



# REQUEST FOR TENDERS

RFT: PWP-101-CON  
File: AP\_6/5/8/4  
Date: 31 May, 2024  
To: Interested consultants  
From: PWP Finance and Procurement Officer

**Subject: Request for tenders (RFT): Drafting of community waste management plans for 25 iTaukei villages in Fiji.**

## 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](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 assist in the drafting of community waste management plans for 25 iTaukei villages in Fiji.
- 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 consultants 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 [pwprocurement@sprep.org](mailto:pwprocurement@sprep.org) before 14 June 2024. 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 18 June 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
<b>Experience</b>	Demonstrate experience in the development of community plans, development plans etc.  Preference given to tenderers that have developed waste management strategies/plans and have experience in the Pacific region.	25%
	Demonstrate an understanding of waste management challenges in Pacific Islands especially rural communities, waste management hierarchy, waste treatment and disposal systems for maritime communities.	15%
	Demonstrated experience in monitoring and evaluation processes that include reporting, monitoring, and evaluation mechanisms	15%
<b>Methodology</b>	Proposed project methodology noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.  Preference given to consultants to provide details of their preferred structure and provide specific information on how they will deliver and manage the requested works.	25%

## 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: 26 June 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-101-CON: Drafting of community waste management plans for 25 iTaukei villages in Fiji'**

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 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

### Drafting of Community Waste Management Plans for 25 iTaukei Villages in Fiji.

#### 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. The PROJECT

##### Background

SPREP through the PacWaste Plus Programme is working with the iTaukei Affairs Board (iTAB) and Fiji's Ministry of Environment and Climate Change to improve the management of organic wastes in 25 villages across nine provinces in Fiji (that receive inconsistent garbage collection services, or no service at all). The objective of the project is to introduce a composting programme that will accept and process all organic materials generated in the village. The broader PacWastePlus project being delivered in Fiji is delivering:

1. Baseline Survey and Waste Audit in each village (Completed)
2. Construction of communal organic processing stations to receive and process all organic materials (subject of separate ToR released to the market)
3. Drafting of Village specific Waste Management Plans (This action is the focus of this engagement opportunity).
4. Delivery of Training for village committees on the operation of the Composting facility and implementation of the Composting programme (collections, processing, and monitoring)

Additional intervention to improve waste management in the targeted communities will be implemented by SPREP through the GEF ISLANDS project. This will include:

1. Construction of recyclable drop-off stations in each village.
2. Assessment and design of garbage collection services to enable collection of general waste from villages and propose financial sustainable services for implementation by relevant local authorities.

The project has multi-sectoral approach and is designed to fulfill Section 14 and Section 15 of Fiji's Environment Management Act 2005 and will contribute towards the achievement of Section 40 of Fiji's Constitution, and the National Development Goals.

##### Introduction

PacWastePlus is seeking to engage a consultant to draft Community Waste Management plan for each of the 25 village. The consultant is expected to utilise outcomes of the previous work implemented on this matter to establish a Waste Management Plan specific to each of the 25 participating Villages,



these Plans will be finalised through additional consultations by the Provincial Council Office and iTaukei Affairs Board.

The consultant will deliver the following:

- Establish a template for Community Waste Management Plan with drafting Instructions that will be used by Provincial Conservation Offices of iTAB to establish plans for villages not included in the PacWastePlus project.
- Develop draft Community Waste Management Plan for the 25 villages participating communities.

### 3. EXPECTED OUTCOME

The Community Waste Management Plans must align with the iTaukei Village Development Plan and the National Waste Strategy of the Department of Environment, and National Development Plan waste management policies requirement by the Ministry of Environment and Climate Change. Following the confirmation of the Community Waste Management Plans, the consultant is expected to submit two draft plans at one time (weekly basis) for review by SPREP and the country focal point. Proposed schedule is highlighted ed in the following table:

Draft Plans Submission Schedule	Village for Community Waste Management Plan drafting	Responsible Provincial Council
1	Qoma	Tailevu Provincial Council
	Naimalavau	
2	Muana	Rewa Provincial Council
	Vunisei	
3	Navatuyaba	Namosi Provincial Council
	Nabukavesi	
4	Naigani	Lomaiviti Provincial Council
	Manuku	
5	Yavu	Lomaiviti Provincial Council
	Mua	
6	Tarukua	Lau Provincial Council
	Natokalau	
7	Lomaji	Lau Provincial Council
	Mabula	
8	Naceva	Nadroga Provincial Council
	Nawamagi	
9	Lawai	Nadroga Provincial Council
	Vusama	
10	Semo	Nadroga Provincial Council



<b>Draft Plans Submission Schedule</b>	<b>Village for Community Waste Management Plan drafting</b>	<b>Responsible Provincial Council</b>
	Buca	Cakaudrove Provincial Council
11	Nacula	
	Nasolo	Ba Provincial Council
12	Nawaka	
	Narewa	Ra Provincial Council
	Rokovuaka	



#### 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	Documents SPREP will provide	Consultant Output
<b>Inception</b>	<p>Lead an inception meeting with the PacWastePlus team to discuss the delivery of the project, addressing all issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs.</p> <p>The Inception Meeting minutes shall:</p> <ul style="list-style-type: none"> <li>• Confirm activities agreed upon.</li> <li>• Confirm scope to be developed as agreed by meeting participants prior to commencement of any activities.</li> </ul> <p>The Contractor shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>The Draft Work Plan shall contain at a minimum a</p> <ul style="list-style-type: none"> <li>• Proposed time schedule and sequence of events that the Consultant shall use to meet the contract deliverables.</li> <li>• General description of the methods which the Consultant proposes to adopt for executing the contract.</li> <li>• Comprehensive risk plan to ensure effective delivery of services.</li> <li>• Any further details and information as SPREP may reasonably require.</li> </ul> <p>An additional Inception Meeting is to be held with representatives from Ministry of Environment Climate And Change and the Conservation Division of iTAB to alignment of all Community Waste Management Plans to national policies.</p>	Nil	<p><b>Inception meeting</b></p> <p>Minutes of the inception meeting with confirmation of activities, and scope of work to be developed and agreed by meeting participants prior to commencement of any activities.</p> <p><b>Draft Work Plan</b></p> <p>The Draft Work Plan shall be delivered to SPREP for its consideration and comment.</p> <p><b>Final Work Plan</b></p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p>

Phase	Description	Documents SPREP will provide	Consultant Output
<b>Develop a Standard template for Community Waste Management Plan with Drafting Instructions</b>	<p>The consultant is expected to establish a template for Community Waste Management Plan. The template will follow Fiji's plans/strategy structure and shall be structured as follows:</p> <ol style="list-style-type: none"> <li>1. Where we are now (status of waste management)</li> <li>2. Where do we want to be (Vision, Objectives, Goals)</li> <li>3. How will we get there (Guiding Principles, Action Plan and description of tasks)</li> <li>4. How do we know we are there (Monitoring and Evaluation)</li> </ol> <p>The consultant is expected to consult the Waste Management and Pollution Control Unit of Fiji's Department of Environment, and the Conservation Division of iTAB to ensure alignment of template to national policies such as the Environment Management Act 2005, National Development Plans, Waste Management Strategies.</p>	<p>Template Fiji iTaukei Conservation/Environment Plans</p>	<p><b>Draft Community Waste Management Plan Template</b></p> <p>The draft template shall address requirements identified in the Description of this Phase.</p> <p><b>Final Community Waste Management Plan Template</b></p> <p>The Policy shall address all comments from SPREP and the National Focal Points in Fiji.</p>
<b>Develop 25 Waste Management Plan.</b>	<p>Utilising the approved Community Waste Management Plan Template, and the data provided by PacWaste Plus and iTAB, the consultant will draft DRAFT Community Waste Management Plan for the 25 participating villages. All Community Waste Management Plans are expected to be finalised by iTAB, Provincial Councils, and PacWastePlus following additional consultations with villagers.</p>	<p>Municipal Councils Bi-Laws</p>	<p><b>25 Draft DRAFT Community Waste Management Plans</b></p> <p>The draft plan shall address requirements identified in the Description of this Phase.</p> <p><b>25 Final DRAFT Community Waste Management Plans</b></p> <p>The final plans must address all comments from SPREP and the National Focal Points in Fiji.</p>

### **Institutional Arrangement**

It is expected this project will be undertaken in a desktop fashion, with face-to-face meetings (travel) not required unless the successful consultant is in Fiji. Introductions to Fiji government representatives will be facilitated by the SPREP team.

### **Consultant Responsibilities**

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

## 5. SCHEDULE OF WORK

The activities are to be completed no later than **20 weeks** from the date of signing the contract agreement with a preference for the activities to be completed much earlier.

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

**Table 2:** Project Schedule

Activity/Deliverable	Timeline
Draft Work Plan	No later than two (2) weeks from date of Contract Execution
Final Work Plan	No later than one (1) week from date of receipt of final comments on draft Work Plan
Draft Community Waste Management Template with Drafting Instructions	No later than two (2) weeks from date of approved Work Plan
Final Community Waste Management Template with Drafting Instructions	No later than one (1) week from date of receipt of final comments on draft template
Submission of Draft Community Waste Management Plan for Qoma and Naimalavau	No later than two (2) weeks from date of approved Community Waste Management Plan template
Final Community Waste Management Plan for Qoma and Naimalavau	No later than one (1) week from date of receipt of final comments on Draft document.
Draft Community Waste Management Plan for Muana and Vunisei	No later than three (3) weeks from date of approved Community Waste Management Plan template
Final Community Waste Management Plan for Muana and Vunisei	No later than one (1) from date of receipt of final comments on Draft document.
Draft Community Waste Management Plan for Navatuyaba and Nabukavesi	No later than four (4) weeks from date of approved Community Waste Management Plan template
Final Community Waste Management Plan for Navatuyaba and Nabukavesi	No later than one (1) week from date of receipt of final comments on Draft document.
Draft Community Waste Management Plan for Naigani and Manuku	No later than five (5) weeks from date of approved Community Waste Management Plan Template
Final Community Waste Management Plan for Naigani and Manuku	No later than one (1) week from date of receipt of final comments on Draft document.
Draft Community Waste Management Plan for Yavu and Mua	No later than six (6) weeks from date of approved Community Waste Management Plan Template
Final Community Waste Management Plan for Yavu and Mua	No later than two (2) weeks from date of receipt of final comments on Draft document.

Activity/Deliverable	Timeline
Draft Community Waste Management Plan for Tarukua and Natokalau	No later than seven (7) weeks from date of approved Community Waste Management Plan Template
Final Community Waste Management Plan for Tarukua and Natokalau	No later than one (1) week from date of receipt of final comments on Draft document.
Draft Community Waste Management Plan for Lomaji and Mabula	No later than eight (8) weeks from date of approved Community Waste Management Plan Template
Final Community Waste Management Plan for Lomaji and Mabula	No later than one (1) week from date of receipt of final comments on Draft document.
Draft Community Waste Management Plan for Naceva and Nawamagi	No later than nine (9) weeks from date of approved Community Waste Management Plan Template
Final Community Waste Management Plan Template for Naceva and Nawamagi	No later than one week (1) from date of receipt of final comments on Draft document.
Draft Community Waste Management Plan for Lawai and Vusama	No later than ten (10) weeks from date of approved Community Waste Management Plan Template
Final Community Waste Management Plan for Lawai and Vusama	No later than one (1) week from date of receipt of final comments on Draft document.
Draft Community Waste Management Plan for Semo and Buca	No later than eleven (11) weeks from date of approved Community Waste Management Plan Template
Final Community Waste Management Plan for Semo and Buca	No later than one (1) week from date of receipt of final comments on Draft document.
Draft Community Waste Management Plan for Nacula and Nasolo	No later than twelve (12) weeks from date of approved Community Waste Management Plan Template
Final Community Waste Management Plan for Nacula and Nasolo	No later than one (1) week from date of receipt of final comments on Draft document.
Draft Community Waste Management Plan for Nawaka, Narewa, and Rokovuaka	No later than thirteen (13) weeks from date of approved Community Waste Management Plan Template
Final Community Waste Management Plan for Nawaka, Narewa, and Rokovuaka	No later than one (1) week from date of receipt of final comments on Draft document.

## 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.

Proposals above \$30,000 USD will not be considered.

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

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](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.