

REQUEST FOR TENDERS

File: AP_6/5/8/1
Date: 27 February, 2020
To: Interested consultants
From: Sela S.Simamao, PacWastePlus Finance and Procurement Officer

Subject: Request for tenders: Monitoring and Evaluation System Development for the PacWastePlus 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 update and ensure the relevance of the Project logic framework and Monitoring & Evaluation Plan within the project timeframe.
- 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 supplier 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 supplier'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 Sela Soakai-Simamao on selas@sprep.org and copy tenders@sprep.org before 16 March 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 18 March 2020.

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) Has a minimum of 5 years' experience in the development of project logic framework and monitoring and evaluation plans (CV's for each member of project team to be provided) 15%
 - (b) Demonstrated experience in the development of monitoring and evaluation plans and its relevance for projects implemented in the Pacific region 20%
 - (c) Demonstrated experience and knowledge of best practices deployed in monitoring and evaluation plans 15%
 - (d) Detailed methodology for how the project is proposed be delivered (including timeframe and team responsibilities) 30%
 - (e) Detailed financial proposal. 25%

7. Deadline

- 7.1. **The due date for submission of the tender is: 26 March 2020 (local Samoa time)**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'TENDER: Monitoring and Evaluation System Development for the PacWastePlus Programme' to one of the following methods:

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.

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

Monitoring and Evaluation System Development for the PacWastePlus 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 (the 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).

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, Vanuatu

2. EXPECTED OUTCOMES

The activity seeks to engage a consultant to deliver the following services:

1. Revise and update the Project Logic Framework (log frame) and the Monitoring & Evaluation Plan to guide the PacWastePlus programme implementation and monitoring.
2. Incorporate best practice, gender and social inclusion principles into the Project's Monitoring & Evaluation Plan; and
3. Develop the project's Monitoring & Evaluation Plan and an outline M&E plan for participating countries.

3. SCOPE OF WORK

The PacWastePlus programme has developed the following project management documents:

- Monitoring and Evaluation Plan (basic plan design extracting requirements from the funding agreement), and
- Project Logic framework (as included in the funding agreement).

These documents require updating to ensure they are relevant and specific to the Project outcomes with measurable and achievable targets and the Project progress can be tracked in a cost-effective manner within the Project timeframe. This will provide useful insights and directions to the SPREP Programme Management Unit (PMU) and participating countries.

3.1 Mode of Delivery

The required activities are outlined as follows:

(i) Update Monitoring & Evaluation Plan and Project Logic Framework

Building on the existing PacWastePlus programme project document, the successful consultant will revise and update the monitoring & evaluation plan and logic framework.

Specifically, the consultant is expected to:

- (i) Facilitate a multi-stakeholder consultation meeting to share outcomes and outputs of the PacWastePlus project and collate feedback on aspects of the log frame and M&E plan that needs to be revised;
- (ii) Review the existing Project Logic Framework and assess this against the required (and planned) activities of the PacWastePlus Programme;
- (iii) Consult with the PacWastePlus Programme Management Unit on expected programme activities and provide an outline of the Implementation Plan;
- (iv) Draft the revised Project Logic Framework and the Monitoring & Evaluation Plan for the delivery of the PacWastePlus Programme;
- (v) Submit the revised Project Logic Framework and Monitoring & Evaluation Plan for review and feedback by SPREP PMU;
- (vi) Collate and incorporate feedback into a completed Project Logic Framework and Monitoring & Evaluation Plan; and
- (vii) Develop and submit an outline of the Monitoring & Evaluation Plan that can be communicated to participating countries so they can develop appropriate (and linked) monitoring and evaluation plan required for tracking project interventions each country.

The M&E Plan should be a stand-alone and publication ready that makes sense in its entirety and can be easily understood by non-specialists.

The M&E Plan should at a minimum:

- Contain an overview of what the Project will achieve, and the approach used (understanding that this will likely be the subject of a contract variation to the PacWastePlus Agreement with the donor organisation);
- Identify appropriate performance indicators that provide useful evidence to track progress against the achievement of all project outcomes and the relevant project outputs;
- provide guidance on data collection and analysis requirements, including but not limited to questions, data sources, high-level collection/sampling approaches, responsible party and frequency of measurement;
- Identify key objectives, questions, approaches and requirements for the independent annual, mid-term and end of project evaluations;
- Map requirements and provide detailed guidance for the development of Project's implementation plan to ensure alignment to the log frame;
- Discuss how information generated through M&E should be utilized, also highlighting limitations of the proposed M&E approach and providing advice on the implications; and
- Identify key risks and assumptions associated with delivering the proposed M&E approaches and provide guidance on practical mitigation measures to manage these risks.

The M&E Plan is required to:

- Provide sufficient and timely information for the Projects annual and final reporting requirements, when implemented;
- Be considerate of the complexities of development project implementation in the Pacific, and therefore be practical and adaptive;
- Have an appropriate level of flexibility to respond to unexpected developments; and

- Ensure appropriate level of monitoring to ensure projects delivered over the next 3 years can be modified and to ensure the desired outcomes are achieved, not just note when interventions fail to achieve an outcome.

(ii) Incorporate best practice social inclusion principles into Monitoring & Evaluation Plan

The successful consultant is required to review the PacWastePlus Monitoring & Evaluation plan to identify the social inclusion principles that have been included. The consultant will then determine gaps in appropriate best practice social inclusion principles that should be included. This list of missing principles is to be submitted to SPREP PMU for review and acceptance.

Once SPREP PMU accepts the list of recommended and appropriate best practices to be included in the Monitoring and Evaluation Plan , the consultant amends accordingly.

3.2 Schedule of Work

The activities are to be completed no later than **June 01, 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. Introductory and Planning teleconference between successful consultant and PacWastePlus project management unit
2. Approval of work plan and methodology
3. Multi-stakeholder consultation meeting – Apia
4. Review and amend the log frame and the M&E plan
5. Series of draft submissions to SPREP PMU and addressing all feedbacks
6. Finalise the log frame and the M&E plan
7. Submission of the amended log frame and M&E plan and an outline of the Project Implementation Plan

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)
- Travel costs (the expectation of proposals is to reflect one return travel to Apia, Samoa to facilitate all face-face meeting requirements with the PacWastePlus project management unit)
- All applicable taxes

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

4. Other Information

The successful consultant will be provided with any relevant project documentation including the

- Project Action Document (which includes the Project Logic Framework), and
- Draft Monitoring & Evaluation Plan.