor-Leste and establishing effective networks of cooperation
- Strong track record in project management including work planning, budgeting, organising, and managing partner input, reporting, monitoring, and evaluation.
- A relevant qualification from a recognised tertiary institution in a field related to environment and waste management and/or project management.
- At least 3 years' experience working in government agencies or non-governmental stakeholders

3.2. Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.

3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.

3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall into any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

4. Submission guidelines

4.1. Tender documentation should demonstrate that the interested applicant satisfies the conditions stated above and is capable of meeting the requirements as stipulated in the ToR. Documentation must also include supporting examples to address the evaluation criteria.

4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal, comprising:

- a) **SPREP Tender Application form and conflict of interest form.** *(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. Failure to do this will mean your application will **not** be considered).*
For the Technical and Financial proposals you may attach these separately.
- b) **Honour form**
- c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.

- d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** – detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
- 4.3 Provide three referees relevant to this tender submission, including the most recent work completed.
 - 4.4 Prospective consultants must commit to an agreed amount of time per month under this consultancy and be willing to set aside extra time if needed for particular tasks.
 - 4.5 Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
 - 4.6 The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
 - 4.7 The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
 - 4.8 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.
 - 4.9 Tenderers/Bidders proposal must remain valid for 90 days from date of submission

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to pwprocurement@sprep.org before 7 March 2022. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 9 March 2022.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the Procurement Officer.
- c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

6. Evaluation criteria

- 6.1. SPREP will select a preferred tenderer based on SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer satisfies the following criteria.

Detail	Weighting
Qualification from a recognised tertiary institution in a field related to project management and/or environment management	5%
At least 3 years project implementation experience on environmentally focused, and/or engineering/construction projects (preferably related to waste management)	5%
Strong track record in project management including work planning, field assessment, stakeholder consultations and oversight, communication, and reporting across diverse audiences in a multicultural and multi-disciplinary environment, monitoring, and evaluation. Demonstrated experience with a management tool/software an advantage	20%
Demonstrated experience in capacity building	20%
Excellent command of spoken and written English and local language and knowledge of the Timor-Leste governmental processes and procedures will be an advantage	10%
Submitted proposal – demonstration of how applicant successfully carries out the activities listed under the scope of the consultancy	40%

6.2 Financial Score

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

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

8. Deadline

- 8.1. **The due date for submission of the tender is: 18 March 2022 (11:59pm, local Samoa time)**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'PWP-079-CON: Project Officer (Service Based Consultancy) – to provide in-country management of the programme at the Ministry of Foreign Affairs, Timor-Leste to one of the following methods:

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 and the lowest or any tender will not necessarily be accepted.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

A binding contract is in effect once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.

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

Project Officer (Service Based Consultancy) - PacWastePlus Project.

Background and Rationale

SPREP has received funding from the European Union (EU) to implement the PacWastePlus Programme. This project aims to build on previous and ongoing work undertaken by the EU in assisting Pacific island countries improve waste management through the implementation of the Pacific Regional Waste and Pollution Management Strategy 2016-2025 (Cleaner Pacific 2025).

The PacWaste Plus Programme began in 2018 and is well into implementation. With an overall aim for the safe and sustainable management of wastes, the 5-year, €16.5 million programme will benefit the Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, and Vanuatu.

Services Required

SPREP is seeking the services of a suitably qualified Project Officer to be appointed on a full-time service consulting basis to oversee the implementation of the PacWaste Plus in Timor-Leste.

Scope of Consultancy

The Project Officer will provide technical support and on ground project scheduling oversight for the project, including engaging with the local stakeholders in the identified project sites, relevant national and sub-national government agencies and consultants or contractors delivering specific activities.

Specific responsibilities for the Project Officer will include the following:

Data and Information

- Assist Ministry of Foreign Affairs, the Ministry of Health (Directorate of Hospitals) and relevant stakeholder(s) with collection of relevant data and information throughout the design, implementation, and monitoring of the improved long-term management of healthcare waste. Data and information requirements may include:
 - o designing data gathering methodology and developing templates
 - o Assist with data gathering and compilation.
 - o Assist with completion of Monitoring and Evaluation and weekly/monthly reports.
- Assist with other data gathering activities, such as completion of quarterly healthcare waste assessments, annual mini-waste audit, etc.

Legislative / Documentation Support

- With support from the SPREP PMU and project contractors, assist Ministry of Foreign Affairs the Ministry of Health (Directorate of Hospitals) and relevant stakeholder(s) with legislative tasks such as:
 - o Coordinate stakeholder meetings to facilitate the legislative decision-making process and following-up with stakeholders as required to ensure legislative decision making / approvals keep to agreed timeframes.
 - o Provide input to formal documents such as Policies and Cabinet Submissions for the healthcare waste management projects and asbestos ban.
 - o Drafting contracts and MOU agreements as required and facilitate obtaining relevant signatures.

- Assist Ministry of Foreign Affairs the Ministry of Health (Directorate of Hospitals) and relevant stakeholder(s) with high-level documentation such as:
 - o Drafting Health and Safety plans – i.e., for handling of healthcare waste
 - o Drafting Standard Operating Procedures – i.e., for Customs officers
 - o Drafting other documents as appropriate for the successful implementation of the healthcare waste management projects and asbestos ban.

On-the ground activity

- Assist/facilitate the decision-making process regarding design and procurement of facilities and equipment.
- Provide support to procurement activities such as liaising suppliers, overseeing removal activities, data gathering, etc.
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Communications and Education

- Assisting with final design of the National Education and Awareness Plan (NEAPS)
- Assisting with delivery of the NEAPS and other communications activities as required for the successful implementation of the healthcare waste management projects and asbestos ban. Draft media releases and arrange television / radio interviews with relevant stakeholders as required.
- Assist with dissemination of publications produced by SPREP PMU
- Provide on-ground assistance to visiting, local or remote consultants and contractors who are competing activities specific to the healthcare waste management projects and asbestos ban.

Capacity Building

- Assist in planning and provide local support for coordination and attendance of meetings and training on specialist topics such as:
 - o Healthcare waste management projects
 - o Asbestos ban. Other topics as advised or approved by SPREP.
- Coordinate and facilitate training sessions (with PMU resources and support) with relevant stakeholders on general topics such as:
 - o data gathering, M&E and reporting
 - o designing and completing mini-waste audit and litter assessments
 - o other topics as advised by SPREP.
- Provide assistance to counterparts at Ministry of Foreign Affairs the Ministry of Health (Directorate of Hospitals) to enhance evidence-based decision-making.

General / Administrative

- Facilitate Working Committees as required for the design, implementation and monitoring of the healthcare waste management projects and asbestos ban.
- Conduct administrative activities of the project including recording meeting minutes, correspondence, filing and photographs.
- Regular submission of reports to PWP
- Outer island travel if/as necessary

Remuneration

- This is a delivery-based consultancy position, and the professional time allocation and annual payment of work is set and is not subject to negotiation.



- The Project officer will be paid the equivalent prevailing government salary rate for this work - **USD 10,200 per annum**
- There will be an operational budget for agreed disbursements, including travel and per diem. Travel throughout the focal area will be required and will be paid for through the individual project's travel budget.
- Disbursements will be made monthly on receipt of activity report and approval from Ministry of Foreign Affairs, Timor-Leste.
- The consultant will be expected to provide and cover the costs of their own mobile phone, laptop/computer equipment and associated software and stationery as part of the contract agreement.

Work arrangements

The Project Officer will:

- Be based at the Ministry of Foreign Affairs Office and the Ministry of Health, (Directorate of Hospitals), on a schedule to be discussed and agreed between the successful consultant, Ministry of Foreign Affairs, Ministry of Health and SPREP PMU.
- Engage in regular meetings with PWP
- Submit monthly reports to PacWaste Plus Programme and GEF ISLANDS Pacific Child Project officers reporting against agreed workplans. Reporting will utilise the SPREP WMPC Project Management Tool (Monday.com), and written summary reports. Licence to utilise the project management tool will be provided to the successful consultant.
- Once monthly reports have been vetted by SPREP and the country focal point, payment will then be processed against submitted invoices.
- Provide his/her working equipment including computer and cellular phone.

Duration of the Consultancy

The service consultancy will commence as soon as practicable, till Quarter 1 of 2024.