



REQUEST FOR TENDERS

RFT: PWP-279-CON
File: AP_6/5/8/4
Date: 17 April, 2024
To: Interested consultants
From: Responsible officer

Subject: Request for tenders (RFT): Development of Papua New Guinea (PNG) strategy and guidelines for electronic waste (e-waste) management.

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.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to develop PNG's strategy and guidelines for e-waste management.
- 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 pwd.procurement@sprep.org before 8 May 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 9 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 experience on Strategy and guideline development related to waste management and specifically e-waste management in the Pacific Region and/or PNG.	25%
	Demonstrate an understanding of E-Waste treatment processes and systems.	15%
	Demonstrated experience in national and local monitoring and evaluation processes that include strengthened reporting, monitoring, and evaluation mechanism of E-Waste management system.	15%
Methodology	Proposed project methodology noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.	25%

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: 17 May 2024, midnight (Apia, Samoa local time).



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Environment Programme

- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked '**PWP-279-CON: Development of Papua New Guinea (PNG) strategy and guidelines for electronic waste (e-waste) management**'

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 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>

Annex A: Terms of Reference

Development of a Papua New Guinea (PNG) Strategy and Guidelines for Electronic Waste (E-Waste) Management

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 PacWastePlus Programme (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 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**); and solid wastes (specifically **recyclables**, **organic waste**, **disaster waste**, and **bulky waste**).

2. INTRODUCTION TO PROJECT

The environmentally sound management of wastes requires a strategy to guide the government and relevant stakeholders in delivering desired outcomes. Papua New Guinea have also acknowledged the need to develop associated guidelines for both implementation and compliance activities related to e-waste management activities, noting this is an existing issue for the country, and an emerging industry to address the waste currently being landfilled, dumped, or stockpiled.

3. EXPECTED OUTCOME

The PacWastePlus Programme seeks to engage a suitably qualified consultant to develop a Papua New Guinea (PNG) Strategy and Guidelines for E-Waste management and training materials.

Specifically, the Guidelines will direct:

- National Strategy position for e-waste management in Papua New Guinea
- Guidance on e-waste management systems for urban local level governments (ULLGs) and the regulated community (industry)
- Guidance on minimum standards for e-waste collection, processing, storage, minor dismantling, pre-processing, full processing, and export
- Guidelines and advice on e-waste processing facility establishment, needs, and compliance actions for CEPA to implement.
- Guidance on identifying markets for various e-waste commodities and processes to be followed to enable export of materials in compliance with the necessary legislation and MEAs governing these materials.

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	Supplier Output
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>The Inception Meeting minutes shall:</p> <ul style="list-style-type: none"> - Confirm activities agreed upon. - Confirm scope to be developed as agreed by meeting participants prior to commencement of any activities. <p>The Consultant shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>The Draft Work Plan shall contain at a minimum a</p> <ul style="list-style-type: none"> • Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables, including preparation stages, drafting and review, training, site works, disposal, site closure and consultations. • Contingency plan if travel into PNG is impacted by the civil unrest, weather events, or natural disasters. • General description of the methods which the Contractor proposes to adopt for executing the contract. • Approach to be adopted for operator training appropriate for the Pacific Island context. • Comprehensive risk plan to ensure effective delivery of services. <p>Any further details and information as SPREP may reasonably require.</p>	<p>Inception meeting</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>Draft Work Plan</p> <p>The Draft Work Plan shall be delivered to SPREP for its consideration and comment.</p> <p>Final Work Plan</p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p>

Phase	Description	Supplier Output
<p>Desktop assessment of current legal framework governing e-waste management practices</p>	<p>The consultant will, in active participation with officers from PNG, undertake a desktop assessment of the current legal framework governing E- waste management in PNG, and gather necessary information on any donor funded projects influencing waste management activities in PNG to establish the current baseline environment.</p> <p>Utilizing this assessment, consider the Policy position to be taken by the National Strategy and any key issues to be managed by the guidelines, considering the Guidelines should be developed for use in all provinces of PNG.</p> <p>The Guidelines to be designed to focus activities of:</p> <ul style="list-style-type: none"> • Ministry of State and Administration • Department of Conservation and Environmental Protection • Municipality Authorities • Private Sector <p>In addition to the desktop assessment, this stage must include the confirmation of the ground-truthing and consultation plan to be deployed.</p>	<p>Draft Desktop Assessment</p> <p>A draft desktop assessment report for review and comment</p> <p>Included in the draft desktop assessment shall be a draft Workplan and methodology for the Ground-truthing and consultation activity.</p> <p>Final Desktop Assessment</p> <p>Final assessment incorporating revisions and addressing all comments by reviewers on the draft assessment.</p> <p>Included in the final desktop assessment shall be the workplan and methodology for the Ground-truthing and consultation activity.</p> <p>Consultation Plan</p> <p>The ground-truthing and consultation plan is to be developed and shared with PacWastePlus and CEPA for review, comment, and approval</p>
<p>Ground-truthing & consultation</p>	<p>Consultants are required to undertake site visits to several areas in PNG to confirm current practices. Investigations in Port Moresby, the National Capital District and Lae, Morobe Province should be undertaken to confirm current and prevalent practices that should be described and/or addressed in the Guideline.</p>	<p>Draft findings report from the Ground truthing & consultation Phase.</p> <p>A draft report on the findings of the ground-truthing and consultation activities, including the assessment of findings and recommendations for final structure and inclusions in the Guideline shall be produced.</p> <p>Final Report</p> <p>Final report incorporating revisions and addressing all comments by reviewers on the draft report</p>

Phase	Description	Supplier Output
<p>Develop National E-Waste Strategy and Guidelines</p>	<p>Develop a National E- Waste Strategy and Guidelines that is not inconsistent with the current proposed National Waste Management Policy for PNG.</p> <p>The National Strategy shall set the policy position for PNG and address all elements typically included in a Strategy. The Strategy will be supported by the development of necessary guidelines to ensure all elements of the strategy are able to be complied with by the regulated community, and regulators.</p> <p>National E- Waste Guidelines shall include/provide, but not be limited to:</p> <ul style="list-style-type: none"> • Guidance on e-waste management systems for urban local level governments (ULLGs) and the regulated community (industry) • Guidance on minimum standards for e-waste collection, processing, storage, minor dismantling, pre-processing, full processing, and export • Guidelines and advice on e-waste processing facility establishment, needs, and compliance actions for CEPA to implement. • Guidance on identifying markets for various e-waste commodities and processes to be followed to enable export of materials in compliance with the necessary legislation and MEAs governing these materials. 	<p>Draft National E- Waste Strategy and Guidelines</p> <p>Final National E- Waste Strategy and Guideline (for adoption)</p> <p>The final National E- Waste Guideline shall have incorporated all revisions and addressed all comments by reviewers and stakeholders.</p>
<p>Capacity Building</p>	<p>Develop and deliver one session with government staff from the Ministry of Public Works, State Administration, CEPA and other relevant stakeholders on the Strategy and Guideline.</p> <p>Materials developed should be developed with the understanding they may be used by PNG officials to run the training themselves following the completion of this engagement.</p>	<p>Draft Training Materials</p> <p>Draft training materials and slides to be created that will be used to deliver the train-the-trainer session.</p> <p>Final Training Materials</p> <p>Final materials incorporating revisions and addressing all comments by reviewers on the draft training materials.</p>

Phase	Description	Supplier Output
	Please note materials and presentations should be developed in both English and Tok Pison. Printing of these materials is included in the work for distribution to participants in the training.	Training Session (one) in English. Evidence of training

Institutional Arrangement

This activity may require travel. Introductions to representatives of PNG will be facilitated by the PacWastePlus team.

Contractor Responsibilities

The Contractor will be responsible for scheduling meetings with stakeholders, and SPREP, taking minutes, and distributing these for comment prior to finalizing.

5. SCHEDULE OF WORK

The activities are to be completed no later than August 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.

Table 2: Project Schedule

Activity/Deliverable	Timeline
Draft Work Plan	No later than two (2) weeks from date of Contract Execution
Final Work Plan	No later than two (2) weeks from date of receipt of final comments on draft Work Plan
Desktop assessment of waste management practices	No later than four (4) weeks from receipt of Final Work Plan
Ground-truthing & consultation	No later than eight (8) weeks from receipt of Final Work Plan
Draft National E- Waste Strategy and Guidelines	No later than ten (10) weeks from date of receipt of Final Work Plan
National E- Waste Strategy and Guidelines	No later than two (2) weeks from date of receipt of final comments on Draft National E- Waste Guideline
Draft Training Materials National E- Waste Strategy and Guidelines Training Materials in English and Tok Pisin	No later than four (4) weeks from development of the Final National E- Waste Strategy and Guideline
Final National E- Waste Strategy and Guidelines Training Materials in English and Tok Pisin	No later than two (2) weeks from date of receipt of final comments on Draft Training Materials National E- Waste Strategy and Guidelines Training Materials in English and Tok Pisin
Delivery of Train-the-trainer session with government staff from the Ministry of Public Works, State Administration, CEPA and other relevant stakeholders on the Guideline.	No later than four (4) weeks from acceptance and development of the Final National E- Waste Guideline Training Materials in English and Tok Pisin

6. BUDGET

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

- Salary costs (hourly rate)
- All applicable taxes

Submissions must include an annotated budget listing for each task.

Proposals above \$50,000.00 USD may not be considered.

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.

Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud prevention & Whistleblower