



REQUEST FOR TENDERS

RFT: PWP-292-CON
File: AP_6/5/8/3
Date: 07 August 2024
To: Interested consultants
From: PacWastePlus

Subject: Request for tenders (RFT): Review of the Palau solid waste management strategy 2017-2026 and drafting of an integrated solid and hazardous waste management strategy for Palau

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 review the Palau solid waste management strategy 2017-2026 and drafting of an integrated solid and hazardous waste management strategy for Palau.
- 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;



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- 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 consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
- a) **SPREP Tender Application form and conflict of interest form.** (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.
 - b) **Honour form**
 - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
 - f) Where relevant provide:
 - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)



- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 16 August 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 19 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	Demonstrate experience in the development of national waste management strategies/systems.	25%
	Demonstrated experience in national and local monitoring and evaluation processes that include strengthened reporting, monitoring, and evaluation mechanisms	15%
	Demonstrated experience in Small Island Developing States (SIDS) presenting complex topics in simplified way, experience in the Pacific preferable.	10%
Methodology	Proposed project methodology noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.	25%
	Preference given to consultants to provide details of their preferred strategy structure and provide specific information on how they will deliver and manage the requested works.	
	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: 26 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-292-CON: Review of the Palau Solid Waste Management Strategy**'

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

Review of the Palau Solid Waste Management Strategy 2017-2026 and Drafting of an Integrated Solid and Hazardous Waste Management Strategy for Palau

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**), solid wastes (specifically **recyclables, organic waste, disaster waste and bulky waste**), and related aspects of **wastewater** (water impacted by solid waste).

2. INTRODUCTION TO PROJECT

The Palau National Solid Waste Management Strategy 2017-2026 provides strategic direction for the management of solid waste in Palau. The existing strategy can be found here: <https://www.sprep.org/attachments/VirLib/Palau/palau-national-solid-waste-management-strategy.pdf>

The Solid Waste Management Division in Palau has requested PacWastePlus support the review and update the existing Solid Waste Strategy to establish and reconfirm the strategic vision and direction for waste management in Palau, including the management of emerging waste streams such as mercury and end-of-life batteries and equipment from renewable energy projects.

The intent of the upgraded Solid Waste Management Strategy is to ensure a strategic and holistic approach to solid waste management in Palau. The updated Strategy will reflect and capture the management of hazardous waste and other strategic infrastructure and waste management documents, including:

- The currently negotiated Treaty on Plastic Pollution – draft text on this agreement seeks for each Party to develop and implement a National Action Plan to fulfil its obligations and achieve its objective. The National Action Plan shall include relevant elements related to: primary plastic polymers, chemicals and polymers of concern, problematic and avoidable plastic products, product design and performance, reduce, reuse, refill and repair of plastics and plastic products, use of recycled plastic contents, extended producer responsibility, emissions and releases of plastic through its life cycle, waste management, fishing gear, and existing plastic pollution including in the marine environment.
- Cleaner Pacific 2025 – long-term strategy for integrated sustainable waste management and pollution prevention and control in the Pacific region. It provides a strategic management framework to address waste, chemicals and pollutants to reduce associated threats to sustainable development of the region. SPREP is in the process of establishing the Cleaner Pacific 2025 which will replace the CP 2025. Consultant will be informed of this development during execution of contract and is expected to align the Palau strategy to the objective of the CP2035.



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- The 17 United Nations Development Programme Sustainable Development Goals – the global blueprint to achieve a better and sustainable future
- Meeting obligations under any conventions or Multilateral Environmental Agreements (MEAs) that Palau is, or seeks to be, party to

3. EXPECTED OUTCOMES

The PacWastePlus Programme seeks to engage a consultant to deliver the following:

- Review the existing Solid Waste Management Strategy for Palau, draft Treaty on Plastic Pollution, and existing other documents, host consultation with the Solid Waste Management Division, Environment Quality Protection Board and other relevant agencies, and update the Solid Waste Management Strategy that appropriately reflects strong strategic intent for waste management
- Develop a Briefing Paper summarising the updated Palau Integrated Solid and Hazardous Waste Management Strategy for the country to be presented to the line minister for approval of strategy.
- Develop a 5-year action plan with inclusion of necessary legislative improvement to ensure the ability to implement the strategic intent of the updated Palau Integrated Solid and Hazardous Waste Management Strategy.

4. SCOPE OF WORK

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

5. SCOPE OF WORK

The PacWastePlus programme is seeking to engage a suitably qualified contractor to review the existing Solid Waste Management Strategy for Palau and establish an integrated Waste Management Strategy for the county.

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.</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. <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"> • 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. • Any further details and information as SPREP may reasonably require. 	<p>Palau National Solid Waste Management Strategy 2017 -2026</p> <p>Palau Hazardous/ Liquid Waste Regulations</p> <p>Cleaner Pacific 2025 Strategy</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>The Draft Work Plan shall be delivered to SPREP for its consideration and comment.</p> <p>Final Work Plan</p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p>
Develop Palau Integrated Solid and Hazardous Waste Management Strategy	In partnership with the Palau Solid Waste Management Division, the Environment Quality Protection Board, and PacWastePlus, review Palau's Solid Waste Management		Draft Palau Integrated Solid and Hazardous Waste Management Strategy

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>Strategy and establish an Integrated Solid and Hazardous Waste Management Strategy.</p> <p>The existing documents: Solid Waste Management Strategy, draft Treaty on Plastic Pollution, Cleaner Pacific 2025, and MEA documentation provide ample information to enable the drafting of the Palau Integrated Solid and Hazardous Waste Management Strategy. Targeted consultation with other relevant agencies in Palau may be required at the direction of the Solid Waste Management Division and the Environment Quality Protection Board.</p> <p>The Palau Integrated Solid and Hazardous Waste Management Strategy shall be structured roughly as follows:</p> <ul style="list-style-type: none"> • Where are we now (current status of Solid & Hazardous Waste in Palau) • Where do we want to be (Vision, objectives, goals) • How will we get there (Action plan and description of tasks) • How do we know when we are there (monitoring and evaluation) <p>Please include in submission a proposed Table of Contents outlining the proposed structure for the Palau Integrated Solid and Hazardous Waste Management Strategy.</p>		<p>The draft Strategy shall address requirements identified in the Description of this Phase.</p> <p>Final Palau Integrated Solid and Hazardous Waste Management Strategy</p> <p>The Final Strategy shall address all comments made to the draft Strategy reviewed from the previous Phase.</p>
<p>Develop a Briefing Paper for Palau Integrated Solid and Hazardous Waste Management Strategy</p>	<p>Develop a Briefing Paper summarising the final Palau Integrated Solid and Hazardous Waste Management Strategy. The Briefing Paper will be used by the Solid Waste Management Division to lobby for support and obtain national approval of the strategy.</p>	<p>Framework Palau Briefing Paper</p>	<p>Draft Briefing Paper on the Palau Integrated Solid and Hazardous Waste Management Strategy</p> <p>The draft Strategy Briefing Paper shall address requirements identified in the Description of this Phase.</p> <p>Final Briefing Paper on Palau Integrated Solid and</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
			<p>Hazardous Waste Management Strategy Cabinet Paper</p> <p>The Final Briefing Paper shall address all comments made to the Draft Strategy Briefing Paper reviewed from the previous Phase.</p>
<p>Develop a 5-year Action Plan to implement the Palau Integrated Solid and Hazardous Waste Management Strategy</p>	<p>Develop a 5-year Action plan with inclusion of recommended legislative improvements to ensure implementation of the strategic intent of the Palau Integrated Solid and Hazardous Waste Management Strategy</p>	<p>NA</p>	<p>Draft 5-year Action Plan</p> <p>The draft 10-year Action Plan shall address requirements identified in the Description of this Phase.</p> <p>Final 5-year Action Plan</p> <p>The legislative guidance framework shall address all comments made to the Draft Strategy Cabinet Paper reviewed from the previous Phase</p>

6. INSTITUTIONAL ARRANGEMENTS

It is expected that this project will be undertaken remotely, and not require any travel. Introductions to representatives of the Palau government will be facilitated by the PacWastePlus 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 finalising.

7. PROPOSED SCHEDULE OF WORK

The activities are to be completed no later than 12 weeks from Agreement signing 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	1 day prior to Inception Meeting
Inception Meeting	No later than 2 weeks from date of Contract Execution
Final Work Plan	No later than 3 weeks from date of Contract Execution
Final Palau Integrated Solid and Hazardous Waste Management Strategy	No later than 8 weeks from date of Contract Execution
Final Briefing Paper on Palau Integrated Solid and Hazardous Waste Management Strategy	No later than 10 weeks from date of Contract Execution
Final 5-year Action Plan	No later than 12 weeks from date of Contract Execution

8. 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.

9. 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 Whistleblower Protection and Gender and Social Inclusion.