



CLARIFICATION QUESTIONS

RFT: PWP-133-CON
File: AP_6/5/8/3
Date: 22 July 2024
To: Interested Service Providers
Contact: PWP Finance and Procurement Officer

Subject: Request for tenders (RFT): Consultancy to support the trialling of the disaster waste practitioner's guidelines.

Question 1:

Section 3.1, iv – [interested consultants] Must meet local registration requirements.

Please kindly confirm that this consulting opportunity is open to international consultants, and if this is so, kindly provide details with respect to the local registration requirements that tenderers must comply with.

Response:

The tender is open to international consultants. Local registration requirements refer to where the consultant is registered or based.

Question 2:

Section 5. Schedule of Work

Table 2: Project Schedule contains several inconsistencies, specifically:

Response:

Amended schedule attached.

Question 3:

With respect to RFT PWP/133/CON: Consultancy to support the trialling of the disaster waste practitioner's guideline, please describe the scope/focus of a Community Contingency Plan compared to a National Disaster Waste Plan.

Response:

The Community Contingency Plan is to guide community members on how to identify wastes after a natural disaster and how to safely handle, segregate, and store these materials while awaiting assistance from government. This plan is to be established for rural communities that are far from waste facilities and main NDMO centres, and usually do not receive rapid response from authorities.

Remote communities tend to bury e-wastes and other waste (including hazardous materials) when they undertake community clean up before national authorities arrive, as such, this community plan should be designed to help local communities plan and respond in appropriate ways, and to not



inadvertently cause health or environmental issues due to clean up activities following disaster events.

Question 4:

Could you please comment on the reason for:

- DWMPs are required only Fiji and Niue at this stage, and not Vanuatu or Tonga?
- guidance on estimation and recording of disaster waste is required for Vanuatu and not Tonga?
- a rural Community Contingency Plan is required only for Fiji and not for the other countries.

Response:

- Vanuatu and Tonga already have a Disaster Waste Management Plan
- Estimation Methodology is only required in Tonga. Vanuatu has established a Estimation Methodology and is not requiring this assistance
- Disaster Waste Management Plan will only be piloted in Fiji and Niue. Given the geographical setting of the country, only Fiji will be needing the assistance of trialing the Community Disaster Waste Contingency Plans as there are communities far from waste infrastructures.

Question 5:

Will the successful consultancy be required to deliver an overview of the DWMP process and/or disaster waste estimation and recording methodology to the Working Groups in Vanuatu and Tonga, prior to delivery of the specific requirements listed just for these countries?

Response:

NO – only for Fiji and Niue but the consultant may need to assess the existing management plan for the Tonga and Niue to ensure alignment of project delivery.

Question 6:

On page 15, it states “Final Template for National and Community DWMPs with Drafting/Guiding Instructions...”. Could you please confirm that this is in reference to the minimum of one (1) x rural Community Contingency Plan output for Fiji, and the Template document is to be drafted for use by ‘rural communities’ as an output?

Response:

That is correct. The template is to guide community contingency plan drafting in the future.

Question 7:

Could you please confirm what you define as “environmental damage” in this instance? Is this referring to “Waste Management Services Damages” (i.e. damage to facilities, collection trucks) as per Annex 7 of DWMG or general destruction caused to the natural environment?

Response:

General Destruction to natural environment and impact from hazardous waste/ materials that are accidentally released into the environment.

Question 8:

In Table 2 Project Schedule, could you please confirm how the National Waste Management Policy fits into the scope? This is only noted in Table 2 Project Schedule for Waste Estimation Methodology as quoted “Draft Waste Estimation Methodology for Niue / Tonga / Fiji - No later than ten (10) weeks from approval of Final National Waste Management Policy.”



Response:

Amended Schedule attached

Question 9:

In Table 2 Project Schedule, could you please confirm the timing requirement needed in each case below:

- “Final National Waste Management Plan for Niue - No later than one (1) from date of receipt of final comments on Draft document”.
- “Draft TOR for Vanuatu Environment Sector Working Group - No later than thirteen (14) weeks from approval of Workplan”.
- “Final Disaster Waste Management Practitioners Guidelines - No later than fifteen (17) weeks on receipt of comments on Draft document”.
- “Draft Training Manual - No later than three (18) weeks from approval of workplan.”

Response:

Amended Schedule Attached.

Question 10:

Could you please confirm whether the DWMP template and guideline is provided by SPREP or developed by the project. Also is this a single DWMP template for application across the four nominated countries?

Response:

SPREP has the template and the guideline and this will be provided at the Inception Meeting. It is envisaged that this template will be used in both Fiji and Niue. Please note that the DWMP output is only for Fiji and Niue. Vanuatu and Tonga have existing DWMP.

Question 11:

What time period is expected for the reviews by the National Focal Points and by PacWaste Plus?

Response:

We are looking at 2 weeks max for review of draft plans by PacWaste Plus and National Focal Points.

Question 12:

Are the “Briefing Notes for Political Support” only for the national adoption of the DWMP or are there multiple briefing notes needed for each phase of the project? Also are they for national governments only?

Response:

The Briefing notes are for all of the contract deliverables - DWMP, the Environment Sector Working Group and the National Waste Estimation Methodology. This is anticipated to be for national governments only – depending on the national approval process, this will either be for Cabinet or the line minister.

Question 13:

Could you please confirm if the methodology is to include an “Environmental Damage Assessment”, as this is not mentioned in the scope

Response:



For the purpose of this tender, the methodology is on the assessment of wastes generated from Environmental Damages (both man-made and natural) eg, construction wastes, e-waste, organics, ELV etc.

Question 14:

Are all the project deliverables (training manuals etc) to be provided electronically?

Response:

Yes

Question 15:

Approximately how many participants and how many sessions will there be for the training?

Response:

We anticipate one face to face training in each country but anticipate at least two virtual stakeholder meetings.

Question 16:

Will the ESWG membership be led by the focal point?

Response:

The Practitioner's Guideline proposes the Environment Sector Working Group to include representatives of six different stakeholder categories across Government Ministries, Departments and Agencies (MDAs), private sector and local communities. The final composition of the ESWG is expected to be confirmed by the consultant in consultation with the focal point.

Question 17:

Could you please provide more clarification of what travel is required as per the "Institutional Arrangement" section). The project disbursements will need to include all travel expenses.

Response:

We anticipate one face-to-face training in each of the four countries focusing on the country outputs. Fiji and Niue will focus on the DWMP, ESWG, and the DW Estimation Standard, Vanuatu training will focus on the establishment of ESWG while the Tonga training will be on the DW Assessment Methodology.

Question 18:

Could you please confirm that the manuals produced by the Consultant will only be required to be text based, and in electronic form, and will be formatted and desktop published by SPREP at a later date.

Response:

In addition to reports (text and Electronic Forms) we will require a consultant to submit high resolution pictures of training conducted and a PowerPoint Presentation on the Training Manual.

Question 19:

Template for National and Community Disaster Waste Management Plans (DWMP) with Drafting/Guiding Instructions providing Pacific countries with a DWM plan template.



Response:

The three Practitioner's Guideline are in draft form and cannot be shared at this stage. The main objective of the project is to trial and confirm the guideline prior to finalisation and publication. Copies of the guideline will only be provided to the successful consultant once contract is signed.

Question 20:

Methodology for Estimating and Recording of Disaster Waste and Environmental Damage in Pacific Countries.

Response:

See Q19

Question 21:

Operational Guide on the Establishment of an Environment Sector Working Group (ESWG).

Response:

See Q19

Question 22:

With respect to RFT PWP/133/CON: Consultancy to support the trialling of the disaster waste practitioner's guideline, is SPREP able to provide an indication of the budget that you have allocated to this project?

Response:

This is a competitive process and thus budget depends on bids to be received relative to proposals.

Question 23:

Is there an indicative budget for this tender?

Response:

See Q22

Question 24:

The consultancy requires in-country travel to facilitate consultations etc. How can we demonstrate travel, accommodation and related costs (per-diem) in the financial proposal?

Response:

Consultants are expected to quote for most economical route to the participating countries before or at the date of submitting proposal for this tender. Consultants are to identify per diem rate per day for each country and the number of days expected to be spent in the country to facilitate training bearing in mind that the number of days spent in each country must be fully allocated to undertaking work related to this project. Number of days allocated for training must reflect the expected deliverable for the country. The deliverables in each country are as follows:

Output	Countries
Drafting of Disaster Waste Management Plans	Fiji, Niue
Establishment of Environment Sector Working Group	Fiji, Niue, Vanuatu
Establishment of Standard for Waste Assessment and Recording	Fiji, Niue, and Tonga



SPREP
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Environment Programme

Question 52:

How long is the evaluation process?

Response:

This can take up to 4-6 weeks.