



CLARIFICATION QUESTIONS

RFT: GEFIS_2024/005
File: AP_6/5/9
Date: 08 November 2024
To: Interested Service Providers
Contact: Maraea S. Pogi (maraeap@sprep.org)

Subject: Development of Hazardous Waste Management Strategies for ten Pacific Island Countries.

Question 1:

I am wondering if you are able to provide us with any budgetary guidance advice for this RFT, such as a range or upper ceiling. This would be very helpful in developing an appropriate response that meets your expectations.

Response

We are establishing a budget range for this tender, with a minimum of \$310,000 and a maximum of \$380,000. We encourage proposals that provide the best value within this range.

Question 2:

For travel costs, can travel from home-base (Europe) to the region also be covered by SPREP?

Response

The consultant will receive return economy airfare for travel by the most direct and economical route. This includes per diem allowances based on SPREP's rates, so travel from the confirmed home-base of the consultant will be covered by SPREP within these parameters.

Question 3:

Should we provide an estimated budget for travel and per diem costs as part of the financial proposal, or only an overview of human resources foreseen to travel to each country?

Response

The detailed workplan proposal should clearly outline the travel plan for the countries to be consulted. However, it does not need to be costed (as SPREP will cover the financial costs and arrangements along the financial parameters of most economical and direct routes). The only requirement of cost inclusion is the daily consultant rate, and clear justification if additional personnel is required (and associated daily rates).



Question 4:

Can you supply more information on what is needed for the “structured webinar series” and do we need professional assistance to develop videos?

Response

The "structured webinar series" is intended to provide capacity-building support on hazardous waste management strategy development. Topics may include strategy formulation, stakeholder engagement, and sustainable financing mechanisms. While professional video development is not explicitly required, webinars should be well-structured and accessible. If you plan to develop polished video resources, this could add value, but it is not a mandatory requirement in the RFT. SPREP does not mandate the use of professional video production, so it will be up to you to determine the resources you feel are appropriate.

Question 5:

Will the focal points be nominated by SPREP for each country and how soon can we know these focal points?

Response

SPREP will indeed nominate focal points for each participating country to support project activities, including consultations. SPREP aims to confirm these focal points promptly after contract award and will communicate this information to the consultant as soon as they are finalized.

Question 6:

Will SPREP provide the funding for the 10 virtual workshops in each country, including venue and accommodation?

Response

SPREP will cover the costs of the virtual workshops in each country, which includes venue hire and any required accommodation as outlined in the RFT. Consultants are not expected to budget for these costs directly, as SPREP will handle these logistical expenses.

Question 7:

The RFT Terms of Reference refer to “Sustainable Financing Mechanisms”. Presumably, this will include Advanced Recycling / Disposal Fees. Is there any more clarification that can be offered at this stage for these Sustainable Financing Mechanisms?

Response

Yes, sustainable financing mechanisms could include options like Advanced Recycling/Disposal Fees as well as other potential funding models suitable for each country’s context. While specifics will be further defined during the consultation and strategy development phases, consultants should be prepared to suggest financing models that align with regional practices and the Cleaner Pacific 2025 strategy.

Question 8

With regard to the priority rankings, it is assumed that the consulting team will determine these rankings, based on the initial outreaches and other information to hand, and that SPREP will confirm or alter these rankings before their finalisation. Is this correct?

Response

Correct. The consulting team will conduct initial outreach to gather information and develop a recommended ranking based on each country's needs and readiness. This ranking will then be reviewed by SPREP, who may confirm or adjust the priority order based on additional considerations.

Question 9:

Is it intended that UXOs and oil leakage from sunken ships will be included in the project?

Response

The current scope of the project does not specifically include UXOs (unexploded ordnances) or oil leakage from sunken ships. The primary focus is on hazardous waste streams such as Persistent Organic Pollutants (POPs), e-waste, used oil, healthcare waste, used batteries, and end-of-life vehicles, as outlined in the RFT.

Question 10:

The RFT states that SPREP will arrange all travel and will pay in advance per diem allowances which will be based on SPREP calculations. Due to the uncertainty of all these amounts, can we leave travel costs and per diems out of the budget calculations for this project - as amounts to be determined by SPREP?

Response

Yes, you may exclude travel costs and per diems from your budget, as SPREP will arrange travel and advance per diem allowances based on SPREP policies. Your budget should focus on consultancy fees and other project-specific costs directly related to deliverables.

Question 11:

We intend to include in our team a representative from a hazardous waste management company operating in the Pacific. Will this be perceived as a conflict of interest and if so, is there a way round this conflict of interest?

Response

Including a representative from a hazardous waste management company operating in the Pacific could be seen as a potential conflict of interest. However, if this team member's role is advisory and does not involve procurement decisions or awarding of contracts, SPREP may consider this arrangement acceptable. We recommend disclosing this relationship and providing a rationale to ensure transparency

Question 12:

The inception phase involves an 'initial outreach to each participating country - Will the key stakeholders for this initial outreach for each Country be identified by the GEF Islands PMU or is the consultant expected to determine this from the relevant reports and information received as part of the inception meeting process?

Response

The GEF Islands PMU will provide relevant reports and information to support the inception phase, which may include details on primary stakeholders. However, the consultant is expected to identify additional relevant stakeholders within each country, drawing on the provided reports, existing national frameworks, and local context to ensure comprehensive engagement.

Question 13:

We note that in Section 6 of Annex A, the timeline specifies that the consultant is expected to commence in November 2024 following a 6-week tender advertising period. As the tender deadline is the 26th of November, and assuming time for review and assessment, is it expected that the contract will commence in December 2024 or January 2025 given the summer holiday season?

Response

Given the tender deadline of November 26, it is likely then that a more realistic start date would be in January or February 2025, accounting for time required for completing the tender evaluation and contract finalisation, and other arrangements.

Question 14:

What support can SPREP provide in outreach to the different countries. Is there a national working group of national focal point that can be contacted?

Response

SPREP will assist in engaging with national focal points and stakeholders for consultations and coordination. Per the RFT, SPREP's National Focal Points will aid in-country coordination, particularly for consultations with the appropriate and relevant authorities and contact points of national groups to ensure effective outreach and engagement within each Pacific Island Country. SPREP will also assist where necessary in the coordination of any required logistics needs with National Focal Point (e.g. meeting venues, site visits, transportation, if needed).

Question 15:

For travel costs, can travel from home-base (Europe) to the region also be covered by SPREP?

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The consultant will receive return economy airfare for travel by the most direct and economical route. This includes per diem allowances based on SPREP's rates, so travel from the confirmed home-base of the consultant will be covered by SPREP within these parameters.

Question 16:

Should we provide an estimated budget for travel and per diem costs as part of the financial proposal, or only an overview of human resources foreseen to travel to each country?

Response

The detailed workplan proposal should clearly outline the travel plan for the countries to be consulted. However, it does not need to be costed (as SPREP will cover the financial costs and arrangements along the financial parameters of most economical and direct routes). The only requirement of cost inclusion is the daily consultant rate, and clear justification if additional personnel is required (and associated daily rates).

Question 17:

Is there an indicative budget or budget range for this project?

Response

Refer Q1

Question 18:

What is the budget for the project?

Response

Refer Q1

Question 19:

Can you please define the per diem allowance (at SPREP rates) for each country?

Response

Refer Q3

Question 20:

Can the inception meeting be held virtually/remotely?

Response

Yes, the inception meeting may be arranged to be held virtually. SPREP will assist where necessary.

Question 21:

Can you please provide the level of development of each countries NHWMS and potential effort required to meet the project scope?

Response

Most countries have limited or no formal NHWMS, with varying degrees of existing waste management initiatives, policies, strategies and legislation. The consultant will assess each country's needs during the inception phase and through ongoing engagement to determine the development effort needed to meet project goals.



SPREP
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Environment Programme

Question 22:

Will SPREP provide resources to assist with stakeholder engagement within each country (i.e. identification of stakeholder, organise meetings, interpreter (where required), etc..)?

Response

SPREP will provide some logistical support in coordination with each national focal point in terms of arranging for stakeholder contact lists, and meetings logistics. The appointed Consultant will be required to be a part of the planning processes involved with these engagements for planning and coordination purposes.

Question 23:

Is there a set of digital data requirements for the webinar series/ digital training resources that we need to meet (i.e. to allow upload to country specific training portals)?

Response

There is no current requirements on data types and formats at this point, however it would be reasonable for the Consultant to provide data and information as part of the Consultant's work and deliverables (e.g. in capturing consultation records, regular reports, progress updates, and other documentation submitted to SPREP) should be in common, easy to access formats like Microsoft Office software, PDF, or MP4s and similar for video recordings and products. SPREP can later work with countries to arrange their access to relevant data and information from the Tender shared to them for their own data management.