

REQUEST FOR TENDERS

RFT: 2021/048
File: AP_6/15
Date: 24 June, 2021
To: Interested suppliers
From: Julie PILLET, SWAP Project Coordinator

Subject: Request for tenders: Feasibility study for the sizing of a Metal Waste Recovery Facility in Wallis and Futuna

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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. This tender is developed under the *Committing to Sustainable Waste Actions in the Pacific* (SWAP) Project funded by the Agence Française de Développement (AFD). The 3 million Euro SWAP Project aims to improve sanitation, environmental, social, and economic conditions in Pacific island countries and territories through proper waste management.
- 1.4. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to issue a call for tenders to qualified and experienced consultants who can offer their expertise and services to carry out a feasibility study for the sizing of a metal waste recovery facility in Wallis and Futuna.
- 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://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
 - a) Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel.

- b) Provide at least 3 relevant references for study conducted in a field similar to that of the present call for tenders.
- c) Complete the **tender application form** – (note you are required to complete all areas in full as requested. **DO NOT** refer us to your CV. Failure to do so will result in the application **NOT** being considered).
- d) Perfect mastery of the French language.
- e) Sign the **conflict-of-interest** form.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the bidder satisfies the conditions stated above and in the Terms of Reference, and is capable of meeting the specifications and timeframe. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should outline the interested consultant's complete proposal:
 - Personnel (individual CV's which highlight relevant qualification and experience)
 - Qualification (at least 3 referees for all proposed personnel, including the most recent work relevant to this position)
 - **Tender application form** (details to be reflective of what is outlines in Annex A)
- 4.3 The technical proposal must contain the proposed project methodology noting schedule, activities, etc. in order to meet the expectations described in the specifications (Annex A).
- 4.4 The financial offer must be presented in Euro (EUR) and Pacific Franc (XPF TTC).
- 4.5 Complete the **conflict-of-interest form** provided.
- 4.6 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 12 July 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 14 July 2021.

6. Evaluation criteria

- 6.1. SPREP, in collaboration with the Service Territoriale de l'Environnement (STE) de Wallis et Futuna will select a consultant on the basis of the provided documentation demonstrates that the tenderer offers the best value for money, and that the tenderer 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	Detail	Weighting
Experience	Has a minimum of 8 years' experience in the development of waste management facilities, with particular preference given to the Pacific experience (CVs for each member of project team to be provided).	30%
	Minimum of 5 years' experience in conduction of feasibility study in the fields of Waste and Wastewater Management, Environmental Engineering, Climate Change, Environmental Management, or any other related field, with particular preference given to the Pacific experience.	
	Expertise in engaging relevant stakeholders. At least 1 (one) successful project in Pacific country.	
Technical Proposal/ Methodology	The General approach – methodology proposed by the consultant on how he/she will carry out this assignment.	50%
	Show how the consultant(s) will articulate the collection and analysis of data and related information for the preparation of the Feasibility study.	
	Show how the consultant(s) will conduct consultations to identify and engage one or more private project leader(s) and financial partners.	
	Timeline – a Gantt chart of work activities including the starting date, data collection, dates of consultations, report submission, presentation, etc.	

II. Financial Score – 20%

A detailed budget is to be provided by the bidder(s) for each of the activities to be implemented.

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

$$\text{Financial Score} = 20 \times \frac{\text{Lowest Bid Amount}}{\text{Total Bidding Amount of the Proposal}}$$

7. Deadline

- 7.1. **The due date for submission of the tender is: 22 July 2021, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'RFT 2021/048: **Feasibility study for the sizing of a Metal Waste recovery Facility in Wallis and Futuna.**



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

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

Feasibility study for the sizing of a Metal Waste recovery Facility in Wallis and Futuna

1. BACKGROUND

These Terms of References aim at recruiting a consultant for the conduct of a feasibility study for the development of a pilot project for a metal waste recovery facility in Wallis and Futuna.

The feasibility will be carried on behalf of the Secretariat of the Pacific Regional Environment Programme (SPREP), in close collaboration with the Territorial Environmental Service (STE) of Wallis and Futuna, represented by M. Paino Vanai, Head of Department.

This feasibility study is conducted within the *Committing to Sustainable Waste Actions in the Pacific* (SWAP) Project, a 3 million Euro regional project funded by the Agence Française de Développement (AFD) and implemented by SPREP to support 7 Pacific countries and territories to address cost-effective and sustainable management of waste and pollution.

Under the SWAP “sustainable financing mechanisms” component, the STE, the Territory’s focal point, aims to develop a metal waste recovery process. The goal is to recover locally and/or to export the metal waste collected and stored in the landfills.

This pilot project proposal is in line with the Territory’s Waste Management Plan (currently being finalized) with a main axis, among others, focused on the development of a local or regional circular economy. Moreover, this project will be aligned with two major ongoing projects related to waste management:

- The progressive rehabilitation and improvement of the Territory’s landfills enhancement aimed at converting the landfills into sorting and pre-treatment centers (figures 1 and 2);
- The 2017 ecotax, based on the Extended Producer Responsibility principle, was initially applied on beverage containers. It was extended in 2020 to all rigid containers with a volume greater than 200 ml. The ecotax enabled the improvement of waste sorting and to constitution of significant deposits with an average of 20 tons of metal waste sorted and compacted per year. In addition, there is a historical deposit from bulky and potentially recoverable end-of-life vehicles (ELV).



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Figure 1: Satellite map of Futuna's landfill showing the current configuration



Figure 2: Satellite map of Wallis' landfill showing the current configuration

2. FEASIBILITY STUDY PURPOSE

The main objectives of this feasibility study are to:

- Prepare a detailed inventory of the existing metal waste deposit and to assess its potential evolution;
- Develop the technical-economic sizing of the facility(s) on the basis of the available deposits;
- Identify the recovered materials outlets in the local and regional context;
- Provide a financial estimate of the different scenarios and identify the financial partners who could be involved in the project;
- Identify the regulatory context for the implementation of the pilot project ((environmental regulations, etc);
- Identify the private project leader (as well as the optimal location) and the support arrangements for this leader (e.g. partners, technical, administrative and/or financial training, etc);
- Provide detailed schedule for the pilot project's development and implementation.

The feasibility study shall ultimately enable to:

- 1) propose an installation sized to meet the constraints and characteristics of Wallis and Futuna;
- 2) identify one or more private project leader(s); and
- 3) provide technical, economic, environmental, and regulatory elements allowing him/them to engage or not into the pilot project, knowing the related risks and constraints.

The consultant will have to take into account in its analysis and proposals the Territory's context, issues, opportunities, and local constraints (e.g. geographic isolation, climate, economy characteristics, limited human resources) which will determine the relevance of the project(s).

3. FEASIBILITY STUDY OVERVIEW

The study has an obligation of result for the objectives listed below:

3.1 Inventory of available resources and evaluation of the potential for recovery

The objective is to estimate:

- The current metal waste deposit likely to be recovered by specifying the characteristics (quality, quantity, value);
- The foreseeable evolution of this deposit and streams, based on data available from STE and the Customs Service in particular; and
- Ongoing/upcoming opportunities for sorting facilities (e.g. current pre-treatment and treatment conditions) and recovery (projects underway or under consideration) with one or more supply scenarios.

3.2 Definition of recovery devices adapted to the local context

The objective is to define the sizing of the facilities and equipment to be acquired, and the related cost, including supply costs and operating and maintenance expenses, given the particular isolation and remoteness context of Wallis and Futuna Islands.

The consultant will identify:

- The most suitable artisanal, semi-industrial or industrial recovery system(s) (infrastructure, materials, equipment and manpower) for the Territory; and
- The economic outlets for the recovered waste (development of a local market or exportation channel).

Different scenarios could be defined by considering the following topics:

Technical issues

For each scenario, it is expected to detail the sizing carried out given the proposed technical choice and to identify all the associated investments, operating costs and potential revenues. The different process will be presented including:

- A technical description (main characteristics) of the equipment to be set up and its sizing,
- The arrangements for the waste collection/transportation/treatment (relevance of the development of new collection modes, determination of the necessary logistical means, etc);
- The possible operating mode (analysis of technical skills required, maintenance and operating constraints, facility management); and
- Potential revenues.

The feasibility study should also determine the characteristics of the location, including:

- The collected waste storage site: surface area, storage mode, site security, etc);
- The treatment facility: surface area, equipment;
- The availability of the site: existing buildings, to be acquired, to be built, etc; and
- The proximity of the collection site, site accessibility.

Human resources issues

Employment is an important issue of the project so that the feasibility study shall incorporate:

- The evaluation of the number of staff required;
- The positions and skills description (profile, qualification level, type of contracts); and
- The analysis of the training required for the personnel.

Legal and regulatory issues

The objective is to analyse the legal and regulatory constraints related to the implementation of a metal waste treatment facility, including:

- The analysis of the most suitable legal form for the new structure to be created (if necessary);
- The analysis of the management arrangements; and
- The inventory of the legal and regulatory constraints of the project.

Financial issues

The study will include a financial analysis to assess the project feasibility, including:

- A financial assessment of the intellectual services required for the project design and implementation (design studies, regulatory files, etc);
- An investment estimate for all the stages of the implement and operation of the recovery system (equipment, etc);
- An assessment of the operating budget and staff cost;
- The identification of financing modes and possible partnerships; and
- An estimate of the revenues.

Project planning

The feasibility study shall include an implementation project schedule showing:

- The timeframes for any intellectual services to be provided (design studies, regulatory files, etc); and
- The construction and equipment supply deadlines.

3.3 Comparative scenarios analysis

The consultant shall provide a ranking of the identified scenarios, according to the following criteria:

- The adequacy with the Territory geographical and economic context (feasibility and ease realisation, identification of the necessary trainings, etc);
- The technology of required equipment;
- The assessment of costs (equipment, utilities, disposal costs, transportation, etc) and revenues (waste acceptance fees, potential take-back costs of outgoing materials, etc);
- The operational and financial sustainability;
- The regulatory provisions and administrative procedures to be followed, particularly in terms of environment, safety and hygiene;
- The environmental impacts; and
- The contribution to the achievement of the targets set in the Waste Management Plan.

3.4 Identification of a private project leader and support arrangements

Following the deposit study and the elaboration of recovery scenarios, one or more potential private project leader(s) shall be identified in close collaboration with the key territory actors (e.g; STE, Labour and Social Affairs Inspection Service, Chamber of Commerce, Industry, Trades and Agriculture). The potential project leader(s) will depend on the financial, technical, regulatory, environmental or land capacities identified.

The consultant shall provide a comparative analysis of project leader(s).

The support arrangements for this(these) project leader(s) shall also be defined (e.g. partnerships, technical, administrative and/or financial trainings, etc).

4. TERMS OF THE FEASIBILITY STUDY

4.1 Feasibility Study Report

The final report shall address all the items listed in part 2 “Feasibility Study overview” and provide recommendations and comments. The expected outputs and documents to be produced are as follows:

- A report on the state of the deposit, its potential evolution, and on current/planned sorting and recovery facilities;
- A report with graphic elements describing the technical and economic scenarios, including the regulatory and legal provisions to be taken into account in the development of the project, as well as the overall financial estimate and the general schedule for its completion, including the intellectual services to be provided;
- A multi-criteria analysis table, showing the advantages and disadvantages of each scenario;
- A presentation of the conclusions of the comparative study of the different scenarios;
- In order to identify the project leader, a synthetic contact database specifying the structures interviewed, the contact person's coordinates and position, the type(s) and date(s) of the interview, and the progress of the negotiations; and
- A multi-criteria analysis table, showing the advantages and disadvantages of each potential project leader and location.

The final report shall be submitted no later than 90 days after the date of award of the contract. Intermediate phases shall be specified by the applicant.

It will be attached to a summary report (3 pages maximum) including a summary of the main points of the study with a presentation of the different phases and deadlines for the completion of the project according to each proposed scenario, and a financial section.

The documents will be delivered in French, in paper format and in an editable digital version (.doc or .rtf).



4.2 Available data

To carry out its mission, the consultant will have at its disposal the following documents and reports, (French version):

- The activity reports of the landfills, including the data relating to the ecotax; and
- The reports of the preliminary studies for the assistance to the project owner and the technical follow-up of the pilot landfill site of Vailepo (2019).

For its part, the project owner undertakes to respond to any request for information and to facilitate access to the necessary information.

4.3 Meetings

- One (1) meeting will be held at the beginning of the mission in order to better define the content of the study and to specify the useful points that are not included in these terms of reference; and
- One (1) meeting to present the results of the feasibility study will be held at the end of the mission.

Meetings will be held in French.

5. RESTITUTION AND CONFIDENTIALITY

The study report will be confidential as well as all data and information that will have been communicated to the consultant. The study report is the property of the SPREP and STE, which reserve the right to disseminate the information contained, in particular to the SWAP project Steering Committee.

The feasibility study must however include a synthetic presentation of the selected scenario aimed at the general public, in order to be usable eventually within communication activities related to the project.

6. FEASIBILITY STUDY COST

The provider will establish a detailed estimate corresponding to the cost of the service as a whole, showing the number of days of work, the daily costs of the person(s) involved as well as the associated expenses.

The amount proposed will include at least the entire service as defined in these Terms of Reference.