



# REQUEST FOR TENDERS

RFT: 2021/PWP-091-CON  
File: AP\_6/5/8/4  
Date: 4 November, 2021  
To: Interested consultants  
From: PacWastePlus Finance and Procurement Officer

**Subject: Request for tenders: Options assessment of technologies, other than incineration, to improve the management, handling and disposal of healthcare waste within Pacific Island countries**

## 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
  - We value the Environment
  - We value our People
  - We value high quality and targeted Service Delivery
  - We value Integrity
- 1.3. For more information, see: [www.sprep.org](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants who can offer their services to undertake an options assessment of technologies, other than incineration, to improve the management, handling and disposal of healthcare waste within Pacific island countries.
- 2.2. The successful applicant will need to provide the details of works required as referred to in the attached Terms of Reference within a period of 14 weeks from the date of contract signing, the duration of the engagement may be negotiable provided the applicant can adequately justify in their proposal the need for a longer duration.
- 2.3. The Terms of Reference and the specific statement of work for this engagement are set out in Annex A.
- 2.4. 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-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-of-conduct.pdf)

## 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants MUST meet the following conditions:

- Complete the **tender application form** – noting you are required to complete all areas in full, particularly the statements to demonstrate you meet the selection criteria. Failure to do so may result in your application not being considered.
- Submissions must include a **TECHNICAL PROPOSAL** that include a detailed workplan, methodology, schedule of activities and other items as deemed necessary by the applicant.
- Submissions must include a **FINANCIAL PROPOSAL** that has an annotated budget listing for each task.
- Submissions must include a Curriculum Vitae for each member of the proposed team, demonstrating relevant experience, skills, and qualifications to carry out the required statement of works.
- Provide examples of past relevant work outputs
- Sign the Conflict of Interest Form provided

#### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria. Describe any additional minimum content and format requirements.
- 4.2. Tender documentation should outline the interested consultant's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed
- 4.3. Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

#### 5. Tender Clarification

- 5.1. Any clarification questions from consultants must be submitted by email to [pwprocurement@sprep.org](mailto:pwprocurement@sprep.org) by 10 November 2021. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 12 November 2021.

#### 6. Evaluation criteria

- 6.1. SPREP will select a preferred consultant based on SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tenderer satisfies the following criteria:

Criteria	Detail	Weighting
<b>Experience</b>	General Qualifications – Curriculum Vitae of all project staff and details of their proposed role on this project	5%
	Demonstrated experience in undertaking research into waste management activities, and delivering quality output materials easily understood by government departments	35%
	Knowledge of healthcare waste management systems. Applicable knowledge for the use of these systems in the Pacific and Timor-Leste context is preferable	20%
	Demonstrated experience in Small Island Developing States (SIDS) presenting complex topics in simplified way (particularly via remote platform) (advantageous to detail Pacific experience)	10%

	Demonstrated experience in drafting Literature Reviews and Options Papers to inform government processes and infrastructure investment	10%
<b>Methodology</b>	Proposed project methodology noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.	10%
<b>Value for money</b>	SPREP will assess the tenders based on value for money considering (but not limited to) cost, experience of staff, hours invested, product scope and depth, etc.	10%

## 7. Deadline

- 7.1. **The due date for submission of the tender is: 19 November 2021, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: Options assessment of technologies, other than incineration, to improve the management, handling, and disposal of healthcare waste within Pacific island countries' to one of the following methods:

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

Email: [tenders@sprep.org](mailto:tenders@sprep.org) (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders box at SPREP reception, Vailima, Samoa.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

**For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website**

<http://www.sprep.org/accountability/complaints>

## TERMS OF REFERENCE

Options Assessment of technologies, other than incineration, to improve the management, handling, and disposal of healthcare waste within Pacific Island countries.

### 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 (PWP) 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).

Countries participating in the PacWastePlus programme are:

Cook Islands, Democratic Republic of Timor-Leste, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu.

### 2. INTRODUCTION TO PROJECT

Poor service options, limited disposal options, constant refresher capacity building for staff, and maintenance of facilities are commonly cited as challenges for the effective management of healthcare waste in the Pacific and Timor-Leste.

Exposure to healthcare wastes have direct health impacts on healthcare personnel, the community, and the environment. PacWastePlus is working with 14 Pacific Island countries, and Timor-Leste to develop a sustainable system for the management of healthcare waste.

PacWastePlus activities will include development and delivery of capacity building training, development of template National healthcare waste management policies and strategies, development of template hospital waste management plans, provision of necessary personal protective equipment, and maintenance of existing healthcare waste treatment incinerators. In addition to these actions, PacWastePlus is also seeking to undertake an assessment of non-incineration healthcare waste management options, to provide appropriate information to countries as they seek to improve and increase the management of healthcare waste with due regard to environmental and human health impacts.

In addition to the regional activities being undertaken by the Programme, PacWaste Plus is working specifically with the Ministry of Health in Timor-Leste and will be seeking to provide specific advice to the Ministry on suitable treatment technology options for their situation.

#### **Expected Outcomes**

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

- 1.

2. Undertake a literature and industry practices review of healthcare waste management technology options (other than incineration) that are suitable for small and remote islands in the Pacific region, taking into consideration the unique geographical settings of the Pacific region and the existing waste management initiatives.
3. Undertake an options assessment of these Healthcare waste management technology options. This options assessment is the process of evaluating different options [technologies] Against a PESTLE criterion (Political, Environmental, Social, Technological, Legal, and Economic). The assessment:
  - a. typical considerations for each PESTLE criteria should be determined and documented,
  - b. a specific assessment for the situation in Timor-Leste should be undertaken. The Assessment will be provided to the Ministry of Health for their consideration for investment, or development partner action.
4. Develop a report from the findings of the literature assessment and options assessment (both a general report for dissemination throughout the region, and a specific report on the options suitable for Timor-Leste.

### 3. SCOPE OF WORK

The activity is expected to be developed under several stages, as described in the following table:

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>Develop a research plan for approval prior to implementation. The research plan should explain the overall strategy, methodology, and analyses to be used to successfully accomplish the project objective.</p> <p>The plan shall be structured to, at a minimum, answer the following questions (noting the research plan should identify all issues to be addressed through the work):</p> <ol style="list-style-type: none"> <li>i. Description of the technology.</li> <li>ii. Details of the machinery, staff resources, knowledge requirements to successfully manage the technology.</li> <li>iii. Countries where the technology has been successfully used.</li> <li>iv. The volume of HCW that can be processed with the technology by unit time.</li> <li>v. Define all output waste products and emissions.</li> <li>vi. How the technology fits within the waste management hierarchy, i.e., reduction, reuse, and recycling</li> <li>vii. Environmental risks and benefits of the technology/process</li> <li>viii. likely impacts on human health (both positive and negative)</li> </ol>	Nil	<p><b>Inception meeting</b></p> <p>Minutes of the inception meeting with confirmation of activities, and scope of work to be developed and agreed by meeting participants prior to commencement of any activities.</p> <p><b>Research Plan</b></p> <p>Detailed research plan (Comprehensive plan on how research will be undertaken, information sources, and time frame to implement).</p> <p>The report shall provide a detailed workplan of activities (including a timeline) and clearly identify any tasks or responsibilities of SPREP necessary to ensure project success.</p> <p><b>Draft Report Structure (part of research plan)</b></p> <p>Draft report structure is to be presented along with the research plan to enable SPREP the ability to understand the likely output information and ensure it will provide the quality information required by member countries (noting the geographical size and populations vary greatly throughout the region).</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<ul style="list-style-type: none"> <li>ix. likely impacts on the environment, the biodiversity, the water sources (both positive and negative)</li> <li>x. other waste streams that can be managed, handled, and process/destroyed by this technology, e.g., co-benefits, multiple waste streams, etc.</li> <li>xi. resiliency of the technology, i.e., the ability of the technology to withstand a major disruption and recover within an acceptable time.</li> <li>xii. operational requirements (weather requirement, elevation above sea level, costs, skills, lifespan, etc.)</li> <li>xiii. complexity of design, i.e., maintenance issues, suitability, integration with the current systems/arrangements</li> <li>xiv. financial implications for machinery purchase, maintenance, replacement, staff costs, application requirements, possible commodity sales, etc.</li> <li>xv. installation, and shipment costs for export to Timor-Leste and/or other small island developing states in the Pacific region.</li> </ul> <p>Additionally, the research shall provide a summary PESTLE analysis for each technology type (noting the “Political considerations” will vary for each State, but possible to identify likely issues or areas of interest.)</p> <p>The output report shall provide the consultants views on the suitability of the various options for their practical deployment into the Pacific.</p>		
Research	<p>The Contractor shall undertake, consistent with the SPREP approved Research Plan a comprehensive review of literature and industry practices to assess the available technology options that ensure safe and sustainable management of healthcare waste. Focus of the assessment shall be to identify existing technologies, other than incineration, available that would be suitable for Timor-</p>	<p>Small Scale technology review (Published on PacWastePlus website)</p>	<p><b>Draft Regional Report</b></p> <p>Develop a research report that details the findings from the research phase of work. The report should provide a clear premise of the technology types, PESTLE</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>Leste and take into consideration the unique geographical settings of the Pacific region and the existing waste management initiatives.</p> <ol style="list-style-type: none"> <li>1) This review shall analyse, and critically evaluate current industry practice as well as the relevant literature of each technology to provide a clear depiction of the state of knowledge that exists for the safe and sustainable management of healthcare waste by that technology.</li> <li>2) The review shall include an analysis of resources (official websites), industry practices and publications (books and journals).</li> </ol>	<p>PESTLE Decision Support Tool (Published on PacWastePlus website)</p> <p>Access to waste audit data from the region (through PacWastePlus website)</p>	<p>considerations, and suitability for use in the Pacific context.</p> <p><b>Draft Timor-Leste Report</b></p> <p>Develop a research report that details the findings from the research phase of work as they relate to the Timor-Leste assessment. The report should provide a clear premise of the technology types, PESTLE considerations, and suitability for use in Timor-Leste.</p>
Final Report	<p>Following feedback from the SPREP review team, the report and booklet shall be finalised.</p> <p>The final report shall include:</p> <ol style="list-style-type: none"> <li>1. a summary table that lists each technology,</li> <li>2. the HCW materials the technology can process,</li> <li>3. process by which the technology renders HCW harmless,</li> <li>4. costs associated with the technology and</li> <li>5. a listing of the emissions and outputs (if any) from the technology.</li> <li>6. concise report/specification sheet on each technology option (no more than two pages in length with photographs as needed to illustrate use).</li> </ol>	Nil	<p><b>Final Regional Report</b></p> <p>Final report addressing any comments provided from the review activity.</p> <p><b>Final Timor-Leste Report</b></p> <p>Final report addressing any comments provided from the review activity.</p>

#### 4. Institutional Arrangement

It is expected that this activity will be undertaken remotely, and there will no required travel. If needed, introductions to representatives of Pacific Island countries can be made.

##### Consultant Responsibilities

The consultant will be responsible for scheduling meetings with relevant stakeholders and taking minutes – and distributing minutes for comments prior to finalisation.

#### 5. Schedule of Work

The activities are to be completed no later than **14 weeks from Agreement signing date** 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	Timeline
<b><i>Contract Signing and Execution</i></b>	
<b>Inception Meeting</b>	No later than two (2) weeks from date of Contract Signing
<b>Research Plan</b>	No later than two (2) weeks from date of Inception Meeting
<b>Draft Reports</b>	No later than six (6) weeks from date of Research Plan approval
<b>Final Reports</b>	No later than two (2) weeks from receipt of final SPREP comments on draft reports.

#### 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, the right to accept or reject any or all bids and to waive any formal defects or irregularities in the bids, when deemed to be in the interest of SPREP.

#### 7. Other Information

The successful consultant will be provided with any relevant project documentation.

The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct

[https://www.sprep.org/attachments/Publications/Corporate\\_Documents/sprep-organisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf)