

REQUEST FOR TENDERS

File: AP_6/5/8/4
Date: 29 November, 2019
To: Interested consultants
From: Sela Soakai-Simamao, PacWastePlus Finance & Procurement Officer

Subject: Request for tenders: Situational Analysis of Human Rights Issues in the Waste Management Sector for the PacWaste Plus Programme

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. 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 situational analysis of the human rights issues in the Waste management sector of the 15 countries for the PacWaste Plus Programme.
- 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 at least 3 references as part of the tender application.
 - 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)

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.
- 4.2. Tender documentation should outline the interested consultant's complete proposal:
 - Personnel (individual CV's which highlight relevant qualification and experience)
 - Technical Proposal (details to achieve tasks outlined in Annex A)
 - Financial Proposal (include timeframe and costs, proposal to remain valid for 90 days and quoted in USD)
- 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 Siniva Tuuau-Enosa on sinivat@sprep.org and copy selas@sprep.org before 16th December 2019. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 19th December 2019.

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 tenderer satisfies the following criteria:
- (a) Has a minimum of 5 years' experience in conducting human rights-based assessments, including addressing issues of gender equality, youth needs, disability equality and cultural sensitivity (CV's of each member of project team to be provided)
 - (b) Demonstrated experience in survey design and delivery of the subject matter, and its relevance for the Pacific region.
 - (c) Demonstrated experience in online survey methodology and experience in techniques to encourage survey responses to be submitted
 - (d) Detailed methodology for how the project is proposed to be delivered (including timeframe and team responsibilities)
 - (e) Detailed financial proposal in USD.

7. Deadline

- 7.1. **The due date for submission of the tender is: 27 December 2019.**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'TENDER: Situational Analysis of Human Rights Issues in the Waste Management Sector for the PacWaste Plus Programme' to one of the following methods:

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA

Email: tenders@sprep.org

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>

Annex A

TERMS OF REFERENCE

Situational Analysis of Human Rights Issues in the Waste Management Sector For The PacWaste Plus Programme

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 PacWaste Plus 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.

PacWaste Plus 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).

The PacWastePlus programme seeks to gain a comprehensive understanding of how issues of human rights, equality and cultural awareness (including traditional knowledge) are currently being considered and incorporated into waste and environmental programme management. The outcome of the analysis is then to provide guidance on how human rights issues can be strengthened through the activities implemented by the PacWaste Plus Programme.

Human Rights (gender, age, disability, cultural sensitivity) issues will focus on the different members of the community including men, women, youth, the less abled (disabled), vulnerable and marginalized and cultural groups.

Countries participating in the PacWaste Plus project are:

Cook Islands	Nauru	Solomon Islands
Democratic Republic of	Niue	Tonga
Timor-Leste	Palau	Tuvalu
Federated States of	Papua New Guinea	Vanuatu
Micronesia	Republic of the Marshall	
Fiji	Islands	
Kiribati	Samoa	

2. PROJECT OBJECTIVES

The objectives of this activity are to:

1. Identify and understand the current human rights actions and management in each country.
2. Identify and understand how the PacWastePlus programme countries currently integrate a human rights-based approach into waste and environmental management projects.
3. Identify opportunities to strengthen the way each country manages the inclusion of a human rights-based approach to program design and implementation. This is with specific consideration to the 8 PacWastePlus target waste streams, as well as understanding of issues around human rights in waste management in general.
4. Assess how cultural sensitivities and traditional knowledge (or traditional laws) may strengthen waste management activities and community engagement as they can be utilised on a waste management activity.

3. PROJECT SCOPE

The assessment should seek to identify the roles and responsibilities of the various members of the community and practices in waste management in the 15 project countries, across the target project waste streams.

Considerations should be made for the following questions (this is not an exhaustive list, and it is expected the successful tenderer will provide a more detailed methodology suitable to provide the desired outcomes of the engagement):

1. What are the current waste management (formal and informal) practices taking place in each project country?
2. What are the waste management needs (practical, social, cultural, environmental and/or livelihood) and constraints for different members of the community in accessing and utilising waste management across the priority waste streams? This may include information, services, employment infrastructure and legislation.
3. To what extent are these waste management needs currently being addressed in each country? If countries are not already addressing human rights issues, why not?
4. Do the different members of the community receive equal access to waste management information and waste management services? What are the challenges faced by the community in accessing waste management information and services?
5. Is there meaningful representation of the different members of community at the decision-making level? If yes, how? If not, why not?
6. Are there opportunities for the different members of the community (particularly women, youth and the less abled) to take up leadership positions and employment opportunities in Pacific waste management? If not, what are the constraints preventing this from happening? What are capacity building needs required to enable the different members of the community to take on these roles?
 - What channels are available for community members to voice concerns?
 - Is information available in the local language?
 - Does capacity building go beyond the immediate technical confines of the project to consider a broader spectrum of empowerment.

- Does the project link or can link to existing frameworks on human rights in country?
7. What are the cultural and traditional knowledge systems present in each country? What opportunity do these provide to progress effective waste management outcomes and behavior change? What ability is there to utilise cultural and traditional knowledge practices to make waste management issues more accessible to all members of the community?

3.1 Project Delivery

The required project activities are expected to include the following stages:

Stage 1: Literature Review

A literature review of human rights issues specific to waste management in each country should be undertaken. The review should be limited to waste and waste management (formal and informal) and involve: available background data including sex dis-aggregated demographic information and social, economic indicators of the countries, gender and rights issues related to the environment and waste sectors in target country areas, review of EU and PacWaste Plus programme related documents that promote a gender sensitive and rights based approach.

Deliverable

Literature review report.

Stage 2: Human Rights Based Approach Survey Development

Utilise the outcomes and learnings of the literature review to design an online survey to capture and collate responses from key focal points, ministries, government agencies, industry groups and community leaders in each country to gain a working knowledge of the issues and opportunities for the use of a human rights based approach to waste management project – design and implementation.

Deliverable

Approved online survey

Stage 3: Human Rights Based Approach Survey Deployment

The successful tenderer will work with the PWP team to identify key survey respondents in each participating country, manage the distribution and collation of survey results of appropriate number to provide meaningful input into PWP programme activities. The expectation of the successful tenderer is they are to maintain an active role in ensuring that identified respondents complete the survey and results are collected. Details of the methodology to undertake this activity should be included in the tender response.

Deliverable

Completed surveys collected for minimum number per country.

Stage 4: Analysis of Survey Responses & Reports Development.

Analysis and assessment of the survey responses shall be undertaken, and a series of reports are to be developed. A short report of key findings, issues and opportunities for each country (for each waste stream) shall be developed. An overall regional report of issues and opportunities shall be developed.

The intent of the country reports is to provide feedback to countries on issues they should seek to address (or capitalize on) when designing in-country projects for investment by the PacWaste Plus Programme through country concepts.

The regional report should be designed to provide guidance to the PacWaste Plus Programme Management Unit on how the overall programme should include human rights-based approach, and how to assist countries to implement the actions recommended.

Deliverable

15 country reports

1 regional report

3.2 Project Schedule

The activities are to be completed no later than **1 May 2020** with a preference for the activities to be completed much earlier.

Expected project activity is detailed in Table 2, it is expected that tender responses will detail how and when each of these steps will be delivered.

Table 2: Project Schedule

Activity
<i>Notification of Successful Consultant & Contract Signing</i>
1. Literature Review
2. Submission of Literature Review Report
3. Development and of Human Rights Based Approach Survey
4. Deployment of Human Rights Based Approach Survey
5. Analysis of Survey Responses and Report Development
6. Submission of Country and Regional Reports

3.3 Budget

Submissions are required to itemise all financial elements of their proposal (there is no expectation of travel for this activity), including, but not limited to, the following:

- Salary costs (hourly rate and proposed hours for each team member, allocated to role)
- All applicable taxes
- Proposed Payment Schedule (please note an initial payment on contract signing cannot exceed 30% of the contract value).

Please note: Submissions that exceed USD 50,000 will not be considered.

4. Other Information

The successful consultant will be provided with any appropriate documents identified and saved by the PacWastePlus project team as part of the preparation for the activity. It is hoped this will assist with reducing the burden of the initial literature review.