



# REQUEST FOR TENDERS

RFT: GEFIS-2024/005  
File: AP\_6/5/9  
Date: 15 October, 2024  
To: Interested contractors  
From: GEF ISLANDS Pacific Project

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

## 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](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced contractors who can offer their services for the Development of National Hazardous Waste Management Strategies (NHWMS) for ten (10) Pacific Island Countries (PICs) under the GEF ISLANDS Pacific Project
- 2.2. The Terms of Reference (TOR) for the consultancy are set out in **Annex A**.
- 2.3. The successful contractor 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 contractors 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 contractor 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 contractor'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 contractor's as per relevant national legislations)
    - ii. Tax Identification Number (TIN) Letter (If applicable for Individual contractor'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](mailto:procurement@sprep.org) before 06 November 2024. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 08 November 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 contractor 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	Detail	Weighting (%)
<b>Team composition and qualifications</b>	Qualifications and roles of key team members A minimum of a postgraduate degree (Master's level or higher) in Environmental Science, Waste Management, Chemistry, Environmental Engineering, or a related field.	6
	Balance of technical and management skills	3
<b>Understanding the assignment</b>	Understanding of project objectives and challenges	7
	Awareness of country-specific needs	6

<b>Methodology and approach</b>	Approach for developing/updating NHWMS and stakeholder engagement	10
	Work plan and capacity building methods Detailed timeline and clear milestones Adaptability for multiple country engagements	20
	Monitoring and evaluation mechanisms	5
	<ul style="list-style-type: none"> <li>At least 10 years of demonstrated experience in hazardous waste management, including the development of national or regional waste management strategies.</li> <li>Proven expertise in working with Small Island Developing States (SIDS) or developing countries, particularly in the Pacific region, is highly desirable.</li> <li>Familiarity with the challenges and best practices for managing hazardous waste streams, including Persistent Organic Pollutants (POPs), e-waste, used oil, healthcare waste, used batteries, and end-of-life vehicles.</li> <li>Proven experience in developing capacity-building programs and delivering training (e.g., webinars, digital learning) for government and industry stakeholders</li> </ul>	10
<b>Experience and expertise</b>	<ul style="list-style-type: none"> <li>Strong knowledge of international agreements related to hazardous waste, such as the Basel, Rotterdam, Stockholm, Minamata, and Waigani Conventions.</li> </ul>	5
	Success in similar projects: <ul style="list-style-type: none"> <li>Strong project management experience, including the ability to deliver complex multi-country projects on time and within budget.</li> <li>Experience in coordinating with regional organisations, national governments, and local stakeholders to ensure successful project outcomes.</li> </ul>	8

## 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

### The cost of services to be provided by the contractor:

	<b>Financial criteria</b>	<b>Description</b>
1.	<b>Consulting Fees</b>	<b>Hourly rate:</b> Specify expected rates for different phases of the project and the number of the team to carry out the project. <b>Retainer fees:</b> If applicable outline any ongoing support costs
2.	<b>Travel Costs</b>	<b>Consultant staff required</b> State the number of human resources of the Company required to travel to each country and provide solid justification.

		<p>SPREP will provide the Consultant with a return economy airfare by the most direct and economical route available.</p> <p>A per diem allowance at current SPREP rates on the approved itinerary will be paid in advance by SPREP, or where appropriate by the agreed work commencement date.</p> <p>In order to meet the SPREP travel policy timeline of travel arrangement the following should be adhered:</p> <ul style="list-style-type: none"> <li>• The consultant should include all travel plans within its detailed workplan however</li> <li>• The consultant should re-confirm the availability of the country focal points and</li> <li>• prepare a travel request (including objectives, activities, outcomes and outputs) of the travels and workshops to be sent to PMU 10 weeks in advance of the workshop</li> <li>• PMU will review, approve the proposal and prepare all travel and workshop arrangements to be submitted to Finance 6 weeks in advance before commencement of the workshops.</li> <li>• The Daily Subsistence Allowance calculation includes cost for accommodation, meals and incidentals.</li> </ul>
3.	<b>Consultation costs</b>	<p><b>Workshop:</b> Note all consultation workshop costs (venue hire, catering and other costs) and arrangements will be prepared and paid by SPREP.</p> <p><b>Other workshop related costs:</b> If applicable outline any other workshop related costs</p>
4.	<b>Capacity building</b>	<p><b>Webinar series:</b> Digital training resources: Budget for producing reports and handouts and other necessary documentation.</p>
5.	<b>Contingency funds</b>	<p><b>Unexpected expenses:</b> set aside a percentage of the total budget for unforeseen costs.</p>

## 7. Variation or Termination of the Request for Tender

- 7.1
- SPREP may amend, suspend or terminate the RFT process at any time.
  - 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>).
  - 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.
  - 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: 26 November 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 GEFIS 2024/005: for the Development of National Hazardous Waste Management Strategies (NHWMS) for ten Pacific Island Countries under the GEF ISLANDS Pacific Project

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA

Email: [tenders@sprep.org](mailto: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

### Development of National Hazardous Waste Management Strategies (NHWMS) for ten (10) Pacific Island Countries under the GEF ISLANDS Pacific Project (ISLANDS Pacific)

#### 1.0 Project Background

The Secretariat of the Pacific Regional Environment Programme (SPREP) has received funding from the Global Environment Facility (GEF) to execute the ISLANDS Pacific Project in collaboration with the United Nations Environment Programme (UNEP), and the 14 Pacific Island Countries (PIC), 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. The ISLANDS Pacific Project is part of a global initiative which aims to prevent the future build up of hazardous chemicals and to manage and disposal of existing harmful chemicals across 30 SIDS including the 14 PICs.

The project is part of GEF 7 cycle of funding aimed at supporting Pacific Island countries (PICs) in meeting their obligations to various multilateral environmental agreements (MEAs) relating to chemicals and waste management. These MEAs include the Basel, Rotterdam, Stockholm, Minamata and Waigani Conventions.

The \$20 million GEF ISLANDS Pacific Child Project builds on previous GEF funded projects on chemicals and waste and enabling activities of the above-mentioned MEAs. It commenced in 2022 and will run for 5 years until 2026.

ISLANDS Pacific will focus on establishing effective mechanisms to control the imports of chemical products that lead to the generation of hazardous waste and to clean up the Pacific of legacy chemicals. For unavoidable chemicals that serve as important economic products, ISLANDS Pacific will seek to establish circular and life cycle systems in partnership with the private sector, so a buildup of these chemicals is avoided.

Chemicals and hazardous waste streams targeted by ISLANDS include Persistent Organic Pollutants (POPs) such as DDT and PCBs, mercury, e-waste, used oil, plastics and end-of-life vehicles (ELVs).

The project will seek to achieve its objectives through its four (4) components. Details of the four components are briefly noted below and include:

- i. Preventing the Future Build-Up of Chemicals Entering SIDS.
- ii. Safe Management and Disposal of existing chemicals, products and materials.
- iii. Safe management of products entering SIDS/closing material and product loops for product.
- iv. Knowledge Management and Communications.

#### 2.0 Introduction to the Project

A key component of the ISLANDS Pacific is the development of a comprehensive NHWMS for each participating country. These strategies are essential for:

- i. establishing effective mechanisms to control the import and management of hazardous chemicals and products that lead to the generation of hazardous waste:
- ii. provide a structured approach to managing hazardous waste, ensuring that each country complies with its obligations under waste and chemicals multilateral environment agreements such as the Basel, Rotterdam, Stockholm, Minamata and Waigani Convention and aligns with the Cleaner Pacific 2025:and

- iii. addressing the current gaps in policy frameworks and legislation that hinder the sound management of hazardous waste in the Pacific.

By establishing clear guidelines and action plans, the NHWMS will enable countries to better manage hazardous waste, reduce environmental and health risks, and contribute to global efforts to minimize hazardous waste generation. This activity also includes capacity building and the development of sustainable financing mechanisms to ensure the long-term effectiveness of hazardous waste management in the region.

Under the ISLANDS project funds and this TOR the engaged consultant will play a pivotal role in supporting 10 out of 14 countries which are Cook Islands, Fiji, Kiribati, Nauru, Papua New Guinea, Republic of Marshall Islands, Solomon Islands, Tonga, Tuvalu, and Vanuatu to draft, validate, and finalise their NHWMS, providing the technical expertise and guidance needed to develop strategies that are tailored to the unique challenges and needs of each country.

This activity also includes capacity building and the development of sustainable financing mechanisms to ensure the long-term effectiveness of hazardous waste management in the region.

### **3.0 Objective**

The objective of this consultancy is to work closely with the 10 Pacific Island Countries to:

- i. Consult, draft, and finalise National Hazardous Waste Management Strategies (NHWMS). These strategies should be tailored to each country's specific context and align with regional and international standards, and the Cleaner Pacific 2025 strategy.
- ii. Capacity building and the development of sustainable financing mechanisms to ensure the long-term effectiveness of hazardous waste management in the region.



#### 4. Scope of Work

The consultant will undertake the following tasks:

Phase	Description	Documentation SPREP will provide	Consultant Output
<p><b>Inception (Initial Outreach)</b></p>	<ul style="list-style-type: none"> <li>• Convene an inception meeting with the GEF ISLANDS PMU to confirm the activities, scope, approach.</li> <li>• Conduct an initial outreach to each participating country to determine their specific needs regarding the NHWMS. Some countries may require a new strategy to be developed from scratch, while others may only need a review and update of existing strategies.</li> <li>• Group the 10 countries based on urgency, existing strategies, and readiness to proceed with the development or update of their NHWMS. The countries will be grouped into three categories:               <ul style="list-style-type: none"> <li>○ <b>Group 1:</b> Countries requiring immediate action and without existing strategies</li> <li>○ <b>Group 2:</b> Countries requiring updates to existing strategies</li> <li>○ <b>Group 3:</b> Countries with lower urgency and/or more complex needs</li> </ul> </li> <li>• Prepare a <b>detailed work plan</b> and timeline for each group, ensuring that Group 1 countries are prioritised for early action, while work for Groups 2 and 3 progresses according to their needs and readiness.</li> <li>• Review existing national strategies, policies, and frameworks for countries in Group 2 to identify areas that need strengthening or updating to align with international and regional standards.</li> <li>• For countries requiring a new NHWMS (Group 1 and some of Group 3), assess the current status of hazardous waste management and establish the key</li> </ul>	<p>Relevant reports on hazardous waste management</p> <p>Texts of the Basel, Rotterdam, Stockholm, Minamata and Waigani Convention</p> <p>Minamata Initial Assessment Reports</p> <p>National Implementation Plans (NIP) under the Stockholm Convention</p> <p>A copy of Waste Legislative Reviews report</p> <p>Waste audit reports</p>	<p><b>Kick off meeting</b> Meeting minutes of the kick off meeting with confirmation of activities and scope of work to be developed and agreed before commencement of any activities.</p> <p><b>Draft Inception Report:</b> The Draft Inception Report shall be delivered to SPREP for its consideration and comment. The report should outline:</p> <ol style="list-style-type: none"> <li>1. Detailed work plan           <ul style="list-style-type: none"> <li>• methodology</li> <li>• proposed timeline and sequence of events</li> <li>• comprehensive risk plan to ensure effective delivery of services</li> </ul> </li> <li>2. Stakeholder consultation plan, and</li> <li>3. An initial assessment of hazardous waste management gaps and needs for each country.</li> </ol> <p><b>Final Inception Report:</b> The Final Inception Report incorporating revisions and addressing all comments by reviewers on the draft work plan.</p>

	<p>components required for developing a comprehensive strategy.</p> <ul style="list-style-type: none"> <li>• Prepare an <b>inception report</b> that outlines: <ul style="list-style-type: none"> <li>○ The findings from the initial outreach and assessment of each country's specific needs.</li> <li>○ The proposed grouping of countries and the corresponding timeline for developing or updating their NHWMS.</li> <li>○ A stakeholder consultation plan tailored to each country, ensuring broad participation, with specific attention to gender inclusion and marginalized groups.</li> </ul> </li> </ul>		
<p><b>Draft NHWMS</b></p>	<p><b>Stakeholder Consultation</b></p> <ul style="list-style-type: none"> <li>• The consultant will conduct one in-person visit to each of the 10 countries to carry out initial consultations and fact-finding. This visit will include meetings with government agencies, industry representatives, waste operators, NGOs, and other stakeholders to gather insights on the hazardous waste management challenges and opportunities specific to each country.</li> <li>• Following the initial consultations, the consultant will continue to engage with stakeholders remotely, as needed, to clarify issues and gather additional information.</li> <li>• The consultant will work closely with SPREP National Focal Points, who will support the in-country coordination of consultations and ensure local stakeholder engagement.</li> <li>• All consultation findings will be documented, and the consultant will incorporate stakeholder feedback into the draft NHWMS.</li> <li>• <b>Reporting Mechanisms:</b> Systems for regular reporting and review to ensure the strategy remains effective and relevant.</li> </ul>	<p><b>TBC</b> the Waigani Convention, Cleaner Pacific 2025, and other relevant frameworks such as the Basel and Stockholm Conventions.</p>	<p><b>Draft NHWMS for each country:</b> The Draft NHWMS shall be delivered to SPREP for its consideration and comment and shall address requirements identified in the description of this Phase ensuring it includes the following:</p> <ol style="list-style-type: none"> <li>1. Stakeholder Consultation Reports- incorporate feedback from the stakeholder consultations into the draft NHWMS;</li> <li>2. Aligned with international standards; and</li> <li>3. Draft 5-year action plan for implementation or updates to existing strategies as required.</li> </ol>

	<ul style="list-style-type: none"> <li>• Incorporate feedback from the stakeholder consultations into the draft NHWMS.</li> </ul> <p><b>Draft NHWMS:</b> In partnership with the SPREP focal points and the GEF ISLANDS Pacific Project, develop a draft NHWMS for each country, ensuring alignment with international best practices, the Waigani Convention, Cleaner Pacific 2025, and other relevant frameworks such as the Basel and Stockholm Conventions.</p> <p>The NHWMS should be structured around three core questions, but the consultant may adapt the structure based on the country's specific needs:</p> <ol style="list-style-type: none"> <li><b>1. Where are we now?</b> <ul style="list-style-type: none"> <li>○ <b>Current Situation:</b> An assessment of the country's hazardous waste management situation, including policy frameworks, institutional arrangements, and the key hazardous waste streams.</li> <li>○ <b>Challenges and Gaps:</b> Identification of gaps, challenges, and opportunities in the current system, referencing international benchmarks (e.g., Basel, Waigani, and Stockholm Conventions).</li> </ul> </li> <li><b>2. Where do we want to be?</b> <ul style="list-style-type: none"> <li>○ <b>Vision and Goals:</b> Clear objectives for improving hazardous waste management, aligning with regional and global strategies.</li> <li>○ <b>Risk Management and Prioritisation:</b> Prioritisation of key hazardous waste streams and risk mitigation measures.</li> <li>○ <b>Strategy for Implementation:</b> A detailed action plan covering the next 5 years, specifying key initiatives, timelines, responsible agencies, and sustainable financing mechanisms.</li> </ul> </li> <li><b>3. How do we know when we are there?</b></li> </ol>		
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	<p><b>Monitoring and Evaluation:</b> Establishment of performance indicators and monitoring frameworks to track progress towards achieving the strategy's goals.</p>		
<p><b>Validation and Finalisation</b></p>	<ul style="list-style-type: none"> <li>• Organise and participate virtually in validation workshops in each country to present the draft NHWMS to national stakeholders, including government, private sector, and civil society.</li> <li>• Revise the draft NHWMS based on feedback received during the validation process.</li> <li>• Finalise the NHWMS for each country and submit the finalised strategies to the respective national authorities and SPREP for endorsement.</li> <li>• Ensure that the finalised strategies include a roadmap for implementation, supported by a 5-year action plan, with identified funding sources and key milestones for monitoring and evaluation.</li> </ul>		<p><b>Validated and finalised NHWMS for each country:</b> The final validated strategies for each country shall incorporate all comments made during the review of the draft strategy from the previous phase. These strategies will include:</p> <ul style="list-style-type: none"> <li>- A roadmap for implementation and a</li> <li>- 5-year action plan.</li> </ul>
<p><b>Capacity Building and Sustainability</b></p>	<ul style="list-style-type: none"> <li>• Develop a structured webinar series focused on the development and implementation of the NHWMS. This series will cover key topics such as strategy formulation, stakeholder engagement, sustainable financing mechanisms, and best practices in hazardous waste management. The webinar series will be tailored to address the specific challenges and needs of Pacific Island countries, and recordings will be made available for ongoing use.</li> <li>• Create digital training resources for national authorities and waste management stakeholders. These resources should be designed for online self-paced learning, allowing stakeholders to build capacity on key aspects of hazardous waste management strategy development. The content should include case studies, step-by-step guides, and tools to assist countries in implementing their NHWMS effectively.</li> </ul>		<p><b>Capacity Building and Sustainability:</b></p> <p><b>Draft digital training resources</b> shall address requirements identified in the description of this Phase.</p> <p><b>Final digital training resources</b> shall address comments made to the Draft digital training resources.</p>

## 5 Deliverables

	DELIVERABLES	TIMELINE
<b>INCEPTION</b>		
1	<b>Contract signing</b>	
2	<b>Kick off meeting</b>	1 day after signing of the contract
3	<b>Draft Inception Report</b>	Maximum of 7 weeks to complete the deliverable
4	<b>Final Inception Report</b>	Maximum of 2 weeks to complete the deliverable
<b>NHWMS</b>		
	<b>Draft NHWMS for each country</b>	
5	Group 1: Countries requiring immediate action and without existing strategies	Maximum of 30 weeks to complete the deliverables
	i) Consultation Reports	
	ii) Draft NHWMS	
6	Group 2: Countries requiring updates to existing strategies	
	i) Consultation Reports	
	ii) Draft NHWMS	
6	Group 3: Countries with lower urgency and/or more complex needs	
	i) Consultation Reports	
	ii) Draft NHWMS	
	<b>Validated and finalised NHWMS for each country</b>	
7	Group 1: Countries requiring immediate action and without existing strategies	Maximum of 10 weeks to complete the deliverables
8	Group 2: Countries requiring updates to existing strategies	
9	Group 3: Countries with lower urgency and/or more complex needs	
<b>CAPACITY BUILDING</b>		
10	Draft training resources	Maximum of 3 weeks to complete the deliverable
11	Final training resources	Maximum of 2 weeks to complete the deliverable

## 6. Duration and timeline

The consultancy is expected to commence in November 2024 following a 6-week tender advertising period. The project duration will be 16 to 18 months, with an anticipated completion date by March 2026. Countries will be grouped into three categories based on urgency, existing strategies, and readiness to proceed with the development or update of their NHWMS. Group 1 will be prioritised for immediate action, while work for Groups 2 and 3 will follow according to their specific needs.

The timeline includes key phases such as inception, stakeholder consultations, drafting and validation of NHWMS for each group, capacity-building webinars, and final reporting. A detailed work plan with specific deadlines for each deliverable and group will be agreed upon during the inception phase.

## **7. Reporting & communication**

The consultant will maintain regular communication with SPREP and relevant national stakeholders throughout the consultancy. Monthly progress reports will be submitted to the GEF ISLANDS Pacific Project Manager, SPREP, detailing the activities undertaken, progress made, challenges encountered, and any adjustments to the work plan. The consultant is expected to engage in virtual or in-person meetings with SPREP as needed to discuss ongoing work and address any emerging issues.

For each country group, specific reports will be prepared at key stages, including after stakeholder consultations and validation workshops. These reports will summarise findings, feedback, and any required changes to the NHWMS. The consultant will also participate in webinars or briefings with national authorities to share progress updates and maintain alignment with project objectives.

All communication and reporting must ensure clear, timely, and effective coordination among all stakeholders to facilitate smooth execution of the project.

## **8. Qualification and experience**

The consultant or consulting firm should meet the following qualifications and experience requirements:

### **1. Academic Qualifications**

- A minimum of a postgraduate degree (Master's level or higher) in Environmental Science, Waste Management, Chemistry, Environmental Engineering, or a related field.

### **2. Professional Experience**

- At least 10 years of demonstrated experience in hazardous waste management, including the development of national or regional waste management strategies.
- Proven expertise in working with Small Island Developing States (SIDS) or developing countries, particularly in the Pacific region, is highly desirable.
- Strong knowledge of international agreements related to hazardous waste, such as the Basel, Rotterdam, Stockholm, Minamata, and Waigani Conventions.
- Demonstrated capacity to conduct high-level consultations and fact-finding missions in a multi-country context, with a focus on environmental policy and strategy development.

### **3. Technical Expertise**

- Familiarity with the challenges and best practices for managing hazardous waste streams, including Persistent Organic Pollutants (POPs), e-waste, used oil, healthcare waste, used batteries, and end-of-life vehicles.
- Proven experience in developing capacity-building programs and delivering training (e.g., webinars, digital learning) for government and industry stakeholders.

### **4. Project Management Skills**

- Strong project management experience, including the ability to deliver complex multi-country projects on time and within budget.
- Experience in coordinating with regional organisations, national governments, and local stakeholders to ensure successful project outcomes.

### **5. Additional Desirable Attributes**

- Experience in working with international organisations such as the United Nations, SPREP, GEF or similar multilateral initiatives.
- Fluency in or familiarity with local languages in the Pacific region will be considered an asset.