



# REQUEST FOR TENDERS

RFT: 2021/PWP-113-CON  
File: AP\_6/5/8/4  
Date: 22 July, 2021  
To: Interested consultants  
From: PacWastePlus Finance and Procurement Officer

**Subject: Request for tenders: Gender Equality, Disability and Social Inclusion (GEDSI) considerations in the development of Sustainable Financing for Waste Management in the Pacific and Timor-Leste**

## 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 would like to call for tenders from qualified consultants who have extensive knowledge and skills in gender equality, disability and social inclusion in public policy to undertake an assessment of typical sustainable financing systems.
- 2.2. The successful applicant will need to provide the details of works required as referred to in the attached Terms of Reference within a period of 10 weeks from the date of contract signing, duration of contract may be negotiable provided the applicant can adequately justify in their proposal the need for a longer duration.
- 2.3. The Terms of Reference and the specific statement of work for this engagement are set out in Annex A.
- 2.4. 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-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-of-conduct.pdf)

## 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:



- i. Complete the tender application form provided – noting you are required to complete all areas in full, particularly the statements to demonstrate you meet the selection criteria. Failure to do so may result in your application NOT being considered.
- ii. Submissions must include a TECHNICAL PROPOSAL that include a detailed workplan, methodology, schedule of activities and other items as deemed necessary by the applicant.
- iii. Submissions must include a FINANCIAL PROPOSAL that has an annotated budget listing for each task
- iv. Submissions must include a Curriculum Vitae for each member of the proposed team, demonstrating relevant experience, skills, and qualifications to carry out the required statement of works.
- v. Provide examples of past relevant work outputs
- vi. Sign the Conflict-of-Interest Form provided.

#### 4. Submission guidelines

- 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. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. 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 [www.procurement@sprep.org](mailto:www.procurement@sprep.org) before 02 August 2021. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 05 August 2021.

#### 6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tenderer satisfies the following criteria:
  - (A) Experience
    - Demonstrated experience in conducting research (focus on both company, and officers to deliver the works) – please provide examples and link to work/reports **15%**
    - Demonstrated experience in GEDSI issues as they relate to public policy and environmental management. Experience or working knowledge in the countries described in the TOR is preferable **30%**
  - (B) Proposed project Methodology
    - Detailing activities to be conducted over the term of the engagement, with specific mention of:
      - Research plan (methodology) and scope of investigation to provide necessary guidance to the region **35%**



(C) Demonstration of value for money

- Based on value for money considering (but not limited to) cost, experience of staff, hours invested, product scope and depth etc. **20%**

**7. Deadline**

- 7.1. **The due date for submission of the tender is: 13<sup>th</sup> August 2021**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: Gender Equality, Disability and Social Inclusion (GEDSI) considerations in the development of Sustainable Financing for Waste Management in the Pacific & Timor-Leste to one of the following methods:

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.

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>

## TERMS OF REFERENCE

### Gender Equality, Disability and Social Inclusion (GEDSI) considerations in the development of Sustainable Financing for Waste Management in the Pacific & Timor-Leste

#### 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, and Vanuatu.

PacWastePlus seeks to undertake an initial review of the likely impacts that introducing sustainable financing systems for waste management (e.g. waste levies, container deposit systems, buy back schemes, extended producer responsibility, etc.) may have on regulated communities in Pacific Island Countries, with particular consideration to be given to gender equality, disability, and social inclusion (GEDSI) issues.

#### 2. ACTIVITY BACKGROUND

Five countries in the Pacific are utilising a sustainable financing system for waste management:

- Palau – Beverage Container Deposit Fee
- RMI - Container Deposit Act
- Kiribati – Special Fund Waste Material Recover Regulations
- FSM (three states)– Container Deposit Legislation
- Tuvalu – Waste Levy

Approximately eight additional countries in the region are commencing the initial stages of design for the introduction of their own sustainable financing system to suit their own context.

PacWastePlus seeks to assist these eight governments to design their sustainable financing for waste management systems without creating, reinforcing, or exacerbating any inequities or discrimination in the community, thereby ensuring they provide the desired environmental and waste management outcome alongside strengthened community outcomes.

### **3. SCOPE OF WORK**

PacWastePlus is seeking a consultant that has extensive knowledge and skills in GEDSI in public policy to undertake an assessment of typical sustainable financing systems.

Through this study, PacWastePlus seeks to:

1. Undertake a desktop review of existing sustainable financing systems, and government and community structures, in the Pacific and Timor-Leste to identify the various ways in which introducing sustainable financing systems for waste management may both positively and negatively impact different sections of the community, with consideration to be given to GEDSI issues.
2. Undertake a desktop review of existing sustainable financing systems from around the world to identify best practice examples / minimum standards for operation of sustainable financing systems – e.g., design of depots, location and operating hours of buy-back depots.
3. Provide a practical 'pathway to inclusion' toolkit to guide governments, using real-world mechanisms, on how to consider and incorporate the identified GEDSI factors during system design, consultation, legislative drafting and adoption, and monitoring and evaluation to avoid adversely or disproportionately impacting specific groups in the community.

Phase	Description	Documentation SPREP will provide	Consultant 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>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 at minimum, to answer the following questions (noting the research plan should identify all issues to be addressed through the work):</p> <ul style="list-style-type: none"> <li>• What are the potential GEDSI issues that should be considered during the design and implementation of a new waste management sustainable financing scheme? These issues may include (but are not limited to): <ul style="list-style-type: none"> <li>○ Level of fee / levy / deposit that may disadvantage lower income families.</li> <li>○ Location and operating hours of potential buy-back depots disadvantaging those without transport or flexibility, disadvantaging those in outer islands or communities.</li> <li>○ Layout and design of buy-back depots disadvantaging those needing extra physical consideration/assistance.</li> <li>○ Marketing and communications not being inclusive for all (i.e., adverts in newspaper / TV not available to those who do not buy paper / without TV's, adverts only in select languages)</li> </ul> </li> <li>• At what points of the development, design, implementation, and review phases is stakeholder engagement recommended and what methods, questions and strategies could governments employ</li> </ul>	Nil	<p><b>Inception meeting</b> 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>Research Plan</b> Detailed research plan (Comprehensive plan on how research will be undertaken, information sources, and time frame to implement). The report should provide a detailed workplan of activities (including a timeline) and clearly identify any tasks or responsibilities of SPREP and/or country stakeholders necessary to ensure project success.</p> <p><b>Draft Report Structure</b> Draft report structure is to be presented along with the research and implementation 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	Consultant Output
	<p>to adequately gather information on potential GESDI issues to ensure potential GESDI impacts are identified and addressed – i.e., to understand capacity and ability of the community to pay</p> <ul style="list-style-type: none"> <li>• What mechanisms should governments include in system design (taking into account both facility design and legislative/policy drafting) to ensure potential GESDI issues are mitigated, thereby minimising inequity or discrimination on regulated communities.</li> <li>• What strategies can governments utilise during system operation – i.e., through data collection / M&amp;E to ensure GESDI impacts are identified and addressed.</li> <li>• What best practice examples are employed by other sustainable financing systems from around the world to consider GESDI factors</li> </ul>		
<b>Research</b>	Undertake the research and report development as per the approved research plan.	Nil	<p><b>Draft report</b> Develop a research report that details the findings from the research phase of work. The report should provide a clear premise of potential GESDI implications associated with the implementation of a waste management sustainable financing scheme, best practice examples / minimum standards from around the world, and advice for governments on how to ensure the GESDI implications can be identified and addressed.</p>
<b>Final Report &amp; “pathway for inclusion” toolkit</b>	Following feedback from the SPREP review team, the report and “pathway for inclusion” toolkit (checklist / guidance document) should be finalised. The “pathway for inclusion” toolkit is intended to compliment more detailed report, and will form a practical	Nil	<p><b>Final report</b> Final report addressing any comments provided from the review activity. <b>Draft ‘Pathway for Inclusion’ GESDI Toolkit for Sustainable Financing</b></p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>user friendly guide for governments to utilise during the design, consultation, implementation and monitoring phases of a waste management sustainable financing scheme to ensure key GESDI implications are identified and addressed</p>		<p><b>Systems in the Pacific Publication Booklet</b>  Provide text and images for a practical user friendly “pathway for inclusion” toolkit. Structure should be presented for comment.  Note: design work will be completed by SPREP</p> <p><b>Final “Pathway for Inclusion” GESDI Toolkit for Sustainable Financing Systems in the Pacific</b>  Final toolkit document addressing any comments provided from the review activity.</p>



### **Institutional Arrangement**

It is expected this activity will be undertaken remotely, and there will be no travel involved. If needed, introductions to representatives of Pacific Island countries can be made.

### **Consultant Responsibilities**

The consultant will be responsible for scheduling meetings with country representatives and SPREP, taking minutes, and distributing these for comment prior to finalising.

### **3.2 Schedule of Work**

The activities are to be completed no later than **10 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

Phase	Activity	Timeline
	<i>Contract Signing and Execution</i>	
Inception	Inception Meeting Research Plan Draft report structure	Two weeks from date of Contract Execution
Research	Draft report	No later than 6 weeks from date of Contract Execution
Completion	Final report Draft toolkit / guidance document Final toolkit / guidance document	No later than 9-10 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.

SPREP reserves the right to withdraw this tender at any time, SPREP 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.

## **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](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf)