

## REQUEST FOR TENDERS/QUOTATIONS

File: AP 6/4/6/1  
Date: 29 May, 2012  
To: Interested suppliers  
Contact: Stanley Ebelewicz, Team Leader  
[stanleye@sprep.org](mailto:stanleye@sprep.org)

**Subject: Request for Tenders/Quotations:**

**Design, Develop and Deliver a Regional Vocational Training Program in Solid Waste Management in Suva, Fiji.**

### 1. Background

- 1.1 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. For more information see: [www.sprep.org](http://www.sprep.org)
- 1.2 SPREP has received funding from the Agence Française de Développement (AFD) towards the cost of a regional Solid Waste Management initiative, and has set aside US\$100,000 towards a consultancy to design and deliver a Regional Vocational Train-the-Trainer Training Program for Pacific islanders in Solid Waste Management. This program is to be developed in collaboration with regional partners such as the Japan International Cooperation Agency (JICA), Fiji National University (FNU) and the University of the South Pacific (USP). It is envisioned that the training will occur once each year using a train the trainer method.

### 2. Specifications: Statement of Requirement

- 2.1 SPREP would like to call for tenders from qualified and experienced educational establishments and/or training providers (Consultant) who can offer their services to design, develop and deliver a training program in solid waste management in Suva, Fiji.
- 2.2 The Terms of Reference and the Specific Duties of the Consultant are set out in Attachment "A".

### 3. Conditions: Information for Applicants

- 3.1 To be considered for this tender, interested providers must:
  - (a) submit details of previous relevant experience;
  - (b) provide references as part of their tender application; and

- (c) submit documentation to demonstrate financial capacity and evidence to show that they are a legal entity.
- 3.2 The successful applicant will be required to provide a bank guarantee equivalent to any advance payment to be made under the contract with SPREP.
- 3.3 Any clarification questions from applicants must be submitted by email to [stanleye@sprep.org](mailto:stanleye@sprep.org) before 15<sup>th</sup> June 2012. A summary of all questions received complete with answers will be posted on the SPREP website at [www.sprep.org/tender](http://www.sprep.org/tender) by 22<sup>nd</sup> June 2012.

#### **4. Submission Guidelines**

- 4.1 Tender documentation should demonstrate that the interested provider satisfies the conditions stated above and is capable of meeting the specifications and timeframes, and provide supporting examples to address the evaluation criteria.
- 4.2 Tender documentation should outline the interested supplier's complete proposal and include:
  - (a) The CV's of proposed personnel highlighting related experience relevant to the tender;
  - (b) A Technical Proposal, which contains the detailed methodology and workplan to achieve the tasks outlined in the Terms of Reference (Annex A); and
  - (c) A Financial Proposal, which is to be priced on a lump sum basis with separate (itemised) prices for:
    - (i) design and development of the 2 training modules (including training manuals) specified in Annex A;
    - (ii) delivery of each training module once during the period December 2012 to January 2013, and once during the period December 2013 to January 2014 (total of 4 deliveries). This price should not include the price of classroom teaching facilities;
    - (iii) fees for reporting (two copies of all reports); and
    - (iv) all travel and subsistence costs for proposed personnel.
- 4.3 Tender submissions must be in United States Dollars (USD).
- 4.4 The Proposal must remain valid for 90 days from date of submission.

#### **5. Evaluation Criteria**

- 5.1 SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which their documentation demonstrates that they offer the best value for money, and that they satisfy the following criteria:
  - (a) Previous experience in Pacific Islands Countries and Territories;
  - (b) Demonstrated ability to deliver Train the Trainer training;
  - (c) Demonstrated experience in developing and delivering Training Programs;
  - (d) Comprehensive knowledge and understanding of solid and hazardous waste management;
  - (e) Fluent in English;
  - (f) Demonstrated ability to convey complex concepts in a concise and direct manner to a diverse audience whose first language is not necessarily English;

(g) Formal qualifications in training, communication, or related areas is an asset; and

(h) Ability to complete assignment within Timeframes specified in Terms of Reference.

5.2 Assessment of proposals will be based on the evaluation of the Technical Proposal (80%) and Financial Proposal (20%).

5.3 The Financial Evaluation will award maximum points to the lowest priced bid. Subsequent bids will be awarded points calculated as a percentage of the lowest price

## **6. Deadline**

6.1 The due date for submission of the Tenders is: 4:00pm on 29<sup>nd</sup> June 2012

6.2 Late submissions will be returned unopened to the sender.

6.3 Please submit tenders clearly marked '**TENDER: DESIGN, DEVELOPMENT AND DELIVERY OF A REGIONAL VOCATIONAL TRAINING PROGRAM IN SOLID WASTE MANAGEMENT IN SUVA, FIJI**' using one of the following methods:

**By mail:** Secretariat of the Pacific Regional Environment Programme (SPREP)

Attention: Mr. Stanley Ebelewicz

PO Box 240

Apia, SAMOA

**By e-mail:** stanleyej@sprep.org

**In person:** Submit by hand in the Tenders box at SPREP reception, Vailima, Samoa.

## ATTACHMENT “A”

### TERMS OF REFERENCE

#### **BACKGROUND**

1. The AFD Project entitled “Regional Solid Waste Management Initiative for the Pacific” stems from the recognition by participating Pacific states and SPREP that solid and hazardous waste are now widely recognized as two of the major threats to sustainable development in the PICs. All PICs share the problems of waste disposal and pollution. These problems are exacerbated by the small size, remoteness and rapid urbanisation of many islands.
2. The objectives of this Regional Solid Waste Management Initiative funded by the Agence Française de Développement (AFD) are to:
  - a) Develop and deliver a regional vocational training program in collaboration with regional partners;
  - b) Develop a waste oil collection and export system from PICTs;
  - c) Support SPREP in administering the AFD Fund for national solid waste management projects;
  - d) Coordinate and collaborate with other funding agencies to secure co-financing on behalf of SPREP to further support project implementation, thereby strengthening SPREP’s capacity to assist Pacific Island; and
  - e) Strengthen capacity within SPREP for implementing the waste and pollution prevention work programme.
3. To achieve the first objective, it is envisioned that a Consultant will design and develop two (2) Training Modules for Solid Waste Management training on a train-the-trainer basis, and deliver each module annually over a two (2) year period.

#### **OBJECTIVES**

4. The objective is to design, develop, and deliver a regional vocational training course in solid waste management. This is to be achieved by designing and developing two (2) training modules using the train-the-trainer method, with each module delivered annually for a period of two years initially. The Modules will cover the subject areas of 1) Waste Management Techniques and 2) Waste Disposal Site Management developed from the subjects presented in this Annex “A”.

#### **SCOPE OF WORK**

The scope of work covers the following tasks:

5. Design a train-the-trainer program in solid waste management comprising of two (2) Training Modules (each to be delivered over 2-weeks to approximately 14-20 trainees) based on key aspects of solid waste management and focusing on environmentally sound and practical waste management techniques appropriate to Pacific islands (e.g. composting, cleaner production techniques, landfill/dumpsite management techniques, hazardous waste management, and community based waste management). At a minimum, the design of each module should include details of:
  - a. delivery modalities (e.g. classroom, practical, and field visit);
  - b. trainee preparation and evaluation methods (readings, assignments, tests, case studies, etc);
  - c. module timetable;
  - d. proposed methods for evaluating course delivery; and
  - e. specific topics to be taught in each module. Consultants are asked to incorporate the following topics into the modules, suggest additional topics suitable to the Pacific Small Island Developing State context, and propose a logical flow:

## COMMON ELEMENTS TO MODULES 1 & 2

1. Definitions
2. Train-the-Trainer principles
3. Sources, types, and composition of solid wastes
4. Waste data collection (waste characterization studies, time & motion studies)
5. Health, environmental, and economic impacts of poor waste management
6. Overview of the integrated solid waste management approach
7. Policy and strategic approaches to integrated solid waste management
  - Producer responsibility – Duty of Care
  - Sustainable financing and resource mobilization
  - Legislation, regulation, control, and enforcement
  - Awareness (changing behaviours)
8. Human resource management
9. Preventative maintenance of equipment
10. Basis project management principle

## MODULE 1: Waste Management Techniques

1. Techniques to reduce amount of waste generated and disposed
  - Reduce (techniques to reduce amount of generated waste, including policy-based approaches)
  - Reuse
  - Recycle (approaches to divert waste from disposal, including composting, mulching, extended producer responsibility, product stewardship, and container deposit legislation)
  - Waste collection and transport
  - Disposal (basic elements, more details contained in Module 2)
2. Community based waste management
3. Awareness raising (composting, mulching, segregation, refusing, reusing, recycling)
4. Cleaner Production Techniques
5. Hazardous waste management
  - Requirements for Transboundary shipping of waste under Basel and Waigani Conventions
  - Hazard Communication Standard (coding of stock and labelling of chemicals)
  - Medical waste management
  - Management of household hazardous wastes, waste oil, asbestos, batteries, etc.
  - Audit protocol
6. Case studies

## MODULE 2: Waste Disposal Site Management

1. Disposal methods (incineration, anaerobic landfill, semi-aerobic (Fukuoka) landfill, etc.) (based on the Fukuoka Semi-aerobic Landfill technique in collaboration with the Japan International Cooperation Agency (JICA);
2. Procedure for choosing location of new facilities
3. Landfill design and construction based on the semi-aerobic (Fukuoka) landfill method
4. Features of other landfill designs (in brief)
5. Landfill operation and maintenance (includes record keeping, control of litter and other nuisances, landfill cell creation, and other daily procedures)
6. Leachate treatment and management
7. Environmental monitoring (groundwater, surface water, landfill gas) before, during and after operations
8. Dumpsite improvement techniques
9. Closure and aftercare of waste disposal sites
10. Case studies

6. The Training Modules developed are to be delivered in Suva, Fiji, in collaboration with an institution to be advised later.

7. Develop the two (2) train-the-trainer modules to include the following:

- a. Detailed lesson text, and educational resources (diagrams, photos, slides, videos, etc)
- b. All required and recommended readings;

- c. Training manuals containing the above details (8 (a)-(b)) and other relevant information; and
  - d. Samples of evaluative tools (tests, assignments, etc).
8. The training modules are to include train the trainer elements such that the participants are trained as trainers so that on returning to their own country they are able to deliver the training course.
9. The purpose of the training manuals is to provide each participant with a working document when participating in the training modules, which then becomes the trainee's personal working document to assist in the delivery of the training module on returning to their home country.
10. Deliver each of the training modules once during the period December 2012 to January 2013, and once during the period December 2013 to January 2014 (total of 4 deliveries). This must necessarily include the following at a minimum:
- a. Provision of appropriately qualified instructors to ensure quality delivery of the agreed aspects of each module; and
  - b. Provision of master-copies of all required training materials to SPREP in both hard and electronic versions.
11. Possible case study subjects for inclusion in course modules have been identified which include the following:
- Extended Producer Responsibility (EPR) Implementation;
  - Sustainable Financing;
  - Vehicle Dismantling for End-of-Life Vehicles;
  - Leachate Management; and
  - Power Generation from Waste Oil.
12. These case studies are to be developed in collaboration with the Agence Française de Développement Technical Assistant (AFD TA) currently engaged by SPREP.

### **DELIVERABLES & TIMEFRAMES**

13. The deliverables include:
- i. The draft design (or detailed overview) for each of the two training modules to be submitted no later than 10<sup>th</sup> August 2012;
  - ii. Draft version of Modules 1 & 2 (including details specified in paragraph 6 above) to be submitted no later than 31<sup>st</sup> August 2012;
  - iii. Final version of Modules 1 & 2 to be completed no later than 30<sup>th</sup> September 2012; and
  - iv. The delivery of each training module, which is envisaged once during the period December 2012 to January 2013, and subsequently during the period December 2013 to January 2014. Specific dates during each period will depend on availability of teaching facilities and will be advised later.