



REQUEST FOR TENDERS

RFT: PWP-340-CON
File: AP_6/5/8/4
Date: 7 November, 2024
To: Interested consultants
From: Sela Soakai-Simamao

Subject: Request for tenders (RFT): Support for the implementation of the Regional Data Collection and Monitoring Framework in 14 Pacific Island Countries and Timor-Leste_EXTENDED

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 support the implementation of the regional data collection and trial the DCMR Framework in 14 Pacific Island Countries and Timor-Leste.
- 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 7 November 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 8 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 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 expertise in data analysis. A working knowledge of waste data and analysing waste data to determine trends and what they mean (or are surrogates of/for) would be beneficial.	20%
	Demonstrated experience developing data strategies and monitoring systems/frameworks.	10%
	Demonstrated experience in analysing complex datasets to determine likely drivers or influencers of identified trends.	10%
	Demonstrated experience in Small Island Developing States (SIDS) presenting complex topics in simplified way (particularly via remote platform) (advantageous to detail Pacific experience)	5%
	Examples provided of past works relevant to this activity (links to output reports or products that provide insight into research approach and writing style)	5%
Methodology	Proposed project methodology noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.	30%

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: 13 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_PWP-340: **Support for the implementation of the Regional Data Collection and Monitoring Framework in 14 Pacific Island Countries and Timor-Leste.**

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

Support for the implementation of the Regional Data Collection and Monitoring Framework in 14 Pacific Island Countries and Timor Leste.

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

Efficient waste management is essential for maintaining public health, reducing environmental degradation, and supporting the global drive towards sustainability. However, many communities and organizations struggle with inconsistent and incomplete data on waste generation, collection, and disposal. SPREP has released the Regional Waste Data Collection, Monitoring, and Reporting (DCMR) Framework to standardise data collection and reporting on waste management practices. By actively implementing this framework, we aim to confirm its applicability, identify any challenges, and refine it for continued use, given the DCMR Framework will be utilised as the Monitoring Framework for the new Regional Waste Management and Pollution Strategy (Clean Pacific 2035) currently in development.

The DCMR Framework is vital for standardised management of data, and it comprises of:

- i. Data collection: the primary gathering of raw data directly from sources.
- ii. Data monitoring: The aggregation and analysis of collected data on a routine basis, which enables results to be compared against other countries, the region, and over time. The purpose of this is to identify trends, changes, or variances in the data to support informed decision making.
- iii. Data reporting: The compilation of data to key stakeholders. This has two subsections:
 - Required reporting: individual national reporting requirements (typically to a Multilateral Environmental Agreement (MEA) governing body) that is legislated and obligatory.
 - Regional reporting: the synthesis of the data collection and monitoring stages into a concise format that is useful for assisting countries to make informed waste management decisions, and guide investment.

The DCMR Framework has been developed to ensure waste data is collected, analysed, and reported in a consistent and reliable way across the Pacific. Building on this data overtime ensures the PICTs possess the necessary information to enact effective waste management and informed decision-making. It allows a data driven approach to justifying investment targets (i.e. for investment in waste and recycling education, programs and infrastructure), identifying priority needs in each country and across the region while meeting national legislated and obligated reporting requirements.

The DCMR Framework establishes 8 Core Waste KPI and 10 supplementary KPI. Details of this is highlighted in the table below:



SPREP

Secretariat of the Pacific Regional
Environment Programme

Method	Core KPI	Supplementary KPI
Waste facility register	1. Count / capacity of modern waste facilities 2. Count / capacity of unregulated waste facilities 3. National recovery rate	1. Cost of disposal to landfill (per tonne) 2. Weight of waste disposed 3. Weight of waste recovered 4. Volume and type of stockpiled hazardous waste 10. Weight of disaster waste disposed
Household and commercial waste audit and community survey	4. Per capita waste generation rate 5. Municipal Solid Waste (MSW) composition 6. Household waste capture rate 7. Household collection service coverage	5. Marine plastic pollution potential 6. Awareness and support of waste management services 8. Commercial waste capture rate 9. Commercial collection service coverage
Policy survey	8. Fulfillment of MEA reporting requirements	7. Proportion of strategic waste management initiatives implemented
Landfill and stockpile audit, OR volumetric survey (between audits)	Validation of Waste Facility Register	

To support the implementation of the DCMR Framework by Pacific Island Countries, the following reporting tools were developed:

- i. KPI Reporting Forms
- ii. National and Regional KPI Reporting Register
- iii. National KPI Reporting Form
- iv. Policy Register
- v. Waste Facility Register
- vi. Waste Facility Reporting Form

PacWastePlus is looking to engage a consultant that will trial the DCMR Framework in 14 Pacific island Countries and Timor-Leste.



3. EXPECTED OUTCOME

The PacWastePlus seeks to engage a consultant to utilise the Regional Data Collection, Monitoring and Reporting (DCMR) Framework and support the collection of waste data in 14 Pacific Island Countries and Timor Leste.

The Consultant is expected to review the Country Waste Analysis Report for each of the 15 countries to:

1. Determine KPI and Supplementary KPI that has limited Data or No Data;
2. Utilise the DCMR Framework and the Data collection forms to work with country representatives to undertake necessary data collection and analysis for all KPI that has limited Data or no data
3. Develop a 2024 National Waste Analysis Report for each of the 15 that identify measures for all the eight (8) Core KPI and ten (10) Supplementary KPI.
4. Develop a 2024 Regional Baseline for each of the eight (8) Core KPI and ten (10) Supplementary KPIs (noting existing baseline report has several areas of “no information” that needs to be resolved to develop a true baseline on all KPIs.
5. Establish a process for the Annual review of Data to be implemented by SPREP
6. Present to SPREP Technical team the Regional Baseline for all core KPI and Supplementary KPI
7. Facilitate training in all of the 14 Pacific Countries and Timor-Leste on the:
 - KPI Reporting Forms
 - National and Regional KPI Reporting Register
 - National KPI Reporting Form
 - Policy Register
 - Waste Facility Register
 - Waste Facility Reporting Form

Consultant is expected to deposit all raw data and approved reports into the Country Data portal that is housed with the SPREP INFORM project. Training of country personnel should be undertaken prior to undertaking additional data collection as this provide and opportunity for officers to have hands- on experience.

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 & Workplan development	<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 Consultant 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 include at a minimum:</p> <ul style="list-style-type: none"> Proposed time schedule and sequence of events to meet the contract deliverables, including preparation stages, remote support, report / strategic plan drafting and review, and presentation. General description of the methods which the Consultant proposes to adopt for executing the contract. Comprehensive risk plan to ensure effective delivery of services. Any further details and information as SPREP may reasonably require. 	Nil	<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 Workplan</p> <p>The Draft Work Plan shall, at a minimum, address all the required criteria and clearly articulate how the consultant plans to deliver the job to time and budget.</p> <p>Final Workplan</p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft workplan.</p>
Establish Waste Audit Plan for Additional Data Collection and Analysis for	<p>This project aims to enhance existing data sets and conduct comprehensive analyses for all fourteen Pacific Island Countries and Timor-Leste to support national decision making. The outcome will provide actionable insights and recommendations based on the collected data. Consultant is required to assess all National Waste Audit Report and National Waste Analysis Report to:</p> <ul style="list-style-type: none"> Determine Core KPI and Supplementary KPI with no or limited data 	<p>Countries National Waste Audit Report</p> <p>Countries National Waste</p>	<p>Draft Waste Audit Plan</p> <p>Consultant must submit for SPREP review a draft Waste Audit Plan that adequately address the requirement for this deliverable.</p> <p>Final Waste Audit Plan</p>

Phase	Description	Documentation SPREP will Provide	Consultant Output
Each Country	<ul style="list-style-type: none"> Establish a DCMR Framework Implementation Plan that details comprehensive data collection plan, highlighting methodologies and timelines. Scope of Work must be aligned to the DCMR Framework. <p>The consultant must submit for SPREP review and approval the DCMR Framework Implementation Plan prior to implementation.</p>	Data Analysis Report	Final Report must address all comments provided on the draft report.
Facilitation of In-country training and collection of Additional Data	<p>The project aims to build in-country capacity to utilise for following reporting tools:</p> <ul style="list-style-type: none"> – KPI Reporting Forms – National and Regional KPI Reporting Register – National KPI Reporting Form – Policy Register – Waste Facility Register – Waste Facility Reporting Form <p>Consultant is expected to create training materials, including presentations, handouts and guides. This will need to be submitted for SPREP for review and clearance prior to facilitation of training.</p> <p>Following the training, consultant must work with national focal point, and relevant stakeholders to collect data on all eight (8) Core KPI and ten (10) Supplementary KPIs as per the DCMR Framework.</p>	DCMR Framework KPI Reporting Forms National and Regional KPI Reporting Register National KPI Reporting Form Policy Register Waste Facility Register Waste Facility Reporting Form	<p>Draft Training Manual</p> <p>Consultant must submit for SPREP review training materials, including presentations, handouts and guide</p> <p>Final Training Manual</p> <p>Manual must address all comments provided on the draft manual.</p> <p>Raw Data Collected and Pictures</p> <p>Consultants must supply high resolution pictures and videos of all in-country waste audit and training.</p> <p>Training Report</p> <p>Training Report must highlight the name of all those trained in each country, organisations represented, gender, age, and a</p>

Phase	Description	Documentation SPREP will Provide	Consultant Output
			summary of Training Evaluation for each of the 15 countries.
Develop 2024 National Waste Analysis Report for 15 countries.	<p>The project aims to develop a comprehensive 2024 report that complements and builds on the National Waste Analysis Report (2023) and provides insights into current waste generation and disposal practices in each of the PacWastePlus countries. The report will serve as a tool for policymakers and stakeholders to enhance waste management practices.</p> <p>The consultant must analyse all data collected and develop a Supplementary National Waste Analysis Report for each of the fifteen countries that establishes results for KPIs with no or limited data. Report must mirror the structure of the National Waste Analysis Report published by PacWastePlus in August 2023. The Report must include a Summary of all Key Performance Indicators for each country.</p>	National Waste Audit Analysis Report for all 15 countries (14 Pacific Island Countries and Timor Leste)	<p>15 Draft National Waste Audit Report</p> <p>Consultant must submit for SPREP review a draft 2024 National Waste Audit report for each of the 15 countries that adequately address the requirement for this deliverable.</p> <p>15 Final National Waste Audit Report</p> <p>Report must address all comments provided on draft reports.</p>
Develop 15 Country Profile	<p>A Country Profile for each of the 15 participating countries that serves as a summary of the country waste management practices covering each of the PacWaste Plus seven waste streams as determined by the findings of the DCMR work.</p> <p>The Country Profiles should be designed to inform readers of the following wherever possible (noting the current audit reports, and updated DCMR reports will be the basis of information to develop the profiles):</p> <ol style="list-style-type: none"> Informed Decision-Making: Provides valuable information to businesses, investors, policymakers, NGOs, and researchers, helping them make informed decisions about investments, trade, partnerships, or policy formulation. Understanding Current Waste Management Practices: Offers insights into the country's waste management situation, recycling market potential, trade policies, and business 	Country Snapshots	<p>15 Draft Country Profile</p> <p>Consultant must submit for SPREP review a draft Country Profile for each of the 15 countries that provides simple, accessible access to information based on the DCMR findings.</p> <p>15 Final Country Profile</p> <p>Final Country Profiles addressing comments provided.</p>

Phase	Description	Documentation SPREP will Provide	Consultant Output
	<p>environment. This is particularly useful for companies considering market entry or expansion.</p> <ol style="list-style-type: none"> 3. Risk Assessment: Evaluates political stability, economic risks, regulatory environment, and other factors that might impact investments or operations in the country. 4. Cultural Insights: Provides an understanding of cultural norms, social structures, languages, and demographics, aiding in tailoring products, services, or strategies to the local context. 5. Policy and Strategy Formulation: Assists governments and international organizations in formulating policies, strategies, and development plans based on a comprehensive understanding of the country's current status and challenges. 6. Benchmarking: Allows for comparison with other countries in terms of performance, development, governance, and other key indicators. <p>Profiles should not exceed 4 pages and should be based on the findings of the DCMR work completed in this engagement. Final design of infographics will be managed by PacWastePlus, but development of all text and basic design suggestions are expected outcomes.</p>		
<p>Establish 2024 measures for all Regional Core KPI and Supplementary KPI</p>	<p>The project is looking to establish a comprehensive regional baseline for key performance indicators (KPIs) related to waste management. This baseline will serve as a reference point for measuring progress and informing decision-making.</p> <p>The consultant is expected to review the Pacific Regional Waste Audit Analysis Report established by PacWaste Plus in 2023 to:</p> <ul style="list-style-type: none"> • determine all KPI with limited or no data. • analyse all National Waste Analysis Report and 2024 National Waste Analysis Report to establish a report that provides measures for all core KPI and supplementary KPI. • Establishes measures for all Regional KPIs and supplementary KPIs for inclusion into the 2035 Clean Pacific Strategy. 	<p>Pacific Regional Waste Audit Analysis Report</p> <p>Regional KPI Reporting Register</p>	<p>Draft Pacific Regional Waste Analysis Report</p> <p>Consultant must submit for SPREP review a Pacific Regional Waste Analysis Report that adequately addresses the requirement of this deliverable.</p> <p>Final Pacific Regional Waste Analysis Report</p>

Phase	Description	Documentation SPREP will Provide	Consultant Output
	<p>Consultant is expected to provide to SPREP excel sheet or data analysis tools to enable the incorporation of KPI results and data into the Clean Pacific 2035 strategy.</p> <p>Consultant must present to SPREP technical officers the following:</p> <ol style="list-style-type: none"> 1. 2024 Regional Baseline for all the Core KPI and Supplementary KPI 2. Regional KPI Reporting Tools 3. Additional Data collected for this phase <p>Excel Sheet/ Data Analysis Tools</p>		<p>Report must address all comments provided on the draft report.</p>

Service Provider Responsibilities

The service provider will be responsible for scheduling meetings with relevant stakeholders, taking minutes of meetings and ensuring meeting minutes are distributed for comment prior to finalisation.

5. SCHEDULE OF WORK

Activities to be completed no later than 30th March 2025, with a desire for activities to be completed before this timeline. Discussions on the final timeline will be had with successful supplier.

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

Activity	Timeline
<i>Contract Signing and Execution</i>	
Inception meeting and Submission of Work Plan	No later than Two weeks from date of Contract Execution
Submission of Draft Waste Audit Plan	No later than three (3) weeks from date of Contract Execution
Submission of Final Waste Audit Plan	No later than one (1) week from receipt of final comments on the Draft Waste Audit Plan
Submission of Draft Supplementary National Waste Analysis Report for Cook Islands, FSM, Fiji, Kiribati, Marshall Islands.	No later than six (6) weeks from date of Contract Execution
Submission of Final Supplementary National Waste Analysis Report for Cook Islands, FSM, Fiji, Kiribati, Marshall Islands.	No later than one (1) week from receipt of final comments on the draft reports.
Submission of Draft Supplementary National Waste Analysis Report for Nauru, Niue, Palau, PNG, Samoa.	No later than eight (8) weeks from date of Contract Execution.
Submission of Final Supplementary National Waste Analysis Report for Nauru, Niue, Palau, PNG, Samoa.	No later than one (1) week from receipt of final comments on the draft reports.
Submission of Draft Supplementary National Waste Analysis Report for Solomon Islands, Tonga, Timor Leste, Tuvalu, Vanuatu	No later than ten (10) weeks from date of Contract Execution.
Submission of Final Supplementary National Waste Analysis Report for Solomon Islands, Tonga, Timor Leste, Tuvalu, Vanuatu	NO later than one (1) week from receipt of final comments on Draft Reports.
Submission of Draft Pacific Regional Waste Analysis Report	No later than eleven (11) weeks from date of Contract Execution
Submission of Final Pacific Regional Waste Analysis Report	No later than eleven (11) weeks from date of contract Execution

Submission of Final Pacific Regional Waste Analysis Report

No later than one (1) week from date of receipt of final comments on draft report.

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 applicable taxes
- Source samples of each reusable and compostable diaper to be included in technical review

Submissions must include an annotated budget listing for each task.

The maximum budget for this activity is US\$250,000 proposals that exceed this limit will not be considered.

SPREP reserves the right to proceed only with the Task(s) it deems necessary.

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.