



# REQUEST FOR TENDERS

RFT: GEFIS-2024/008  
File: AP\_6/5/9  
Date: 19 December, 2024  
To: Interested consultants  
From: Joshua Sam, Hazardous Waste Management Adviser

**Subject: Request for tenders (RFT): Consultancy to develop a Pacific Regional Code of Practice (CoP) on Hazardous Wastes**

## 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 (PICs) and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
  - We value the Environment
  - We value our People
  - We value high quality and targeted Service Delivery
  - We value Integrity
- 1.3. For more information, see: [www.sprep.org](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to develop a comprehensive Pacific Regional CoP on hazardous wastes, specifically addressing waste streams such as used oil, used batteries, medical wastes, etc.
- 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 where the consultant is based.
- 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 [procurement@sprep.org](mailto:procurement@sprep.org) before 13 January 2025. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 15 January 2025.
- 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
<b>Relevant Experience</b>	At least 10 years of demonstrated experience in developing hazardous waste management guidelines or codes	9
	Track record of successfully delivering similar projects in Pacific Island countries, developing countries, or SIDS.	9
	Experience working with regional organisations and national governments and facilitating multi-country workshops or consultations. Knowledge of international agreements and conventions related to hazardous waste (e.g., Basel, Rotterdam, Stockholm).	9
	Strong facilitation and communication skills to engage effectively with a diverse range of stakeholders.	3
<b>Technical Proposal / Methodology</b>	Quality and clarity of the proposed methodology for developing the CoP.	10
	Detailed work plan, stakeholder engagement plan, and approach to drafting.	7
	Flexibility in structure and professional layout for publication.	3
<b>Qualifications of Key Personnel</b>	Tertiary qualifications in Chemistry, Environmental Science and any discipline closely related to these including technical qualifications of the proposed key personnel and team.	10
	Specific expertise in hazardous waste management, policy, or relevant technical fields (e.g., chemicals, e-waste).	5
	Roles and responsibilities of each key personnel, demonstrating alignment with project needs.	5
<b>Capacity Building and Training</b>	Approach to developing capacity-building materials.	5
	Proven experience in delivering waste management training.	5

### II. Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

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

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

## 8. Deadline

- 8.1. **The due date for submission of the tender is: 24 January 2025 midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3. Please send all tenders clearly marked 'RFT GEFIS-2024/008: **Develop a Pacific Regional CoP on Hazardous Wastes**

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

Email: [tenders@sprep.org](mailto:tenders@sprep.org) (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception,  
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme

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

### Consultancy to Develop a Pacific Regional Code of Practice (CoP) on Hazardous Wastes

#### 1. Background

The Secretariat of the Pacific Regional Environment Programme (SPREP) is jointly implementing the ACP MEAs 3 Project and the GEF ISLANDS Pacific Project to support Pacific Island Countries (PICs) in managing hazardous wastes. The ACP MEAs 3 Project, now in its third phase, aims to build capacity in ACP (African, Caribbean, and Pacific) States to meet their obligations under various Multilateral Environmental Agreements (MEAs), with a focus on biodiversity, chemicals, and waste management. The GEF ISLANDS Pacific Project complements these efforts by preventing the buildup of hazardous chemicals and managing existing hazardous waste across the region.

Both the ACP MEAs 3 and GEF ISLANDS Pacific projects are collaborating to deliver on an important outcome of the 31st SPREP Meeting, held in 2023, where members requested the development of a Pacific Regional CoP on hazardous wastes. This code aims to provide standardised guidelines for the safe and environmentally sound management of hazardous waste streams, aligned with international standards and tailored to the regional context.

Through this collaboration, SPREP seeks to address key hazardous waste streams such as used oil, e-waste, used batteries, medical wastes, Persistent Organic Pollutants (POPs), end-of-life vehicles, and expired laboratory chemicals, ensuring that best practices are established for the Pacific region.

#### 2. Objective

The objective of this consultancy is to develop a comprehensive Pacific Regional CoP on hazardous wastes, specifically addressing the following waste streams:

1. Used oil
2. E-waste
3. Used batteries (including lead acid, Ni-Cd, and lithium batteries)
4. Medical wastes
5. Persistent Organic Pollutants (POPs) wastes
6. End-of-life vehicles (ELVs)
7. Expired laboratory chemicals



### 3. Scope of Work

The consultant will be responsible for the following tasks:

Project phase	Key activities	Consultant deliverables
<b>Inception</b>	1. Lead a virtual kick-off meeting between consultant and SPREP to discuss project approach and delivery.	Summary report from kick-off meeting
	2. Prepare and table at the kick-off meeting a Draft Workplan. The Draft Workplan must at a minimum contain: <ul style="list-style-type: none"> <li>Proposed time schedule and sequence of events that the Consultant shall use to meet the contract deliverables</li> <li>Proposed approach to undertake stakeholder consultations with all Pacific Island Countries</li> <li>Proposed approach to collection of supplementary data from</li> </ul>	Draft Workplan
	3. Facilitate a hybrid regional inception workshop with project stakeholders. At the inception workshop, the Consultant is expected to present the: <ul style="list-style-type: none"> <li>Draft workplan</li> <li>Stakeholder maps for each country and;</li> <li>Plan to collect supplemental data</li> </ul> 4. Draft and submit an inception report on the proceedings of the regional inception hybrid meeting to SPREP. The Consultants' workplan, stakeholder engagement plan (inclusive of stakeholder mapping), and supplementary data collection plan must be appended to the inception report.	Inception report
<b>Regional assessment</b>	5. Develop a regional assessment report on the current status CoPs on hazardous waste management in the Pacific <ul style="list-style-type: none"> <li>The consultants will be required to conduct desktop research and collect data from key national stakeholders in each of the fourteen (14) PICs project countries in order to assess the extent of implementation of CoPs within each national context.</li> <li>The report should contain an analysis of national legislative and institutional frameworks in relation to the use of CoPs in each project country, and an analysis of the outlook on the status of CoPs implementation in each national context.</li> </ul>	Report on regional assessment including consultation outcomes



	<ul style="list-style-type: none"> <li>• The consultants will be required to: <ul style="list-style-type: none"> <li>○ assess the gaps and barriers to the development and implementation of CoPs at the national level for each project country,</li> <li>○ assess the gaps and barriers to the implementation of CoPs at a regional scale,</li> <li>○ identify opportunities for integrating CoPs into the existing national regulatory frameworks for the management of chemicals and hazardous wastes and provide recommendations on steps to facilitate national implementation of CoPs in each project country,</li> <li>○ provide recommendations for the development of a regional training programme to support the implementation of CoPs in the Pacific.</li> </ul> </li> </ul>	
<b>Development of the CoP</b>	<p>6. Draft CoP covering all identified hazardous waste streams using proposed structure.</p> <ul style="list-style-type: none"> <li>• The consultant must ensure that the CoP is aligned with international standards and regional frameworks such as the Wai-gani and Noumea Conventions and Cleaner Pacific 2025</li> <li>• The proposed structure of the CoP is as follows: <ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. General principles</li> <li>3. Waste-specific guidelines (for all identified hazardous waste streams) <ul style="list-style-type: none"> <li>○ Introduction</li> <li>○ Definitions</li> <li>○ Characteristics</li> <li>○ Collection &amp; transportation</li> <li>○ Handling</li> <li>○ Recycling, reuse &amp; disposal</li> </ul> </li> <li>4. Common practices</li> <li>5. Environmental &amp; health monitoring</li> <li>6. Compliance &amp; enforcement</li> <li>7. Annexes</li> </ol> </li> </ul> <p>The proposed structure is intended to serve as a guide for the consultant. SPREP recognizes that the consultant, in consultation with participating</p>	Draft the CoP

	<p>countries, may identify the need to modify or adapt the structure based on stakeholder feedback, regional contexts, and practical considerations. As such, flexibility is allowed in adjusting the structure to ensure that the final CoP is comprehensive, practical, and aligned with the needs and priorities of Pacific Island countries. Any proposed variations to the structure should be discussed and agreed upon during the regional inception workshop.</p>	
<b>Validation and finalisation</b>	<p>7. Organise validation workshop with key stakeholders to review and refine the draft.</p> <p>8. Collect feedback and revise the draft CoP.</p> <p>9. Layout the final version of the CoP in a professional format suitable for publication, including appropriate design elements, formatting, and organisation to ensure clarity and accessibility for users</p>	<p>Validation workshop report</p> <p>Final Regional CoP</p>
<b>Capacity building and training</b>	<p>10. Develop training materials based on the CoP to support capacity building.</p> <p>11. Propose framework for future training workshops</p>	<p>Training materials and framework for workshops.</p>

#### **4. Deliverables**

1. Kick-off meeting report
2. Inception report
3. Assessment report
4. Draft Regional CoP on Hazardous Wastes.
5. Final Regional CoP, including supporting documents.
6. Training materials and framework for future capacity building.

#### **5. Duration and Timeline**

The consultancy will be for a period of **6 months**, starting from the date of the contract signing. The proposed timeline for the key deliverables is as follows:

- **Month 1:** Inception report and desk review
- **Month 2-4:** Drafting of the COP
- **Month 5:** Validation workshop and revision of the draft
- **Month 6:** Finalisation of the COP and training materials

#### **6. Reporting & communication**

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

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

#### **7. Required Expertise**

The consultant or consultancy team should have:

##### **Relevant Experience**

- At least 10 years of demonstrated experience in developing hazardous waste management guidelines or codes
- Track record of successfully delivering similar projects in Pacific Island countries, developing countries, or SIDS.
- Experience working with regional organisations and national governments and facilitating multi-country workshops or consultations. Knowledge of international agreements and conventions related to hazardous waste (e.g., Basel, Rotterdam, Stockholm).
- Strong facilitation and communication skills to engage effectively with a diverse range of stakeholders.

##### **Technical Proposal / Methodology**

- Quality and clarity of the proposed methodology for developing the CoP.
- Detailed work plan, stakeholder engagement plan, and approach to drafting.
- Flexibility in structure and professional layout for publication.

### **Qualifications of Key Personnel**

- Tertiary qualifications in Chemistry, Environmental Science or discipline closely related to these including technical qualifications of the key personnel and team.
- Specific expertise in hazardous waste management, policy, or relevant technical fields (e.g., chemicals, e-waste).
- Roles and responsibilities of each key personnel, demonstrating alignment with project needs.

### **Capacity Building and Training**

- Approach to developing capacity-building materials.
- Proven experience in delivering waste management training.