



REQUEST FOR TENDERS

RFT: PWP-328-CON
File: AP_6/5/8/4
Date: 18 September, 2024
To: Interested consultants
From: Sela Soakai-Simamao

Subject: Request for tenders (RFT): Media Support in Fiji, Kiribati, Papua New Guinea, Samoa, Timor-Leste and Tonga for waste management awareness.

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 provide media support in Fiji, Kiribati, Papua New Guinea, Samoa, Timor-Leste, and Tonga for waste management awareness.
- 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 11 October 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 14 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 successful experience in all stages of production and development of both animation and video content, as well as radio products in bilingual format for Pacific Islands audiences.	15
	Evidence of strong networks and partnerships across the included countries with multi-media producers.	15
	Demonstrated experience of management of multiple media projects spanning all stages of strategy and campaign development, production, distribution and broadcast.	10
Technical Proposal/ Methodology	Detailed methodology describing how work would be scheduled, and expected timing for development and delivery of the various activities so it is understood how the PacWastePlus needs to interact with the delivery team, to ensure timely delivery of scheduled actions.	40

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: 21 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-328: **Media Support in Fiji, Kiribati, Papua New Guinea, Samoa, Timor-Leste and Tonga for waste management awareness.**

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

Media Support in Fiji, Kiribati, Papua New Guinea, Samoa, Timor-Leste and Tonga for waste management awareness.

1. BACKGROUND

The Secretariat of the Pacific Regional Environment Programme (SPREP) is working with the European Union's Delegation to the Pacific, and 14 Pacific Island Countries and Timor-Leste to undertake the PacWastePlus Programme (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 programme 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 PacWaste Plus 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**).

2. INTRODUCTION TO PROJECT

The PacWastePlus Programme is working closely with member countries to deliver education and awareness activities for their national project interventions. Each country has selected to undertake specific activities relevant to their context and legislative framework, and as such, has identified specific education and awareness interventions required to communicate and engage with their stakeholders and communities.

The projects we are seeking support on from this engagement are:

Country	Priority Waste Stream	Education and Awareness Activities
Fiji	Organic Waste Management	<ul style="list-style-type: none"> Local television broadcasting animation video on segregating and processing Organic materials to support agricultural activities. Propose for the Animation produced by Pasifika to be utilised for this purpose. Radio Talk Back Show on the PacWaste Plus project and benefits of processing organic materials.
Kiribati	Asbestos Management	<ul style="list-style-type: none"> Local television broadcasting videos on identification of ACM and its locations on Banaba Island utilising the Banaba Island Strategic Action Plan. Radio outreach on the proper and safe way to address potential ACM in the home, school and workplace,
Papua New Guinea	Hazardous Waste Management (Asbestos, E-waste, Healthcare waste)	<ul style="list-style-type: none"> Local television broadcasting videos on the proper way to manage hazardous materials, specifically: <ul style="list-style-type: none"> The PNG ACM Code of Practice for asbestos workers



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Environment Programme

		<ul style="list-style-type: none"> ○ Healthcare Waste management for PNG healthcare workers ○ E-Waste for E-Waste workers ○ Proper and safe management/handling of all hazardous materials. ● Radio outreach on: <ul style="list-style-type: none"> ○ Proper and safe way to address potential ACM in the home, school and workplace ○ Elimination of the purchase/acquisition by local stores of ACM ○ Banning of ACM in PNG.
Samoa	Recyclables and E-waste Management	<ul style="list-style-type: none"> ● Radio Talk Back Show to educate and help inform people on the importance of managing e-waste and recyclables.
Timor-Leste	Healthcare Waste Management	<ul style="list-style-type: none"> ● Local television broadcasting videos on the different parts of the National Healthcare waste management Strategy and Guidance. ● Radio outreach on: <ul style="list-style-type: none"> ○ Proper and safe way to address potential ACM in the home, school and workplace, ○ National Healthcare waste management Guidance.
Tonga	Asbestos Management	<ul style="list-style-type: none"> ● Local television broadcasting videos on: <ul style="list-style-type: none"> ○ The Tonga ACM Code of Practice for asbestos workers ○ identification of ACM and its location utilising the Tonga Strategic Action Plan. ● Radio outreach on: <ul style="list-style-type: none"> ○ The proper and safe way to address potential ACM in the home, school and workplace ○ Elimination of the purchase/acquisition by local stores of ACM ○ banning of ACM importation to Tonga.

3. EXPECTED OUTCOME

Given the scope of works across these six countries, SPREP seeks to engage a suitably qualified media support company to:

- Work with the SPREP Country Project managers, and National Project Focal Points to fully develop the various media messages for release in each country
- Undertake any necessary scripting or designs (to SPREP, PacWastePlus, and Country branding guidelines)
- Develop resources
- Manage the administration associated with the booking, distribution, or publication of the various media interventions.

4. SCOPE OF WORK

The expected delivery of this consultancy will be developed in stages and is described in the following table:

Table 1: Scope of Work

Phase	Description	Documentation SPREP will Provide	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 Consultant shall use to meet the contract deliverables. • General description of the methods which the Consultant proposes to adopt for executing the contract. • Comprehensive risk plan to ensure effective delivery of services. 	<p>SPREP and PWP Branding Guidelines.</p> <p>Draft Country Education & Awareness Plans</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 for each country project implementation</p> <p>The Draft Work Plan shall be delivered to SPREP for its consideration and comment.</p> <p>Final Work Plan for each country project implementation</p> <p>Final work plan incorporating revisions and addressing all</p>

Phase	Description	Documentation SPREP will Provide	Consultant Output									
	<ul style="list-style-type: none"> Any further details and information as SPREP may reasonably require. 		comments by reviewers on the draft work plan									
Fiji Project implementation	<p>PacWaste Plus is assisting the iTaukei Affairs Board to improve organic waste management in 25 communities. The project is looking to educate local community members to segregate organic waste for processing at the community compost station. Final product produced from the compost will be utilised to support agricultural activities in the country.</p> <p>The project is looking to inform local citizens on the project and the benefits of processing organic wastes. The project is looking to utilise the following to push out awareness messages to the communities:</p> <ol style="list-style-type: none"> Local television broadcasting animation video on segregating and processing Organic materials to support agricultural activities. Propose for the Animation produced by Pasifika to be utilised for this purpose. Radio Talk Back Show on the PacWaste Plus project and benefits of processing organic materials. Social Media tiles/awareness on Organic Waste Management. <p>The consultant is expected to provide to SPREP for review all media content prior to advertisement/ airing.</p> <table border="1" data-bbox="398 979 1151 1273"> <thead> <tr> <th>Delivery Method</th> <th>Timing/Date</th> <th>Frequency</th> </tr> </thead> <tbody> <tr> <td>TV Advert on Prime Time (National News Segment)</td> <td>December 2024</td> <td>For a whole month</td> </tr> <tr> <td>Radio/TV Talk Back Show</td> <td>November 2024 – March 2025</td> <td>Once a month</td> </tr> </tbody> </table>	Delivery Method	Timing/Date	Frequency	TV Advert on Prime Time (National News Segment)	December 2024	For a whole month	Radio/TV Talk Back Show	November 2024 – March 2025	Once a month	Technical content to support implementation	<p>Draft Media Engagement Plan</p> <p>Draft plan to be submitted to SPREP for review and must adequately addresses all elements identified for this deliverable.</p> <p>Final Engagement Plan</p> <p>Plan address all SPREP’s comments.</p> <p>Delivery Report</p> <p>Report must inform SPREP on the implementation of the Plan. Evidence to be included in the report.</p>
Delivery Method	Timing/Date	Frequency										
TV Advert on Prime Time (National News Segment)	December 2024	For a whole month										
Radio/TV Talk Back Show	November 2024 – March 2025	Once a month										
Kiribati Project	PacWaste Plus is assisting the Government of Kiribati to:	Technical content to support implementation:	<p>Draft Media Engagement Plan</p> <p>Draft plan to be submitted to SPREP for review and must</p>									

Phase	Description	Documentation SPREP will Provide	Consultant Output						
implementation	<ul style="list-style-type: none"> Educate and inform the people of Kiribati on the importance of ACM impact on their health and the environment Improve asbestos management systems in government and the private sector <p>The project is looking to (1) inform the public and leadership to establish proper asbestos management systems currently in the community, (2) promoting a cleaner environment and healthier people through a reduction in exposure to ACM, and (3) provide general awareness and engagement on proper ACM management.</p> <p>The project is seeking to utilise the following to push out awareness messages to the communities:</p> <ol style="list-style-type: none"> Local television broadcasting videos on identification of ACM and its locations on Banaba Island utilizing the Banaba Island Strategic Action Plan. Radio outreach on the proper and safe way to address potential ACM in the home, school and workplace, <p>The consultant is expected to provide SPREP for review all media content prior to advertisement/ airing.</p> <table border="1" data-bbox="394 1034 1160 1396"> <thead> <tr> <th>Delivery Method</th> <th>Timing/Date</th> <th>Frequency</th> </tr> </thead> <tbody> <tr> <td>Radio spots: What is asbestos and what to do if I think I have ACM in my home. <i>Message: Asbestos is</i></td> <td>October 2024 – March 2025</td> <td>Five (5) times each day (five (5) separate scripts)</td> </tr> </tbody> </table>	Delivery Method	Timing/Date	Frequency	Radio spots: What is asbestos and what to do if I think I have ACM in my home. <i>Message: Asbestos is</i>	October 2024 – March 2025	Five (5) times each day (five (5) separate scripts)	Living with Asbestos	<p>adequately addresses all elements identified for this deliverable.</p> <p>Final Engagement Plan</p> <p>Plan address all SPREP's comments.</p> <p>Delivery Report</p> <p>Report must inform SPREP on the implementation of the Plan. Evidence to be included in the report.</p>
Delivery Method	Timing/Date	Frequency							
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	<p><i>dangerous, please stay away from asbestos fragments or debris</i> <i>- Do not disturb asbestos roofs or claddings, please avoid damages</i> <i>-Stay away from Asbestos fragments or debris at home,</i></p>			
	<p>Radio spots on what ACM is and potential exposure in the home, school and workplace</p>	<p>October 2024-December 2024</p>	<p>Five (5) times each day (five (5) separate scripts)</p>	
	<p>Video Production of ten (10) minute promo on ACM what it looks like and where it is on Banaba Island</p>	<p>October 2024-December 2024</p>	<p>Presented each week.</p>	
<p>Papua New Guinea Project implementation</p>	<p>PacWaste Plus is assisting the Government of Papua New Guinea to:</p> <ul style="list-style-type: none"> Educate and inform the people of PNG on the importance of ACM, E-Waste and healthcare waste impact on their health and the environment Improve Hazardous Materials management systems in government and the private sector 		<p>Technical content to support implementation: Living with Asbestos (publication), PNG Code of Practice &</p>	<p>Draft Media Engagement Plan</p> <p>Draft plan to be submitted to SPREP for review and must adequately address all elements identified for this deliverable.</p> <p>Final Engagement Plan</p>

Phase	Description	Documentation SPREP will Provide	Consultant Output									
	<p>The project is looking to (1) inform the public and leadership to establish proper hazardous materials management systems, i.e., ACM ban, HCW handling, etc., currently in the community, (2) promoting a cleaner environment and healthier people through a reduction in exposure to Hazardous Materials, and (3) provide general awareness and engagement on proper ACM, E-waste and HCW management.</p> <p>The project is looking to utilise the following to push out awareness messages to the communities:</p> <ul style="list-style-type: none"> i. Local television broadcasting videos on (1) the PNG ACM Code of Practice for asbestos workers, Healthcare Waste management strategy/guidance and training for PNG healthcare workers, and (2) E-Waste strategy/guidelines for E-Waste workers and the public. ii. Radio outreach on the (1) proper and safe way to address potential ACM in the home, school and workplace, (2) elimination of the purchase/acquisition by local stores of ACM, and (3) on the banning of ACM in PNG. <p>The consultant is expected to provide to SPREP for review all media content prior to advertisement/ airing.</p> <table border="1" data-bbox="394 965 1211 1339"> <thead> <tr> <th data-bbox="394 965 667 1019">Delivery Method</th> <th data-bbox="667 965 943 1019">Timing/Date</th> <th data-bbox="943 965 1211 1019">Frequency</th> </tr> </thead> <tbody> <tr> <td data-bbox="394 1019 667 1214">Radio spots: What is asbestos and what to do if I think I have ACM in my home.</td> <td data-bbox="667 1019 943 1214">October 2024 – March 2025</td> <td data-bbox="943 1019 1211 1214">Five (5) times each day (five (5) separate scripts)</td> </tr> <tr> <td data-bbox="394 1214 667 1339">Radio spots on eliminating the acquisition of ACM by local stores</td> <td data-bbox="667 1214 943 1339">October 2024 – March 2025</td> <td data-bbox="943 1214 1211 1339">Five (5) times each day (five (5) separate scripts)</td> </tr> </tbody> </table>	Delivery Method	Timing/Date	Frequency	Radio spots: What is asbestos and what to do if I think I have ACM in my home.	October 2024 – March 2025	Five (5) times each day (five (5) separate scripts)	Radio spots on eliminating the acquisition of ACM by local stores	October 2024 – March 2025	Five (5) times each day (five (5) separate scripts)	Nauru/PNG seminar materials	<p>Plan address all SPREP's comments.</p> <p>Delivery Report</p> <p>Report must inform SPREP on the implementation of the Plan. Evidence to be included in the report.</p>
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Radio spots: What is asbestos and what to do if I think I have ACM in my home.	October 2024 – March 2025	Five (5) times each day (five (5) separate scripts)										
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	Radio spots on potential ACM ban and what it means.	October 2024-December 2024	Five (5) times each day (five (5) separate spots)	
	Radio spots on what ACM is and potential exposure in the home, school and workplace	October 2024-December 2024	Five (5) times each day (five (5) separate scripts)	
	Three (3) five (5)-minute video promos on different parts of the endorsed PNG ACM code of practice; Healthcare waste management strategy & guidance, E-Waste strategy and guidance	October 2024-December 2024	Each of the three (3) videos will be presented each week.	
	Video Production of ten (10) minute promo on proper and safe management/handling of and Hazardous Materials	October 2024-December 2024	Presented each week.	
Samoa Project implementation	<p>PacWaste Plus is supporting the Ministry of Natural Resources and Environment to introduce a Product Stewardship Scheme that will divert e-waste and recyclables from the landfill. The project is looking to produce awareness materials to inform communities of the following:</p> <ul style="list-style-type: none"> • The benefit of diverting materials away from landfill • Urge individuals to segregate waste and support recycling initiatives in the country. 	Technical content to support implementation	<p>Draft Media Engagement Plan</p> <p>Draft plan to be submitted to SPREP for review and must adequately addresses all elements identified for this deliverable.</p> <p>Final Engagement Plan</p>	

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	<p>The project is looking to inform local citizens on the project and the benefits of processing organic wastes. The project is looking to utilise the following to push out awareness messages to the communities:</p> <p>Local television broadcasting animation video on the impact of improper disposal of e-waste.</p> <p>Radio Talk Back Show on the PacWaste Plus project and benefits of recycling.</p> <p>Social Media tiles/awareness on Recyclables.</p> <table border="1" data-bbox="394 624 1160 948"> <thead> <tr> <th>Delivery Method</th> <th>Timing/Date</th> <th>Frequency</th> </tr> </thead> <tbody> <tr> <td>TV Advert on Prime Time (National News/Church Segment)</td> <td>December 2024</td> <td>For a whole month</td> </tr> <tr> <td>Radio/TV Talk Back Show</td> <td>November 2024 – March 2025</td> <td>Once a month</td> </tr> </tbody> </table> <p>The consultant is expected to provide to SPREP for review all media content prior to advertisement/ airing.</p>	Delivery Method	Timing/Date	Frequency	TV Advert on Prime Time (National News/Church Segment)	December 2024	For a whole month	Radio/TV Talk Back Show	November 2024 – March 2025	Once a month		<p>Plan address all SPREP's comments.</p> <p>Delivery Report</p> <p>Report must inform SPREP on the implementation of the Plan. Evidence to be included in the report.</p>
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<p>Timor-Leste Project implementation</p>	<p>PacWaste Plus is assisting the Democratic Republic of Timor-Leste to:</p> <ul style="list-style-type: none"> Educate and inform the people of Timor-Leste on the importance of ACM impact on their health and the environment Improve asbestos management systems in government and the private sector Promote awareness of the draft national healthcare waste strategy and guidelines <p>The project is looking to (1) inform the public and leadership to establish proper asbestos management systems currently in the community, (2)</p>	<p>Technical content to support implementation: Living with Asbestos (publication), Timor-Leste National Healthcare Waste management</p>	<p>Draft Media Engagement Plan</p> <p>Draft plan to be submitted to SPREP for review and must adequately addresses all elements identified for this deliverable.</p> <p>Final Engagement Plan</p> <p>Plan address all SPREP's comments.</p>									

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	<p>promoting a cleaner environment and healthier people through a reduction in exposure to ACM and healthcare waste, and (3) provide general awareness and engagement on proper ACM and healthcare waste management. The project is looking to utilise the following to push out awareness messages to the communities:</p> <ul style="list-style-type: none"> i. Local television broadcasting videos on (1) the different parts of the National Healthcare waste management Strategy and Guidance. ii. Radio outreach on the (1) proper and safe way to address potential ACM in the home, school and workplace, (2) and National Healthcare waste management Strategy and Guidance. <p>The consultant is expected to provide SPREP for review all media content prior to advertisement/ airing.</p> <table border="1" data-bbox="394 794 1160 1358"> <thead> <tr> <th data-bbox="394 794 651 852">Delivery Method</th> <th data-bbox="651 794 909 852">Timing/Date</th> <th data-bbox="909 794 1160 852">Frequency</th> </tr> </thead> <tbody> <tr> <td data-bbox="394 852 651 1050">Radio spots: What is asbestos and what to do if I think I have ACM in my home.</td> <td data-bbox="651 852 909 1050">October 2024 – March 2025</td> <td data-bbox="909 852 1160 1050">Five (5) times each day (five (5) separate scripts)</td> </tr> <tr> <td data-bbox="394 1050 651 1233">Radio spots on the healthcare waste management strategy and guidelines & HCWM training</td> <td data-bbox="651 1050 909 1233">October 2024 – March 2025</td> <td data-bbox="909 1050 1160 1233">Five (5) times each day (five (5) separate scripts)</td> </tr> <tr> <td data-bbox="394 1233 651 1358">Radio spots on what ACM is and potential exposure in the home,</td> <td data-bbox="651 1233 909 1358">October 2024- December 2024</td> <td data-bbox="909 1233 1160 1358">Five (5) times each day (five (5) separate scripts)</td> </tr> </tbody> </table>	Delivery Method	Timing/Date	Frequency	Radio spots: What is asbestos and what to do if I think I have ACM in my home.	October 2024 – March 2025	Five (5) times each day (five (5) separate scripts)	Radio spots on the healthcare waste management strategy and guidelines & HCWM training	October 2024 – March 2025	Five (5) times each day (five (5) separate scripts)	Radio spots on what ACM is and potential exposure in the home,	October 2024- December 2024	Five (5) times each day (five (5) separate scripts)	strategy & guidance	<p>Delivery Report</p> <p>Report must inform SPREP on the implementation of the Plan. Evidence to be included in the report.</p>
Delivery Method	Timing/Date	Frequency													
Radio spots: What is asbestos and what to do if I think I have ACM in my home.	October 2024 – March 2025	Five (5) times each day (five (5) separate scripts)													
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Radio spots on what ACM is and potential exposure in the home,	October 2024- December 2024	Five (5) times each day (five (5) separate scripts)													

Phase	Description	Documentation SPREP will Provide	Consultant Output	
	school and workplace Four (4) Five (5)-minute video promos on different parts of the Healthcare waste management strategy and guidelines Collaterals on HCWM - posters and signages in that can be placed strategically in hospitals and health facilities that reminds healthcare workers on proper healthcare waste disposal.	October 2024-December 2024 NA	Each of the four (4) videos will be presented each week. Provided to each of the five (5) referral hospitals in Timor Leste.	
Tonga Project implementation	<p>PacWaste Plus is assisting the Kingdom of Tonga:</p> <ul style="list-style-type: none"> Educate and inform the people of Tonga on the importance of ACM impact on their health and the environment Improve asbestos management systems in government and the private sector <p>The project is looking to (1) inform the public and leadership to establish proper asbestos management systems currently in the community, (2) promoting a cleaner environment and healthier people through a reduction in exposure to ACM, and (3) provide general awareness and engagement on proper ACM management.</p>	Technical content to support implementation: Living with Asbestos (publication), Tonga Strategic Action Plan & ACM disaster publications, Tonga Code of Practice &	<p>Draft Media Engagement Plan</p> <p>Draft plan to be submitted to SPREP for review and must adequately addresses all elements identified for this deliverable.</p> <p>Final Engagement Plan</p> <p>Plan address all SPREP's comments.</p> <p>Delivery Report</p>	

Phase	Description	Documentation SPREP will Provide	Consultant Output															
	<p>The project is looking to utilise the following to push out awareness messages to the communities:</p> <ul style="list-style-type: none"> i. Local television broadcasting videos on (1) the different parts of the recently endorsed Tonga ACM Code of Practice for asbestos workers, and (2) on identification of ACM and its location utilising the Tonga Strategic Action Plan. ii. Radio outreach on the (1) proper and safe way to address potential ACM in the home, school and workplace, (2) elimination of the purchase/acquisition by local stores of ACM, and (3) on the banning of ACM in Tonga. <p>The consultant is expected to provide to SPREP for review all media content prior to advertisement/ airing.</p> <table border="1" data-bbox="394 810 1211 1374"> <thead> <tr> <th data-bbox="394 810 667 868">Delivery Method</th> <th data-bbox="667 810 943 868">Timing/Date</th> <th data-bbox="943 810 1211 868">Frequency</th> </tr> </thead> <tbody> <tr> <td data-bbox="394 868 667 1062">Radio spots: What is asbestos and what to do if I think I have ACM in my home.</td> <td data-bbox="667 868 943 1062">October 2024 – March 2025</td> <td data-bbox="943 868 1211 1062">Five (5) times each day (five (5) separate scripts)</td> </tr> <tr> <td data-bbox="394 1062 667 1187">Radio spots on eliminating the acquisition of local stores of ACM</td> <td data-bbox="667 1062 943 1187">October 2024 – March 2025</td> <td data-bbox="943 1062 1211 1187">Five (5) times each day (five (5) separate scripts)</td> </tr> <tr> <td data-bbox="394 1187 667 1283">Radio spots on potential ACM ban and what it means.</td> <td data-bbox="667 1187 943 1283">October 2024- December 2024</td> <td data-bbox="943 1187 1211 1283">Five (5) times each day (five (5) separate spots)</td> </tr> <tr> <td data-bbox="394 1283 667 1374">Radio spots on what ACM is and potential exposure</td> <td data-bbox="667 1283 943 1374">October 2024- December 2024</td> <td data-bbox="943 1283 1211 1374">Five (5) times each day (five (5) separate scripts)</td> </tr> </tbody> </table>	Delivery Method	Timing/Date	Frequency	Radio spots: What is asbestos and what to do if I think I have ACM in my home.	October 2024 – March 2025	Five (5) times each day (five (5) separate scripts)	Radio spots on eliminating the acquisition of local stores of ACM	October 2024 – March 2025	Five (5) times each day (five (5) separate scripts)	Radio spots on potential ACM ban and what it means.	October 2024- December 2024	Five (5) times each day (five (5) separate spots)	Radio spots on what ACM is and potential exposure	October 2024- December 2024	Five (5) times each day (five (5) separate scripts)	Nauru/PNG seminar materials	Report must inform SPREP on the implementation of the Plan. Evidence to be included in the report.
Delivery Method	Timing/Date	Frequency																
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Phase	Description			Documentation SPREP will Provide	Consultant Output
	in the home, school and workplace				
	Four (4) Five (5)-minute video promos on different parts of the endorsed Tonga ACM code of practice	October 2024-December 2024	Each of the four (4) videos will be presented each week.		
	Video Production of ten (10) minute promo on ACM what is looks like and where it is in Tonga	October 2024-December 2024	Presented each week.		

Institutional Arrangements

It is expected that this project will be undertaken remotely, and not require any travel. Introductions to government representatives from participating countries will be facilitated by the SPREP team.

Consultant Responsibilities

The consultant will be responsible for scheduling meetings with stakeholders and SPREP, taking minutes, and distributing draft documents for comment prior to finalising, and finalising documents.

5. SCHEDULE OF WORK

The activities are to be completed no later than **30 April 2025**, or as according to the implementation schedule. Early delivery is appreciated.

Expected project activity is detailed in Table 2 it is expected that tenderers will detail how and when each of these steps will be delivered.

Table 2: Project Schedule

Activity/Deliverable	Timeline
Draft Work Plan	No later than two (2) weeks from date of Contract Execution
Final Work Plan	No later than a week from date of receipt of final comments on draft Work Plan
Draft Media Engagement Plan for Fiji	No later than three (3) weeks from date of Contract Execution
Final Media Engagement Plan for Fiji	No later than a week from date of receipt of final comments on draft Plan
Draft Media Engagement Plan for Kiribati	No later than three (3) weeks from date of Contract Execution
Final Media Engagement Plan for Kiribati	No later than a week from date of receipt of final comments on draft Plan
Draft Media Engagement Plan for PNG	No later than four (4) weeks from date of Contract Execution
Final Medial Engagement Plan for PNG	No later than a week from date of receipt of final comments on draft Plan
Draft Media Engagement Plan for Samoa	No later than four (4) weeks from date of Contract Execution
Final Media Engagement Plan for Samoa	No later than a week from date of receipt of final comments on draft Plan
Draft Media Engagement Plan for Timor-Leste	No later than five (5) weeks from date of Contract Execution
Final Media Engagement Plan for Timor-Leste	No later than a week from date of receipt of final comments on draft Plan
Draft Media Engagement Plan for Tonga	No later than five (5) weeks from date of Contract Execution
Final Media Engagement Plan for Tonga	No later than a week from date of receipt of final comments on draft Plan



Draft Delivery Report for all six countries (Fiji, Kiribati, PNG, Samoa, Timor-Leste, Tonga)	29th April 2025
Final Delivery Report for all six countries (Fiji, Kiribati, PNG, Samoa, Timor-Leste, Tonga)	5 th May 2025

6. BUDGET

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

- Salary costs (hourly rate)
- All booking and distributions costs
- All applicable taxes

Submissions must include an annotated budget listing for each task.

Please note this project has very specific budget allocations for the various country activities. Bids exceeding the values indicated in Table 3 will not be considered.

Table 3: Budget allocations available for each Country

Country	Budget allocation (USD)
Fiji	\$5,000.00 USD
Kiribati	\$12,500.00USD
Papua New Guinea	\$40,000.00USD
Samoa	\$10,000.00 USD
Timor-Leste	\$21,640.00USD
Tonga	\$40,000.00USD

Proposals above the budget allocation 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.

Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud prevention & Whistleblower Protection and Gender and Social Inclusion