



REQUEST FOR TENDERS

RFT: PWP-096-CON
File: AP_6/5/8/4
Date: 11 July, 2024
To: Interested consultants
From: PWP Finance and Procurement Officer

Subject: Request for tenders (RFT): Consultancy to support the design and implementation of the Solomon Islands product stewardship scheme

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 support the design and implementation of the Solomon Islands product stewardship scheme.
- 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 contractors 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 contractor'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 pwd_procurement@sprep.org before 02 August 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 07 August 2024.
- b. **The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.**
- c. **SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.**
- d. **Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.**
- e. **If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.**

6. Evaluation criteria

- 6.1. SPREP will select a preferred consultant on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

I. Technical Score – 80%

Criteria	Detail	Weighting
Experience	Demonstrated experience with design of waste management systems, with preference given to experience with Sustainable Financing system (Container Deposit / Advance Recovery Fee / Product Stewardship / Waste Levy etc) schemes or similar (links to output reports or products that provide insight into research approach and writing style)	12%
	Demonstrated experience in undertaking data analysis and assessment with reference to economic assessments, economic modelling, or business cases.	12%
	Demonstrated experience in the development and implementation of effective legislative instruments (advantageous to detail Pacific experience)	12%
	Demonstrated experience in Small Island Developing States conducting research, hosting consultation, and presenting complex topics in simplified way to obtain relevant information to inform guidance documentation (focus on both company, and officers to deliver the works) (advantageous to detail Pacific experience)	4%
Methodology	Detailed methodology to deliver the required project components and provide detail to the panel the value proposed by the tenderer.	35%
	Risk Plan (with mitigation measures) that will ensure the successful 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 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: 14 August 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 '**PWP-096-CON: Consultancy to support the design and implementation of the Solomon Islands product stewardship scheme**'

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

Consultancy to Support the Design and Implementation of the Solomon Islands Product Stewardship Scheme:

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

Waste management services in Solomon Islands is provided by the Honiara Municipal Council in Honiara and the Provincial Governments in the other provinces. the Ministry of Environment, Climate Change, Disaster Management and Meteorology.

An audit of Solomon Islands waste stream identified that 78% of materials currently landfilled can easily be recoverable through a recovery programme. The local brewery company currently operates a small CDS programme to collect their own bottles for refilling. Local recycling companies currently collect aluminum cans for export to the recycling company.

PacWastePlus completed a feasibility study on introduction of a Product Stewardship scheme in Solomon Islands to manage the following material groups (example products included as sub points):

- Beverage Containers
 - PET (Plastic) Bottles
 - Aluminium Cans
- E-Waste
 - Fridge/Freezer
 - TV
 - Laptop
 - Washing Machine
- Vehicles, Tyre, ULABs
 - Vehicles
 - Tyres
 - Car batteries

A Technical Working Group was established by MECDM to work on the introduction of a PSS in Solomon Islands. MECDM has sought the assistance of PacWaste Plus for a consultant to provide guidance to the Technical Working Group in the design of the country's PSS.

3. EXPECTED OUTCOME

The Solomon Islands MECDDMM have requested PacWastePlus investment to undertake the following activities to support the Solomon Islands PSS design and implementation. Specific skills are requested for each component (as specified), Tenderers can submit based on internal skill sets, or as a consortium of specialist companies, noting a single contract will be let to manage all elements of work detailed.

Component / Activity	Description	Specific Skills
1. Review of available relevant information (reports and meeting minutes)	Review existing relevant reports to confirm: <ul style="list-style-type: none"> • Additional data needed to successfully design a national PSS. • National stakeholders to be consulted on the introduction of a PSS covering the nine items identified in Section 2 of this document. 	Data Analyst and Waste management expert with experience in sustainable financing Scheme.
2. Confirm required scheme activities (including physical equipment/facilities), provide technical input, and develop Standard Operating Procedures and documentation to guide scheme operation and administration	Technical Assistance to determine recommended activities to effectively operate and administer the Solomon Islands PSS to achieve the goals sought by the MECDDMM, including providing technical input and investigation to guide decision making for key scheme questions including (but limited to and confirmed at first meeting of the working group after commencement): <ul style="list-style-type: none"> • the provision of tax (Value Added Tax (VAT)) when/if added to scheme and implications to costs and accounting for operations* • inclusion of items sold at duty-free • inclusion of items manufactured in Solomon Islands but exported* • inclusion of preforms imported for filling PET bottles, but are faulty / un-blown • potential for delegation of powers for controlling scheme finances* • options for establishing collection network (i.e. mandating by scheme or not) to provide for local business opportunities • management of legacy waste • approved uses of funds collected (e.g. provision of funding MECDDMM waste management activities, business / community grants for waste management actions, support for network expansion, etc.) • Model legacy waste present in Solomon Islands and options for the scheme to collect and manage these items <p><i>*Note: many of these questions require specific guidance and decisions from government departments based on existing law, the consultant will be required to seek official response on questions to inform scheme design and potential limitations.</i></p>	Waste management expert with experience in the implementation of Sustainable Financing Systems (Container Deposit / Advance Recovery Fee / Product Stewardship / Waste Levy etc) schemes or similar.

Component / Activity	Description	Specific Skills
	<p>Develop identified activities into practical Standard Operating Procedures (SOP) including development of required templates, permits, contracts, and other documentation to operate the scheme. Outputs of this component will include (but not be limited to):</p> <ul style="list-style-type: none"> • Identify recommended activities required to effectively operate and administer the Solomon Islands PSS and recommended agencies in Solomon Islands to undertake the identified activities • Identify physical equipment and facilities to achieve effective operation of the PSS in Solomon Islands, including identification and design of redemption centres / return depots • Development of a practical SOP to guide scheme operation, including monitoring, compliance, and auditing requirements – and including drafting of template forms, and template contracts identified • Development of a practical SOP to guide scheme administration by government agencies (MECDM, Ministry of Customs and Revenue, Department of Trade and Industry, etc) including monitoring, compliance, and auditing requirements – and including drafting of template forms, and template contracts identified as tasks for government agencies • Development of a practical SOPs to guide utilisation of scheme funds • Development of template agreement required to engage and manage scheme coordinators. 	
<p>3. Undertake economic modelling of different scheme operations to determine likely activities and understand scheme financial viability</p>	<p>Technical Assistance to undertake desktop economic modelling of different options for operation of the Solomon Islands PSS to understand financial implications of different options and assess the economic viability of the scheme. Outputs of this component will include (but not be limited to):</p> <ul style="list-style-type: none"> • Modelling of various levels of the Deposit component to understand the influence on return rates, including all populated islands. • Modelling of scheme activities to determine the likely Fee component to be placed on the items included in the scheme. Model to consider different management options (i.e., export, locally recycled/repurposed using local enterprise, or landfilled), and levels of processing to be undertaken in country. • Modelling costs for scheme operations if redemption centres were to be required on each island (costs for staffing, equipment, shipping to Upolu, etc.) and its impact on scheme cost and therefore fee & deposit amount. • Modelling of staffing needs required to operate and administer the activities associated with the PSS 	<p>Economist with experience in undertaking data modelling and assessment with reference to waste management, extended producer responsibility, business cases, or similar.</p>

Component / Activity	Description	Specific Skills
	<ul style="list-style-type: none"> • Development of updatable excel template (or equivalent) for the Solomon Islands Government to utilise to calculate if any of the Deposit or Fee components in the scheme need to be modified to account for system cost changes. • Utilise the legacy waste model to quantify the cost of accepting this legacy into the scheme on commencement. 	
<p>4. Develop legislative drafting notes for scheme legislation and regulation</p>	<p>Legal assistance to support the development of the Solomon Islands PSS instruments through the development of the recommendations and decisions associated with components 1 and 2 into drafting notes for drafting of legislative documents. Outputs of this component will include (but not be limited to):</p> <ul style="list-style-type: none"> • Development of Policy Note or other legal documentation required for the Legislation and Regulation to track through government approval processes. • Development of drafting notes for Product Stewardship Scheme <u>Legislation</u>. This output should provide for all elements to implement and regulate a successful scheme. • Development of drafting notes for Beverage Container Product Stewardship Scheme <u>Regulation</u> • Development of drafting notes for E-Waste Product Stewardship Scheme <u>Regulation</u> • Development of drafting notes for Vehicles, Tyres and ULABs Product Stewardship Scheme <u>Regulation</u> 	<p>Lawyer or legal expert with experience drafting waste management legislation, with preference given to experience drafting Product Stewardship Schemes</p>

Preference given to companies with experience in design and implementation of Sustainable Financing Systems in Australia and Pacific Island Countries.

4. SCOPE OF WORK

The PacWastePlus programme seeks to engage a consultant to work With MECDMM to support the design and implementation of the Solomon Islands PSS. The expected delivery of this consultancy will be developed in stages and is described in the following four tables.

Administration: Scope of Work – General / Project Commencement

Phase	Description	Documentation SPREP will provide	Consultant Output
Inception	<p>Lead an inception meeting with the PacWastePlus team to discuss the delivery of the project, addressing all issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs for each of the three technical area of this contract.</p> <p>The Inception Meeting minutes shall:</p> <ul style="list-style-type: none"> • Confirm activities agreed upon • Confirm scope to be developed as agreed by meeting participants prior to commencement of any activities. • Confirm roles and responsibilities and lines of communication to achieve the effective delivery of services under this contract. • Activities and outputs from the three technical areas and how activities and findings will be aligned and incorporated to achieve the effective delivery of services under this contract. 	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>
Facilitation of regular meetings with MECDMM and PWP	<p>The consultant lead weekly meetings (or agreed frequency) with MECDMM and PacWastePlus, to present and discuss the delivery of the project, and ensure a common understanding of the actions, required outputs, and responsibilities.</p> <p>The meeting will discuss (but not be limited to) the progress made for the design of the Solomon Islands PSS, reconfirm desired goals a PSS will achieve for Solomon Islands, likely scope of scheme activities and administration arrangements, the role the MECDMM would expect to have with scheme, understanding remaining scheme questions (management of VAT, exported items, etc), and required PSS physical operation.</p> <p>Following the inception meeting, the consultant shall create for review of MECDMM and PacWastePlus a Workplan that shall, upon execution, ensure effective delivery of services under this contract.</p>		<p>Draft Workplan</p> <p>The Draft Workplan shall be delivered to PacWastePlus, the Solomon Islands PSS Working Group, and the MECDMM for consideration and comment. The Workplan should provide confirmation of process and timing for the various stages of works described in this table. The Workplan should also include details of the proposed</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>The Draft Workplan shall contain at a minimum a:</p> <ul style="list-style-type: none"> • Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables • General description of the methods which the Contractor proposes to adopt for executing the contract • Comprehensive risk plan to ensure effective delivery of services • Recommended input and responsibilities for PacWastePlus and MECDMM to achieve the effective delivery of services under this contract • Any further details and information as SPREP may reasonably require. 		<p>methodology to be used to complete the necessary tasks.</p> <p>Final Workplan</p> <p>Final Workplan incorporating revisions and addressing all comments</p>

COMPONENT 1 | Confirm Required Scheme Activities (Including Physical Equipment/Facilities) and Develop SOP and Documentation

Phase	Description	Documentation SPREP will provide	Consultant Output
<p>Review of Solomon Islands' ARFD Feasibility Report and the E-Waste Take Back Scheme</p>	<p>The Consultant will undertake a review of the Solomon Islands ARFD Feasibility Report and the E-Waste Take Back Scheme report to determine:</p> <ul style="list-style-type: none"> • legacy waste present in Solomon Islands and options for the scheme to collect and manage these items. • Additional consultations required to enable the design of a suitable PSS for Solomon Islands that is inclusive. <p>The consultant is expected to undertake data analysis facilitate consultations with all relevant government ministries and present consultation reports for review by MECDMM and PWP.</p>	<p>Solomon Islands ARFD Feasibility Report</p> <p>Solomon Islands E-Waste Take Back Scheme Report</p>	<p>Draft Gap Analysis Report</p> <p>Develop and submit for review by MECDMM and PacWastePlus an Analysis Report highlighting additional work needed to ensure a successful design and implementation of a PSS in Solomon Islands.</p> <p>Final Gap Analysis Report</p> <p>Report must adequately address all comments from MECDMM and SPREP.</p>
<p>Identify Scheme Activities to achieve effective operation of the PSS in Solomon Islands</p>	<p>The consultant will undertake active consultation with MECDMM and, identified Government representatives, and relevant entities and PacWaste Plus, and conduct site visits to waste facilities and communities in Solomon Islands, to:</p> <ol style="list-style-type: none"> 1. provide technical guidance on identified outstanding key scheme questions, and 2. determine recommended scheme activities to achieve effective operation of the PSS in Solomon Islands. The consultant must ensure that the design work complements the proposed Waste Levy. <p>The consultant will lead face-to-face workshops and consultation sessions to confirm likely decisions and activities required for operation of the PSS, with particular attention on activities required by the scheme coordinator (as scheme manager who will oversee/administer contracts for scheme administration and operations) and the Solomon Islands Government (as scheme regulator). Possible activities required may include, but not be limited to:</p>	<p>PSS Working Group Meeting Notes and outputs.</p>	<p>Develop Consultation Materials</p> <p>Develop, and submit for review by MECDMM, (and potential Solomon Islands PSS Working Group) and PacWastePlus, draft consultation materials (including list of targeted stakeholders / agencies) to guide discussions to confirm activities and answer scheme questions to achieve effective operation of the PSS in Solomon Islands.</p> <p>Host Workshop</p> <p>Develop and present a Workshop with MECDMM (and potential Solomon Islands PSS Working Group), and PacWastePlus, to confirm activities and answer scheme questions to achieve effective operation of the PSS in Solomon Islands, and the activities required by</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<ul style="list-style-type: none"> • scheme implementation to achieve minimum collection / recycling targets • collect and process PSS materials (in-country recycling or export to off-shore recycling markets) • managing internal logistics (shipping, transport, handling) to provide for collection of materials throughout Solomon Islands • processing items for in-country recycling or export overseas • manage pre-processing to meet end-market contractual requirements (e.g. contamination level, etc) • achieve minimum community coverage targets, including from the outer island communities • achieve GEDSI considerations - providing access to scheme to all community members • refund the Deposit component of PSS to consumers • undertake scheme inspections/audits and managing fraudulent activities • confirm elements for inclusion in the scheme coordinator agreement • undertake scheme promotion to ensure recovery targets are met • undertake scheme administration, management, and reporting • undertake data collection and Monitoring and Evaluation / reporting of scheme performance • regulate the scheme including undertaking scheme inspections/audits and managing fraudulent activities <p><i>Results from this phase will inform the economic modelling in Component 2.</i></p>		<p>MECDMM or the Government of Solomon Islands.</p> <p>Host Consultation</p> <p>Incorporating suggested revisions to workshop materials and findings from the Workshop, the Consultant will host face-to-face individual or group consultations with identified stakeholders to discuss and consider potential scheme activities, answer scheme questions, and responsibilities of the PSS Coordinator and Government of Solomon Islands . Minutes of discussions to be supplied.</p> <p>Develop Draft List of PSS Managing Agency Activities / Responsibilities</p> <p>Using findings from desktop research and consultation activities, develop, and submit for review by MECDM, and PacWastePlus, a Draft list of activities / responsibilities for the Managing Agency to achieve effective operation of the PSS in Solomon Islands .</p> <p>Develop Draft List of Solomon Islands Government Activities / Responsibilities</p> <p>Using findings from desktop research and consultation activities, develop, and submit for review by MECDM, and PacWastePlus, a draft list of activities / responsibilities for the Solomon Islands Government to achieve effective</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
			administration of the PSS in Solomon Islands .
Identify options for physical equipment and facilities to achieve effective operation of the PSS in Solomon Islands , including identification and design of redemption centres / return depots	<p>Utilising the outcomes from the previous stage, and conducting further consultation and site visits as required, the consultant will:</p> <ol style="list-style-type: none"> 1. Determine options for physical equipment and facilities to achieve effective operation of the PSS in Solomon Islands, including for outer island communities 2. Undertake a gap analysis to understand what physical equipment and facilities current <u>is available</u> and what <u>is not available</u> in Solomon Islands to achieve the effective operation of the PSS <p><i>Results from this phase will inform the economic modelling in Component 2</i></p>		<p>Develop List of Physical Equipment and Facilities Recommended to Achieve Effective Operation of the PSS</p> <p>Using findings from desktop research and consultation activities, develop, and submit for review by MECDM, and PacWastePlus, a list of recommended physical equipment and facilities to achieve effective operation of the PSS in Solomon Islands , including identification of equipment/facilities currently available in Solomon Islands.</p>
Workshop / consultation on the scheme activities and operational needs to implement the PSS	<p>The Consultant will convene a face-to-face with MECDMM (and potential Solomon Islands PSS Working Group), PacWastePlus, all private sector, and relevant Solomon Islands government departments with responsibility to implement the PSS to take all stakeholders through the recommended scheme activities, responsibilities, and physical equipment/facilities identified above, and seek active feedback. The recommendations will be discussed, refined/amended, and agreed upon by the stakeholders.</p> <p>Individual follow-up meetings may be required to ensure alignment and agreement to finalise the documents.</p>	<p>The Working Group shall arrange necessary Working Group and Stakeholder Consultation sessions</p>	<p>Draft Workshop/ Consultation Materials</p> <p>Develop and submit for review by the MECDM, and PacWastePlus, draft consultation materials to be used to present recommended scheme activities, responsibilities, and physical equipment/facilities to scheme stakeholders and guide discussions to confirm activities.</p> <p>Host Workshop and Consultation</p> <p>Incorporating suggested revisions to workshop materials, the Consultant will host a Workshop with Solomon Islands stakeholders (and follow-up meetings as required) presenting recommended scheme activities and operational needs</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
			and take active feedback to finalise the documents. Minutes of discussions to be supplied.
Develop Draft Practical Standard Operating Procedures for the Management of the PSS	<p>Utilising the outcomes from the previous stage, develop draft practical Standard Operating Procedures (SOP) to appropriately describe and guide how the PSS will be operated by both the Scheme Coordinator and the Solomon Islands Government, ensuring all activities and responsibilities identified in the previous stage are detailed in the procedures. The SOPs are required to be practical and able to guide the operation of the scheme upon commencement. The SOPs will include templates for the identified forms and contracts etc identified to operate and administer the PSS Scheme (detailed in following phase).</p> <p>SOPs that may be required will include (but not be limited to) the following government responsibilities related to PSS implementation:</p> <ul style="list-style-type: none"> - Regulator SOP - to guide scheme administration by MECDMM or another government office - Customs SOP – to guide how Department of Customs will identify eligible items and data collected upon import - Finance SOP – to guide how the Department of Finance or other agency will administer PSS funds on behalf of the people of Solomon Islands 	Nil	Draft Operating Procedures Develop and submit for review by MECDM, and PacWastePlus, a detailed practical SOPs to operate and administer the PSS.
Develop Draft Scheme Templates and Documentation	<p>Develop draft documents recommended for the operationalisation of the PSS.</p> <p>At the end of the assistance, it is requested all documents for the operationalisation of the PSS will be in place, including identified:</p> <ul style="list-style-type: none"> • template contracts with entities such as the Scheme Coordinator • templates to provide for effective data collection and scheme reporting 	Nil	Draft Scheme Templates and Documentation Develop and submit for review by MECDM, and PacWastePlus, all identified documents, templates, and template contracts for the effective operation and administration of the Solomon Islands PSS

Phase	Description	Documentation SPREP will provide	Consultant Output
	<ul style="list-style-type: none"> mechanisms for changing scheme Deposit or Fees (tied to economic modelling) 		
Workshop / consultation on Draft Operating Procedures for the Management of the PSS	<p>The Consultant will convene a face-to-face with the Technical Working Group and PacWastePlus to take all stakeholders through the proposed SOPs and other documents to receive feedback.</p> <p>Individual follow-up meetings may be required to ensure agreement to finalise the proposed SOPs and scheme templates/ contracts/ documentation.</p>	<p>MECDMM shall arrange Stakeholder Consultation sessions</p>	<p>Draft Workshop/ Consultation materials of Draft Operating Procedures</p> <p>Develop and submit for review by MECDM, and PacWastePlus, draft consultation materials to be used to present draft SOP and other documents to scheme stakeholders and guide discussions to confirm activities.</p> <p>Host Workshop and Consultation</p> <p>Incorporating suggested revisions to workshop materials, the Consultant will host a Workshop with Solomon Islands stakeholders (and follow-up meetings as required) presenting the draft SOP and other documents to receive feedback to finalise the documents. Minutes of discussions to be supplied.</p>
Final Operating Procedures and Guiding templates/contracts /documentation for the Management of the PSS	<p>Develop final SOPs with templates/ contracts/ documentation to appropriately operationalise and administer the PSS by both the Scheme Coordinator and government agencies, ensuring all responsibilities identified in previous stages are detailed in the procedures.</p>	<p>Nil</p>	<p>Final PSS Operating Procedures</p> <p>The Consultant will finalise SOPs and other documents that incorporate feedback from the workshop and clearly outline the tasks and expectations of the PSS Scheme Coordinator and government to effectively operate and administer the PSS.</p>

COMPONENT 2 | Undertake Economic Modelling

Phase	Description	Documentation SPREP will provide	Supplier Output
<p>Determine likely inputs required to model the operation of a PSS in Solomon Islands</p>	<p>Utilising the outcomes of Components 1 and 2 of this Technical Assistance, and conduct further literature research and consultation as required, determine the likely inputs required to effectively understand costs for the operation and administration of a PSS in Solomon Islands. Inputs should include, but be limited to:</p> <ul style="list-style-type: none"> • Import volumes for recyclable items that may be included in Phase I or II of a PSS scheme* • Fuel costs • Energy costs • Equipment operation and maintenance • Labour rates • Shipping and associated costs – external and internal • Management options (i.e., export, locally recycled, or landfilled), and levels of processing • Administration costs (including compliance management) • Accounting costs • Legacy waste • Current market prices / commodity value for the recyclable items at off-shore recycling facilities • social factors and job creation 	<p>The Solomon Islands Government will obtain the current values for each input in Solomon Islands</p>	<p>Draft Spreadsheet of Input Expenses, Processing Options, and Data Required to Model the Operation of the PSS in Solomon Islands</p> <p>Develop, and submit for review by MECDM, and PacWastePlus, a draft spreadsheet summarising input expenses, processing options, and other data to model the operation of the Solomon Islands PSS</p> <p>Final Spreadsheet of Input Expenses, Processing Options, and Data Required to Model the Operation of the PSS in Solomon Islands</p> <p>Final spreadsheet addressing all comments provided.</p>
<p>Financial model determining the likely Fee component and staffing needs to enable the effective and financially sustainable operation of a PSS in Solomon Islands</p>	<p>Using confirmed model inputs, the consultant will build a simple model (using Microsoft excel) to:</p> <ol style="list-style-type: none"> 1. Model various levels of the Deposit component to understand the influence on return rates, including from the outer island communities 2. Model scheme activities to determine the likely Handling Fee component to be placed on the items included in the scheme. Model to consider different management options (i.e., export, locally recycled/repurposed using local enterprise, or 	<p>Customs import data</p> <p>Waste audit data</p> <p>Litter audit data</p>	<p>Draft Economic Model</p> <p>Draft economic modelling tool shall address requirements identified in the Description of this Phase, submitted for review and comment by the Solomon Islands MECDM, and PacWastePlus</p> <p>Final Economic Model</p> <p>Final economic modelling tool addressing all comments provided.</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
	<p>landfilled), and levels of processing to be undertaken in country.</p> <ol style="list-style-type: none"> 3. Model administrative cost required to operate and administer the activities associated with the scheme 4. Model legacy waste present in Solomon Islands and options for the scheme to collect and manage these items <p><i>The model output will be used to inform the Solomon Islands Government on the necessary Deposit and Fees component of the scheme and staffing needs to enable the effective and sustainable operation of the PSS.</i></p>		
<p>Mechanism to review the Scheme Deposit or Fees</p>	<p>Develop an easy-to-update Microsoft excel template for MECDMM to utilise to calculate and update the Deposit or Fee components of the PSS in the future as input information changes. Provide brief guidance on how and when to use and update the template which will go into the SOPs developed in Component 2</p>	<p>Nil</p>	<p>Draft Microsoft excel template to be used to Update Scheme Finances</p> <p>Draft Microsoft excel template to be used to Update Scheme Finances, submitted for review and comment by the Solomon Islands MECDM, and PacWastePlus</p> <p>Final Process / Mechanisms to Update Scheme Finances and Guidance Note</p> <p>Final Process / Mechanisms to Update Scheme Finances addressing all comments provided. Deliver a guidance note on how to use and update the template .</p>

COMPONENT 3 | Develop Legislative Drafting Notes for Scheme Legislation and Regulation

Phase	Description	Documentation SPREP will provide	Consultant Output
<p>Inception / development of Legislative Pathway</p>	<p>Lead a meeting with MECDMM and other government partners involved in the legislative development process and the PacWastePlus team, to confirm pathway to ensure development and approval of the legislative instruments to guide the PSS in Solomon Islands.</p> <p>Analyse previous work, findings/outcomes of Component 2 and 3 of this Technical Assistance, and existing documents related to Solomon Islands PSS development, and Solomon Islands proposed Waste Levy; to determine an appropriate Project Workplan, including but not limited to:</p> <ul style="list-style-type: none"> • steps for hosting consultation necessary to design an appropriate PSS Scheme to achieve the goals of the MECDMM • steps for the development and approval of the PSS Legislation and associated Regulations • determination of required amendments / reforms / repeals to existing legislation, and steps for the approval of the identified amendments / reforms / repeals • finalising Legislation and Regulation Drafting Notes 	<p>Solomon Islands PSS Feasibility Study and relevant documentation</p> <p>E-Waste Regulations Drafting Note</p>	<p>Draft Legislative Pathway</p> <p>Submit a draft Legislative Pathway that complies with the stated requirements and provides a clear pathway for legislative steps required for the approval of the PSS.</p> <p>Final Legislative Pathway</p> <p>Final Legislative Pathway incorporating revisions and addressing all comments.</p>
<p>Draft Solomon Islands PSS Design</p>	<p>Utilising previous outcome and information conduct further consultation as required to finalise the design of the Solomon Islands PSS.</p>	<p>The Working Group shall arrange necessary Working Group and Stakeholder Consultation sessions</p>	<p>Meeting Minutes of formal and informal consultation sessions</p> <p>Minutes of the meetings with summary of decisions to be meaningfully incorporate into system design and legislation</p> <p>Draft PSS Design</p> <p>Draft PSS System Design submitted for review by Government of Solomon Islands and PacWastePlus.</p> <p>Final PSS Design</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
			Final draft PSS design developed addressing all comments provided.
Development of materials to assist the MECDMM to host consultation to seek feedback on PSS/CDS design	<p>The consultant will assist the MECDM, to host community and stakeholder consultation sessions seeking feedback on PSS design through the development of a presentation summarising the proposed Solomon Islands PSS.</p> <p>The consultant will, at a minimum, assist in development or material and providing background technical assistance to the MECDMM or Solomon Islands PSS Working Group as needed during the facilitation of consultation sessions.</p> <p>The consultant will work with MECDMM to understand feedback provided by communities and stakeholders on the PSS and ensure feedback is incorporated into the draft PSS design and Drafting Notes</p>	The Working Group necessary Working Group and Stakeholder Consultation sessions	<p>Draft PSS Design Presentation – for community consultation</p> <p>Draft presentation on PSS System Design submitted for review by the Government of Solomon Islands and PacWastePlus.</p> <p>Final PSS Design Presentation – for community consultation</p> <p>Final PSS design presentation developed addressing all comments provided. The presentation is to be delivered by MECDMM and Ministry of Finance to gather stakeholder feedback.</p>
Policy Note for PSS Legislation and Associated Regulations	<p>Utilising outcomes and findings from previous stages, develop a Policy Note to summarise the proposed PSS, including framework of proposed Legislation and Regulation, for submission to Government decision makers.</p> <p>The Policy Note should clearly Identify required amendments / reforms / repeals to existing legislation to enable enactment of the proposed the Solomon Islands PSS Legislation and associated PSS Regulations</p>	Nil	<p>Draft PSS Policy Note</p> <p>Draft PSS Policy Note (Legislation and Regulation) submitted for review by the Government of Solomon Islands and PacWastePlus.</p> <p>Final PSS Policy Note</p> <p>Final PSS Policy Note (Legislation and Regulation) provided incorporating all comments.</p>
Legislative Drafting Notes: <ul style="list-style-type: none"> PSS Legislation Beverage Container PSS Regulation 	<p>Utilising outcomes and findings from previous stages, develop two Legislative Drafting Notes providing detailed information to enable the Solomon Islands Attorney General's Office to draft the Proposed:</p> <ul style="list-style-type: none"> - PSS Legislation - Associated PSS Regulations 	Nil	<p>Draft Drafting Notes</p> <p>Draft PSS Drafting Notes (Legislation and Regulation) submitted for review by the Government of Solomon Islands and PacWastePlus.</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
<ul style="list-style-type: none"> E-Waste Regulation Vehicle/Tyres/ULABs Regulation 	MECDMM will coordinate with the State Law to finalise the Policy Drafting Notes. The consultant shall provide assistance to the Waste Management Division and Legal Division of MECDMM to finalise the Drafting Notes.		<p>Final Draft Drafting Notes</p> <p>Final Draft Drafting Notes (Legislation and Regulation) provided incorporating all comments.</p>

Institutional Arrangement

Consultants outside of Solomon Islands are asked to submit a quote for travel, but preference will be given to Solomon Islands -based consultants to provide active support to MECDMM, and to ensure an up-to-date understanding of the Solomon Islands waste management and legislative processes.

The successful consultant will work directly with MECDMM who will assist with various components such as coordinating and hosting required consultation sessions, and other meetings.

Consultant Responsibilities

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

5. SCHEDULE OF WORK

The activities are to be completed no later than **20 weeks** after contract signing, with a preference for the activities to be completed much earlier matching the schedule of the Solomon Islands Government. Tender responses to provide milestone dates for all required outputs/outcomes.

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

Submissions must include an annotated budget listing for each task.

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

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.

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.