

REQUEST FOR TENDERS

File: AP 6/5/4
Date: 27 August, 2019
To: Interested Persons
From: Raymond Schuster, GEF Assistant Project Officer

Subject: Request for tenders: Project Coordinator for the review of the National Implementation Plan update for the Stockholm Convention in Persistent Organic Pollutants

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. The Stockholm Convention on Persistent Organic Pollutants (POPs) is an internationally binding agreement that commits governments around the world to take the necessary actions to reduce, and where feasible, eliminate the production and environmental releases of 28 listed POPs. The Convention entered into force on 17th May 2004 with Fiji, Tonga, Tuvalu, Vanuatu, Cook Islands, Nauru, and Samoa becoming a Party through ratification of the Convention on December 6th, 2004. As Parties to the convention Pacific Island Countries are obligated to comply with the Convention's requirement by establishing an inventory and formulating a National Implementation Plan (NIP) for the proper management of the scheduled POPs and wastes in order to eventually eliminate their releases within the country and abroad. Additionally, convention Article 7(1)(c) requires that an existing NIP must be updated to show how a country intends to meet its obligations with respect to the amendments to Annexes A, B and C every time new POPs are added
- 1.3. SPREP anticipates signing the project cooperation agreement with UNEP in September 2019, with commencement of the work immediately after. Contract signing with the consultant is therefore anticipated to be in September – October 2019, but delays may be possible. Should the PCA not be signed, this tender will be cancelled.
- 1.4. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1 SPREP is calling for tenders from qualified and experienced persons who can offer their services to assist SPREP in providing '**Project coordination for the review of the National Implementation Plan update for the Stockholm Convention in Persistent Organic Pollutants**';
- 2.2 The Terms of Reference and the Specific Duties of the Project Coordinator are set out in Terms of Reference.
- 2.3 The successful applicant will be working with SPREP and national government and UN Environment, and will undertake the following tasks:

Project Administration

- Coordinate and monitor all activities of the project, within the agreed budget, to achieve the expected outputs in consultation with state government;
- Report to the management unit on progress of the international consultant;
- Coordinate consultations and compile minutes;
- Coordinate and oversee the delivery of the project outputs;
- Manage requests for the provision of financial resources (from international consultant, and national governments);
- Raise regional awareness on the project;
- Produce quarterly finance reports; and
- Monitor and report all activities to Waste Management and Pollution Control Management Team.

3. Conditions: information for applicants

3.1 To be considered for this tender, interested persons must meet the following conditions:

- Must be currently residing in Samoa
- Must have a valid business license
- Submit details of previous relevant experience in project management and administration; and
- Provide at least 3 referees as part of their tender application.

4. Submission guidelines

4.1. Tender documentation should demonstrate that the interested person 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.

4.2. Tender documentation should outline the interested supplier's complete proposal and include:

- (a) The CVs of proposed personnel highlighting related experience relevant to the tender;
- (b) 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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered.*)
- (c) A **Technical Proposal**, which contains the detailed methodology to achieve the tasks outlined in the Terms of Reference (Annex A); and
- (d) A **Financial Proposal**, to reflect the scope of work in the technical proposal which is to be priced on a lump sum basis.

4.3 The financial proposal should only contain the personnel costs against the project activities. Travel costs and project related activities will be paid for directly by SPREP. Tender submission must be in United States Dollars (USD)

4.4 The Proposal must remain valid for 90 days from date of submission.

4.5 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Tenders@sprep.org before 09 September 2019. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 11 September 2019.

6. Evaluation criteria

- 6.1 SPREP will select a preferred supplier 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 tenderer satisfies the following criteria:
 - (a) Previous experience in environment related works and understanding government procedures in Small Islands Developing States regions or equivalent developing country(ies) – (5%);
 - (b) Demonstrated experience in environmental related project management – 20%;
 - (c) Technical Proposal clearly indicates/conveys a detailed methodology to achieve the tasks outlined in the Terms of Reference within the specified timeframes - 25%
 - (d) Comprehensive knowledge in project management, especially in project planning, budgeting, monitoring and evaluation – 20%;
 - (e) Minimum bachelor degree in Environmental Management, Chemical Management, other environmental related field and/or relevant working experience – 10%; and
 - (f) Detailed Financial Proposal (20%)
- 6.2. Assessment of proposals will be based on the evaluation of the Technical Proposal (80%) and Financial Proposal (20%).
- 6.3. The Financial Evaluation will award maximum points to the lowest priced bid (Based only on personnel costs on implementing the activities under the consultancy). Subsequent bids will be awarded points calculated as a percentage of the lowest price

7. Deadline

- 7.1. **The due date for submission of the tender is: 17 September 2019 midnight (local time, Apia, Samoa).**
- 7.2. Late submissions will be returned unopened to the sender.
 - 2.1 7.3 Please send all tenders clearly marked 'TENDER: ***Project Coordinator review of the National Implementation Plan update for the Stockholm Convention in Persistent Organic Pollutants***'; To one of the following methods:

Mail: SPREP

Attention: Procurement Officer
PO Box 240
Apia, SAMOA
Email: tenders@sprep.org (MOST PREFERRED OPTION)

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>