



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

## REQUEST FOR TENDERS

RFT: 2022/038  
File: AP\_6/15  
Date: 24 June, 2022  
To: Interested consultants  
From: Julie PILLET, Technical Waste Project Coordinator, SWAP

**Subject: Request for tenders (RFT): Scoping study for landfill rehabilitation and/or climate proofing in Solomon Islands and Vanuatu.**

### 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. This tender is developed under the *Committing to Sustainable Waste Actions in the Pacific* (SWAP) Project funded by the Agence Française de Développement (AFD). The 3 million Euro SWAP Project aims to improve sanitation, environmental, social, and economic conditions in Pacific island countries and territories through proper waste management.
- 1.4. 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 provide technical assistance to undertake an assessment of the most favourable option for landfill rehabilitation and/or climate proofing, given the ongoing activities of other in-country existing projects and within the allocated budget.
- 2.3. The Terms of Reference of the consultancy 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/spreporganisational-](https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisational-)

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 [sprep@sprep.org](mailto:sprep@sprep.org) [www.sprep.org](http://www.sprep.org)

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.

[values-code-of-conduct.pdf](#). Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.

2.5. SPREP Standard Contract Terms and Conditions are non-negotiable.

**Note to tenderers:**

As an in-country consultant is expected in each of the two (2) countries involved in this consultation, each bidder is given the option of tendering for all 2 countries or can select one country. Preference will, however, be given to whoever can tender for all for ease of implementation.

**3. Conditions: information for applicants**

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

- i. Must identify as part of the proposal an in-country consultant for each of the countries tenderers are bidding for.
- ii. 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.*
- iii. Submit a **Technical Proposal** that includes a detailed workplan, methodology and schedule of activities.
- iv. Complete the **Financial Proposal form** which should outline the schedule of priced tasks in accordance with tasks outlined under the Terms of Reference's **DELIVERABLES - TIMELINE** section.
- v. Provide three referees relevant to this tender submission, including the most recent work completed.
- 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, comprising:
  - 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) **Technical Proposal** that includes a detailed workplan, methodology and schedule of activities.
  - c) **Financial Proposal** - Complete the **Financial Proposal form** which should outline the schedule of priced tasks in accordance with tasks outlined under the Terms of Reference's *DELIVERABLES - TIMELINE* section.
  - d) **Curriculum Vitae** for each member of the proposed team. Demonstrating relevant experience, skills and qualifications to carry out the required activities.
  - e) **Honour form.**
- 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. Tender submission must be in United State Dollars (USD).
- 4.8. The Proposal must remain valid for 90 days from date of submission.
- 4.9. 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 06 July 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 08 July 2022.

- 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 tendered 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 – 70%

Criteria	Detail	Weighting
<b>Experience</b>	i. Demonstrated experience in conducting feasibility studies and/or scoping studies of waste management or landfill rehabilitation, with particular preference given to the Pacific experience.	25%
	ii. Examples provided of past work relevant to this project, in terms of waste management projects or related programs.	10%
<b>Technical Proposal / Methodology</b>	iii. Detailing activities to be conducted over the term of the engagement, including detail on methodology, activities workplan, timeline, team members.	35%

### II. Financial Score – 30%

A detailed budget is to be provided by the bidder(s) for each of the activities to be carried out.

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 Quotation

- 7.1 a. SPREP may amend, suspend or terminate the RFQ process at any time.
- b. In the event that SPREP amends the RFQ 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 RFQ documentation and addendum for the RFQ 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 RFQ 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: 22 July 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 2022/038: **Scoping study for landfill rehabilitation and/or climate proofing in Solomon Islands and Vanuatu**

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.





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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 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**

### **Scoping study for landfill rehabilitation and/or climate proofing in Solomon Islands and Vanuatu**

#### **1. BACKGROUND**

##### **About the SWAP Project**

Pacific Island Countries and Territories (PICTs) offer some of the richest areas of biodiversity on the planet. These areas, and their island communities, are under increasing pressure from development and growing human population, and the social and economic pressures associated with this growth.

Increased populations and urbanisation have led to increased product importation, production, and waste generation. Much of the waste generated through these imported products cannot economically be managed due to issues of small and isolated populations; economic volatility; geographical isolation from large economies; limited institutional, financial and human capacity; and inadequacy of infrastructure to capture and process waste materials. Poor waste management poses risks to the economies of PICTs, as most rely heavily on clean environments for agricultural activities and a vibrant tourism industry, therefore polluted and degraded environments pose a significant threat to PICTs.

The Project funded by the Agence française de Développement (AFD), referred to hereafter as “Committing to Sustainable Waste Actions in the Pacific (SWAP)”, aims to improve sanitation, environmental, social, and economic conditions in Pacific Island countries and territories through proper waste management. To achieve this, the project will focus on three streams of wastes: used oil, marine debris, disaster wastes and an overarching issue on sustainable financing mechanisms. Eight countries and territories will benefit from this project which include Fiji, French Polynesia, New Caledonia, Samoa, Solomon Islands, Tonga, Vanuatu, and Wallis and Futuna.

The objective of this project is to strengthen communities and local authorities’ capacity in the areas of technical waste management, institutional governance, and finance through several activities:

- a) The development and delivery of a regional vocational training program in collaboration with regional partners;
- b) The implementation of pilot projects; and
- c) The development and delivery of tools for a sharing of good practices through a Community of Practice for PICTs including French OCTs, these include the delivery of workshops.

## **Country Presentation**

*Table 1: Presentation of in-country waste management services*

<b><u>Solomon Islands</u></b>	<p>Made up of 347 inhabited islands, 997 in total, the Solomon Islands is located in the Melanesia region of the South Pacific. The Solomon Islands experiences an internal migration from rural to urban areas. Increasing urbanisation puts pressure on the environment, resulting in a range of challenges including supply of potable water, sanitation, waste management services, and infrastructure.</p> <p>Waste management is a challenge for the Solomon Islands, primarily due to the geographic dispersal of the population. Waste collection services are currently limited to accessible areas within Honiara and in a few provincial centres. Urban area waste collection services less than 45% of household waste generated. In the Solomon Islands, only Honiara City and Gizo town have regular waste collection services for the generated solid waste with officially designated waste disposal sites available which received some rehabilitation works in the past.</p> <p>In rural areas, rubbish collection services are limited or ad hoc with no official designated waste disposal sites. As a result, all waste generated in rural areas is managed through burning, burying, and dumping - either on land or in nearby waterways.</p>
<b><u>Vanuatu</u></b>	<p>Vanuatu is an island group located in the Melanesia region in the South Pacific, comprising of 65 inhabited islands (83 in total) over six provinces. Increasing urbanisation, from people in the provinces migrating into the urban centres, creates challenges around potable water, sanitation, land tenure, land clearing, waste generation and infrastructure.</p> <p>Waste management is a challenge for Vanuatu, primarily due to the geographic dispersal of the population. Currently, the existing system for waste collection is still limited to within municipalities and provincial centres. There is large variability in the volumes of waste in Vanuatu. Urban areas have access to waste collection services. Only Port Vila and Luganville Municipalities have organized waste management services with available waste landfill sites.</p> <p>The other provinces have limited to no organized waste collection and disposal services. Rural areas including remote islands do not have any waste management services and rubbish collection services are poor, ad-hoc or completely absent. As a result, all waste generated in rural areas is disposed of through burning, burying, and dumping - either on land or in nearby waterways.</p>

## **2. EXPECTED OUTCOMES**

The main purpose of this scoping study is to select landfills to be rehabilitated and/or climate proofed in Solomon Islands and Vanuatu, including the definition of specific activities (i.e. as upgrading of access roads, construction of gas venting pipes, laying of leachate collection pipes in the waste cells, construction / maintenance of waste water treatment facility, construction of waste segregation platforms, installation of a weighbridge, fencing of landfill site, construction of a site office, etc.); to be



carried out given the ongoing activities of other in-country existing or upcoming projects (PacWaste Plus, J-PRISM II, ISLANDS, World Bank, others) and within the allocated budget.

Note: the budget allocated for landfill rehabilitation is up to USD 110,000 per country.

### 3. SCOPE OF WORK

SPREP is seeking an appropriately qualified consultant (or team of consultants) to work with the Government of Solomon Islands and Vanuatu to conduct a Scoping study for landfill rehabilitation and/or climate proofing in Solomon Islands and Vanuatu.

The consultant (or consultancy firm) shall deliver the services through the following staged process. The following elements apply to the 2 countries concerned by the current assignment.

#### **Note to tenderers:**

As an in-country consultant is expected in each of the two (2) countries involved in this consultation, each bidder is given the option of tendering for all 2 countries or can select one country. Preference will, however, be given to whoever can tender for all for ease of implementation.

*Table 2: Scope of work*

Task	Description – For each country	Consultant Output
1. <b><u>Kick-off meeting</u></b>	1. Lead an inception meeting with the SWAP Project Management Unit 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.	<b><u>Kick-off meeting report</u></b>  Minutes of the kick-off meeting with confirmation of activities, and scope of work to be developed and agreed by the SWAP PMU prior to commencement of any activities.
2. <b><u>Inception phase</u></b>	1. Host an initial meeting with key government stakeholders to gain confirmation on the desired outcome, learn about ongoing and upcoming projects related to landfill rehabilitation and climate proofing, and identify key national contacts to be included in consultation activities.  2. Undertake a detailed desktop review of existing and ongoing projects at the national level related to landfill rehabilitation and climate proofing. The desktop review shall identify the gaps in terms of ongoing or planned activities in the country for landfill rehabilitation or climate proofing, and that could be carried out as part of the SWAP project.	<b><u>Initial Government Meeting</u></b>  Minutes of the government meeting with confirmation of scope of work to be developed and agreed by meeting participants prior to commencement of any activities.  <b><u>Inception Report</u></b>  An inception report is required to be developed that provides the findings of the various desktop research elements, and the outcome and findings from the consultation phase and visits. The report shall articulate the Government



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Task	Description – For each country	Consultant Output
	3. Conduct a consultation phase with National stakeholders (government, landfill managers, etc.) to confirm national needs and expectations.  4. Visit government landfills to assess potential needs on the ground.	priorities and any additional priorities identified by other key stakeholders.  The report should also provide a detailed workplan of activities (including a timeline) and clearly identify any tasks or responsibilities of the government necessary to ensure project success.
3. <b><u>Draft feasibility study</u></b>	Develop a feasibility study to select landfills to be rehabilitated and/or climate proofed, including the definition of specific activities.  The feasibility study should include, but not limited to the following: <ul style="list-style-type: none"> <li>a. summary of the ongoing and upcoming activities in terms of landfill rehabilitation and/or climate proofing;</li> <li>b. technical assessments of existing and upcoming activities;</li> <li>c. technical assessments of landfills;</li> <li>d. analysis of options for landfill rehabilitation and/or climate proofing activities to be carried out under the SWAP project with the allocated budget;</li> <li>e. identification and specification, with costs, of equipment and works required;</li> <li>f. workplan and timeline;</li> <li>g. assessment of capacity building needed and requirements for key organisations inclusive of foreseeable costs.</li> </ul>	<b><u>Draft feasibility study</u></b>  The consultant(s) shall develop a feasibility study based on all the information gathered and data obtained through the desktop review, consultations, interviews, and investigations.  <b><u>Feasibility study Presentation</u></b>  The consultant shall host a follow-up stakeholder workshop to present the feasibility study via a MS PowerPoint presentation (virtually if based overseas) to the government officials and key stakeholders.
4. <b><u>Final feasibility study</u></b>	The consultant shall incorporate all the comments received from the Government as well as those from all other key stakeholders.	<b><u>Final report</u></b>

#### 4. INSTITUTIONAL ARRANGEMENT

The consultant(s) will be under the supervision of the Committing to Sustainable Waste Actions in the Pacific (SWAP) Project Management Unit, and will work closely with the country representatives as mentioned below in paragraph 6.

Reports and documentation will be shared with the Technical Waste Project Coordinator, ongoing SPREP project managers involved in this thematic area, and the country representatives as mentioned below in paragraph 6, in a timely manner.



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## 5. DELIVERABLES - TIMELINE

The activities are to be completed no later than **11 weeks from Agreement signing date** of the contract with a preference for the activities to be completed much earlier.

Expected project activity is detailed in Table 3, it is expected that tenderers will detail how and when each of these steps will be delivered.

*Table 3: Project Schedule*

Phase	Deliverables / Task	Timeline
Execution Contract Signing		
<b><u>Kick-off meeting</u></b>	1. Kick-off Meeting Minutes	1 week from date of Execution Contract Signing
<b><u>Inception phase</u></b>	2. Initial Government Meeting	Within 4 weeks following the kick-off meeting
	3. Inception report	
<b><u>Draft feasibility study</u></b>	4. Draft feasibility study	Within 4 weeks upon approval of the inception report
	5. Feasibility study presentation	
<b><u>Final feasibility study</u></b>	6. Final feasibility study	Within 2 weeks following the feasibility study presentation
	<b><u>TOTAL</u></b>	<b><u>11 weeks</u></b>

## 6. REPORTING RELATIONSHIPS

The consultant will report primarily to:

*Table 3: Reporting relationships*

<b><u>SPREP/SWAP</u></b>	Julie Pillet, Technical Waste Project Coordinator, SWAP
<b><u>Solomon Islands</u></b>	Ministry of Environment, Climate Change, Disaster Management and Meteorology
<b><u>Vanuatu</u></b>	Department of Environment Protection & Conservation

## 7. SCHEDULE OF PAYMENTS

Payment for the service will be phased according to the table provided in the Financial Proposal form.