REQUEST FOR TENDERS

RFT: 2026-GEFIS-046
File: AP_6/5/9/3
Date: 8 November, 2026
To: Interested suppliers
From: GEF ISLANDS Pacific Project

Subject: **Request for tenders (RFT): Consultancy for a Viability Study on the Collection, Recycling and Sustainable Management of End-of-Life Vehicles (ELVs) in Pacific Island Countries, Including the Identification and Management of Persistent Organic Pollutants (POPs)-Containing Components (EXTENDED)**

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 wishes to call for tenders from qualified and experienced Consultant/Consultancy firms to undertake a viability study to assess and determine optimal regional arrangement for the management of End-Of-Life Vehicle (ELV) in the Pacific Region.

2.2. The Terms of Reference of the consultancy are set out in Annex A.

2.3. The successful supplier must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: https://library.sprep.org/sites/default/files/sprep-organisational-values-code-of-conduct.pdf. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.

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

3. Conditions: information for applicants

3.1. To be considered for this tender, interested suppliers must meet the following conditions:

i. **Submit a detailed Curriculum Vitae:** The CV should detail the qualifications and previous relevant experience for each proposed personnel, particularly in the development of waste management strategies and capacity building for such work.
ii. **Provide three relevant referees**: Include contact information and details of the most recent similar work completed by the consultant, relevant to this tender.
iii. **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. Failure to do this will mean your application will **not** be considered).
iv. **Provide examples of past related work outputs:** Submit examples of previous work related to hazardous waste management strategy development and capacity development.
v. **Submit Technical and Financial proposals:** These may be attached separately to the tender application. The technical proposal should outline the methodology, work plan, and risk mitigation strategies, while the financial proposal should provide a detailed cost breakdown.

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 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 be submitted in English and outline the interested supplier's complete proposal:

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). Provide examples of past related work outputs*
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** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.

f) Where relevant provide:
   i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
   ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)

4.3. Provide three referees relevant to this tender submission, including the most recent work completed.

4.4. 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.

4.5. 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.

4.6. 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.

4.7 The Proposal must remain valid for 90 days from date of submission.

4.8 Tenderers must insist on an acknowledgement of receipt of tender.

5. Tender Clarification

5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 02 November 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 06 November 2026.

b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP 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 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 tender 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	Description	Weighting
Company Experience and Expertise	Proven experience in End-Of-life Vehicle (ELV) management, including vehicle dismantling, recycling, material recovery and environmentally sound management of ELVs.	15%
	Demonstrated experience in the planning and design of recycling of resource recovery facilities, including engineering design, equipment specifications, infrastructure planning and operational requirements. Experience in Small Island Developing States is an advantage.	15%
	Demonstrated experience in economic and financial analysis, including cost-benefit analysis.	15%
	Demonstrated knowledge and practical experience in the identification, removal, handling, transport and environmentally sound management of Persistent organic Pollutants (POPs) and other hazardous components contained within ELVs.	10%
Technical proposal / Methodology	Detailed methodology to deliver the required project components and must include sub activities and timeline for delivery.	20%
	Risk Plan (with mitigation measures) that will ensure the successful delivery of the project.	5%

II. Financial Score – 20%

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: 27 November 2026, midnight (Apia, Samoa local time).**

8.2. Late submissions will be returned unopened to the sender.

8.3 Please send all tenders clearly marked "**2026-GEFIS-046: Consultancy for a Viability Study on the Collection, Recycling and Sustainable Management of End-of-Life Vehicles (ELVs) in Pacific Island Countries, Including the Identification and Management of Persistent Organic Pollutants (POPs)-Containing Components" (EXTENDED)**

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

Consultancy for a Viability Study on the Collection, Recycling and Sustainable Management of End-of-Life Vehicles (ELVs) in Pacific Island Countries, Including the Identification and Management of Persistent Organic Pollutants (POPs)-Containing Components

1. BACKGROUND

The GEF ISLANDS Global Programme is a transformative initiative aimed at improving the management of hazardous chemicals and waste in Small Island Developing States (SIDS). The programme is funded by the Global Environment Facility (GEF) and is part of a broader set of GEF initiatives to support the development of green and blue economy approaches in SIDS. The programme supports 33 SIDS across the Atlantic, Caribbean, Indian Ocean, and Pacific regions, with a total budget of $515 million over five years. It operates through six child projects and is led by the United Nations Environment Programme (UNEP), in cooperation with other partners such as the United Nations Development Programme, Food and Agriculture Organization of the United Nations (FAO), and the Inter-American Development Bank (IDB).The Global Environment Facility (GEF) has recognised these challenges faced by SIDS and is supporting the Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS).

The ISLANDS Pacific Project, one of the six child projects, is implemented by the Secretariat of the Pacific Regional Environment Programme working with the 14 SPREP members, namely: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu.

2. INTRODUCTION TO THE PROJECT

Pacific Island Countries are challenged with limited resources and infrastructures to effectively manage bulky waste such as End-Of-Life Vehicles. The Secretariat of the Pacific Regional Environment Programme is working with other partner agency to support Pacific Island Countries to not only improve the management of bulky waste in the region but also support national recycling initiatives. A scoping study undertaken by the GEF ISLANDS project estimated ELV legacy waste in the pacific region to be 308,450 units and projected future ELV generation rate to be 22,600 units per year. This estimation was based on the assessment of the national audit result for 14 pacific island countries.

Across Pacific Island Countries the management of end-of-life vehicles (ELVs) presents a growing environmental, logistical, and economic challenge. In many cases, the costs associated with the environmentally sound dismantling, depollution, and recycling of ELVs exceed the potential revenues recoverable from the sale of scrap materials on international markets. This structural imbalance undermines the financial viability of national ELV recycling systems and contributes to the accumulation of abandoned vehicles, environmental degradation, and public health risks.

Given the limited scale of ELV volumes in most PICTs and the high capital and operational costs associated with establishing full recycling infrastructure, there is a clear need to explore more efficient, cooperative regional solutions. A coordinated regional approach has the potential to achieve economies of scale, improve environmental performance, and reduce the duplication of expensive infrastructure across multiple small island economies.

This project therefore proposes the undertaking of a viability study to assess and recommend an optimal regional arrangement for ELV management across PICTs. The study will examine options for

collection, depollution, dismantling, transport, and final processing, including the feasibility of centralized regional processing capacity and/or distributed national pre-processing supported by shared regional infrastructure and logistics systems.

The assessment will also consider hybrid models, including the use of mobile depollution or compacting technologies within countries, combined with consolidated regional processing and export pathways. A key focus will be ensuring that any proposed arrangement is both financially sustainable and operationally practical for small island contexts, while maximising environmental outcomes and compliance with international best practice.

Ultimately, the viability study will provide evidence-based recommendations to guide regional decision-making on a cost-effective, environmentally sound, and institutionally feasible ELV management system that reduces the burden on individual countries and strengthens regional cooperation across the Pacific.

3. EXPECTED OUTCOME

SPREP is looking to build on the previous Economic Study on End-Of-Life Vehicle (refer Annex 2) management in the Pacific Region conducted in 2023. This tender seeks to engage a contractor to deliver the following:

- Detailed Assessment of ELV Recycling in Fiji as the Regional ELV Recycling Facility.
- Update Economic & Financial Modelling to better inform future financial investment decisions.
- Mapping of POPs-containing components within ELVs (e.g. oils, plastics, insulation materials).
- Comparative analysis of regional management scenarios (e.g. centralised, decentralised, hybrid systems).
- Establish Guideline on meeting Bio-Security Risk of transboundary movement.
- Detailed Design of ELV Facility.
- Cost Benefit Analysis with associated Briefing Paper to support political buy-in from host country on the establishment of the regional facility.
- An operational and financial model for a phased approach to establishment, addressing the high up-front capital costs identified in a previous economic study.

4. SCOPE OF WORK

The expected delivery of this consultancy will be developed in stages and is described in the following table.

The GEF ISLANDS Pacific Project is seeking to engage a suitably qualified consultant to undertake an assessment of End-of-Life Vehicle (ELV) Collection, Recycling and Sustainable Management Models for Pacific Island Countries, Including Management of POPs Components.

Phase	Description	Documentation SPREP will provide	Consultant Output
Inception	Lead an inception meeting with SPREP to discuss the delivery of the project, addressing all issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs. The Inception Meeting minutes shall: • Confirm activities agreed upon • Confirm scope to be developed as agreed by meeting participants prior to commencement of any activities. The Contractor shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract. The Draft Work Plan shall contain at a minimum a • Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables. • General description of the methods which the Contractor proposes to adopt for executing the contract. • Comprehensive risk plan to ensure effective delivery of services. • Any further details and information as SPREP may reasonably require.	**Scoping Study** for Bulky Waste Recycling Report **Economic Study** – Market Research for GEF ISLANDS Pacific Project (refer Annex 1)	**Inception meeting** Minutes of the inception meeting with confirmation of activities, and scope of work to be developed and agreed by meeting participants prior to commencement of any activities. **Draft Work Plan** The Draft Work Plan shall be delivered to SPREP for its consideration and comment. **Final Work Plan** Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan
Regional ELV Baseline Assessment and Situational Analysis	Review existing regional reports, waste audit analysis reports, and available datasets and assess current ELV quantities to establish a comprehensive baseline assessment identifying opportunities, constraints, and technical requirements for establishing a regional ELV recycling facility. This baseline assessment must	**Scoping Study** for Bulky Waste Recycling Report **Economic Study** – Market	**Draft Regional ELV Baseline Assessment Report** Draft report will be submitted to SPREP for review and must address the highlighted expectation for this deliverable.

Phase	Description	Documentation SPREP will provide	Consultant Output
	validate and refine the legacy and future ELV generation estimates from the *Scoping Study for Bulky Waste Recycling Report (2022)* and *Economic Study (2023)*, incorporating any updated national data. The consultant is expected to establish a report providing recommendations on the management of ELV in the region and the coordinating mechanism.	Research for GEF ISLANDS Pacific Project (refer Annex 1)	**Final Regional ELV Baseline Assessment Report** Report adequately address SPREP comments.
Technical, Economic and Operational Analysis	Utilising the Economic Study - Market Assessment Report (refer Annex 2), evaluate feasible regional ELV management options and identify the preferred approach. This analysis should build directly upon the findings and refined baseline data from the Regional ELV Baseline Assessment Report to ensure consistency and accuracy across all phases of the study. Produce a robust evidence-based report supporting regional ELV management approach and future investment decisions. Develop and evaluate alternative regional approaches including: - Centralised regional processing facilities. - Decentralised national treatment systems. - Hybrid regional collection and processing models. (This must include assessment of a hybrid model where a central recycling facility is complemented by periodic mobile crushing and/or depollution missions for smaller and remote PICTs, as identified in Section 5.2 of the 2023 Economic Study.) - Public-private partnership options. - Product Stewardship or Extended Producer Responsibility mechanisms supporting ELV management. Each scenario should evaluate: - Technical feasibility - Environmental performance - Regulatory implications	**Economic Study** – Market Research for GEF ISLANDS Pacific Project - Final Report, 2023 (refer Annex 2	**Draft Technical, Economic and Operational Analysis Report** Draft report will be submitted to SPREP for review and must address the highlighted expectation for this deliverable. **Final Technical, Economic and Operational Analysis Report** Report adequately address SPREP comments.

Phase	Description	Documentation SPREP will provide	Consultant Output
	- Institutional arrangements - Transport and shipping logistics - Infrastructure requirements - Risks and implementation considerations - Legal and regulatory risks, specifically addressing: o Fiji's status under the Basel Convention and its implications for the re-export of processed ELV materials to final international recycling markets. A proposed protocol to manage the biosecurity risks associated with the transboundary movement of partially recycled ELVs, including measures to meet the concerns raised by the Biosecurity Authority of Fiji (BAF).		
Assessment of POPs and Hazardous Component	Undertake Desktop review to identify components within ELVs containing Persistent Organic Pollutants and other hazardous substances. Assess current practices for handling, storage, removal and disposal of these components to determine the following: Gaps in current management systems and associated environmental risks. Estimate quantities of POPs -containing materials likely to be generated across the region. Establish Disposal Pathways for the safe disposal of ELV POPs for the Pacific Region (both in-country disposal and export protocols with export markets). The final report must be structured as a practical, step-by-step "Roadmap" to guide Pacific Islands Countries and Territories (PICTs) in the environmentally sound management of POPs-containing materials recovered from ELVs. This roadmap shall provide clear guidance on:		**Draft POPs Disposal Pathway Roadmap** A Draft Report on POPs Disposal Pathways in the Pacific must be submitted to SPREP, identifying existing and potential regional and international disposal options, regulatory requirements, logistical considerations, and recommendations for the environmentally sound management and final disposal of POPs-containing waste. **Final POPs Disposal Pathway Roadmap** All Comments by SPREP on the draft report is addressed.

Phase	Description	Documentation SPREP will provide	Consultant Output
	○ Decision-making criteria for selecting between in-country disposal and export options based on available infrastructure, volume, and regulatory compliance. ○ A detailed of logistical steps and handling protocols from identification to final disposal. A template for necessary transboundary movement documentation, including compliance with the Waigani and Basel Conventions.		
Facility Design and Investment Case	Develop the technical design and business case required to support the implementation and political decision-making in the Pacific Region. This phase must prioritise the development of a Briefing Paper to support political buy-in from the Government of Fiji and other key stakeholders, as proposed in the ToR's Expected Outcomes. A fully developed investment package comprising the facility design, financial justification, and implementation roadmap to support the establishment of the regional ELV recycling facility will be presented to SPREP. Package produced must, at a minimum, include: (i) Conceptual Engineering Design for the Regional ELV Recycling Facility (The Conceptual Design must include site layout, processing flow diagrams, major equipment specifications (identified in the 2023 Economic Study, including baler, depollution station, forklifts, and pyrolysis plant), utility requirements, and an estimate for required land area (suggested approximately 5 hectares based on the 2023 Economic Study). This design should provide sufficient detail to enable credible cost estimation and investment decision-making. (ii) Equipment and Infrastructure Specifications. (iii) Capital investment requirements. (iv) Operational and maintenance costs. (v) Collection and transportation costs. (vi) Processing and dismantling costs.		**Draft Facility Design and Investment Case Report** Draft Report and Concept Design must be provided to SPREP for review. **Final Report** All comments on the draft reports are addressed.

Phase	Description	Documentation SPREP will provide	Consultant Output
	(vii) Revenue potential from recovered metals and reusable materials. (viii) Cost-benefit analysis. (ix) Financial sensitivity analysis. (x) Assessment of long-term financial sustainability. Briefing Paper to support political buy-in from the host country (Fiji), synthesising the key findings, economic rationale, and investment case for a non-technical audience.		

5. INSTITUTIONAL ARRANGEMENTS

It is expected that this project will be undertaken remotely with SPREP providing support to contact country representatives to support with data and information that will inform the completion of this Viability Study.

Consultant Responsibilities

The consultant will be responsible for scheduling meetings with stakeholders and SPREP, taking minutes, and distributing draft documents for comment prior to finalising.

6. PROPOSED SCHEDULE OF WORK

The activities are to be completed no later than 25 weeks from Agreement signing with a preference for the activities to be completed much earlier.

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

Table 2: Project Schedule

Activity/Deliverable	Timeline
Draft Work Plan	1 day prior to Inception Meeting
Inception Meeting and Final Workplan	No later than 2 weeks from date of Contract Execution
Final Baseline Assessment and Situational Analysis Report	No later than 8 weeks from date of Contract Execution
Final Technical, Economic and Operational Analysis	No later than 16 weeks from date of Contract Execution
Final Facility Design and Investment Case	No later than 24 weeks from date of Contract Execution
Final Report and Close Out	No later than 25 weeks from date of Contract Execution

7. BUDGET

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

- Salary costs (hourly rate)
- All applicable taxes
- All Travel Costs

Submissions must include an annotated budget listing for each task.

SPREP reserves the right to withdraw this tender at any time, to accept or reject any or all bids and to waive any formal defects or irregularities in this bid, when deemed to be in the interest of SPREP.

8. OTHER INFORMATION

The successful consultant will be provided with any relevant project documentation.

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/sprep-organisational-values-code-of-conduct.pdf Whistleblower Protection and Gender and Social Inclusion.