



REQUEST FOR TENDERS

File: AP_6/5/8/2
Date: 16 December, 2020
To: Interested consultants
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders: Socio economic, technical review and assessment of alternatives to 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 would like to call for tenders from qualified and experienced consultants who can offer their services to undertake a socio economic, technical review and assessment of alternatives to disposable diapers
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - Submit a detailed Curriculum Vitae detailing qualification and previous relevant experience for each proposed personnel
 - Provide three references relevant to this tender submission, including the most recent work completed;
 - Provide examples of past related work outputs.
 - Complete the **tender application form**– (note you are required to complete all areas in full as requested, particularly the statements to demonstrate you meet the selection criteria. **DO NOT** refer us to your CV or Technical proposal. Failure to do so will result in the application **NOT** being considered)
 - Complete the Conflict of Interest form

4. Submission guidelines



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- 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. 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 pwprocurement@sprep.org before 11 January 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 15 January 2020.

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:
 - Has a minimum of 5 years' experience in planning and conducting technical research, preferably on consumer products and chemicals, with particular preference given to research into environmental issues (CV's for each member of the team is to be provided) 20%
 - Demonstrated experience in the development of socio-economic and cultural research in the Pacific region 20%
 - Detailed methodology for how the project is proposed to be delivered (including man-power capabilities, timeframe and team responsibilities) 40%
 - Detailed financial proposal 20%

7. Deadline

- 7.1. **The due date for submission of the tender is: 22 January 2020, 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: Socio Economic, technical review and assessment of alternatives to disposal diapers' to one of the following methods:

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.

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>



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TERMS OF REFERENCE

Socio economic, technical review and assessment of alternatives to disposal 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 (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.

PacWastePlus seeks to explore potential avenues for reducing/eliminating certain waste streams and transition to a circular economy through the production of alternatives. One of the eight priority areas to be targeted by the PacWastePlus Programme is solid waste pollution of waterways, including the point source pollutant loads of wastewater. A common polluter of waterways around the Pacific is disposable diapers.

2. INTRODUCTION TO PROJECT

Today's world has embraced the throwaway culture, producing huge amounts of solid wastes. Advancements in environmental measurement techniques clearly indicate that demand on the earth's resources is not sustainable and should be addressed immediately.

Disposal diapers are a waste item that creates significant environmental damage, particularly to waterways. Disposable diapers are reported to last 500 years in the environment and contain plastic, chemicals, and, once soiled, faecal matter and are therefore a potential source of E.coli and other bacteria dangerous to human health. Disposable diapers are a commonly littered item on beaches, waterways and vacant land in the Pacific. In Vanuatu, the Commonwealth Litter Programme (CLiP) found disposable diapers represented 26% by weight of litter found.

Countries participating in the PacWastePlus Programme have the opportunity to consider and promote alternative solutions to common waste items. Along with Single Use Plastics, disposal diapers are considered as a potential item to ban from importation – Vanuatu, already with one of the world's most stringent single-use plastic bans, has announced their intention to phase out disposable diapers in 2021.



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However, of all items subject to importation bans, disposable diapers have the potential to come with the greatest socio-economic and gendered implications - with possible consequences on women, as the primary carers of babies and young children, associated with extra household duties.

The consideration of alternatives for disposable diapers therefore needs careful consideration and dialogue, research and analysis before solutions can be promoted and disposable diaper importation bans be considered as a solution.

3. EXPECTED OUTCOMES

This engagement seeks to gain an understanding of alternatives to disposable diapers – reusable and compostable – suitable for use in the Pacific region and remote communities.

We seek to gain a high-level understanding of the practicability (including field analysis and testing) of each alternative given the unique physical and socio-economic setting in the Pacific. We seek for this assignment to provide answers to, but not be limited by, the following key questions:

Socio-economic:

- what are the current practices associated with use and disposal of diapers in the Pacific?
- is current management or mismanagement of disposal diapers perceived to be an issue in the Pacific? (i.e., are nappies as litter on beaches seen as a problem? Nappies in landfill/dumps a problem? Smelly rubbish bins, potential for bacteria a problem?)
- what does the current average household spend on disposal diapers?
- what is the current perception of reusable diapers in the Pacific?
- are there cultural / traditional practices contributing to the use or disuse of compostable or reusable diapers?
- are there barriers preventing women from using reusable diapers in the Pacific – i.e., cost, time, added labour etc
- are there opportunities or alternative ideas for Pacific countries to consider that may assist with acceptance of alternatives to disposal diapers – i.e., take-away wash and delivery service, make your own from items grown in the Pacific (coconut fiber)

Physical:

For compostable diapers:

- What is the level of “compostability” (i.e., is it needing a commercial compost facility, how will diaper “break down” in the environment)
- What are the residual contaminants from “composted” diaper?

For reusable diapers:

- What portions are “reusable” and what parts “disposable”
- Can diaper be washed in 1) cold water, 2) salt water, 3) without harsh chemicals. What is the E.coli reading and other chemical parameters after each
- Ability for diaper to dry in humidity and/or without direct sunlight
- What are the residual biological contaminants in washing water after washing reusable diapers (concern when communities may share one water source)
- Longevity of reusable diapers - how many times can they be reused
- What other factors may impact the hygiene and comfort for baby
- What other factors may affect the ease of use and practicability for caregivers



4. SCOPE OF WORK

This engagement seeks an appropriately qualified consultant to conduct the following activities.

3.1 Mode of Delivery

3.1.1: Responsibilities

The consultant shall:

1. Liaise directly with SPREP to undertake the required actions
2. Be responsible for engagement of all necessary stakeholders and ensure all requirements are met to enable work to be undertaken
3. Deliver the required actions remotely

SPREP shall:

1. Appoint a contact person to oversee the work of the consultant
2. Conduct regular virtual meetings with the consultant

3.1.2: Required Tasks

The required tasks and deliverables are outlined as follows:

Task 1: Research Plan

The plan should explain the overall strategy, methodology, and analyses to be used to successfully accomplish the project objective.

The plan should be structured to, at a minimum, answer the key questions presented in Tasks 2 and 4.

Deliverable: Research plan

Task 2: Socio-economic and Cultural Investigation

Complete socio-economic and cultural research across all 15 PacWastePlus member countries to investigate the current practices associated with diapers, and possible opportunities or barriers for the use of reusable diapers.

Investigation to be completed seeking to answer questions posed in Section 3.

Socio-economic analysis to also compare typical household spend on disposal diapers with alternatives:

- estimated household spend for purchasing different reusable diapers
- estimated household spend for purchasing different compostable diapers
- estimated household spend for making your own reusable diapers
- estimated costings associated with establishing a take-away wash and delivery service

Provide detail in proposal of how this Socio-economic review will be undertaken. This may be conducted using literature review, on-line, telephone or face-to-face interviews, or a combination of all.



SPREP reserves the right to not proceed this task(s) if deemed unnecessary.

Deliverable:

- a. **Summary of social / cultural investigation**
- b. **Brief economic analysis associated with use of reusable and compostable diapers**

Task 3: Document and Source Available Reusable and Compostable Diapers

Undertake a review of all available reusable and compostable diapers suitable for use in the Pacific Region. Focus of the review should consider all alternatives to disposable diapers in circulation – with a particular focus on, but not limited to, those already in use in Pacific region.

Collate and document information on each alternative, including details on:

- In which country are they currently in use?
- What is it made from and where manufactured?
- Does it have potential to be made in the Pacific with easy to obtain products?
- What is the cost of production and estimated retail on-cost?

Source samples of each reusable and compostable diaper identified. Include a budget for this procurement in proposal.

Deliverable:

- a. **Summary table/matrix of available diapers**
- b. **Source diapers to be included in technical assessment**

Task 4: Technical Research

Complete technical/scientific research on the diapers identified and procured in Task 2.

Research to be completed seeking to answer, but not limited to, the key questions presented in Section 2.

Provide detail in proposal of how this technical review will be undertaken to conduct a consistent analysis.

It is acknowledged that laboratory analysis may not be available.

Deliverable: Summary of research

Task 5: Report & Fact Sheet Development

Develop a report from the findings of the assessment, with the inclusion of a summary table/matrix illustrating the findings of the assessment and research against the agreed criteria.

Report shall contain specific details relevant to the 15 PacWastePlus member countries where possible.

In addition to the final report, the consultants will be required to provide text suitable for use in a 2-5-page “alternative to disposable diapers” fact-sheet that provides summary information of viable



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options for diapers in the Pacific context. Design of the fact sheet is not required, as this will be undertaken by the PacWastePlus team, only text and graphics for use in the publication.

Deliverable:

- a) Report and matrix/table
- b) Text and images suitable for use in a community fact sheet

3.1.3 - PROGRESS MEETINGS

The consultant is required to participate in the following meetings as follows:

Meeting Type	Representatives Required	Frequency	Teleconference / video conference
Inception Meeting	Consultant SPREP	Once	TBC
Progress Meetings	Consultant SPREP	Fortnightly	TBC

3.1.4 - REPORTING

The Contractor shall provide SPREP with the documents as set out in the table below:

Report type and content	Description
Research Plan	Comprehensive plan on why research will be undertaken, information sources, and time frame to implement
Draft questionnaire to complete socio-economic and cultural investigation	Draft questionnaire to complete socio-economic and cultural investigation across all 15 PacWastePlus member countries to investigate the current practices associated with diapers, and possible opportunities or barriers for the use of reusable diapers PacWastePlus will assist with the deployment of the survey
Summary table/matrix of available diapers	Summary table/matrix of available diapers to be included in technical review
Draft research & assessment report	Draft report of the finding of the socio-economic/cultural and technical research on alternatives to disposable diapers
Final research & assessment report	Final report
Text and Graphics for an alternative to disposable diapers fact sheet	Text and graphics suitable for use in a 2-5-page fact sheet on alternatives to disposable diapers in the Pacific.

Following the receipt of each deliverable, SPREP will endeavour to return comments and recommendations to the consultant within 10 business days.

The consultant will submit Final copies of each deliverable no later than 10 business days following receipt of SPREP's comments and recommendations, unless otherwise agreed upon between the Contract Managers.



3.2 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
<i>Contract Signing and Execution</i>	
1. Research Plan	One week from date of Contract Execution
2. Draft questionnaire to complete socio-economic and cultural investigation	No later than 2 weeks from date of Contract Execution
3. Summary table/matrix of available diapers to be included in technical review	No later than 4 weeks from date of Contract Execution
4. Draft research & assessment report	No later than 12 weeks from date of Contract Execution
5. Final research & assessment report	No later than 14 weeks from date of Contract Execution
6. Text and Graphics for an alternative to disposable diapers fact sheet	No later than 14 weeks from date of Contract Execution

3.3 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
- Source samples of each reusable and compostable diaper to be included in technical review

Submissions must include an annotated budget listing for each task.

Proposals above USD 30,000 may not be considered

SPREP reserves the right to proceed only with the Task(s) it deems necessary.

4. 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