



REQUEST FOR TENDERS

RFT: PWP-291-CON
File: AP_6/5/8/3
Date: 17 May, 2024
To: Interested consultants
From: PWP Finance and Procurement Officer

Subject: Request for tenders (RFT): Development of waste management policies to improve waste management in Fiji's iTaukei villages.

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 assist in the development of waste management policies to improve waste management in Fiji's iTaukei villages.
- 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 30 May 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 3 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
Experience	Demonstrate experience in the development of waste legal frameworks/strategies/systems. Preference given to tenderers that have developed waste management strategies and have experience in the Pacific region.	25%
	Demonstrate an understanding of waste management, treatment, and disposal systems.	15%
	Demonstrated experience in national and local monitoring and evaluation processes that include strengthened reporting, monitoring, and evaluation mechanisms	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.	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: 10 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-291-CON: Development of waste management policies to improve waste management in Fiji's iTaukei villages'**

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

Development of waste management policies to improve waste management in Fiji's iTaukei villages.

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 Conservation Division of Fiji's iTaukei Affairs Board has requested the assistance of PacWaste Plus to improve the management of waste in villages across the 14 provinces in the country. This assistance is aligned to the 4th pillar of operation for the board aimed at conserving natural resources and climate change in itaukei villages.

The introduction of waste management policies to support the board improve waste management in itaukei villages, will complement the PacWaste Plus Programme's pilot of communal compost programme in 25 villages across nine provinces in Fiji. The objective of the broad Fiji project is to introduce small-scale composting programmes to collect and process all organic materials generated at the village scale. It is envisaged that the final product from the composting programme will be utilised to support agricultural activities by local villagers.

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. In addition, the project will contribute towards the achievement of Section 40 of Fiji's Constitution, and the National Development Goals.

3. EXPECTED OUTCOME

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

- Development of waste management policy for the iTaukei Affairs Board.
- Development of a draft template for a provincial council waste management bi-laws for the 14 provincial councils.
- Finalise the draft waste management training manual for implementation by the conservation officers in the 14 provincial council.

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.</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 Consultant shall use to meet the contract deliverables. • General description of the methods which the Consultant 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>An additional Inception Meeting is to be held with representatives from Ministry of Environment Climate And Change and the Conservation Division to discuss country data and consultations required to complete this project.</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>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>

Phase	Description	Documentation SPREP will provide	Consultant Output
<p>Develop National Waste Management Policy For iTaukei Villages</p>	<p>Develop a National Waste Management Policy for iTaukei Villages that will provide guidance to iTAB on improving current waste management in the 14 provinces in Fiji to help conserve natural resources and protect human health.</p> <p>The Policy shall be developed following Fiji's policy structure and shall be structured roughly as follows:</p> <p>Where we are now (current status of waste management in iTaukei villages)</p> <ol style="list-style-type: none"> 1. Where do we want to be (Vision, Objectives, goals) 2. How will we get there (Guiding Principles, Action Plan and description of tasks) 3. How do we know we are there (Monitoring and Evaluation) <p>The consultant is expected to align this policy to existing National waste management legislation and policy.</p> <p>Consultation with the Conservation Division of iTAB, the Ministry of Environment and Climate Change is expected to occur in this Phase of work.</p>	<p>Template Fiji Policy Structure</p>	<p>Draft National Waste Management Policy for iTaukei Villages</p> <p>The draft Policy shall address requirements identified in the Description of this Phase.</p> <p>Final National Waste Management Policy for iTaukei Villages</p> <p>The Policy shall address all comments from SPREP and the National Focal Points in Fiji.</p>
<p>Develop a Provincial Council Waste Management Bi-Laws Template with Drafting Instructions for use by the 14 Provincial Council</p>	<p>The consultant will develop a Waste Management chapter (Template) to be inserted into the Provincial Council Waste Management Bi-Law template, with drafting instructions for use by the 14 Provincial Councils in Fiji. The objectives of these by-laws are to:</p> <ol style="list-style-type: none"> 1. give effect to the rights contained in section 40 of the Constitution and the Environment Management Act 2005 by regulating waste management within iTaukei village boundaries. 2. provide, in conjunction with any other applicable law, an effective legal and administrative framework, within which each Provincial Council and iTaukei Affairs Board can manage and regulate waste management activities. 3. ensure that waste is avoided, or where it cannot be altogether avoided, minimised, re-used, recycled, recovered, and disposed of in an environmental sound manner; 	<p>Municipal Councils Bi-Laws</p>	<p>Draft Provincial Council Waste Management Bi-Laws template with Drafting Instructions</p> <p>The draft template shall address requirements identified in the Description of this Phase.</p> <p>Final Provincial Council Waste Management Bi-Laws template with Drafting Instructions</p> <p>The final template shall address all comments from SPREP and the National Focal Points in Fiji.</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>4. Proper demarcation of temporary waste storage sites following a natural disaster; and</p> <p>5. promote and ensure an effective delivery of waste services.</p> <p>The consultant is expected to align this template to existing Waste Management Bi-Laws for local municipal councils.</p>		
<p>Finalise the Draft Waste Management Training Manual</p>	<p>The consultant is required to review and finalise the draft Waste Management Training Manual. The manual is designed to guide the facilitation of waste management training by Provincial Conservation Officers in iTaukei Villages. The training content is expected to adequately addresses the following:</p> <ol style="list-style-type: none"> 1. Definition of Waste 2. Different types of Waste Streams 3. Impact of Improper Waste Management 4. Introduce the Waste Hierarchy 5. Introduce the importance of Community Waste Audit to support national decision making. 6. Group work on developing actions plan for the development of Community Waste Management Plan. <p>The consultant is expected to deliver the following under this component:</p> <ul style="list-style-type: none"> • A training Guide that provides instructions on the facilitation of the training. <p>A power point presentation slides to be used by those facilitating the training.</p>	<p>Draft Waste Management Training Manual</p>	<p>Draft Waste Management Training Guideline</p> <p>The draft guideline shall address requirements identified in the Description of this Phase.</p> <p>Final Waste Management Training guideline</p> <p>The final guideline shall address all comments from SPREP and the National Focal Points in Fiji.</p> <p>PowerPoint Presentation:</p> <p>The PowerPoint must be aligned to the agreed content of the final Waste Management Training Manual</p>

Institutional Arrangement

It is expected that this project will be undertaken remotely, and not require any travel. Introductions to government representatives from Fiji 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 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 two (2) weeks 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 Policy For iTaukei Villages	No later than four (4) weeks from date of approved Work Plan
Final National Waste Management Policy For iTaukei Villages	No later than two (2) weeks from date of receipt of final comments on Draft document.
Draft Provincial Council Waste Management Bi-Laws Template with Drafting Instructions	No later than four (4) weeks from approval of Final National Waste Management Policy
Final Provincial Council Waste Management Bi-Laws Template with Drafting Instructions	No later than two (2) weeks from date of receipt of final comments on Draft document.
Draft Waste Management Training Manual	No later than three (3) weeks from approval of Final Waste Management Bi-Laws Template
Final Waste Management 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.

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.

Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud prevention & Whistleblower Protection and Gender and Social Inclusion.