



REQUEST FOR TENDERS

RFT: PWP-198-CON
File: AP_6/5/8/4
Date: 10 August, 2022
To: Interested consultants
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders (RFT): Data analyst to develop a regional waste management data monitoring and reporting framework, and regional waste system analysis

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. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 1. We value the Environment
 2. We value our People
 3. We value high quality and targeted Service Delivery
 4. 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 as a data analyst to develop a regional waste management data monitoring and reporting framework, and regional waste system analysis.
- 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://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

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
 1. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;

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2. Provide three referees relevant to this tender submission, including the most recent work completed;
 3. Provide examples of past related work outputs;
 4. 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.
 5. Submissions must include a **TECHNICAL PROPOSAL** that includes a detailed work plan, methodology schedule of activities, and other items deemed necessary by the tenderer.
 6. Submissions must include a **FINANCIAL PROPOSAL** that has an annotated budget listing for each task as required of the scope of works
 7. 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 consultant 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 consultant'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.
 - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - 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.

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- 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 22 August 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 24 August 2022.
 1. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
 2. 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.
 3. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
 4. 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.

1. Technical Score – 90%

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Criteria	Detail	Weighting
Experience	Demonstrated expertise in data analysis. A Working knowledge of waste data and analysing waste data to determine trends and what they mean (or are surrogates of/for) would be beneficial.	20%
	Demonstrated experience developing data strategies and monitoring systems / frameworks	10%
	Demonstrated experience in analysing complex datasets to determine likely drivers or influencers of identified trends	10%
	Demonstrated experience in Small Island Developing States (SIDS) presenting complex topics in simplified way (particularly via remote platform) (advantageous to detail Pacific experience)	10%
	Examples provided of past works relevant to this activity (links to output reports or products that provide insight into research approach and writing style)	5%
Methodology	Proposed project methodology noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.	35%

2. Financial Score – 10%

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. a. SPREP may amend, suspend or terminate the RFT process at any time.
 1. 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>).
 2. 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.



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3. 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: 31 August 2022, 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-198-CON: **Data Analyst to develop a regional waste management data monitoring and reporting framework, and regional waste system analysis.**

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>



TERMS OF REFERENCE

Data Analyst to develop a regional waste management data monitoring and reporting framework, and regional waste system analysis.

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**); 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: the 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

PacWastePlus seeks to assist countries and the region to gain a greater understanding of waste generation and management trends in the region.

The PacWastePlus programme is focusing our data management activities through the following actions:

- supporting national and regional decision making by providing accurate data and establish a monitoring framework necessary for sound waste management policies
- providing education and awareness raising to encourage the adoption of good practices in terms of waste management
- promote innovative approaches through the establishment of a regional research agenda on waste management.

Initial work conducted throughout the region was to develop and implement an agreed waste audit methodology and undertake audits in all participating countries. The findings from the audits are now available to inform decisions relating to waste management systems, facilities, and legislation development and implementation.

3. EXPECTED OUTCOMES

The project activity is expected to produce several outcomes that will assist countries and territories in the region to understand current situation and opportunities for action, regional trends, issues, and opportunities, and to inform ongoing work of the Secretariat and their donor funded projects.

Specific outcomes sought include:

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- Develop and present a set of minimum regional Key Performance Indicators (KPIs) as the basis for a regional waste monitoring system, and regional waste data strategy that appropriately links to regional State of the Environment (SoE) reports and National SoE reports, and required national reporting against International and regional Multilateral Environmental Agreements (MEAs)
- Confirmed national audit analysis that collates common datasets to respond to minimum regionally recommended KPIs
- Undertake and present a regional waste audit data analysis (that may include sub-regional findings if they prove to be statistically relevant).

It is expected that this work will initially inform country and regional discussions on waste monitoring and reporting, and legislative reforms, and will lead to additional data analysis opportunities to link these findings to spatial information and contribute to the creation of a Regional Waste Management Investment Prospectus that will draw information and opportunities from multiple project and informational sources.

4. SCOPE OF WORK

SPREP is seeking a suitably qualified consultant to undertake the activities included in Table 1.

Table 1: Scope of work

Phase	Description	Documentation SPREP will provide	Supplier 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 should be structured to, at a minimum, address the following (noting the research plan should identify all issues to be addressed through the work):</p> <ol style="list-style-type: none"> i. Conduct a literature review on the available data / monitoring requirements in the region, and equivalent systems elsewhere in the world that may be applicable to the region. ii. Review and assess the draft programme data strategy, SPREP PIP KPIs, Cleaner Pacific 2025 measures, MEA reporting requirements (including MIA and NIP reports), Programme Project Logic and M&E frameworks (PacWastePlus, GEF ISLANDS, SWAP) to help inform regional data and monitoring framework. iii. Review and analyse the recent country waste audit activities (raw data and reports) and confirm / present findings in consistent fashion 	Nil	<p>Inception meeting</p> <p>Develop agenda and 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>Research Plan</p> <p>Detailed research plan (Comprehensive plan on how research will be undertaken, information sources, and time frame to implement).</p> <p>The report should 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>Draft Output structures</p> <p>Draft document structures are 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	Supplier Output
	<p>iv. Analyse country data sets to create a regional (or subregional where statistically relevant) report on waste management and waste generation trends</p> <p>Develop a regional report on waste management behaviours throughout the pacific, measured against the regional monitoring framework, and designed to assist countries and development partners to anticipate waste management needs, and identify key areas for action / projects / improvement.</p>		
<p>Development of Regional Data Strategy and Regional Monitoring Framework</p>	<p>The PacWastePlus participating countries all have different national reporting needs driven by national legislation, contractual requirements, development partner requests, and MEA commitments.</p> <p>These differences mean often information is either not being captured effectively or frequently enough, data may be held in different ministries or departments, little standardisation may exist in data collection, and appropriate review and analysis of data may not be occurring.</p> <p>Countries are more frequently requesting SPREP and development partners to assist with project development and implementation but may struggle to appropriately justify (with hard data) why the projects are required.</p> <p>The desire from PacWastePlus and SPREP is to create an appropriate waste data monitoring framework that all countries and Territories can use to assist with reporting to the multiple stakeholders they have, and to ensure data collection is done in such a way that it can inform decision making. This may require a tiered system to accommodate countries with limited resources or datasets presently.</p>	<p>Cleaner Pacific 2025</p> <p>PacWastePlus Project Logic Framework</p> <p>PacWastePlus draft data strategy</p> <p>MEA reporting requirements (Noumea and Waigani conventions)</p> <p>National waste audit data and reports</p> <p>Regional State of the Environment Report KPIs</p> <ul style="list-style-type: none"> MIA and NIP inventories. 	<p>Regional Data Strategy</p> <p>The development of a regional data strategy that includes KPIs, definitions, descriptions of how KPIs are calculated, where information should be sourced, units of measure, frequency of collection, etc.</p> <p>Regional Waste Monitoring Framework</p> <p>The development of a regional waste data monitoring framework that articulates the data that all countries should be collecting and reporting internally, and externally each year. Framework to include guidance documents and data collation tools etc.</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
	<p>The framework should ensure it is, at its core, responsive to the Cleaner Pacific 2025 Strategy and its reporting requirements (that should support MEA and Programme reporting).</p>		
<p>Review and standardisation of National waste audit data to framework</p>	<p>Recently, multiple donors have invested in undertaking national waste audits in the 15 PacWastePlus participating countries. The audits all followed the same standard methodology, but were conducted by different consultants, and therefore reports are drafted slightly differently and have varying focus.</p> <p>It is requested that the consultant review raw data from each audit, compare to the regional waste monitoring framework, and create a baseline report / analysis consistent across all countries. The consultant should give due consideration to issues such as: where the audit took place (several towns/islands); likely variations between local, national, and regional conditions at the time when the audits were undertaken (e.g. climate and local conditions, level of commercial activity, variations in commercial activity, variations in local practices, rules, and regulations, etc.).</p> <p>The report should include original analysis, tables and graphs supporting the report in excel format. Information relevant to the report will be annotated/metadata for each country.</p>	<p>Standard audit methodology</p>	<p>National Audit Analysis reports and standardised data presentation</p> <p>Updated National Audit data analysis and presentation of Regional waste Monitoring Framework KPIs.</p> <p>One report for each of the 15 participating countries.</p>
<p>Development of Regional waste audit analysis</p>	<p>Following from the National waste audit data review, analysis should be conducted at a sub-regional / regional level to consider additional management opportunities.</p> <p>The waste audit analysis should respond to the regional waste monitoring framework, but also seek to address broader management questions and regional opportunities.</p> <ol style="list-style-type: none"> 1. The analysis should look to assess and identify possible regional or sub regional opportunities for 	<p>Regional audit analysis conducted by the PRIF assessment (confidential work can only be shared with successful consultant).</p>	<p>Regional Waste Data Analysis Report</p> <p>Final report on the regional / sub-regional analysis based on the Regional Waste Monitoring framework and designed to identify key trends and opportunities.</p> <p>The report will be used to inform further regional work, and development of additional</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
	<p>waste movement and consolidation and identify likely time horizons that waste management decisions are likely in countries and the region. It is the intent of SPREP / PacWastePlus to develop a further consultant brief following this work, to develop a waste management prospectus that will identify opportunities for investment, time horizons for necessary infrastructure improvement, and the development of a geodatabase to enable private sector interrogation of the environment in the pacific to assist with business case development for local, sub-regional, or regional investment. This analysis activity is required as an input into this future activity.</p>		<p>waste management projects to address any identified issues.</p>

Consultant Responsibilities

The consultant will be responsible for scheduling meetings with service/technology providers, country representatives, and SPREP, taking minutes and distributing these for comment prior to finalizing.

Institutional Arrangements

It is expected this activity will be undertaken remotely, and no travel will be involved. If needed, introductions to representatives of Pacific Island countries can be made, but it is expected that the bulk of the work will focus on the research and contract with technology providers.

4. SCHEDULE OF WORK

The activities are to be completed no later than **16 weeks from Agreement signing date** with a preference for the activities to be completed earlier if possible.

Expected project activities are 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
<i>Contract Signing and Execution</i>	
Inception	No later than 2 weeks from date of Contract Execution
Development of Regional Data Strategy and Regional Monitoring Framework	No later than 4 weeks from date of Contract Execution
Review and standardisation of National waste audit data to framework	No later than 8 weeks from date of Contract Execution
Development of Regional waste audit analysis	No later than 12 weeks from date of Contract Execution

5. 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, 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.

6. 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.

