

## REQUEST FOR TENDERS

RFT: 2023/011  
File: AP\_3/1/13  
Date: 15 March, 2023  
To: Interested consultants  
From: Vanda Faasoa-Chan Ting – Technical Adviser, NDC Hub

**Subject: Request for tenders (RFT): Consultancy to Conduct a Feasibility Study and Design a Twin Chamber Sanitation System for Households in Nauru**

### 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](http://www.sprep.org).

### 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants / contractors who can offer their services to conduct a feasibility study and design a twin chamber sanitation system for households in Nauru.
- 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:
  - i. Must preferably be based in Nauru and legally entitled to work, international consultants can apply but should identify a local counterpart in Nauru;

- ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
  - iii. Provide three referees relevant to this tender submission, including the most recent work completed;
  - iv. Provide examples of past related work outputs;
  - v. 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.*
  - vi. 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** –provide a detailed outline of the costs involved in successfully delivering this 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.
- 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 [procurement@sprep.org](mailto:procurement@sprep.org) before 27 March 2023. 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 29 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 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.

### I. Technical Score – 80%

Criteria	Detail	Weighting
<b>CV(s) and Qualifications</b>	At least one consultant to have:  Minimum qualification of a Master's degree (or Bachelors with minimum 10 years of experience) in the fields of Construction and Building, Architecture, Structural Engineering, Civil Engineering, Environmental Engineering or any other related field.	20
<b>Experience</b>	Minimum of 8 years' experience in the construction and building sector with construction of buildings particularly on-site sanitation systems (septic system) and wastewater management for households in Nauru or other similar Pacific countries. Experience in incorporating water-saving measures and more environmentally friendly factors into the design of a house particularly the sanitation compartment (lavatory) of buildings in Nauru or other similar Pacific countries.	20
	Good understanding of waste, waste treatment and other waste-related issues in Nauru or other similar Pacific countries. Experience with assisting national planning and long-term strategies to address issues such as wastewater, waste treatment, etc.	5
	Familiarity, knowledge and experience with architecture, housing and infrastructure sector in Nauru or any other similar country in the Pacific region. At least 3 recommendations on what is to be prioritised in the Building and Construction Sector in order to protect the water supply system.	5
<b>Technical Proposal / Methodology</b>	Step-by-step approach on how deliverables are to be achieved.	30
	Timeline including the activities and when they shall be completed including any anticipated mission travel to Nauru (if based overseas).	
	Workplan to include total number of person-days and appropriate allocation of person-days with respect to each task/activity.	
	Clear presentation of potential difficulties in carrying out this assignment and possible solutions to counter perceived obstacles should they be encountered.	

## II. 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

7.1 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: 06 April 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 2023/011: **Consultancy to Conduct a Feasibility Study and Design a Twin Chamber Sanitation System for Households in Nauru.**'

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

### Feasibility Study and Design of a Twin Chamber Sanitation System for Households in Nauru

<b>Assignment Title:</b>	Feasibility Study and Design of a Twin Chamber Sanitation System for Households in Nauru
<b>Project:</b>	NDC Hub
<b>Post Level:</b>	International (or National) Consultant
<b>Contract Type:</b>	Individual Contractor or Consultancy Firm
<b>Duty Station:</b>	Home-based <sup>1</sup>
<b>Expected Place of Travel:</b>	Nauru
<b>Contract Duration:</b>	6 months

#### Project Description

The Regional Pacific NDC Hub (NDC Hub) was launched in 2017 and officially established in 2018, as an initiative emerging from Pacific Island Leaders at the Climate Action Pacific Partnership (CAPP) in 2017 and Fiji's Presidency of COP23. The Hub, in partnership with SPREP and other ONE CROP+ agencies, aims to provide a regional coordinated mechanism to support countries in meeting their climate related commitments under the Paris Agreement as part of their Nationally Determined Contributions (NDCs). Assistance can be provided and tailor-made to suit NDC Hub members so they can produce relevant national policies and measures that action those commitments. In taking a demand-driven approach, the NDC Hub receives requests from its 14 member countries from around the Pacific region outlining their specific needs for support in the NDC Process and implementation so the proper technical expertise can be provided accordingly.

The Republic of Nauru is one of the smallest independent, democratic states in the world who is fully committed to become part of the solution to the enormous challenge of global warming which threatens their very existence. Nauru's NDC is primarily Adaptation rather than Mitigation due to the limited availability of natural resources on island such as freshwater resources amongst a number of essential natural resources. This has led the Nauruan government to have their NDC focus mainly on adaptation with a strong emphasis on building resilience of their nation to combat the adverse impacts of climate change on their low-lying island which is only a few meters above sea level. Part of strengthening Nauru's resilience includes the drive to protect their fresh water supply by reducing leakages into the ground from ineffective household sanitation systems.

#### Scope of Work

The purpose of this assignment is to conduct a Feasibility Study to identify the specifications for the best type of twin chamber septic system most suitable for households in Nauru.

The consultant (or consultancy firm) shall:

<sup>1</sup> Due to existing COVID19 restrictions, home-based is applicable to consultants based in Nauru, for consultants based overseas, a local counterpart is recommended.

- 1) Comply with the Regional Pacific Nationally Determined Contribution (NDC) Hub Monitoring & Evaluation (M&E) requirements
- 2) Consult the relevant authorities for clarification on their country request:
  - i) Secretary of Climate Change and National Resilience (CCNR) &
  - ii) Secretary of Commerce, Industry and Environment (CIE).
  - iii) Any other key stakeholders identified by (i) and (ii).
- 3) Conduct the feasibility study to identify the specifications for the best type of twin chamber septic system most suitable for households in Nauru.
- 4) Develop the most suitable and feasible twin chamber septic system design for the selected area of Nauru identified by Secretary CCNR and Secretary CIE.
- 5) Prepare tender documents with the specifications identified for the twin chamber septic system design.
- 6) Develop a criteria to assist with the selection of households to be prioritised as recipients of twin chamber septic systems from the Government of Nauru.
- 7) Prepare and submit a final project report.

### **Expected Outcomes and Deliverables**

Based on the scope of works outlined above, the consultant will deliver the following outputs:

#### ***Output 1: Inception Report***

The inception report shall include the workplan to be comprised of the timeline, budget and activities for the duration of six (6) months.

It should also include any key information and directions provided by the Secretary for Climate Change and National Resilience (CCNR) as well as the Secretary for Commerce, Industry and Environment (CIE), pertaining specifically to this project.

The two Secretaries aforementioned shall also indicate the area to be covered by the Feasibility Study.

#### ***Output 2: Feasibility Study***

The Feasibility Study shall take into consideration some of the different elements such as location, environment, size of household, soil type, average temperature, rainfall and any other factors deemed crucial in the identification of the most suitable and feasible twin chamber septic tank system for households in Nauru.

Other national objectives to be taken into account during the feasibility study include:

- Providing reliable and safe collection of wastewater;
- Protecting and minimising the contamination of brackish water;
- Providing a sanitation system that supports local food production at the household level;
- Improving public and environmental health.

#### ***Output 3: Design, Tender Documents & Selection Criteria***

##### ***a) Design***

Based on the information and data collected in the Feasibility Study, provide the twin chamber septic tank system design specifications, layout drawings, component details, hydraulic design for the proposed flow rate and occupancy allowances. The design should also include additional specifications for installation, operational range or capacity and maintenance requirements, construction details including stability, resistance to weather and proposed adequacy of waste separation/treatment. Any other additional information deemed important for the maintenance and sustainability of the twin chamber system should also be included.

**b) Tender Documents**

In collaboration with the government of Nauru through the Secretary for CCNR and Secretary for CIE, develop “tender documents” once the design of the twin chamber septic tank system is approved. These tender documents shall include the specifications and other information deemed necessary for the information of the potential bidders.

**c) Criteria**

A selection criteria is to be provided to assist the Government of Nauru in identifying the households to be prioritised as recipients of the twin chamber septic tank systems to be funded by the government.

**Output 4: Final Project Report**

Upon the completion, submission and approval of the above outputs (1-3), the consultant(s) is expected to provide a final project report which may include everything previously listed.

**Institutional Arrangement**

The consultant(s) will be under the supervision of the SPREP Climate Change Resilience Programme through the Pacific NDC Hub project and shall work closely with the Secretary of CCNR and Secretary of CIE for Nauru.

Reports and documentation will be shared in a timely manner with the SPREP Climate Change Resilience (CCR) Director, the Nauruan Secretary of CCNR and Secretary of CIE as well as the SPREP Registry.

**Duty Station:**

Nauru-based consultants or International consultants but should include a local counterpart based in Nauru as part of the team.

**Deliverables/Timeline**

All deliverables must be completed within the number of weeks set out in the table below within six months (6) from the effective date (signing) of the contract.

No.	Deliverables	Estimated Duration to Complete	Review Required	Approval(s) Required
1	Output 1: Inception Report	3 weeks	Nauru Secretary for Climate Change and National Resilience (CCNR) and/or Nauru Secretary	Nauru Secretary for CCNR and/or Nauru Secretary for CIE

			for Commerce, Industry and Environment (CIE)  NDC Hub Technical Adviser	
2	Output 2: Feasibility Study	12 weeks	Nauru Secretary for CCNR and/or Nauru Secretary for CIE  NDC Hub Technical Adviser	Nauru Secretary for CCNR and/or Nauru Secretary for CIE
3	Output 3: a) Design b) Tender Documents c) Selection Criteria	7 weeks	Nauru Secretary for CCNR and/or Nauru Secretary for CIE  NDC Hub Technical Adviser	Nauru Secretary for CCNR and/or Nauru Secretary for CIE
4	Output 4: Final Project Report	2 weeks	Nauru Secretary for CCNR and/or Nauru Secretary for CIE  NDC Hub Technical Adviser	Nauru Secretary for CCNR and/or Nauru Secretary for CIE
	<b>Total</b>	<b>24 weeks (6 months)</b>		

### CV(s) and Qualifications

The consultant (or if a consultancy firm, at least one of the team) is expected to have the following qualifications:

- Minimum qualification of a Master's degree (or Bachelors with minimum 10 years of experience) in the fields of Construction and Building, Architecture, Structural Engineering, Civil Engineering, Environmental Engineering or any other related field.

### Experience

The consultant is expected to have the following experience or in similar assignments:

- Minimum of 8 years' experience in the construction and building sector with construction of buildings particularly on-site sanitation systems (septic system) and wastewater management for households in Nauru or other similar Pacific countries. Experience in incorporating water-saving measures and more environmentally friendly factors into the design of a house particularly the sanitation compartment (lavatory) of buildings in Nauru or other similar Pacific countries.
- Good understanding of waste, waste treatment and other waste-related issues in Nauru or other similar Pacific countries. Experience with assisting national planning and long-term strategies to address issues such as wastewater, waste treatment, etc.



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- Familiarity, knowledge and experience with architecture, housing and infrastructure sector in Nauru or any other similar country in the Pacific region. At least 3 recommendations on what is to be prioritised in the Building and Construction Sector in order to protect the water supply system.

### **Methodology**

The consultant is expected to provide the following as part of their technical proposal/methodology:

- Step-by-step approach on how deliverables are to be achieved.
- Timeline including the activities and when they shall be completed including any anticipated mission travel to Nauru (if based overseas).
- Workplan to include total number of person-days and appropriate allocation of person-days with respect to each task / activity.
- Clear presentation of potential difficulties in carrying out this assignment and possible solutions to counter perceived obstacles should they be encountered.

### **Reporting Relationships**

The consultant will report primarily to the SPREP CCR Director through the Pacific NDC Hub Technical Adviser based at SPREP.

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 Inclusion.