



REQUEST FOR TENDERS

RFT: POLP 2024/007
File: AP_6/19/4
Date: 14 May, 2024
To: Interested consultants
From: POLP Senior Project Officer

Subject: Request for tenders (RFT): POLP 2024/007 : Coastal Monitoring of Single-Use Plastic Litter.

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 consultants who can offer their services to:
 - a. Design/recommend a survey methodology to conduct coastal litter surveys in Pacific Island countries.
 - a. Design a coastal monitoring program to implement the survey methodology.
 - b. Implement the coastal monitoring program in up to nine Pacific Island countries.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant 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 consultants must meet the following conditions:



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Environment Programme

- i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - 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*).
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.
 - iv. Must meet local registration requirements where consultant is based.
- 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 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 be submitted in English and outline the interested consultant'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 24 June 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 26 June 2024.
- 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 consultant 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 – 70%

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 sprep@sprep.org www.sprep.org

Criteria	Detail	Weighting
Qualification and Experience	<p>Composition of the team including their roles (CVs), qualifications, experience of the consultancy team:</p> <ul style="list-style-type: none"> • A qualification from a recognised tertiary institution in a field related to environmental and or natural resource management (5%). • A minimum 5 years' experience in coastal monitoring surveys, research and evaluation, training, mapping exercises and conducting quantitative and qualitative assessments. Also demonstrated experience of having successfully worked with government and non-government stakeholders and communities in the Pacific region (20%). • Fluency in English (oral and written) is a requirement, along with sound written and presentation skills (5%). 	30%
Technical Proposal	<ul style="list-style-type: none"> • Submitted Technical Proposal to align with Table 1 - Major Products/Output and Table 2 - Anticipated Project Schedule. 	40%
Financial Proposal	<ul style="list-style-type: none"> • Detailed financial proposal to outline all costs associated with the undertaking of the package of workplan activities including professional fees (should be costed at a daily rate per team member), international travel and other related costs. Refer to Request for Tenders document. 	30%

II. Financial Score – 30%

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 For qualifications

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 08 July 2024, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'RFT POLP 2024/007: **Coastal Monitoring of Single-Use Plastic Litter.**

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

Assignment Title	Coastal Monitoring of Single-Use Plastic Litter
Project	Pacific Ocean Litter Project
Contract Type	Individual Contractor or Consultancy Firm
Contract Duration	The Activity will commence upon contract execution with the successful applicant (2024) and conclude no later than March 2027.

1) BACKGROUND

The Pacific Ocean Litter Project (POLP) (2019-2027) is funded by the Australian Government and implemented by the Secretariat of the Pacific Regional Environment Programme (SPREP) in collaboration with Pacific Island countries (PICs). The POLP is working to reduce single-use plastic litter in the coastal environments of PICs. It has been developed in recognition of the threat marine plastic litter poses to the environment, public health, and economic development of the Pacific region.

POLP reflects the national objectives of Pacific Island countries. Many PICs have implemented bans or levies to reduce single-use plastics. The 2017 Pacific Island Leaders Forum agreed to fast track the development of policies to ban the use of single-use plastic bags, and plastic and polystyrene packaging. The Leaders reaffirmed this commitment in 2018 by recognising the urgency of implementing the *Pacific Regional Action Plan: Marine Litter (2018-2025)*. The POLP also embeds, and directly contributes to the policy objectives of PICs as stated through the Pacific's *Cleaner Pacific 2025*.

The accelerating rate of plastic pollution is a major threat to the global environment including aquatic ecosystems. At the United Nations Environment Assembly (UNEA-5.2) in February 2022, "a historic resolution (5/14) was adopted to develop an international legally binding instrument on plastic pollution, including in the marine environment with the ambition to complete the negotiations by end of 2024".

POLP's long-term goal is *Cleaner coastal environments for Pacific Island countries*. The end-of-project outcomes are:

1. Measures, policies, or practical strategies to reduce single-use plastic are developed and provided to pilot countries.
2. Local and visiting consumers (women, men, girls, and boys) are using less single-use plastics and more alternative products.
3. Target sectors, companies and businesses adopt plastic reduction measures.
4. Alternative products are identified for adoption.

2) CONSULTANCY AND ACTIVITY OBJECTIVES

Under this Terms of Reference (TOR), SPREP is seeking the services of a consultant or firm to:

1. Design/recommend a survey methodology to conduct coastal litter surveys in Pacific Island countries.
2. Design a coastal monitoring program to implement the survey methodology that:
 - Establishes statistically robust point in time 'baseline' data for Pacific Island countries.
 - Allows for statistically valid comparisons between participating Pacific Island countries.
 - Allows robust assessments of the extent to which the volume and type of single-use plastic litter in Pacific coastal environments changes over time at a national level, and the likely drivers behind any change.

- Is linked to biodiversity hotspots that communities rely on for their livelihoods and food security
 - Distinguishes the effect, if any, of the POLP intervention.
3. Implement the coastal monitoring program in up to nine Pacific Island countries.

The data obtained from coastal litter surveys will be used to:

- Establish a point in time 'baseline' from which observed changes over time can be tracked.
- Provide insights into management options for Pacific Island countries to reduce plastic pollution.
- Answer the POLP monitoring question *to what extent has the amount or type of single-use plastic in coastal environments changed?*

3) SCOPE OF WORKS

Table 1 - Major Products/Outputs

1	<p>Design/recommend a methodology and materials for conducting coastal litter surveys in Pacific Island countries.</p> <p>The survey methodology must:</p> <ul style="list-style-type: none"> • Specifically include single-use plastics including (but not limited to) household litter and tourism waste, such as PET bottles, plastic bags, polystyrene take-way containers and plastic straws. Other plastics and waste types should be included for completeness. • Outline equipment required to complete the surveys, taking into account the impact of remoteness, access to equipment and analysis and availability of other resources needed (including human resources). • Include public health and safety considerations. • Align with the United Nations Environment Programme Intergovernmental Oceanographic Commission (UNEP/IOC) <u>Guidelines on Survey and Monitoring of Marine Litter</u>. <p>The survey methodology will account for:</p> <ul style="list-style-type: none"> • Cost-effectiveness. A low-cost methodology using equipment that is readily available in remote locations is favourable. • Statistical validity (minimum number of sites and frequency to confidently conclude changes in single-use plastic litter presence at a country level). • Country specific practicalities of ongoing monitoring implementation (remoteness of sites, costs of implementation, data management and analysis, human resources) etc. <p>Supplementary materials may include:</p> <ul style="list-style-type: none"> - User manual. - WHS guide. - Data collection templates. - Any other material deemed necessary by the successful consultant. <p>The methodology (and any supplementary materials) will be shared with Pacific Island countries for potential use beyond POLP's timeframe or pilot countries. Accordingly, the methodology must be extensible to Pacific countries beyond the nine countries initially considered. It should be user friendly, cost effective and replicable by national focal points and non-expert participants. The methodology must recognise and account for the challenge of accessing assistance (technical or financial) in many Pacific Island country contexts.</p>
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2	<p>Design and implement a coastal monitoring program between 2024-2027</p> <p>Based on the methodology provided at (1), design and implement a coastal monitoring program to gather data on the volume of single-use plastic litter in coastal environments over four years (2024-2027) in up to nine of the following Pacific Island countries:</p> <ol style="list-style-type: none">1. Cook Islands2. Fiji3. Kiribati4. Niue5. Palau6. Papua New Guinea7. Samoa8. Solomon Islands9. Tuvalu. <p>A plan for the implementation of the coastal monitoring program must be developed and will outline:</p> <ul style="list-style-type: none">- <u>Site Selection</u> Recommend the minimum number of sites and locations at a country level to produce statistically robust monitoring data. (Note: while monitoring locations are not required across the whole of each country, the selection of sites must support statistically robust data at a country level).- <u>Frequency of surveys</u> Recommend the minimum number of surveys to be conducted at each site per year.- <u>Sustainability measures</u> Consultant to recommend sustainability measures to support consistent coastal monitoring activities across the region and ongoing implementation beyond the life of the POLP. This may include, but is not restricted to, producing training materials and/or training local leaders in coastal monitoring.- <u>Data maintenance</u> At a minimum, data should be accessible to SPREP through SPREP's Environment Data Portal. Additional databases etc. may be recommended.- <u>GEDSI considerations</u> Where possible, include creation of opportunities for women, youth, the elderly and people with disabilities to participate in surveys and data collection, in accordance with POLP's commitment to gender equality and social inclusion through participation of diverse stakeholders in project activities.- <u>Analyses</u> Identify the points at which interim analyses will be conducted to allow adaptive management of the design.- <u>And any other matters</u> deemed necessary by the successful consultant.
3	<p>Interim Data, Analyses and Findings Reports</p> <p>Post survey reports will be produced that provide:</p> <ul style="list-style-type: none">• An overview of progress• Summary of data by country/site/plastic type etc.

	<ul style="list-style-type: none"> Analyses that allow for insight into required adjustments to sampling regime, and any other elements, to strengthen or enhance results, analyses and conclusions that can be drawn from these. <p>Reports will also detail:</p> <ul style="list-style-type: none"> Where monitoring has been conducted, including a detailed description of survey locations. Survey data collected in acceptable format. Visual representation of data and data interpretation. Training and equipment provided. Annual acquittal.
4	<p>Final Report (2027)</p> <p>Produce a Final Report that includes:</p> <ul style="list-style-type: none"> A summary of survey results from 2024-2027, including site descriptions and dates of surveys. Visual representation of data and data interpretation. Answer to the monitoring question: <i>To what extent has the amount of single-use plastic in coastal environments reduced?</i> Analysis of the likelihood of POLP interventions influenced any reduction of single-use plastic in Pacific coastal environments from 2024-2027. Identification of other factors that may have impacted survey results. Recommendations that draw on the lessons learned from this activity to mainstream coastal monitoring into national development processes and plans.

4) PROJECT SCHEDULE AND DELIVERABLES

Expected project activities are detailed in Table 2 below. Timeline may be negotiated by the successful consultant. The consultant will report on activity progress to the POLP Project Management Unit.

Table 1 – Anticipated Project Schedule

Activity	Description	Anticipated Timeline
1	Inception meeting	Held within one (1) week from date of contract execution.
2	Survey methodology and materials	Finalised no later than four (4) weeks from date of contract execution.
3	Design of Coastal Monitoring program	Finalised no later than six (6) weeks from date of contract execution.
4	Implementation of Coastal Monitoring program	All tasks (excluding final report) to conclude no later than 30 April 2027.
5	Post survey reports	To be confirmed in terms of contract.
6	Submission of Draft Final Report	Due no later than 10 May 2027

7	Submission of Final Report	Due no later than 31 May 2027
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5) TECHNICAL PROPOSAL

The tender response should detail how and when the Anticipated Project Schedule will be delivered by submitting a Technical Proposal.

Desirable Technical Proposals should summarise:

- Schedule of activities.
- Survey methodology to be used, or how the methodology will be developed.
- Approach to the coastal monitoring program, including:
 - Site Selection
 - Frequency of surveys
 - Sustainability measures
 - Data maintenance
 - GEDSI considerations.
- Details of delivery partners required (if any). The consultant is not expected to identify specific partners in this proposal, however, should identify what types of partners will be engaged. E.g., on-ground POLP officers in country, relevant community groups and/or NGOs.
- How data will be analysed and interpreted to answer the monitoring question: *To what extent has the amount of single-use plastic in coastal environments reduced?*
- Any other matters deemed necessary by the successful candidate.

6) FINANCIAL PROPOSAL

The Financial Proposal is to be priced based on a workplan including where, when, and how the Scope of Works will be conducted.

Financial proposals should detail the costs associated with the activities outlined in Table 3.

Table 3 – Activities

Activity	Description
1	Inception meeting
2	Survey methodology and materials
3	Design of Coastal Monitoring program
4	Implementation of Coastal Monitoring program
5	Post survey reports
6	Submission of Draft Final Report
7	Submission of Final Report

For the purposes of the Financial Proposal, assume all nine Pacific Island countries identified (Table 1) will be included in each activity.

When costing Activity 4 - Implementation of Coastal Monitoring program, a break down costs by country is required.

SPREP will determine which countries to implement the Coastal Monitoring program in based on the costs provided by the successful consultant.

7) EVALUATION CRITERIA

<p>Qualification and Experience (30%)</p>	<p>Composition of the team including their roles (CVs), qualifications, experience of the consultancy team:</p> <ul style="list-style-type: none"> • A qualification from a recognised tertiary institution in a field related to environmental and or natural resource management (5%). • A minimum 5 years' experience in coastal monitoring surveys, research and evaluation, training, mapping exercises and conducting quantitative and qualitative assessments. Also demonstrated experience of having successfully worked with government and non-government stakeholders and communities in the Pacific region (20%). • Fluency in English (oral and written) is a requirement, along with sound written and presentation skills (5%).
<p>Technical Proposal (40%)</p>	<ul style="list-style-type: none"> • Submitted Technical Proposal to align with Table 1 - Major Products/Output and Table 2 - Anticipated Project Schedule.
<p>Financial Proposal (30%)</p>	<ul style="list-style-type: none"> • Detailed financial proposal to outline all costs associated with the undertaking of the package of workplan activities including professional fees (should be costed at a daily rate per team member), international travel and other related costs. Refer to Request for Tenders document.