



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

## REQUEST FOR TENDERS

RFT: PWP-149-CON  
File: AP\_6/5/8/4  
Date: 21 July, 2022  
To: Interested consultants  
From: PacWastePlus Finance and Procurement Officer

**Subject: Request for tenders (RFT): E-Waste Management (Dismantling/Processing)  
Operation Development for Niue**

### 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](http://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 identify and design an electronic waste management (dismantling/processing) operation for Niue.
- 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](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](mailto:pwprocurement@sprep.org) before 5 August 2022. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 8 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 – 80%

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Criteria	Detail	Weighting
<b>Experience</b>	Demonstrated experience designing electronic waste processing facilities, including selection of appropriate processing methods and equipment	20%
	Demonstrated experience developing Operation Plans and other documentation for operation of electronic waste dismantling centres, including understanding and documenting shipping/export requirements	15%
	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 initiatives or products that provide insight into research approach)	5%
<b>Methodology</b>	Proposed project methodology noting schedule, activities, concurrent or sequential development, engagement with country representatives, specific inclusions in the analysis and reporting elements of the work, etc.	30%

## 2. Financial Score – 20%

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.
  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

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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: 15 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-149-CON: **E-Waste Management (Dis-mantling/Processing) Operation development for Niue.**

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.

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>**

## Annex A: Terms of Reference

### Identify and design an electronic waste management (dismantling/processing) operation for Niue

#### 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).

#### 2. INTRODUCTION TO PROJECT

Niue is a small Pacific Island country, with a land area of 259km<sup>2</sup> and population of 1,719. Niue is part of the Realm of New Zealand and has its own government.

Niue, like many Pacific Island countries, is faced with the increasing issue of low-value recyclable materials filling dumpsites and building up in stockpiles. Consumer items are imported into Niue but there are currently limited financially viable options for their management and export. Currently the country relies on disposal of waste to landfill and stockpiling but the amount of waste now being received is exceeding the ability to manage it effectively. End-of-life (EOL) items including bottles, cans, computers, TV, whiteware, vehicles etc are becoming a regular sight dumped on vacant land and surrounding homes throughout the island.

To effectively manage EOL items, the Niue Government is currently working with donor partners to develop facilities to enable the collection, processing, and export of consumer items to overseas recycling markets or if the option is available, repurpose on-island. Construction is underway of the Niue Waste Recycling Facility (funded by the Government of Australia (with the New Zealand Ministry of Foreign Affairs and Trade as the delivery partner). This facility, expected to be completed in mid-2022, will initially provide facilities for the management of PET plastic bottles, glass, and aluminium cans.

Management of other waste materials - such as electronic waste - have been provided for in the layout of facility but require additional donor support by way of equipment and training before effective management of these items can be undertaken.

EOL electronic and whiteware waste, including computer equipment, TVs, mobile phones, and fridges, freezers, stoves, and air conditioners, is becoming a growing challenge for the Niue Department of Environment (DOE) as outdoor stockpiles continue to grow, increasing potential for soil and groundwater contamination.

Current management of electronic waste includes an annual island-wide collection and consolidation at the Makato Landfill. Smaller items are placed on pallets and wrapped in plastic before transported

to the Huihui site for storage. Illegal dumping of electronic waste has also been identified as an issue. Known data of electronic waste in Niue is provided in Table 1.



*Outdoor Electronic Waste Stockpiles at Makato Landfill (left) and Huihui Landfill (right)*

**Table 1: Known data of electronic waste in Niue**

Item	Import (Annual)	Estimated Current Stockpile	Current Management
Whiteware	Estimated 60 items imported each year*	247 m3 Huihui and Makato	Stored at Huihui and Makato landfills Illegal dumping also reported
E-waste (TV, computers, phones)	Estimated 360 EOL items each year **	415 m3 Huihui and Makato	Placed on pallets, wrapped in plastic, and stored at Huihui
<p>* Customs data not provided, import data provided by Matson South Pacific  ** Data not available. Most electronic items purchased and transported back to Niue in domestic luggage. Approximately 400 households in Niue, estimated households replace TV and computer every 5 years and phone every 2 years.</p>			

The Niue Ministry of Natural Resources have requested PacWastePlus support to provide equipment and training to enable the effective long-term operation of an electronic waste processing facility, to collect, process, and export electronic waste, and to process and export existing stockpiles of electronic waste from the Niue environment.

The first step in this project (this TOR) is to identify and design a suitable electronic waste dismantling /processing operation housed in the new recycling facility for Niue to appropriately manage electronic waste, considering the size, and context of Niue. Specific outcomes are detailed in Table 2.

*Note: Results from this activity will inform remaining activities in Niue. Subsequent Request for Tenders will be released seeking 1) to procure and instal recommended equipment, and 2) seeking consultant support to process and export existing stockpiles of electronic waste from Niue while delivering hands-on training for DOE staff.*

A Sustainable Financing / Advanced Recovery Fee and Deposit scheme for waste management in Niue has been discussed since 2016 and a feasibility study was complete in 2021. This scheme, if adopted, will provide sustainable financing to enable the long-term management of waste items, including EOL electronic and whiteware waste. The development and approval of an Advance Recovery Fee and Deposit Regulation and backing Waste Management Act will be a priority for the Niue Ministry of Natural Resources in 2022.

### 3 SCOPE OF WORK

The expected delivery of this consultancy will be developed in stages and is described in the following table:

**Table 1: Scope of Work**

Phase	Description	Documentation SPREP will provide	Supplier Output
<b>Inception</b>	<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>The Contractor shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>The Draft Work Plan shall contain at a minimum:</p> <ul style="list-style-type: none"> <li>Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables, including preparation stages, drafting and review, training, site works, disposal, site closure and consultations.</li> <li>General description of the methods which the Contractor proposes to adopt for executing the contract</li> <li>Approach to be adopted for operator training appropriate for the Pacific Island context.</li> <li>Comprehensive risk plan to ensure effective delivery of services.</li> </ul> <p>Any further details and information as SPREP may reasonably require.</p>	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>Draft Work Plan</b></p> <p>Draft Work Plan including project activities and milestones for effective delivery of services under this contract shall be delivered SPREP for consideration and comment.</p> <p><b>Final Work Plan</b></p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p> <p><b>Draft Technical Analysis Report Structure (Phase II)</b></p> <p>Draft outline of the Technical Analysis Report, highlighting proposed topics, structure, and flow.</p>
<b>Identification and analyse three options for dismantling /processing of</b>	<p>Review existing (and past) electronic waste management facilities in PICTs and other SIDS, and validate data from the Niue Waste Audit and other relevant documentation,</p>	<ul style="list-style-type: none"> <li><u>Niue Waste Audit 2021</u></li> </ul>	<p><b>Draft Technical Analysis on electronic waste management options for Niue</b></p> <p>Draft Technical details, including SWOT analysis, on three options for in-country processing,</p>



Phase	Description	Documentation SPREP will provide	Supplier Output
<p><b>electronic waste in Niue</b></p>	<p>to understand electronic waste management solutions appropriate for use in Niue.</p> <p>In consultation with PacWastePlus and the Niue DOE, select and analyse three options for the Niue Government to consider for in-country processing, dismantling, and export of electronic waste – to enable 1) the clean-up of existing stockpiles, and 2) manage the expected monthly throughput.</p> <p>Options may include (<i>consultant to confirm options as part of tender response</i>):</p> <ul style="list-style-type: none"> <li>• De-gassing, minimal processing, package for export</li> <li>• De-gassing, medium processing (removal of casing etc), compaction, package for export</li> <li>• Full dismantling to metal types, compaction, and export</li> </ul> <p>For each management option, undertake a SWOT analysis (strengths, weaknesses, opportunities, and threats) providing details on items such as:</p> <ul style="list-style-type: none"> <li>• Recommended equipment and costing estimates, including for necessary personal protective equipment (PPE)</li> <li>• Labour requirements and skill level / training needs</li> <li>• Types and volumes of post-process residual waste needing disposal in Niue</li> <li>• Possible facility layout and space requirements</li> <li>• Expected (present day) revenue / costs for electronic waste / componentry at overseas recycling markets</li> <li>• Shipping requirements and considerations, including the use of the Moana Taka Partnership</li> <li>• Worker Health and Safety requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Niue Advanced Recovery Fee and Deposit Feasibility Study 2021</li> <li>• Niue DOE provide dedicated officer to obtain photos, data and other required in-country information</li> <li>• <u>SPREP Recycle Market Study</u></li> <li>• Niue DOE will provide dedicated officer to obtain photos, data and other required in-country information</li> <li>• Niue Recycle Facility Layout Drawing</li> </ul>	<p>dismantling, and export of electronic waste in Niue delivered SPREP for consideration and comment</p> <p><b>Final Technical Analysis on electronic waste management options for Niue</b></p> <p>Final Technical details on options for in-country processing of electronic waste in Niue addressing all comments by reviewers on the draft work plan</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
	<ul style="list-style-type: none"> <li>Gender Equality and Disability, Social, Inclusion (GEDSI) requirements</li> <li>Future expansion options</li> </ul> <p>The outcome from this analysis will be used by PacWastePlus and the Niue DOE to consider options for dismantling /processing of electronic waste from Niue to be embedded in Policy.</p>		
<p><b>Host workshop with Government of Niue and PacWastePlus to present analysis and inform stakeholders of recommended activity</b></p>	<p>Develop a PowerPoint presentation highlighting results from the technical analysis and clearly presenting options available for the design/processing of the Niue electronic waste management center.</p> <p>Lead a workshop with Niue Government staff and the PacWastePlus Team to present PowerPoint and assist decision-makers to understand options for the Niue electronic waste management center, and make an evidence-based decision on preferred option.</p> <p>The outcome from this phase will be for the Government of Niue staff to clearly understand options and select the preferred design/processing of the Niue electronic waste management center.</p>	<p>PacWastePlus will complete design work associated with presentation</p>	<p><b>Draft PowerPoint Presentation</b></p> <p>Draft PowerPoint Presentation highlighting results from the technical analysis and presenting options for the design/processing of the Niue electronic waste management centre</p> <p><b>Final PowerPoint Presentation</b></p> <p>Final presentation addressing SPREPs comments on draft</p> <p><b>Delivery of Presentation to the Niue Ministry of Natural Resources and other Stakeholders</b></p> <p>Minutes of the workshop / meeting</p>
<p><b>Development of resources for design and operation of selected electronic waste center</b></p>	<p>Once the preferred design of the Niue electronic waste management center is selected (Phase 3), develop practical user-friendly resources to design and operate the selected electronic waste management center in Niue.</p> <p>Resources are expected to include, but not be limited to:</p> <ul style="list-style-type: none"> <li>Drawings of facility layout, showing recommended equipment</li> <li>Costing estimates / procurement plan for recommended equipment</li> </ul>	<p>Niue Recycle Facility Layout Drawing</p>	<p><b>Draft Resources to provide for the design and operation of the chosen e-waste management center in Niue</b></p> <p>Draft resources to guide design and operation of the chosen e-waste management centre</p> <p><b>Final Resources to provide for the design and operation of the chosen e-waste management center in Niue</b></p> <p>Final resources addressing SPREPs comments on drafts.</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
	<ul style="list-style-type: none"> <li>• Operations Plan for centre operation (including process for processing of types of electronic waste)</li> <li>• Health and Safety Plan</li> <li>• Monitoring, Evaluation and Reporting Plan</li> </ul> <p>The outcome from this phase will be for Niue Ministry of Natural Resources to have resources to design and operated the selected Niue electronic waste management center.</p> <ol style="list-style-type: none"> <li>1. Note: the drawings of facility layout, recommended equipment, and costing estimates / procurement plan will inform a subsequent TOR to procure recommended equipment</li> </ol>		

### **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.

### **Institutional Arrangements**

Due to the current travel uncertainties, this support will be undertaken remotely with no required travel to Niue. The successful consultant will work directly with the Niue, Department of Environment Director who will provide in-country support such as taking photos, collecting data, setting up meetings.

## **4. SCHEDULE OF WORK**

The activities are to be completed no later than **8 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

<b>Activity/Deliverable</b>	<b>Timeline</b>
Inception Meeting	No later than one week after contract execution
Final Work Plan	No later than two weeks after contract execution
Final details of three electronic waste management options and SWOT analysis	No later than four weeks after contract execution
PowerPoint Presentation on electronic waste management options	No later than six weeks after contract execution
Resources to assist design and operate the electronic waste management center	No later than eight weeks after 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.

*Proposals above USD 15,000 will need to clearly justify the need given the likely complexity of a system for the small population of Niue.*

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](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 Inclusions

