



REQUEST FOR TENDERS

RFT: PWP-084-CON
File: AP_6/5/8/2
Date: 20 February, 2023
To: Interested consultants
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders (RFT): Design of Behaviour Change Pilot Project in Vanuatu on Product Choice: Refusing Disposable Items - A community initiative to change behaviour and to adopt reusable diapers instead of disposable diapers

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 design, implement and monitor a Behaviour Change/Community Based Social Marketing Pilot Project in Vanuatu on Product Choice: *Refusing Disposable Items - A community initiative to change behaviour to adopt reusable diapers instead of disposable diapers*.
- 2.2. The Terms of Reference of the activity are set out in **Annex A**.
- 2.3. The successful contractor 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/spreporganisational-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



SPREP

Secretariat of the Pacific Regional
Environment Programme

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested contractors 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. Provide examples of past related work outputs;
 - iv. 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*).
For the Technical and Financial proposals you may attach these separately.
 - v. Submissions must include a **TECHNICAL PROPOSAL** that includes a detailed work plan, methodology schedule of activities, and other items deemed necessary by the tenderer.
 - vi. Submissions must include a **FINANCIAL PROPOSAL** that has an annotated budget listing for each task as required of the scope of works
 - vii. Provide a copy of valid business registration/license.
- 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 contractor satisfies the conditions stated above and in the Terms of Reference and can meet 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*).
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.

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 sprep@sprep.org www.sprep.org

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



SPREP

Secretariat of the Pacific Regional
Environment Programme

- d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference including all requested work samples.
 - e) **Financial Proposal** which outlines the costs involved in successfully delivering the project submitted in United States Dollars (USD) and inclusive of all associated taxes.
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed and other appropriate samples.
- 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 pwp.procurement@sprep.org before 10 March 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 14 March 2023.
- 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 contractor 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:

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 sprep@sprep.org www.sprep.org

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



- 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 – 70%

Criteria	Detail	Weighting
Qualification	A minimum Bachelor's degree in Communications, Marketing, Journalism, Behavioural Science, Public Relations, Education or a related discipline	10%
Experience & Expertise	Demonstrated and relevant experience of at least 10 years in in the design and successful implementation of behavior change communication/community based social marketing projects, including community campaigns, preferably with a focus on waste management (<i>will be an added advantage but not a necessity</i>)	10%
	Demonstrated experience in evolving participatory approaches to key stakeholders including advocacy to government, engagement of civil society organisations (CSOs) and community mobilisation	10%
	Demonstrated experience in conducting formative research and other evidence-based methodologies, using results to inform behaviour change approaches, or development of community based social marketing projects and measuring results of behaviour change interventions through an efficient monitoring and evaluation framework	10%
	Demonstrated experience in the production and strategic dissemination of quality behaviour change/community social marketing multi-media materials and training paraphernalia	10%
Methodology	Proposed project methodology noting schedule, activities, con-current or sequential development, etc.	20%

II. Financial Score – 30%

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: 22 March 2023, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'RFT 'PWP-084-CON: **Design of Behaviour Change Pilot Project in Vanuatu on Product Choice: Refusing Disposable Items - A community initiative to change behaviour to adopt reusable diapers instead of disposable diapers**

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>

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 sprep@sprep.org www.sprep.org

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.

Annex A: Terms of Reference

Design of Behaviour Change Pilot Project in Vanuatu on Product Choice: Refusing Disposable Items - A community initiative to change behaviour to adopt reusable diapers instead of disposable diapers

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 PacWastePlus 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 average child may use around 5,000 disposable nappies in their first 3 years, as opposed to around 20 reusable nappies over the same time period, saving around 99% of waste. There are alternatives to disposable diapers, including modern reusable nappies which are a user-friendly, high-performing modern alternative to traditional material to swaddle or wrap a baby (used across cultures for centuries).

Through communities adopting modern reusable nappies and establishing context-appropriate washing and drying practices, communities can produce substantially less waste, save money, use fewer raw materials, produces less carbon emissions, and support sustainable circular economy solutions for their communities.

The Vanuatu Government has initiated a staged importation ban of several single-use plastic items including disposable diapers following the discovery that single-use diapers make up 27 per cent of litter found in Vanuatu (primarily in waterways). The announcement resulted in concern from local communities due to a lack of alternatives, it is currently uncertain if the importation ban will take effect.

An opportunity exists to assist one or more communities in Vanuatu in a Behaviour Change(BC)/ Community Based Social Marketing (CBSM) initiative to understand barriers and identify opportunities for the adoption of reusable diapers instead of continuing to use disposable diapers.

This behaviour change initiative can build on:

- Findings from [PacWastePlus Alternatives to Single-use Diapers study](https://pacwastep-lus.org/resources/page/3/#feed-resources) (<https://pacwastep-lus.org/resources/page/3/#feed-resources>)
- a previous trial which tested the viability of reusable nappies made by a Ni-Vanuatu owned social enterprise, Mamma's Laef - <https://www.mammaslaef.com/wp-content/uploads/sites/105/2021/02/FINAL-PilotStudy-FullReport.pdf>



SPREP

Secretariat of the Pacific Regional
Environment Programme

In the PacWastePlus programme diaper study, barriers for adopting reusable were identified as:

- Pricing
- Lack of availability of quality products reducing the satisfaction of the experience of washable nappies
- Issue with supporting local enterprise to scale
- Hardship and inconvenience in washing and laundry activities and lack of alternatives between hand-washing and electric washing machine, not affordable in many communities
- Community education
- Education – overcoming perceived things around hygiene
- Education/culture – addressing the stigma found about washable nappies users being associated with being poor

The study also found that once families were incentivised to trial modern reusable diapers, 96% of participants liked them. The behaviour change initiative may include the provision of facilities and materials (though establishment of a social enterprise), educational materials and design of initiatives and interventions to assist families to change their behaviour and adopt reusable diapers.

This initiative seeks to ascertain what interventions were successful so findings can be applied across Vanuatu and the Pacific. Findings from this behaviour change initiative may also be applicable for any project seeking a community to adopt any reusable item instead of continuing to rely on disposable items (i.e., water bottles, sanitary products, takeaway containers, plastic bags, etc). This behaviour change initiative may link in with an initiative by the World Bank trailing use of compostable diapers:

https://www.gdiapers.com/files/ugd/07f9e7_d32eb836ac154388b6b213ac86263ceb.pdf

3. EXPECTED OUTCOME

The objectives of the consulting services will be to design and successfully implement in partnership with the Vanuatu Department of Environmental Protection & Conservation (DEPC) a needs-based behaviour change (BC)/community based social marketing project (CBSM) to change behaviour to adopt reusable diapers instead of disposable diapers.

This will include identification, design and implementation of effective and innovative core messages, tools, materials, and effective monitoring and evaluation plan for all stages of the project.

The **core behaviour** this initiative seeks to change is to encourage the choice of purchasing reusable diapers and using them correctly (managing baby waste with consideration for the environment and health of communities).

Current behaviour for diaper use: choosing disposable diapers at shop - of Pacific families involved in the PacWastePlus research, 84% used single-use disposable diapers all (59%) or some (25%) of the time (in combination with reusable nappies).

The **proposed behaviour change** initiative will therefore be designed to identify opportunities to overcome identified barriers and identify potential drivers to change attitudes towards adopting reusable diapers in selected targeted communities.



SPREP

Secretariat of the Pacific Regional
Environment Programme

The core framework of the consultancy will include:

- Identifying barriers and benefits of a behavior or activity through formative research on knowledge, attitudes, beliefs and practices amongst identified target groups and review of any existing behaviour change/community based social marketing or information, education and communication initiatives and institutional arrangements at community level.
- Development of effective community specific BC/CBSM project design that uses tested tools to overcome identified barriers based on evidence and tailored initiatives to address local needs and context (culture, etc.) to reach identified target groups. Inclusive design planning, management and M&E by involving stakeholders towards fostering a sense of ownership and ensuring sustainable end results.
- Implementing a pilot (pre-test stage) of the designed BC/CBSM intervention across an agreed community.
- Evaluation of the effectiveness of the pilot program and modifications to the BC/CBSM intervention based on learnings from pilot project testing stage.
- Engagement of relevant stakeholders to successfully implement the final designed BC/CBSM project and planning at the community level while monitoring the work of these stakeholders.
- Submission of a full final project implementation report for all stages of the project – design, implementation, monitoring and evaluation and recommendations.

A detailed scope of works is provided below for further specifics. Additional steps may be added based on discussions and agreements during the inception meeting.

4. SCOPE OF WORK

PacWastePlus seeks Tender submissions from suitably qualified persons/companies experienced in the development and implementation of a behaviour change and community based social marketing project in collaboration with the Vanuatu Department of Environmental Protection & Conservation (DEPC).

Specific outcomes are detailed in the following table.

Table 1: Scope of Work

Phase	Description	Documentation SPREP will provide	Consultant Output
Inception	<p>Lead an inception meeting with DEPC, and PacWastePlus 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 will include a discussion on the methodology, submitted during the tender process, confirming all details on how the pilot behaviour change project will meet the desired purpose and reflect the unique context of Vanuatu.</p> <p>The Contractor shall create and submit a Work Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>The Work Plan shall contain at a minimum:</p> <ul style="list-style-type: none"> Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables. Outline what behaviour change tools or community based social marketing design strategies might be used (e.g., commitment, prompts, norms, social diffusion, communication, incentives, etc.) Indicate how the project will be piloted and how it will be evaluated once implemented throughout the community. Comprehensive risk plan to ensure effective delivery of services. Any further details and information as SPREP may reasonably require. Fortnightly meetings with SPREP to discuss progress and identify any issues that may cause a delay in implementation. 	Behaviour Change Project application form	<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>The methodology and draft work plan submitted during the tender process will be presented and discussed at this meeting.</p> <p>Draft Work Plan</p> <p>Draft Work Plan highlighting how services will be delivered under this contract submitted to SPREP for 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>Stage 1: Design of Community Based Social Marketing Project</p>	<p>Identify communities in partnership with the DEPC/SPREP to be involved in behaviour change/community based social marketing initiative</p> <p>Engage stakeholders at all levels (government, communities, and healthcare professionals), to identify opportunities and design CBSM initiatives for adopting reusable diapers in identified community.</p> <p>Identify opportunities, which may include:</p> <ul style="list-style-type: none"> • Establishing social enterprise / women’s group to make modern reusable diapers and/or host workshops for making modern diapers. • Development of education materials – for dissemination on social media, at local shops and medical centres • Establishing social enterprise / women’s group to establish local diaper washing service – including provision of non-powered tumble washing machines. • Developing starter kit and education materials for post-natal nurses to give out. <p>Provide a draft design plan of the BC/CBSM Intervention in your proposal</p>	<p>Nil</p>	<p>Draft Preliminary Design of BC/CBSM Intervention</p> <p>Design of the BC/CBSM intervention submitted to DEPC and SPREP for comment.</p> <p>Preliminary Design of BC/CBSM Intervention</p> <p>Design of the BC/CBSM intervention, incorporating DEPC and SPREP comments.</p>
<p>Stage 2: Situation Analysis & Audience Assessment including Focus Group and Intervention Development</p>	<p>In partnership with DEPC, identify current behaviour, barriers and benefits, for adopting reusable diapers in identified community by conducting interviews with local communities and key stakeholders to understand what messaging, initiative, or initiatives may be successful for changing current behaviour.</p> <p>Design pilot BC/CBSM intervention in partnership with DEPC/SPREP based on investigation results, audience assessments and focus group feedback.</p> <p>All messages, tools and materials to be shared as draft and approved by SPREP (including infotainment scripts, visuals, TV/radio spots, training modules, tool kits, etc.) prior to pre-test and subsequently as final prototypes along with pre-test reports prior to use for the pilot implementation stage.</p>	<p>Nil</p>	<p>Design pilot BC/CBSM intervention</p> <p>Post situation analysis and audience assessment, using meaningful focus group discussions in coordination with DEPC/SPREP pre-test all developed messages, intervention design and associated activities. All questionnaires and tools used during the FGDs need to be approved by SPREP prior to use.</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>The initial messages, tools and materials may need to be modified/improved post pilot testing stage.</p>		<p>Messages Developed</p> <p>All messages/collaterals/materials developed for use during the pre-testing phase to be approved before use by SPREP.</p> <p>Pilot Implementation Plan</p> <p>A detailed project implementation plan is provided and approved for the intervention pre-testing stage prior to any implementation.</p>
<p>Stage 3: Pilot Implementation (project pre-testing)</p>	<p>Using the approved pilot implementation plan and project design, and in consultation and partnership with DEPC and SPREP, implement the project intervention pre-testing in the identified community.</p> <p>Contractor to ensure that the pilot project test is undertaken over the agreed timeline and to ensure that any issues that may cause delays are identified early and discussed with DEPC and SPREP.</p>		<p>Pilot Project Tested</p> <p>Pilot project is pre-tested in identified community using agreed project implementation plan in partnership with DEPC.</p> <p>Pilot Project Pre Testing Report</p> <p>A detailed report for the pilot pre-testing stage is provided including a monitoring and evaluation analysis and recommendations for intervention improvements and revisions.</p>
<p>Stage 4: Monitoring & Revision of Intervention</p>	<p>Using the agreed monitoring tool, undertake an evaluation on the pilot pre-testing project activities before scaling up for full project implementation stage.</p> <p>All necessary revisions and improvements to project design/interventions based on evaluation findings must be in done partnership with DEPC, SPREP and community consultations.</p>		<p>Evaluation and Revisions of Pilot Project</p> <p>Undertake all necessary revisions to project intervention design based on monitoring and evaluation.</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>All revisions must be undertaken over an agreed timeline and contractor must adhere to set delivery schedules.</p>		<p>Project Implementation Plan</p> <p>A detailed project implementation plan is provided for the up scaled project for approval prior to implementation.</p>
<p>Stage 5: Project Implementation</p>	<p>Using the revised and approved BC/CBSM project design and implementation plan, fully execute interventions in the identified community in partnership with DEPC.</p> <p>Fortnightly meetings with SPREP are essential to discuss progress and identify any issues that may cause a delay in implementation.</p> <p>Any foreseeable delays must be identified early with an appropriate solution provided by the contractor in consultation with DEPC and SPREP.</p>		<p>Project Implemented</p> <p>Project is fully implemented using agreed implementation plan and in adherence to delivery timelines.</p> <p>Monthly Monitoring Report</p> <p>Submit monthly report on all activities completed, ongoing, planned (including capacity building workshops/trainings, awareness sessions, production and uptake of collaterals, etc.)</p>
<p>Stage 6: Monitoring & Reporting on Outcomes</p>	<p>Using an effective M&E system process to monitor project progress provide a detailed report on the outcomes including quantity, quality and effectiveness of messages, tools, materials and interventions designed and implemented during the final project implementation stage.</p> <p>This will include post-test of intervention activities, messages, tools and materials/ audits for constant improvement. This may include conducting litter audits, waste audits, obtaining data from local shops, and counting jobs created to understand behaviour change for adopting reusable diapers.</p>	<p>Nil</p>	<p>Monitoring & Evaluation Report</p> <p>Submit a detailed M&E report on all activities completed during the project implementation stage.</p>
<p>Stage 7: Final Project Report</p>	<p>A full project report is provided to SPREP which should include reporting on all stages of this project.</p> <p>All soft and hard copies of documents (strategy, plans, etc.), reports, tools and materials developed and submitted by the contractor will become and remain the property of SPREP.</p>	<p>Nil</p>	<p>Draft Project Report Submitted</p> <p>A draft project report, inclusive of all project stages, which includes all monitoring and evaluation analysis.</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>The contractor will not have any rights to copy, retain, reproduce, use the documents (strategy, plans, etc.), reports, tools and materials without written approval of SPREP.</p> <p>The contractor will, not later than 15 days prior to expiration of the contract, deliver all soft and hard copies to SPREP, together with a detailed inventory thereof.</p>		<p>The report must include a feasibility recommendation outline for replication of similar BC/CBSM projects and is provided to SPREP for comment with agreed timeline.</p> <p>Full Project Report Submitted</p> <p>A final project report including SPREP comments, inclusive of all project stages, is provided which includes all monitoring and evaluation analysis and a feasibility recommendation outline for replication of similar BC/CBSM projects.</p>

Consultant Responsibilities

The consultant will be responsible for scheduling meetings with relevant stakeholders, taking minutes of meetings and ensuring meeting minutes are distributed for comment prior to finalisation. Fortnightly progress meetings with PacWastePlus are compulsory.

5. SCHEDULE OF WORK

All activities to be completed no later than **30 August 2024**. Discussions on the final timeline will be had with successful supplier. Expected project activity is detailed below, it is expected that tenderers will detail how and when each of these steps will be delivered.

Activity/Deliverable	Timeline
<ul style="list-style-type: none">Inception meeting held with final work plan provided and approved	No later than 2 weeks after contract signing
<ul style="list-style-type: none">Behaviour Change/Community Based Social Marketing intervention designed and approved for pre-testing	No later than 8 weeks after inception meeting
<ul style="list-style-type: none">Pilot intervention pre-tested and implementation report provided with details of all necessary revisions (<i>if any</i>)	No later than 11 weeks after inception meeting
<ul style="list-style-type: none">Approved Behaviour Change/Community Based Social Marketing project fully implemented	Over a period of 12 months (no later than 2 weeks post pilot testing)
<ul style="list-style-type: none">Full project report provided and accepted	At a minimum of 3 weeks before end of contract date.

6. BUDGET

Submissions are required to itemise all financial elements of their proposal in USD, including, but not limited to, the following:

- Travel related costs, if applicable
- Project stages design
- All applicable taxes

Submissions must include an annotated budget listing for each task.

SPREP reserves the right to withdraw this tender at any time, reserves 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.

Proposals above USD 120,000 will only be considered if there is a clear justification provided as to why costs above this limit are necessary.

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