

# REQUEST FOR TENDERS

RFT: PWP-287-CON  
File: AP\_6/5/8/3; AP\_6/5/8/4  
Date: 6 May, 2024  
To: Interested consultants  
From: PWP Finance and Procurement Officer

**Subject: Request for tenders (RFT): Provide Organics Management Training to 14 Pacific Island Countries and Timor-Leste**

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## 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 wishes to call for tenders from qualified and experienced consultants who can offer their services to provide organics management training to 14 Pacific Islands countries and Timor-Leste.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://library.sprep.org/sites/default/files/sprep-organisational-values-code-of-conduct.pdf>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. 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. 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).*  
*Provide examples of past related work outputs*  
*For the Technical and Financial proposals you may attach these separately.*
  - iv. Must meet local registration requirements
- 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:
- 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).*  
*Provide examples of past related work outputs*  
*For the Technical and Financial proposals you may attach these separately.*
  - b) **Honour form**
  - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
  - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
  - e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
  - f) Where relevant provide:
    - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
    - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)

- 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. The Proposal must remain valid for 90 days from date of submission.
- 4.8. 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 24 May 2024. 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 28 May 2024.
- 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 tender 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%

Criteria	Detail	Weighting
Experience	Demonstrated expertise in organics management and the development and implementation of composting systems. Experience from Pacific countries or other SIDS will be viewed favourably.	20%
	Demonstrated expertise in the development and delivery of organics management and composting training courses (focus on both company, and officers to deliver the works).	15%
	Demonstrated expertise communicating topics regarding organics management and composting in a simple way. Experience communicating with participants with English as a second language will be viewed favourably.	5%
Technical Proposal / Methodology	Proposed Project methodology noting schedule, activities, engagement with country representatives etc.	35%
	Risk Plan (with mitigation measures) that will ensure the successful delivery of the project	5%

## II. Financial Score – 20%

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 Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT 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 RFT documentation and addendum for the RFT 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 RFT 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: 4 June 2024, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked '**PWP-287-CON: Provide Organics Management Training to 14 Pacific Island Countries and Timor-Leste**'

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.

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 reject any or all tenders and the lowest or any tender will not necessarily be accepted.

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>

## TERMS OF REFERENCE

### Provide Organics Management Training to 14 Pacific Island Countries and Timor-Leste

#### 1. BACKGROUND

The Secretariat of the Pacific Regional Environment Program (SPREP) is working with the European Union's Delegation to the Pacific, and 14 Pacific Island Countries and Timor-Leste to undertake the PacWastePlus Program (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.

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 program 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 PacWastePlus will focus on targeted priority waste streams which are: hazardous wastes (specifically **asbestos, e-waste and healthcare waste**); and solid wastes (specifically **recyclables, organic waste, disaster waste and bulky waste**).

#### 2. INTRODUCTION TO PROJECT

Average waste to landfill and dumps in the Pacific and Timor-Leste is approximately 40% organic material<sup>1</sup>. Organic materials are also commonly burnt or stockpiled in unmanaged pits or piles.

The awareness for improved organics management and composting is growing in the region as landfills reach capacity, knowledge increases regarding climate change/methane emissions and water/soil pollution, and local-scale farming is viewed as a way communities can increase climate resilience.

PacWastePlus has developed several resources to assist decision making for improved organics management and design effective organics management solutions. Resources include:

- Factsheets on recommended organic management solutions for the Pacific
- Decision Support Tool for selecting organics management solution
- Handbook for Composting Common Materials
- Pacific Standards and Guidelines
- Framework Operations Plan for Bay Composting
- Editable Design Drawings
- Framework Monitoring Templates

All resources are available on the [PacWastePlus Organics Resources website](#).

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<sup>1</sup> PacWastePlus Regional Waste Audit Analysis Report 2023 <https://pacwasteplus.org/resources/regional-waste-audit-analysis-report/>

### 3. EXPECTED OUTCOME

To further support the region for improved organics management, PacWastePlus seeks to increase the technical knowledge and capacity of governments and stakeholders on how to operate an effective medium-scale (approximately 1 tonne / day) composting facility with limited mechanical support. This tender is seeking to engage a suitably qualified consultant to:

Task	Description												
<b>1. Inception</b>	Lead an inception meeting with the PacWastePlus team and develop a Work Plan to ensure effective delivery of services												
<b>2. Review materials and develop Training Plan Framework</b>	Review existing PacWastePlus resources and other organics training materials from regions with a similar climate and vegetation to the Pacific and Timor-Leste to identify elements and actions to translate into the training modules. Where necessary, additional information can be sourced to develop the training, but all sources must be noted, documents provided to SPREP, and confirmation that IP is able to be utilised in the training without licence from the IP owner.												
<b>3. Develop training Modules / Package</b>	<p>Develop a practical training package for the “Operation of Medium-Scale Compost Facilities in the Pacific and Timor Leste” to increase the technical knowledge and capacity of governments and stakeholders. Typical compost facilities in the Pacific have the following operational considerations:</p> <table border="1"> <tbody> <tr> <td><b>Daily weight of organic material</b></td> <td>1-2 tonne/day</td> </tr> <tr> <td><b>"Carbon" v "Nitrogen" ratio</b></td> <td>75-90% carbon / 25-10% nitrogen (atoll nations) 25-50% carbon / 50-75% nitrogen (volcanic nations)</td> </tr> <tr> <td><b>Main source of Nitrogen input</b></td> <td>Yard or Plantation organics Market organics By-product from fish processing or other food processing Animal manure</td> </tr> <tr> <td><b>Compost facility technology / type</b></td> <td>Bay or Windrow</td> </tr> <tr> <td><b>Budget available for establishing facilities and equipment</b></td> <td>\$50,00 - 100,000 USD</td> </tr> <tr> <td><b>Budget available for ongoing operations (excluding labour)?</b></td> <td>\$2,000 - 5,000 USD / year</td> </tr> </tbody> </table>	<b>Daily weight of organic material</b>	1-2 tonne/day	<b>"Carbon" v "Nitrogen" ratio</b>	75-90% carbon / 25-10% nitrogen (atoll nations) 25-50% carbon / 50-75% nitrogen (volcanic nations)	<b>Main source of Nitrogen input</b>	Yard or Plantation organics Market organics By-product from fish processing or other food processing Animal manure	<b>Compost facility technology / type</b>	Bay or Windrow	<b>Budget available for establishing facilities and equipment</b>	\$50,00 - 100,000 USD	<b>Budget available for ongoing operations (excluding labour)?</b>	\$2,000 - 5,000 USD / year
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<b>Budget available for ongoing operations (excluding labour)?</b>	\$2,000 - 5,000 USD / year												

<b>Labour availability (including volunteers)</b>	3-5 staff
<b>Level of training of staff and volunteers</b>	Low (no training or experience in organics management)
<b>Workshop support for equipment maintenance and servicing</b>	Low (limited workshop capacity, limited mechanics)
<b>Sensitivity of surrounding area</b>	Low (no sensitive area nearby)

Developed training modules are to be generalised and scalable to account for the variety of vegetation, conditions, and volumes experienced in the Pacific and Timor-Leste communities.

Modules must include, but not necessarily be limited to:

- Principles of Effective composting – ensuring “Air, Water, Food”, understanding Carbon and Nitrogen, stages of composting / time - temperature
- Troubleshooting issues - Assessing “Air, Water, Food”
- Facility management
- Environmental considerations (weeds etc)
- Health and Safety (pathogens, manual handling, equipment operation etc)

The consultant is to advise on the recommended length for the training modules.

**3. Deliver the training package as a Pilot in Funafuti, Tuvalu**








Deliver the training package (as a pilot) over one day in Funafuti, Tuvalu with PacWastePlus Focal Points on August 1, 2024. The location will enable:

- Hands-on elements at the Department of Waste Organics Facility (images below). Note: Tuvalu is an atoll nation and the organic facility receives mainly (90%) carbon material. The main nitrogen source is pig manure.
- Classroom elements in a meeting room with PowerPoint etc

Training will be conducted at the Funafuti Compost Facility:





		
		
		
		
<p><b>Optional Extra</b>  <b>Deliver the training modules to 14</b></p>	<p>Provide quotation to deliver the Training Module to relevant government and private sector facility operators or stakeholders in the Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshal Islands, Samoa, Solomon Islands, Timor-Leste, Tonga, and Vanuatu.</p>	

<b>Countries (Separable portion)</b>	<i>Note: The optional training will be determined following provision of quotation for delivery and considering (i) available budget (ii) interest from member countries. If any additional training is requested, it will be managed via contract variation.</i>
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Specific outcomes for the four components are detailed in the following table.

#### 4. SCOPE OF WORK

The expected delivery of this consultancy will be developed in stages and is described in the following table.

**Table 1: Scope of Work**

Phase	Description	Documentation SPREP will provide	Consultant Output
1. Inception	<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>Inception meeting minutes must include a confirmation of activities, and scope of work to be developed and agreed by meeting participants prior to commencement of any activities.</p> <p>The Contractor shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>Work plan shall contain at a minimum:</p> <ul style="list-style-type: none"> <li>Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables, including preparation stages, drafting and</li> </ul>	Nil	<p><b>Inception meeting</b></p> <p>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>Draft Work Plan</b></p> <p>The Draft Work Plan shall be delivered to SPREP for its consideration and comment.</p> <p><b>Final Work Plan</b></p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>review, training, site works, disposal, site closure and consultations.</p> <ul style="list-style-type: none"> <li>• General description of the methods which the Contractor proposes to adopt for executing the contract.</li> <li>• Approach to be adopted for operator training appropriate for the Pacific Island context.</li> <li>• Comprehensive risk plan to ensure effective delivery of services, including contingency planning for travel in the face of illness, weather events, and natural disasters / states of emergency, and options or potential solutions that will be taken to ensure effective delivery of services under this contract.</li> <li>• Any further details and information as SPREP may reasonably require.</li> </ul>		
2. Review Materials and Develop Training Plan Framework	<p>Review and analyse:</p> <ul style="list-style-type: none"> <li>• existing PacWastePlus organics management resources</li> <li>• other organics training materials from regions with a similar climate and vegetation to the Pacific and Timor-Leste</li> </ul>	<p>PacWastePlus Resources available on the <a href="#">PacWastePlus Organics Resources website</a></p> <p>Materials and resources developed and delivered for organics training sessions in Fiji, FSM, and RMI.</p>	<p><b>Draft Training Plan Framework</b></p> <p>Develop and submit for review by SPREP, a draft Framework Training Plan to deliver the proposed training course: “Operation of Medium-Scale Compost Facilities in the Pacific and Timor Leste”</p> <p><b>Final Training Plan Framework</b></p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<ul style="list-style-type: none"> <li>current operation of organics facilities in the Pacific</li> </ul> <p>to identify elements and actions to translate into the training modules and develop a framework for the proposed training course: "Operation of Medium-Scale Compost Facilities in the Pacific and Timor Leste", and identify specific topics, resources, and length of time needed for the training modules / package.</p> <p>Where necessary, additional information can be sourced to develop the training, but all sources must be noted, documents provided to SPREP, and confirmation that IP is able to be utilised in the training without licence from the IP owner.</p>		<p>Final Framework Training Plan addressing SPREPs comments on drafts.</p>
<p>3. Develop Training Modules / Package</p>	<p>Using results from Phase 2, develop a practical training package for the "Operation of Medium-Scale Compost Facilities in the Pacific and Timor Leste" to increase the technical knowledge and capacity of governments and stakeholders.</p> <p>Training package to include, but not be limited to:</p> <ul style="list-style-type: none"> <li>PowerPoint presentation(s)</li> <li>Hands-on activities / scenarios / case-study topics</li> </ul>		<p><b>Draft Training Modules / Package</b></p> <p>Develop and submit for review by SPREP, a draft Training Modules / Package to deliver the proposed training course: "Operation of Medium-Scale Compost Facilities in the Pacific and Timor Leste"</p> <p><b>Final Training Modules / Package</b></p> <p>Final Training Modules / Package addressing SPREPs comments on drafts.</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<ul style="list-style-type: none"> <li>• Speaking notes</li> <li>• Questionnaire</li> </ul> <p>Developed training modules are to be generalised and scalable to account for the variety of vegetation, conditions, and volumes experienced in the Pacific and Timor-Leste communities.</p> <p>Modules must include, but not necessarily be limited to:</p> <ul style="list-style-type: none"> <li>• Principles of Effective composting – ensuring “Air, Water, Food”, understanding Carbon and Nitrogen, stages of composting / time - temperature</li> <li>• Troubleshooting issues - Assessing “Air, Water, Food”</li> <li>• Facility management</li> <li>• Environmental considerations (weeds etc)</li> <li>• Health and Safety (pathogens, manual handling, equipment operation etc)</li> </ul> <p>The consultant is to advise on the recommended length for the training modules</p>		
4. Deliver the training package as a	Deliver the “Operation of Medium-Scale Compost Facilities in the Pacific and Timor Leste” training modules, over one day on	Pre-and post-training questionnaires	<b>Delivery of the “Operation of Medium-Scale Compost Facilities in the Pacific and Timor Leste”</b>

Phase	Description	Documentation SPREP will provide	Consultant Output
Pilot in Funafuti, Tuvalu	<p>August 1, 2024 in Funafuti, Tuvalu with 15x PacWastePlus Focal Points.</p> <p>The training can contain:</p> <ul style="list-style-type: none"> <li>• Hands-on elements at the Department of Waste Organics Facility</li> <li>• Classroom elements in a meeting room with PowerPoint etc</li> </ul> <p>This session can be used as a pilot session for the training package allowing for refinement prior to it being rolled-out to the region.</p> <p>After training is delivered, competency will be assessed using a pre- and post-training questionnaire.</p> <p>Consultant to include the travel and DSA costs of staff into the proposal to deliver the training on this date, noting travel should be managed at Economy fares at Flexi-fare rates.</p> <p><i>While in Tuvalu, other hand-on training or troubleshoot support may be provided to the Tuvalu Department of Waste Management. Please quote for up to 5 hours of additional support.</i></p>		<p><b>training modules to 15x PacWastePlus Focal Points in Funafuti, Tuvalu</b></p> <p>The consultant is to deliver the Final Training Modules / Package on August 1, 2024 in Funafuti, Tuvalu with 15x PacWastePlus Focal Points.</p> <p><b>Training Notes</b></p> <p>Provide sign in details, minutes of discussion, and pre- and post-training questionnaire and notes of opportunities for improvement for the Final Training Modules / Package.</p>

**Table 2: Optional Extra: Quotation to Deliver Training to Additional Countries**

<p>5. Deliver the “Operation of Medium-Scale Compost Facilities in the Pacific and Timor Leste” training modules to 14 Countries (Separable portion)</p>	<p>Provide a quote to Deliver the “Operation of Medium-Scale Compost Facilities in the Pacific and Timor Leste” training modules to the 14 other PacWastePlus Member Countries:</p> <ul style="list-style-type: none"> <li>• Cook Islands</li> <li>• Federated States of Micronesia</li> <li>• Fiji</li> <li>• Kiribati</li> <li>• Nauru</li> <li>• Niue</li> <li>• Palau</li> <li>• Papua New Guinea</li> <li>• Republic of Marshal Islands</li> <li>• Samoa</li> <li>• Solomon Islands</li> <li>• Timor Leste</li> <li>• Tonga</li> <li>• Vanuatu</li> </ul> <p>Note: the training is designed to be the equivalent of a one-day training course, but may be delivered over several days if appropriate.</p> <p>The Consultant is to arrange (following introduction from the PacWastePlus Team) delivery of the training to relevant government and private sector facility operators in each County. A training delivery</p>	<p>Nil</p>	<p><b>Development of Training delivery Schedule</b></p> <p>Consultant is to directly arrange the delivery of the training course at each of the listed locations. The proposed delivery schedule (along with copies of responses from the country representatives) is to be provided to PacWastePlus for final approval prior to deployment.</p> <p><b>Delivery of the “Operation of Medium-Scale Compost Facilities in the Pacific and Timor Leste” to the requested countries</b></p> <p>The consultant is to facilitate the deployment of suitable qualified staff to deliver the training as per the approved delivery schedule.</p> <p><b>Post Training Reports</b></p> <p>A training report shall be developed at the completion of training in each country. The training report should contain, but not be limited to, the following topics:</p> <ul style="list-style-type: none"> <li>• Title and place of the training sessions</li> <li>• Training team names and contact information</li> <li>• Agenda</li> <li>• List of participants with titles, address, phone number, e mail, gender</li> <li>• Assessment of each participants capacity following the training</li> </ul>
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	<p>schedule is to be developed and approved by PacWastePlus and the receiving countries.</p> <p>The consultant will deploy appropriately qualified staff to each of the locations identified and deliver the training, and ensure competency is assessed.</p> <p>Translation may be required for certain countries. Consultation to include the translation costs into the proposal.</p> <p>The consultant is to include the travel and DSA costs of staff into the proposal, noting travel should be managed at Economy fares at Flexi-fare rates.</p> <p><i>Note: The optional training will be determined following provision of quotation for delivery and considering (i) available budget (ii) interest from member countries. If any additional training is requested, it will be managed via contract variation</i></p>		<ul style="list-style-type: none"><li>• Details of any teaching /training materials used as reference materials including local adaptation or translation.</li></ul>
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### **Institutional Arrangement**

It is expected this activity will include both on-ground and desktop work. Introductions to stakeholders will be facilitated by the PacWastePlus team.

Requests for in-country training will be at the discretion of the countries. If requests are not received from all countries, Phase 5 will be reduced or removed from the contract.

### **Contractor Responsibilities**

The Contractor will be responsible for scheduling meetings with stakeholders and SPREP, taking minutes, and distributing these for comment prior to finalising, arranging all flights, accommodation, and catering for training delivery.

## **5. Schedule of Work**

The activities are to be completed **no later than December 1, 2024**, with a preference for the activities to be completed much earlier.

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

<b>Activity/Deliverable</b>	<b>Timeline</b>
Final Work Plan	No later than two weeks from date of Contract Execution
Final Training Plan Framework	No later than four weeks from date of Contract Execution
Final Training Modules / Package	12 July, 2024
Delivery of the "Operation of Medium-Scale Compost Facilities in the Pacific and Timor Leste" training modules to 15x PacWastePlus Focal Points in Funafuti, Tuvalu	1 August, 2024
Training Delivery Schedule	TBD
Delivery of the "Operation of Medium-Scale Compost Facilities in the Pacific and Timor Leste" to the requested countries	TBD
Post Training Reports	TBD

## **6. Budget**

Submissions are required to itemise all financial elements of their proposal in USD, including, but not limited to, the following:

- Salary costs
- Travel costs
- Translation costs
- All applicable taxes
- Supplying quotation per country for in-country training.

Submissions must include an annotated budget listing for each task.

SPREP reserves the right to withdraw this tender at any time, to accept or reject any or all bids and to waive any formal defects or irregularities in this bid, when deemed to be in the interest of SPREP.

## **7. 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)

## 7.1 Tender Evaluation Criteria

Criteria	Detail	Weighting
<b>Qualification &amp; Experience</b>	Demonstrated expertise in organics management and the development and implementation of composting systems. Experience from Pacific countries or other SIDS will be viewed favourably.	20%
	Demonstrated expertise in the development and delivery of organics management and composting training courses (focus on both company, and officers to deliver the works).	15%
	Demonstrated expertise communicating topics regarding organics management and composting in a simple way. Experience communicating with participants with English as a second language will be viewed favourably.	5%
<b>Methodology</b>	Proposed Project methodology noting schedule, activities, engagement with country representatives etc.	35%
	Risk Plan (with mitigation measures) that will ensure the successful delivery of the project.	5%
<b>Value for Money</b>	An assessment of the value for money of the proposal considering costs, staff experience, time invested, etc.	20%