

REQUEST FOR TENDERS

RFT: PWP-228-CON
File: AP_6/5/8/4
Date: 18 September, 2024
To: Interested consultants
From: PacWastePlus

Subject: Request for tenders (RFT): Development and Subsequent Awareness/Outreach of a Regional Position Paper (Report) on Proper and Safe Disposal and Landfilling of Asbestos Containing Materials on Pacific Islands

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 consultants to develop a Position Paper (Report) on the use of local landfill or entombment management options and provide education and awareness of this solution to the problem of disposal of ACM.
- 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:
 - 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
- 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 pwp.procurement@sprep.org before 03 October 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 04 October 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 – 80%

Criteria	Detail	Weighting
Experience	Demonstrated experience on development of Position Papers related to waste management and specifically ACM management. Experience in the Pacific Region will be well regarded.	25%
	Demonstrated understanding of ACM disposal issues in Pacific Island Countries	15%
	Preparing and implementing Education and Outreach Plans	10%
Technical Proposal Methodology	Proposed Project methodology noting schedule, activities, engagement with country representatives etc.	25%
Risk Management	Provision of a detailed risk management plan to ensure appropriate and timely delivery of the service.	5%

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

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: 11 October 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_PWP-228-CON: **Tender name 'Development and Subsequent Awareness/Outreach of a Regional Position Paper (Report) on Proper and Safe Disposal and Landfilling of Asbestos Containing Materials on Pacific Islands'**

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

Development and Subsequent Awareness/Outreach of a Regional Position Paper (Report) on Proper and Safe Disposal and Landfilling of Asbestos Containing Materials on Pacific Islands

1. BACKGROUND

The Secretariat of the Pacific Regional Environment Program (SPREP) is working with the European Union's Delegation to the Pacific, and 14 Pacific Island Countries and Timor-Leste to undertake the PacWastePlus Program (the Project) which seeks to improve and enhance waste management activities and the capacity of governments, industry, and communities to manage waste to reduce the impact on human health and the environment.

PacWastePlus seeks to generate improved economic, social, health and environmental benefits for Pacific Island Countries arising from stronger regional economic integration and the sustainable management of natural resources and the environment. The program activities will be designed to assist Countries to ensure the safe and sustainable management of waste with due regard for the conservation of biodiversity, reduction of marine litter, health and well-being of Pacific Island communities, and climate change mitigation and adaptation requirements.

Activities for PacWastePlus will focus on targeted priority waste streams which are: hazardous wastes (specifically **asbestos, e-waste and healthcare waste**); and solid wastes (specifically **recyclables, organic waste, disaster waste and bulky waste**).

The programme has set aside funding to invest in projects that support positive waste management and environment outcomes for businesses, community groups and social enterprises.

2. INTRODUCTION TO PROJECT

Asbestos Containing Materials are a significant legacy issue for Pacific Islands. Asbestos assessment work done under the PacWaste project (2014-18) noted that four countries (Kiribati, Nauru, Niue, Vanuatu), surveyed account for 83% of confirmed non-residential asbestos. A very large amount of asbestos was identified in Kiribati, however 98% of this was identified on Banaba (Ocean Island). A visual assessment of residential dwellings was also undertaken. Those results (visual) could only report the suspected existence of asbestos materials; however, the results were similar to the non-residential survey in that there were significant variances between locations. The estimates of suspected residential asbestos ranged from nil or practically nil (Fiji, Federated States of Micronesia, Palau, Republic of the Marshall Islands, Samoa) through to almost half of residential dwellings (Funafuti, Tuvalu).

While the quantity of asbestos provides a good sense of the scale of the problem, the other important factor to consider is the relative risk that the asbestos presents. The PacWaste survey found that of the 187,891m² of confirmed, non-residential asbestos identified, 78% was classified as either high or moderate risk. Almost all the asbestos identified through the survey had been non-friable at the time of installation. However, when non-friable asbestos (such as roofing and cladding) ages and deteriorates it starts to break down and may release fibres into the air. This deterioration was found to be present, to varying degrees, in many of the countries surveyed thus increasing the potential health risk.

With the exceptions of three Pacific Island Countries (Papua New Guinea, Fiji and Tonga), asbestos containing materials (ACM) are transported internationally (to either Australia or New Zealand) for environmentally sound disposal. Due to the lack of local disposal options, many countries experience asbestos dumping issues.

The costs and inefficiencies of shipping internationally for disposal, mean most Pacific Island Countries do not have active or ongoing strategies to address the legacy ACM issue, and none have available government funds for abatement actions, relying on donor's and development partners to provide ad-hoc support for abatement activities.

PacWastePlus is seeking to produce a Position Paper (Report) on the use of local landfill or entombment management options, followed by education and outreach efforts.

The Report must provide details on appropriate background, discussion of this issues which are expected to include (i) local management from the perspectives of governments and key stakeholders (ii)

environmentally sound landfill design and management (iii) options for local entombment (non-land-filling options – if they exist), and recommendations for local safe disposal of ACM by landfilling or entombment.

3. EXPECTED OUTCOME

The PacWastePlus Programme seeks to engage a suitably qualified consultant to develop a Position Paper (Report) on the use of local landfill or entombment management options and provide education and awareness of this solution to the problem of disposal of ACM.

Position Paper	<p>The Consultant shall develop a Report that includes but is not limited to:</p> <ul style="list-style-type: none"> • The types of legacy asbestos wastes arising in the Pacific, including contaminated soil. Numerous examples from several countries should be given. • A background of ACM disposal practices in the PICTs • The <u>technical</u> advantages and disadvantages, including costs comparison of local landfill or entombment management with other disposal options in the PICTs. • Discussion of ACM landfills currently used in the Pacific for ACM disposal i.e., disposal in the Metropolitan Countries (USA, England, France, New Zealand, Australia), and standards of construction and use. • Discussion of the utilisation PESTLE or other assessment [https://pacwasteplus.org/resources/waste-management-decision-support-tool/] tools to assist decision making on the most appropriate abatement option. • Recommendations.
Education and Outreach Plan	<p>The Consultant shall prepare an outreach and education plan on the Report.</p> <p>The plan will serve as a guiding map for communication matters to ensure the provision of accessible, effective, and engaging communication with key agencies, businesses, and communities.</p> <p>The plan must provide a framework for the organisation and delivery of recommended engagement activities, and shall include key messages, audience identification, media, responsibility, monitoring and evaluation, and expected budget requirements.</p> <p>The plan shall include, but not be limited to:</p> <ul style="list-style-type: none"> • Booklet containing information in the Report for publication • Three factsheets: <ul style="list-style-type: none"> ○ background on legacy ACM disposal in PICTs ○ recommended safe options for landfill disposal of ACM options ○ costs associated with the design and construction of a landfill cell • A five (5) minute documentary (in English) on the Report that will be played in PICT markets on television at least three times a month across six months. • Other booklets, fact sheets video resources that maybe be needed to meet the outcome, i.e., ensure the provision of accessible, effective, and engaging communication with key agencies, businesses, and communities.



SPREP
Secretariat of the Pacific Regional
Environment Programme

**Implementation of
Education &
Outreach Plan**

Delivery of the plan to all countries participating in the PacWastePlus program.

4. SCOPE OF WORK

The activity is expected to be developed under several stages, as described in the following table.

Phase	Description	Consultant Output
Inception	<p>Lead an inception meeting with the PacWastePlus team to discuss the delivery of the project, addressing all issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs.</p> <p>The Inception Meeting minutes shall:</p> <ul style="list-style-type: none"> - Confirm activities agreed upon. - Confirm scope to be developed as agreed by meeting participants prior to commencement of any activities. <p>The Contractor shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>The Draft Work Plan shall contain at a minimum a</p> <ul style="list-style-type: none"> • Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables, including preparation stages, drafting and review, training, site works, disposal, site closure and consultations. • General description of the methods which the Contractor proposes to adopt for executing the contract. • Comprehensive risk plan to ensure effective delivery of services. <p>Any further details and information as SPREP may reasonably require.</p>	<p>Inception meeting</p> <p>Minutes of the inception meeting with confirmation of activities, and scope of work to be developed and agreed by meeting participants prior to commencement of any activities.</p> <p>Draft Work Plan</p> <p>The Draft Work Plan shall be delivered to SPREP for its consideration and comment.</p> <p>Final Work Plan</p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p>
Develop Position Paper (Report)	<p>The Consultant shall develop a Report that includes but is not limited to:</p> <ul style="list-style-type: none"> • The types of legacy asbestos wastes arising in the Pacific, including contaminated soil. Numerous examples from several countries should be given. • A background of ACM disposal practices in the PICTs • The technical advantages and disadvantages, including costs comparison of local landfill or entombment management with other disposal options in the PICTs. • Discussion of ACM landfills currently used in the Pacific for ACM disposal i.e., disposal in the Metropolitan Countries (USA, England, France, New Zealand, Australia), and standards of construction and use. 	<p>Draft Report</p> <p>The consultant will develop a draft Position paper addressing the issues described in the ToR, along with recommendations for the local environmentally sound management of ACM.</p> <p>Final Report</p> <p>The consultant will finalise the Position Paper utilising feedback and comments from SPREP.</p>

Phase	Description	Consultant Output
	<ul style="list-style-type: none"> • Discussion of the utilisation PESTLE or other assessment [https://pacwasteplus.org/resources/waste-management-decision-support-tool/] tools as a way to decide on the most appropriate abatement option. • Recommendations. 	
Develop an Outreach and education Plan for local Landfilling or entombment of Asbestos Containing Materials on Pacific Islands	<p>The Consultant shall prepare an outreach and education plan for the promotion and socialisation of the Position Paper (Report) and its recommendations. The plan will serve as a guiding map for communication matters to ensure the provision of accessible, effective, and engaging communication with key agencies, businesses, and communities. The plan will serve as a guiding map for communication matters, regarding the Report It is to provide accessible, effective, and engaging communication to key agencies, businesses, and communities. The plan provides a framework on which one can organize and deliver engagement activities. It includes messages, audiences, media, responsibility assignments, measurements, evaluation and budget.</p> <p>The plan shall include, but not be limited to:</p> <ul style="list-style-type: none"> • Booklet containing information in the Report for publication • Three factsheets: 1) background on legacy ACM disposal in PICTs, 2) recommended safe options for landfill disposal of ACM options, 3) costs associated with the design and construction of a landfill cell • A five (5) minute documentary (in English) that will be played in PICT markets on television at least once a month across four (4) months. • Other booklets, fact sheets video resources that maybe be needed to meet the outcome, i.e., ensure the provision of accessible, effective, and engaging communication with key agencies, businesses, and communities. 	<p>Draft Outreach and Education Plan</p> <p>The consultant will develop an outreach and education plan to socialise the report and its recommendations to Pacific Island Countries and other key stakeholders for Landfilling of Asbestos Containing Materials on Pacific Islands</p> <p>Final Outreach and Education Plan</p> <p>The consultant will finalise the plan utilising the feedback from SPREP.</p>
Implementation of Outreach and Education Plan for Landfilling of Asbestos Containing Materials on Pacific Islands	<p>The Consultant shall implement the Outreach and Education Plan for Landfilling of Asbestos Containing Materials on Pacific Islands</p> <p>All deliverables shall be reviewed and approved by SPREP before publication/broadcast.</p> <p>The Contractor shall acquire the television time to play the documentary in all countries participating in the PacWastePlus program.</p>	<p>Implementation of Outreach and Education Plan for Landfilling of Asbestos Containing Materials on Pacific Islands</p>

Institutional Arrangement

This activity does not require travel to the region and is expected to be completed as a desktop activity. Introductions to representatives of Pacific Island Countries will be facilitated by the PacWastePlus team where local knowledge or information is required.

Contractor Responsibilities

The Contractor will be responsible for scheduling meetings with SPREP (and stakeholders if required in the project plan), taking minutes, and distributing these for comment prior to finalising.

5. Schedule of Work

The activities are to be completed no later than **April 15, 2025**, with a preference for the activities to be completed much earlier.

Expected project activity is detailed below, it is expected that tenderers will detail how and when each of these steps will be delivered.

Activity/Deliverable	Timeline
Draft Work Plan	No later than two (2) weeks from date of Contract Execution.
Final Work Plan	No later than two (2) weeks from date of receipt of final comments on draft Work Plan.
Draft Report	No later than four (4) weeks from receipt of Final Work Plan.
Final Report	No later than two (2) weeks from receipt of final SPREP comment on the draft report.
Outreach and Education Plan for Landfilling of Asbestos Containing Materials on Pacific Islands	No later than eight (8) weeks from receipt of Final Work Plan
Complete implementation of Outreach and Education Plan for Landfilling of Asbestos Containing Materials on Pacific Islands	March 31, 2025

6. Budget

Submissions are required to itemize all financial elements of their proposal in **USD**, including, but not limited to, the following:

- Salary costs (hourly rate)
- All applicable taxes

Submissions must include an annotated budget listing for each task.

Proposals above \$35,000.00 USD will not be considered.

SPREP reserves the right to withdraw this tender at any time, to accept or reject any or all bids and to waive any formal defects or irregularities in this bid, when deemed to be in the interest of SPREP.

7. Other Information

The successful consultant will be provided with any relevant project documentation.

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