REQUEST FOR TENDERS

RFT: 2022/045
File: AP_6/15
Date: 4 July, 2022
To: Interested consultants
From: Julie PILLET, Technical Waste Project Coordinator, SWAP

Subject: Request for tenders (RFT): Marine Litter Training for associations involved in the SWAP pilot project implementation in Fiji, Samoa, Solomon Islands, Tonga 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 island 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.

2. Specifications: statement of requirement

2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can design, develop and deliver a training on how to conduct a safe clean-up, including a statistically sound waste survey and audit, and how to use an online application for Marine Litter data sharing. This training is for associations that will be involved in the implementation of Marine Litter Management Pilot Projects in Fiji, Samoa, Solomon Islands, Tonga and Vanuatu.

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-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.

3. Conditions: information for applicants

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

i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;

ii. Provide three referees relevant to this tender submission, including the most recent work completed;

iii. Provide examples of past related work outputs;

iv. 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 proposals you may attach these separately; and

v. Submit a Technical Proposal that includes a detailed workplan, methodology and schedule of activities.

vi. Complete the Financial Proposal form which should outline the schedule of priced tasks in accordance with tasks outlined under the Terms of Reference’s SCOPE OF WORK section.

vii. 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 SCOPE OF WORK 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 before 13 July 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 15 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 – 80%

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Detail</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience</td>
<td>i. Demonstrated experience in designing, developing and delivering training on Marine Litter Management, including data collection and sharing, with particular preference given to Pacific experience.</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>ii. Examples provided of past work relevant to this activity, in terms of Marine Litter Management projects.</td>
<td>15%</td>
</tr>
<tr>
<td>Technical Proposal / Methodology</td>
<td>iii. Detailing activities to be conducted over the term of the engagement, including detail on methodology, activities workplan, timeline, team members.</td>
<td>40%</td>
</tr>
</tbody>
</table>
II. Financial Score – 20%

Complete the Financial Proposal form which should outline the schedule of priced tasks in accordance with tasks outlined under the Terms of Reference’s SCOPE OF WORK section.

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 2022/045: Marine Litter Training for associations involved in the SWAP pilot project implementation in Fiji, Samoa, Solomon Islands, Tonga and Vanuatu

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

Email: 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 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

Marine Litter Training for Associations involved in the SWAP pilot project implementation in Fiji, Samoa, Solomon Islands, Tonga 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.

About the Pilot Projects

The Marine Litter Management Pilot Projects implemented under the SWAP in Fiji, Samoa, Solomon Islands, Tonga and Vanuatu are similar and based on the same principles:

- Involvement of 3-4 local communities;
- Carrying out 3-4 clean-up activities over a period of 6 months in a specific area: the objective is to monitor the evolution of the Marine Litter pollution in the dedicated area throughout the pilot project duration;
- Conducting a statistically sound waste survey and audit during each clean-up activity;
• Sharing the data through an online application as part of a regional network on Marine Litter issue;
• Producing of awareness materials to inform and educate on the issue of Marine Litter.

The delivery of training will be provided in two stages:
• Stage 1: online training in October before the associations/communities begin pilot project implementation;
• Stage 2: in-country training in January/February as a refresher course based on the Train-the-Trainer principle.
Note: The costs for the flights, accommodation and per diems do not need to be included in the financial offer. These costs will be covered by SWAP independently of this assignment.

2. EXPECTED OUTCOMES

The main purpose of this training is to enable the communities and associations involved in the implementation of the Marine Litter Pilot Projects under the SWAP to be aware of on how to conduct safe clean-ups, including a statistically sound waste survey and audit, and how to use an online application for Marine Litter data sharing. As such, the consultant will provide support to associations and communities to populate data into the application as needed.

3. SCOPE OF WORK

SPREP is seeking a qualified and experienced consultant to design, develop and deliver a training on how to conduct a safe clean-up, including a statistically sound waste survey and audit, and how to use an online application for Marine Litter data sharing. This training is for associations and communities that will be involved in the implementation of Marine Litter Management Pilot Projects in Fiji, Samoa, Solomon Islands, Tonga and Vanuatu under the SWAP.

Table 1: Scope of work

<table>
<thead>
<tr>
<th>Task</th>
<th>Description – For each country</th>
<th>Consultant Output</th>
</tr>
</thead>
</table>
| 1. Inception meeting              | 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. | Inception meeting minutes
Minutes of the inception meeting with confirmation of activities, and scope of work. |
| 2. Design and development of the training materials | 1. Design the training materials. |
|                                   | 2. Produce/develop the training materials (videos, etc.) | Training materials
Provision of the training materials |
| 3. Online workshops and support   | 1. Delivery of the online workshop: 1 workshop per country | Workshop minutes
Provision of the recording of the work- |
### Task Description

<table>
<thead>
<tr>
<th>Task</th>
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</tr>
</thead>
<tbody>
<tr>
<td>to associations</td>
<td>2. The consultant will provide support to associations and communities to populate data into the application as needed</td>
<td>shops&lt;br&gt;List of participants</td>
</tr>
<tr>
<td>4. In-country trainings</td>
<td>1. Delivery of the in-country ‘train-the-trainer’ trainings: 1 training per country</td>
<td><strong>Training report</strong>&lt;br&gt;The consultant will provide a training report per country which should also include the list of participants, evaluation of the training, photos, etc.</td>
</tr>
</tbody>
</table>

### 5. DELIVERABLES - TIMELINE

It is expected from the consultant that:

- The five online workshops be conducted in October 2022
- The five in-country trainings be conducted in January and February, and no later than March 2023.

### 6. SCHEDULE OF PAYMENTS

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