REQUEST FOR TENDERS

RFT: PWP-345-CON
File: AP_6/58/2
Date: 5 November, 2024
To: Interested consultants
From: PacWastePlus

Subject: **Request for tenders (RFT): Regional waste management improvements and investment opportunities**

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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 deliver the development of the first iteration of the regional waste management improvements and investment opportunities (prospectus).

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*

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*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.

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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 procure-ment@sprep.org before 25 November 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 27 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%**

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Criteria	Description	Weighting
Experience	Demonstrated experience in GIS data scrubbing and analysis	20%
	Demonstrated experience in waste industry data analysis with evidence provided of the skills and experience that will assist the delivery of the job, and avoidance of double counting or in-appropriate analysis based on not understanding industry ac-tivities, or impact on data selection for various analysis actions.	20%
	Demonstrated experience in Small Island Developing States (SIDS) presenting complex topics in simplified way	5%
	Examples provided of past works relevant to this activity (links to initiatives or products that provide insight into research ap-proach)	10%
Methodology	Detailed methodology to deliver the required project compo-nents and provide detail to the panel the value proposed by the tenderer.	20%
	Risk Plan (with mitigation measures) that will ensure the suc-cessful delivery of the project.	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 up-dates 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

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8.1. **The due date for submission of the tender is: 04 December 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-345: **Regional waste management improvements and investment opportunities**

    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

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Annex A: Terms of Reference
Regional Waste Management Improvements and Investment Opportunities

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 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**).

2. INTRODUCTION TO PROJECT

PacWastePlus has invested significant funding and resources into the development of updated and consistent waste management data for each country participating in the PacWastePlus Programme, as well as assisting the development of a regional waste audit methodology, and developing a regional waste data collection, monitoring, and reporting framework to assist decision making and directed investment opportunity in the region.

As part of the broader regional data project elements of PacWastePlus, we are now seeking to design and collate a Regional Waste Management Improvements and Investment Opportunities for the Pacific. The intent of the prospectus is to create a geodatabase that collects and houses waste and related data, and utilises demographical data and population projections, to forecast when it is likely that infrastructure will become overloaded, in an attempt to (i) assist countries to plan for changes or system improvements, and (ii) provide private industry the opportunity to understand potential investment opportunities and when they may be viable.

The intent of this project is to design and implement the initial phase of the development of the Prospectus.

3. EXPECTED OUTCOME

The PacWastePlus Programme seeks to deliver the development of the first iteration of the Regional Waste Management Improvements and Investment Opportunities. It is expected the Prospectus will be developed internally in SPREP utilising the services of the following sections / staff:

- PacWastePlus team (likely Solid Waste Project Officer)
- WMPC Solid Waste Adviser
- WMPC Hazardous Waste Adviser
- WMPC Pollution Advisor
- WMPC Project Managers (ISLANDS, PAWES, POLP, SWAP)
- EMG Advisor
- EMG GIS Specialists
- Additional partner project external inputs as needed (ADB, World Bank, PRIF, etc.)

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The project team will work collaboratively to confirm the scope of the Prospectus, and the possible project outputs which are expected to include:

- Written Report detailing all datasets included, and highlighting existing opportunities, and highlighting likely time horizons for major infrastructure improvement projects inferred by the analysis of the various datasets utilised to create the Report. The Report should identify any data/information gaps and include an assessment of the quality of the existing data (as data quality is a key consideration in any future feasibility and business case for new infrastructure).
- Online GIS Visualisation of the Regional Waste Management Improvements and Investment Opportunities

Datasets necessary to inform the first iteration of the Regional Waste Management Improvements and Investment Opportunities may include but may not be limited to the following (noting on those datasets included in Phase 1 are part of this tender process). Where tenderers feel there could / should be surrogates used due to issues with complexity, access the information, risk of 'double counting' etc. these should be detailed in the tender response.

i. **DATASETS**

Major Data Group	Specific Dataset	Disaggregation	Comments		Phase 1?
			SPREP (EMG)	Consultant	
Countries & Territories	Country boundary / islands / landmass		EMG to confirm and update		☒
	Territory boundary / islands / landmass		EMG to confirm and update		☒
	EEZs		EMG to confirm and update		☒
Demographics	Population (in each country and territory)		EMG to confirm and update		☒
	Population location (grid)		EMG to confirm and update		☒
	Household numbers (location grid)		EMG to confirm and update		☒
	Population forecast	2030		Consultant to confirm and update	☒
		2040		Consultant to confirm and update	☒
		2050		Consultant to confirm and update	☒
		2100		Consultant to confirm and update	☒
	Age	Census age categories		Consultant to confirm and update	☒
	Gender	Census gender categories		Consultant to confirm and update - Grid reference would be most appropriate and useful	☒

Major Data Group	Specific Dataset	Disaggregation	Comments		Phase 1?
			SPREP (EMG)	Consultant	
	Education level	Census education categories		Consultant to confirm and update - Grid reference would be most appropriate and useful	☒
	Average household income	Census household income categories		Consultant to confirm and update - Grid reference would be most appropriate and useful	☒
	Internet access	Census internet access categories		Consultant to confirm and update - Grid reference would be most appropriate and useful	☒
Built Environment	Major Roads		EMG to confirm and update		☒
	Minor Roads		EMG to confirm and update		☒
	Mining Companies (chemical labs)				☐
	Utilities	Water utility facilities			☐
		Energy utility facilities			☐
	Health care facilities	Hospitals	EMG to confirm and update		☒
		Community clinics			☐
		Veterinarian clinics			☐
	Educational Institutions	Early Education Centres			☐
		Primary Schools	EMG to confirm and update		☒
		Secondary Schools	EMG to confirm and update		☒
		Tertiary Institutions	EMG to confirm and update		☒
	Major Infrastructure	Sea ports	EMG to confirm and update		☒
		Air ports	EMG to confirm and update		☒
	Hospitality Facilities	Resorts / Hotels	EMG to confirm and update		☒
		Restaurants			☐
	Places of Worship	Churches			☐
	Sporting facilities	Stadiums			☐

Major Data Group	Specific Dataset	Disaggregation	Comments		Phase 1?
			SPREP (EMG)	Consultant	
		Public swimming pools			☐
		Golf courses			☐
		Tennis Facilities			☐
		Ovals / sporting fields			☐
	Community event facilities	Public halls			☐
	Major Manufacturing	Plastics			☐
		Chemicals			☐
		Breweries			☐
		Other??			☐
	Automotive Facilities	Car sales yards			☐
		Repair shops / panel beaters			☐
	Zoning Data	Residential	EMG to confirm and update		☒
		Industrial	EMG to confirm and update		☒
		Commercial	EMG to confirm and update		☒
		Forested / parks	EMG to confirm and update		☒
		Informal settlements	EMG to confirm and update		☒
	Land tenure	Native lands	EMG to confirm and update		☒
		Public Lands	EMG to confirm and update		☒
		Private Lands	EMG to confirm and update		☒
	Institutional buildings	Government buildings			☐
		Military sites / barracks			☐
	Shipping routes	Main destination			☐
		Transit routes			☐
	Flight routes	Main destination			☐
		Transit routes			☐
	Known Asbestos locations		EMG to confirm from WMPC - Where mapped, locations of buildings containing Asbestos Containing Materials to be mapped		☒

Major Data Group	Specific Dataset	Disaggregation	Comments		Phase 1?
			SPREP (EMG)	Consultant	
Biophysical Data	Shoreline	Smart line	EMG to confirm and update		☒
		High tide			☐
		Coastal features			☐
	Hydrology	Major rivers	EMG to confirm and update		☒
		Secondary rivers	EMG to confirm and update		☒
		Tertiary rivers	EMG to confirm and update		☒
		Tributaries	EMG to confirm and update		☒
		Springs	EMG to confirm and update		☒
		Groundwater			☐
		Coastal intrusions			☐
	Salinity				☐
	Elevation (DEM)	30m	EMG to confirm and update		☒
		10m	EMG to confirm and update		☒
		3m	EMG to confirm and update		☒
	Geology	Soils	EMG to confirm and update		☒
		Volcanoes			☐
		Fault lines/zones			☐
	Atmospheric data	Prevalent winds	EMG to confirm and update		☒
		Historic cyclone paths	EMG to confirm and update		☒
		Flood risk	EMG to confirm and update		☒
	Land Use	Agricultural lands	EMG to confirm and update		☒
		Forestry	EMG to confirm and update		☒
		Housing developments	EMG to confirm and update		☒
		Mangroves			☐
		Livestock	EMG to confirm and update		☒
	Protected areas	Marine Protected Areas (MPA)			☐
		Marine Protected Areas (MPA) - fishing restrictions			☐
		Terrestrial Protected Areas (MPA)	EMG to confirm and update from IOE		☒
		Territorial seashore park			☐

Major Data Group	Specific Dataset	Disaggregation	Comments		Phase 1?
			SPREP (EMG)	Consultant	
		Ecological Reserve Areas	EMG to confirm and update from IOE		☒
		National Wildlife refuge	EMG to confirm and update from IOE		☒
		National Park	EMG to confirm and update from IOE		☒
		Conservation areas	EMG to confirm and update from IOE		☒
		Sacred / traditional / heritage sites	EMG to confirm and update from IOE		☒
		Community conservation areas	EMG to confirm and update from IOE		☒
		Other Effective Area based Conservation Measures (OECM)			☐
Waste Infrastructure	Landfill	Location	EMG to confirm and update from WMPC		☒
		Capacity			
		Materials accepted			
		Materials rejected			
	Dump	Location	EMG to confirm and update from WMPC		☒
		Capacity			
		Materials accepted			
		Materials rejected			
	Compost facilities	Location	EMG to confirm and update from WMPC		☒
		Capacity			
		Materials accepted			
		Materials rejected			
	Energy treatment/recovery facilities	Location	EMG to confirm and update from WMPC		☒
		Capacity			
		Materials accepted			

Major Data Group	Specific Dataset	Disaggregation	Comments		Phase 1?
			SPREP (EMG)	Consultant	
		Materials rejected			
	Material Recovery facilities	Location	EMG to confirm and update from WMPC		☒
		Capacity			
	Transfer stations	Location	EMG to confirm and update from WMPC		☒
		Capacity			
	Waste storage facilities	Location	EMG to confirm and update from WMPC		☒
		Capacity			
		Materials accepted			
		Materials rejected			
	Hazardous waste storage facilities	Location	EMG to confirm and update from WMPC		☒
		Capacity			
		Materials accepted			
		Materials rejected			
	Thermal treatment facilities	Hospital incinerators	EMG to confirm and update from WMPC		☒
		Quarantine incinerators	EMG to confirm and update from WMPC		☒
	Pollution interventions	River booms			☐
		Gross pollutant traps			☐
	Tax incentive areas (for waste management)				☐
Waste Data	National Waste Audit Data	Recovery rate	EMG to confirm from available datasets for each country portal		☒
		Service coverage	EMG to confirm from available datasets for each country portal		☒
		Waste to landfill	EMG to confirm from available datasets for each country portal		☒

Major Data Group	Specific Dataset	Disaggregation	Comments		Phase 1?
			SPREP (EMG)	Consultant	
		Waste generation rate (MSW)	EMG to confirm from available datasets for each country portal		☒
		Waste generation – organics	EMG to confirm from available datasets for each country portal		☒
		Waste generation – glass	EMG to confirm from available datasets for each country portal		☒
		Waste generation – Plastics	EMG to confirm from available datasets for each country portal		☒
		Waste generation – aluminium	EMG to confirm from available datasets for each country portal		☒
		Waste generation – Paper & cardboard	EMG to confirm from available datasets for each country portal		☒
		Waste generation – single use plastics	EMG to confirm from available datasets for each country portal		☒
		Waste generation – Tyres			☐
		Waste generation – Construction & demolition waste			☐
		Waste generation – textiles			☐
		Waste generation – expired food products			☐
		Waste generation – Agricultural waste			☐
		Waste generation – end of life vehicles			☐
		Waste generation – batteries (ULABs, Lithium)			☐
		Waste generation – PV cells			☐

| Major Data Group | Specific Dataset | Disaggregation | Comments | | Phase 1? |
			SPREP (EMG)	Consultant	
		Waste generation – Cooking Oil			☐
		Waste generation – Tourism waste			☐
		Waste generation – Disaster relief supplies			☐
		Waste generation – asbestos containing materials			☐
Imports	Plastic bottles			Consultant to confirm and update for each country (units, or tonnage)	☒
	Single Use plastic bags				☐
	Tyres			Consultant to confirm and update for each country (units, or tonnage)	☒
	Oil (may include fuel, lubs, hydraulic oil - TBC)				☐
	Chemicals				☐
	Asbestos			Consultant to confirm and update for each country (units, or tonnage)	☒
	Textiles				☐
	Electronic goods			Consultant to confirm and update for each country (units, or tonnage)	☒
	Vehicles	Petrol cars		Consultant to confirm and update for each country (units, or tonnage)	☒

Major Data Group	Specific Dataset	Disaggregation	Comments SPREP (EMG)	Consultant	Phase 1?
Exports		Electric cars		Consultant to confirm and update for each country (units, or ton-nage)	☒
	Plastics			Consultant to confirm and update for each country (units, or ton-nage)	☒
	Paper & cardboard			Consultant to confirm and update for each country (units, or ton-nage)	☒
	Aluminium			Consultant to confirm and update for each country (units, or ton-nage)	☒
	Steel			Consultant to confirm and update for each country (units, or ton-nage)	☒
	Non-ferrous			Consultant to confirm and update for each country (units, or ton-nage)	☒
	batteries			Consultant to confirm and update for each country (units, or ton-nage)	☒
	Waigani / Basel movements	Waste type			☐
		Start location			☐
		Final port			☐

Major Data Group	Specific Dataset	Disaggregation	Comments SPREP (EMG)	Comments Consultant	Phase 1?
Government Legislation	Waigani Convention				☐
	Noumea Convention				☐
	Noumea Protocol on Dumping (relevant if there are discharges or dumping of wastes into the marine environment)				☐
	Basel Convention				☐
	Environmental legislation (TBC but may include relevant multilateral environment agreements eg. IMO, CP2025, Minamata, BRS etc)	Attribute layer including details of environment/waste governing legislation (available from PWP legislative assessments)			☒

ii.   ANALYSIS

Utilising the above datasets, a series of analysis is possible. Initial analysis that will add value includes

Task	Datasets to be utilised	Outcome description
General Analysis to develop additional Layers to assist with analysis		
Generate 'slope layers'	• DEM levels (TBC but may include ecosystem sensitive areas, EBSA (ecological, biological sensitive area), cultural).	**Slope Analysis** Determine ideal locations for waste facilities by assessing the slope of the land. Flat areas with large open spaces are preferred, especially for large infrastructure projects. Locate waste facilities and plan trucking routes, considering vehicle types and load capacities Slope layers can provide valuable information related to waste facility location, and internal trucking routes based on likely vehicle types, etc. SPREP may well not utilise the data for its full value, but the private industry will find this useful as they determine possible sites for the development of infrastructure.
Disaster prone lands	• Slope • height above Sea Level • Major Rivers • Secondary Rivers • Tertiary rivers • Coastline • Previous cyclone paths • flooding	**Site Suitability Analysis** Combines multiple datasets, such as slope, distance from water bodies, proximity to roads, and population centers, to identify suitable sites for waste facilities. While continuing from the Slope layers, this analysis combines all the layers listed based on the Location criteria: I. Between certain slope categories, (Flat to gentle slope) not too steep. II. Certain distance from the main waterways. III. Far from the coastline. IV. Not a flood prone area **Disaster Prone Area Assessment** Identifies areas historically affected by natural disasters (e.g., cyclones, floods) to guide the placement of infrastructure, especially for disaster waste management. Understanding the areas that have historically been subject to disasters (access to historical data) can assist with planning for a response, quantifying possible disaster waste generation, assisting with the location of major infrastructure, and temporary waste storage facilities in case access to landfills is inhibited, etc.

Task	Datasets to be utilised	Outcome description
Analysis to guide possible waste facility locations		
Possible facility location	• Slope • Disaster-prone lands • Residential zones • Agricultural zones • Protected areas • Groundwater • Proximity to population • Population density • Ports • Major roads • Minor roads	**Waste Facility Location Analysis** • Assessment of the interaction of the various biophysical attributes to determine possible/likely/appropriate lands for the location of a waste facility. • Considerations of proximity to population can then be done (cannot be too close due to nuisance issues, cannot be too far, due to cost and transport issues). • Ability to consider road infrastructure to determine likely routes for truck movement, • Impacts on communities are also necessary, and • Consideration of proximity to ports for the export of waste commodities is also an important analysis.
Waste Infrastructure improvement/investment decisions	• Waste Facility • Population • Population density • Population growth • Waste generation (rates and all types	**Population Density Analysis** Utilise the available datasets to determine the lifespan of the waste facility against the population data analysis through the key activities: • Analysing the waste facilities for the current waste-to-landfill rate, against the population data, and • determining average annual throughput will assist with determining the likely lifespan of the facility. • The utilising the population forecast it is possible to identify the likely year the facility will be at capacity. **Waste Facility Lifespan Analysis** The intent is to identify the year, at least 5 years before full capacity is reached, to then enable countries to: • Commence consideration of alternative sites • Undertake an assessment of the likely generation of each waste type, and determine if additional separation, and processing may alleviate the issue – and propose opportunities for private industry to invest in diversion and recovery projects, etc.

Task	Datasets to be utilised	Outcome description
National and sub-regional economies of scale	• Waste generation of each waste type • Ports • Shipping routes	**National and Sub-Regional Scale Analysis** Examines waste generation rates, shipping routes, and ports to identify potential accumulation sites for materials, optimizing waste management on a larger scale. Consideration of possible accumulation sites where easy shipping of materials and accumulation can occur to determine, if possible, to increase the economy of scale of products.
Analysis to guide possible waste generation models		
Waste Generation Models for each Country	• Population • Waste data • Facility capacity	**National Waste Generation Models** The intent of these models would be to build the baselines and forecast waste generation expectations, so any investment opportunity that is commenced can be mapped against the expected model to determine actual impact of the investment over time.

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	EMG staff and hours	Consultant	Output
Inception	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. The Inception Meeting minutes shall: • Confirm activities agreed upon • Confirm scope to be developed as agreed by meeting participants prior to commencement of any activities. The Contractor shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract. The Draft Work Plan shall contain at a minimum a • 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. • Any further details and information as SPREP may reasonably require.	**PACWASTE**		**Inception meeting** 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. **Draft Work Plan** The Draft Work Plan shall be delivered for consideration and comment. **Final Work Plan** Final work plan incorporating revisions and addressing all comments by reviewers

Phase	Description	EMG staff and hours	Consultant	Output
Sourcing of datasets	Identify, source, and collate relevant datasets from SPREP Geoserver and data portals required for spatial analysis, including but not limited to the following major data groups: 1. Demographics 2. Built Environment 3. Biophysical Data 4. Waste Infrastructure 5. Waste Data This phase ensures that all necessary data is gathered and validated for use in further analysis. - Verifying the datasets identified and compiling a detailed list. - Reviewing internal databases, cross-referencing data records, and compiling a thorough list of datasets. - Validate metadata and data source for these datasets. - Identify other datasets that are not available with SPREP. - Provide a list of these datasets for the consultant. - Include a list of potential sources (country, CROP) for the above datasets.	To be completed by SPREP EMG (160hrs)	To manage all Phase 1 datasets not addressed by EMG (as per above tables)	Dataset Inventory with a detailed list of all relevant datasets for spatial analysis, sourced from the SPREP Geoserver and external portals. Verification Report, validates the accuracy, completeness, and relevance of the identified datasets, including metadata validation and data source verification. Dataset List of all cross-referenced lists that compare internal SPREP datasets with external sources, ensuring all necessary datasets are accounted for. List of missing datasets identifying datasets not currently available within SPREP but necessary for spatial analysis, highlighting data gaps for future acquisition. Potential external dataset sources with a list of external sources (e.g., country-specific, regional organizations such as CROP agencies) that could provide the missing datasets for the analysis. Comprehensive documentation of all validated datasets, including metadata validation, descriptions, and data sources, prepared for use in subsequent analysis phases.
Development of attribute layers	Identify methodology and activities to be implemented. Create and develop attribute layers required for spatial analysis based on the sourced datasets. This involves the	No responsibilities		A detailed methodology outlining the steps and activities required for creating and developing the GIS attribute layers. This will include a clear roadmap for how

Phase	Description	EMG staff and hours	Consultant	Output
	creation of GIS layers for factors such as slope, flood zones, residential zones, agricultural zones, proximity to major infrastructure, and other relevant attributes. These layers will be customized for the project's site suitability and disaster risk analyses. Assessment of biophysical attributes to identify potential waste facility locations, considering proximity to population, road infrastructure, and ports for waste export.			spatial analysis will be conducted using the sourced datasets. Attribute Layer Dataset providing fully developed GIS layers (e.g., slope, population, disaster-prone areas, protected zones) ready for spatial analysis, in a format compatible with GIS systems. Report and overview on the methodology of the development of attribute layers, metadata, and spatial analysis to be undertaken.
Completion of initial analysis layers	Identify and conduct analysis considering proximity to population, distance from waterways, and risk mitigation factors. General spatial analysis to develop additional layers to assist with overall prospectus analysis. This includes combining attribute layers to create GIS Maps and Visualisations that highlight potential waste facility locations, areas at risk of disaster, and other relevant environmental assessments.	No responsibilities		Determine ideal locations for waste facilities by assessing the slope of the land. Slope layers provide valuable information for planning infrastructure locations and trucking routes. Combines multiple datasets to identify suitable sites for waste facilities, ensuring disaster resilience and avoiding flood-prone areas. Assessment of biophysical attributes to identify potential waste facility locations, considering proximity to population, road infrastructure, and ports for waste export. Determine the lifespan of waste facilities against population data, identifying the year a facility reaches capacity to plan alternative sites and waste processing strategies.

Phase	Description	EMG staff and hours	Consultant	Output
				Identifies potential accumulation sites for waste materials, optimizing waste management at national and sub-regional levels to improve economies of scale.
				Analysis Maps and Report delivering preliminary spatial analysis, identifying potential waste facility sites, and disaster-prone zones, and highlighting key insights from the data to inform decision-making.

5. SCHEDULE OF WORK

The activities are to be completed no later than **30 March 2025**

6. BUDGET

Quotes 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

Quotes above $75,000 USD will not be considered. It is imperative tenderers detail what elements of the work they can provide within time and budget. If tenderers would like to include optional extra's, or next phase options that exceed the current funding available, these should be expressly details as "EXTRAS" and SPREP may choose to source additional funding to undertake that work when available.

SPREP reserves the right to withdraw this activity at any time, reserves the right to accept or reject any or all quotes and to waive any formal defects or irregularities in the quotes, 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, including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud prevention & Whistle-blower Protection and Gender and Social Inclusion Policy.

https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf

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A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.