



REQUEST FOR TENDERS

RFT: PWP-133-CON
File: AP_6/5/8/3
Date: 27 June, 2024
To: Interested consultants
From: PWP Finance and Procurement Officer

Subject: Request for tenders (RFT): Consultancy to support the trialing of the disaster waste practitioner's guideline

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 trialing of the disaster waste practitioner's guideline.
- 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 pwprocurement@sprep.org before 22 July 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 24 July 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	Description	Weighting
Experience	Demonstrated experience working with or knowledge of disaster waste management and/or disaster response and recovery works (local, state/provincial/national).	10%
	Demonstrated experience in policy and/or strategy development, and reporting (links to output reports or products that provide insight into research approach and writing style)	35%
	Demonstrated experience in planning and facilitation of national consultations, and training.	15%
Methodology	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.	20%

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: 01 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-133-CON: Consultancy to support the trail-
ing of the disaster waste practitioner's guideline**'

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 Trialling of the Disaster Waste Practitioner's Guideline

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

The intensity and frequency of natural disasters such as tropical cyclones are evidently increasing in the Pacific. When these natural disasters occur large amounts of waste are generated from damage to both the natural and man-made environment. Inefficient or ineffective management of clean-up efforts following a disaster often results in the slow and costly recovery of a community, potentially risking public, and environmental health.

PacWastePlus is assisting PWP participating countries to mainstream disaster waste management into the Framework for Resilient Development in the Pacific (FRDP) by implementing activities identified in the Regional Disaster Waste Management Guideline (RDWVG). The FRDP provides a high-level strategic guidance on how to enhance resilience to climate change and disasters, in ways that contribute to and are embedded in sustainable development. The RDWVG identifies key waste management activities for implementation in each stage of the Disaster Management Framework. Additionally, the RDWVG advocates for effective waste management and stakeholder partnership in the management of Disaster Waste.

Having an effective plan and partnership in place prior to a natural disaster allows governments to reduce disaster risk and effectively protect persons, communities and countries, their livelihoods, health, cultural heritage, socioeconomic assets, and ecosystems, and thus strengthen their resilience. For this reason, the programme is established the following Practitioner's Guideline:

1. Template for National and Community Disaster Waste Management Plans (DWMP) with Drafting/Guiding Instructions providing Pacific countries with a DWM plan template.
2. Methodology for Estimating and Recording of Disaster Waste and Environmental Damage in Pacific Countries.
3. Operational Guide on the Establishment of an Environment Sector Working Group (ESWG)

In recognition of the dynamic nature of the Pacific region, PacWastePlus is looking to trial these guidelines in four (4) of PacWaste Plus participating countries to ensure suitability in the different island contexts prior to publication

3. EXPECTED OUTCOME

PacWastePlus is seeking to engage a consultant to work directly with national focal points in Fiji, Niue, Tonga, and Vanuatu to trial the three (3) practitioner's guidelines.

Details of outcomes for each of the country is included in the following table:

Practitioner Guideline	Country	Scope of Works
Template for National and Community Disaster Waste Management Plans (DWMP) with Drafting/Guiding Instructions providing Pacific countries with a DWM plan template.	Fiji	<ol style="list-style-type: none"> 1. Undertake Desktop Review of existing national disaster management framework. 2. Facilitate Consultations (Face to Face and Virtual) 3. Drafting of National Disaster Waste Management Plan 4. Establishment of Briefing Note to obtain Political Support
	Niue	<ol style="list-style-type: none"> 1. Undertake Desktop Review of existing national disaster management framework. 2. Facilitate Consultations (Face to Face and Virtual) 3. Drafting of National Disaster Waste Management Plan 4. Establishment of Briefing Note to obtain Political Support
Methodology for Estimating and Recording of Disaster Waste and Environmental Damage in Pacific Countries.	Fiji	<ol style="list-style-type: none"> 1. Undertake Desktop Review of existing national disaster management framework. 2. Facilitate Consultations (Face to Face and Virtual) 3. Establish a National Guideline on Estimation and Recording Disaster Waste 4. Establish training manual on Estimation and Recording Disaster Waste 5. Facilitate training on Estimation and Recording Disaster Waste 6. Establishment of Briefing Note to obtain Political Support
	Niue	<ol style="list-style-type: none"> 1. Undertake Desktop Review of existing national disaster management framework. 2. Facilitate Consultations (Face to Face and Virtual) 3. Establish a National Guideline on Estimation and Recording Disaster Waste 4. Establish training manual on Estimation and Recording Disaster Waste 5. Facilitate training on Estimation and Recording Disaster Waste 6. Establishment of Briefing Note to obtain Political Support
	Tonga	<ol style="list-style-type: none"> 1. Undertake Desktop Review of existing national disaster management framework. 2. Facilitate Consultations (Face to Face and Virtual) 3. Establish a National Guideline on Estimation and Recording Disaster Waste 4. Establish training manual on Estimation and Recording Disaster Waste



SPREP

Secretariat of the Pacific Regional
Environment Programme

Practitioner Guideline	Country	Scope of Works
		<ol style="list-style-type: none"> 5. Facilitate training on Estimation and Recording Disaster Waste 6. Establishment of Briefing Note to obtain Political Support
Operational Guide on the Establishment of an Environment Sector Working Group (ESWG)	Fiji	<ol style="list-style-type: none"> 1. Undertake Desktop Review of existing national disaster management framework. 2. Facilitate Consultations (Face to Face and Virtual) 3. Draft Terms of Reference for the ESWG 4. Identification of ESWG membership 5. Facilitate at least Inception Meeting for the ESWG 6. Establish Briefing Note for Political support to adopt ESWG set up
	Niue	<ol style="list-style-type: none"> 1. Undertake Desktop Review of existing national disaster management framework. 2. Facilitate Consultations (Face to Face and Virtual) 3. Draft Terms of Reference for the ESWG 4. Identification of ESWG membership 5. Facilitate at least Inception Meeting for the ESWG 6. Establish Briefing Note for Political support to adopt ESWG set up
	Vanuatu	<ol style="list-style-type: none"> 1. Undertake Desktop Review of existing national disaster management framework. 2. Facilitate Consultations (Face to Face and Virtual) 3. Draft Terms of Reference for the ESWG 4. Identification of ESWG membership 5. Facilitate at least Inception Meeting for the ESWG 6. Establish Briefing Note for Political support to adopt ESWG set up

4. SCOPE OF WORK

The expected delivery of this consultancy will be developed in stages and is described in the following table:

Table 1: Scope of Work

Phase	Description	Documentation SPREP will provide	Consultant Output
<p>Inception</p>	<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. <p>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.</p>	<p>Nil</p>	<p>Inception Meeting</p> <p>Minutes of the inception meeting with confirmation of activities, and scope of work to be developed and agreed by meeting participants prior to commencement of any activities.</p> <p>Draft Work Plan</p> <p>Detailed work plan (Comprehensive plan on how the work will be undertaken, information sources, and time frame to implement).</p> <p>The plan will also include the structure of the final report(s) as agreed in the Inception meeting.</p> <p>Final Work Plan</p> <p>Final plan must adequately address comments from SPREP.</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
Establishment of Environment Sector Working Group in Fiji, Niue, and Vanuatu	<p>The consultant will utilise the Guideline on the establishment of an Environment Working Group (ESWG) and work with the national focal points to establish an Environment Sector Working Group for Fiji, Niue, and Vanuatu. The ESWG will be responsible for the implementation of the National DWM plan.</p> <p>The consultant is expected to undertake the following:</p> <ol style="list-style-type: none"> 1. Facilitate Consultations (Face to Face and Virtual) 2. Draft Terms of Reference for the ESWG 3. Identification of ESWG membership 4. Facilitate at least Inception Meeting for the ESWG 5. Establish Briefing Note for Political support to adopt ESWG set up <p>The consultant will assess any existing Working Groups with the National Disaster Management Office and determine suitable existing working group/ taskforce that can adopt roles and responsibilities provided in the Practitioner's Guideline on Environment Sector Working Group.</p>	<p>Operation Guideline on the Establishment of Environment Sector Working Group</p>	<p>Draft ESWG Terms of Reference and Composition</p> <p>The consultant will submit for review by the national focal point and PacWastePlus the draft ESWG Terms of Reference which will include proposed membership.</p> <p>Final ESWG Terms of Reference and Composition</p> <p>Final Terms of Reference adequately address comments by national focal points and PacWaste Plus.</p> <p>Draft Briefing Note(s)</p> <p>The Briefing Note must be submitted for review by the National Focal Point and PacWaste Plus. Briefing Note must follow national structure and adequately summarise key features of the plan and contributions of National Development Goals/SDG to help inform national decision making.</p> <p>Final Briefing Note</p> <p>The Briefing Note will adequately address comments from the national focal point and PacWaste Plus.</p>
Development of National Disaster Waste Management Plan with template for Community Disas-	<p>Utilising the Practitioner's Guideline on the Establishment of National Disaster Waste Management Plan, the consultant is expected to work with the Environment Sector Working Group to draft a National Disaster Waste Management Plans for Fiji in conjunction with a national working group.</p>	<p>Guideline on Establishment of National Disaster Waste Management Plan</p>	<p>Draft DWM Plans for Fiji</p> <p>The Draft plans must be delivered to PacWaste Plus and the national Focal Points for consideration and comment.</p> <p>Final DWM Plans for Fiji</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
ter Waste Contingency Plans for Fiji	<p>The plan shall be developed following national policy structures for Fiji and should adequately address the following:</p> <ul style="list-style-type: none"> • Overview of current waste stream and management structure in existence • Where we are now (status of waste management in the country, and current scope of Disaster Management/Response) • Where do we want to be (Vision, Objectives, goals) • How will we get there (Guiding Principles, Action Plan and description of tasks under each stage of the Disaster Management Cycle) • How do we know we are there (Monitoring and Evaluation) • Cross cutting issues <p>The consultant will work with the Fiji Government to establish at least one Community Contingency Plan for a rural community.</p> <p>The consultant is expected to align all plans to existing Disaster Management Frameworks and ensure that there is no duplication.</p> <p>The consultant is expected to provide briefing notes on each of the plans produced to secure national approval process.</p>		<p>Final plans adequately address all comments by SPRE and the National Focal Points.</p> <p>Draft Briefing Note(s)</p> <p>The Briefing Note must be submitted for review by the National Focal Point and PacWaste Plus. Briefing Note must follow national structure and adequately summarise key features of the plan and contributions of National Development Goals/SDG to help inform national decision making.</p> <p>Final Briefing Note(s)</p> <p>The Briefing Note adequately address all comments by the national focal point and PacWaste Plus.</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
<p>Development of National Disaster Waste Management Plan for Niue</p>	<p>Utilising the Practitioner’s Guideline on the Establishment of National Disaster Waste Management Plan, the consultant is expected to work with the national focal point and a national working group to draft a National Disaster Waste Management Plans for Niue in conjunction with a national working group.</p> <p>The plan shall be developed following national policy structures for Niue and should adequately address the following:</p> <ul style="list-style-type: none"> • Overview of current waste stream and management structure in existence • Where we are now (status of waste management in the country, and current scope of Disaster Management/Response) • Where do we want to be (Vision, Objectives, goals) • How will we get there (Guiding Principles, Action Plan and description of tasks under each stage of the Disaster Management Cycle) • How do we know we are there (Monitoring and Evaluation) • Cross cutting issues <p>The consultant is expected to align all plans to existing Disaster Management Frameworks and ensure that there is no duplication.</p> <p>The consultant is expected to provide briefing notes on each of the plans produced to secure national approval process.</p>	<p>Guideline on Establishment of National Disaster Waste Management Plan</p>	<p>Draft DWM Plans for Niue</p> <p>The Draft plans must be delivered to PacWaste Plus and the national Focal Points for consideration and comment.</p> <p>Final DWM Plans for Niue</p> <p>Final plans adequately address all comments by SPRE and the National Focal Points.</p> <p>Draft Briefing Note(s)</p> <p>The Briefing Note must be submitted for review by the National Focal Point and PacWaste Plus. Briefing Note must follow national structure and adequately summarise key features of the plan and contributions of National Development Goals/SDG to help inform national decision making.</p> <p>Final Briefing Note(s)</p> <p>The Briefing Note adequately address all comments by the national focal point and PacWaste Plus.</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
<p>Establish National Disaster Waste Assessment Guideline for Fiji</p>	<p>The consultant will review the <i>Practitioner's Guideline on Estimation and Recording of Disaster Waste</i>. The consultant will work with the National focal point and a national working group to establish a national disaster waste assessment guideline for Fiji.</p> <p>The consultant must work with national focal points to nominate suitable officers to be trained on the National DW Assessment Guideline and facilitate training to the local counterparts.</p> <p>As part of this deliverable, the consultant is expected to provide briefing notes on each of the plans produced to secure national approval process.</p>	<p>Methodology for Estimating and Recording of Disaster Waste and Environmental Damage in Pacific Countries.</p>	<p>Draft National Disaster Waste Assessment Guidelines for Fiji</p> <p>Draft National guideline provided to national focal points and PacWastePlus for review and comments. The draft guideline must be suitable to local setting of each country.</p> <p>Final National Disaster Waste Assessment Guideline for Fiji</p> <p>All final plans must adequately address comments from national focal points and PacWastePlus.</p> <p>Draft Briefing Note(s)</p> <p>The Briefing Note must be submitted for review by the National Focal Point and PacWaste Plus. Briefing Note must follow national structure and adequately summarise key features of the plan and contributions of National Development Goals/SDG to help inform national decision making.</p> <p>Final Briefing Note</p> <p>The Briefing Note will adequately address comments from the national focal point and PacWaste Plus.</p>
<p>Establish National Disaster Waste Assessment Guideline for Niue.</p>	<p>The consultant will review the <i>Practitioner's Guideline on Estimation and Recording of Disaster Waste</i>. The consultant will work with the National focal point/national working group to establish a national disaster waste assessment guideline for Niue.</p> <p>The consultant must work with national focal points to nominate suitable officers to be trained on the National</p>	<p>Methodology for Estimating and Recording of Disaster Waste and Environmental Damage in Pacific Countries.</p>	<p>Draft National Disaster Waste Assessment Guidelines for Niue</p> <p>Draft National guideline provided to national focal points and PacWastePlus for review and comments. The draft guideline must be suitable to local setting of each country.</p> <p>Final National Disaster Waste Assessment Guideline for Niue</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>DW Assessment Guideline and facilitate training to the local counterparts.</p> <p>As part of this deliverable, the consultant is expected to provide briefing notes on each of the plans produced to secure national approval process.</p>		<p>All final plans must adequately address comments from national focal points and PacWastePlus.</p> <p>Draft Briefing Note(s)</p> <p>The Briefing Note must be submitted for review by the National Focal Point and PacWaste Plus. Briefing Note must follow national structure and adequately summarise key features of the plan and contributions of National Development Goals/SDG to help inform national decision making.</p> <p>Final Briefing Note</p> <p>The Briefing Note will adequately address comments from the national focal point and PacWaste Plus.</p>
<p>Establish National Disaster Waste Assessment Guideline for Tonga.</p>	<p>The consultant will review the <i>Practitioner's Guideline on Estimation and Recording of Disaster Waste</i>. The consultant will work with the National focal point/national working group to establish a national disaster waste assessment guideline for Tonga.</p> <p>The consultant must work with national focal points to nominate suit able officers to be trained on the National DW Assessment Guideline and facilitate training to the local counterparts.</p> <p>As part of this deliverable, the consultant is expected to provide briefing notes on each of the plans produced to secure national approval process.</p>	<p>Methodology for Estimating and Recording of Disaster Waste and Environmental Damage in Pacific Countries.</p>	<p>Draft National Disaster Waste Assessment Guidelines for Tonga</p> <p>Draft National guideline provided to national focal points and PacWastePlus for review and comments. The draft guideline must be suitable to local setting of each country.</p> <p>Final National Disaster Waste Assessment Guideline for Tonga</p> <p>All final plans must adequately address comments from national focal points and PacWastePlus.</p> <p>Draft Briefing Note(s)</p> <p>The Briefing Note must be submitted for review by the National Focal Point and PacWaste Plus. Briefing Note must follow national structure and adequately summarise key features of the plan and</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
			<p>contributions of National Development Goals/SDG to help inform national decision making.</p> <p>Final Briefing Note</p> <p>The Briefing Note will adequately address comments from the national focal point and PacWaste Plus.</p>
<p>Finalise Disaster Waste Practitioner Guidelines</p>	<p>The consultant will compile all learnings from the four countries and review the three Disaster Waste Practitioners Guidelines to establish the following:</p> <ol style="list-style-type: none"> 1. Final Template for National and Community Disaster Waste Management Plans (DWMP) with Drafting/Guiding Instructions providing Pacific countries with a DWM plan template. 2. Final Methodology for Estimating and Recording of Disaster Waste and Environmental Damage in Pacific Countries. <p>Final Operational Guide on the Establishment of an Environment Sector Working Group (ESWG).</p>	<p>Nil</p>	<p>Draft Practitioner's Guideline</p> <p>Three (3) Draft Practitioner Guidelines submitted to PacWaste Plus for review.</p> <p>Final Practitioner Guidelines</p> <p>All Final guidelines adequately address PacWaste Plus comments.</p>
<p>Establish a Disaster Waste Management Training Manual</p>	<p>The consultant will develop a training manual and PowerPoint slides that addresses the following:</p> <ul style="list-style-type: none"> • Definition of Hazard • Sendai Framework, Disaster Management Cycle • Disaster Risk Reduction and linkages to Waste Management • Planning for a Disaster - Disaster Management Cycle • Different types of Disaster Waste Streams & Impact of Improper Waste Management • Waste Management Activities in each stage of a Disaster Management Cycle 		<p>Draft Training Manual with Draft PowerPoint Presentation</p> <p>Draft Manual and accompanying power point presentation submitted for PacWaste Plus for comments.</p> <p>Final Training Manual</p> <p>Manual adequately address all of PacWaste Plus comments.</p> <p>Final PowerPoint Presentation</p> <p>All comments on draft power point addressed.</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<ul style="list-style-type: none"> • Steps to establish a National Waste Management Plan • Benefit of establishing Environment Sector Working Group • Steps to establishing an Environment Sector Working Group • Undertaking Disaster Waste Assessment with Practical Exercise. • Adopting Kobo Toolbox and GIS mapping into Disaster Waste Recoding. 		

Institutional Arrangement

This engagement will require travel to country to undertake national consultations and facilitation of trainings.

Consultant Responsibilities

The consultant will be responsible for scheduling meetings with stakeholders and PacWaste Plus, 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** 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 one (1) from date of Contract Execution
Final Work Plan	No later than a week from date of receipt of final comments on draft Work Plan
Draft National Waste Management Plan for Niue	No later than three (4) weeks from date of approved Work Plan
Draft National Waste Management Plan for Fiji	No later than four (6) weeks from date of approved Work Plan
Final National Waste Management Plan for Niue	No later than one (1) from date of receipt of final comments on Draft document.
Final National Waste Management Plan for Fiji	No later than one (1) from date of receipt of final comments on Draft document.
Draft Waste Estimation Methodology for Niue	No later than ten (10) weeks from approval of Final National Waste Management Policy
Final Waste Estimation Methodology for Niue	No later than one (1) week from date of receipt of final comments on Draft document.
Draft Waste Estimation Methodology for Tonga	No later than eleven (11) weeks from approval of Final National Waste Management Policy
Final Waste Estimation Methodology for Tonga	No later than one (1) week from date of receipt of final comments on Draft document.
Draft Waste Estimation Methodology for Fiji	No later than twelve (12) weeks from approval of Final National Waste Management Policy
Final Waste Estimation Methodology for Fiji	No later than one (1) week from date of receipt of final comments on Draft document.
Draft TOR for Niue Environment Sector Working Group	No later than thirteen (13) weeks from approval of Workplan
Final TOR for Niue Environment Sector Working Group	No later than one (1) week from date of receipt of final comments on draft TOR
Draft TOR for Niue Environment Sector Working Group	No later than thirteen (13) weeks from approval of Workplan

Final TOR for Niue Environment Sector Working Group	No later than one (1) week from date of receipt of final comments on draft TOR
Draft TOR for Fiji Environment Sector Working Group	No later than thirteen (13) weeks from approval of Workplan
Final TOR for Fiji Environment Sector Working Group	No later than one (1) week from date of receipt of final comments on draft TOR
Draft TOR for Vanuatu Environment Sector Working Group	No later than thirteen (14) weeks from approval of Workplan
Final TOR for Vanuatu Environment Sector Working Group	No later than one (1) week from date of receipt of final comments on draft TOR
Final Disaster Waste Management Practitioners Guidelines	No later than fifteen (17) weeks from date of receipt of final comments on Draft document.
Draft Training Manual	No later than three (18) weeks from approval of Workplan
Final Training Manual with Training PowerPoint slides	No later than two (2) weeks from date of receipt of final comments on Draft documents.

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.