



REQUEST FOR TENDERS

RFT: PWP-098-CON
File: AP_6/5/8/4
Date: 12 July, 2022
To: Interested consultants
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders (RFT): Development of the Chuuk Processing Programme, Federated States of Micronesia

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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:
 1. We value the Environment
 2. We value our People
 3. We value high quality and targeted Service Delivery
 4. 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 and design an organic processing programme for the state of Chuuk in the Federated States of Micronesia.
- 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://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.
- 2.4. 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:
 1. Local counter part required for all on-ground actions
 2. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;



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3. Provide three referees relevant to this tender submission, including the most recent work completed;
 4. Provide examples of past related work outputs;
 5. 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.
 6. Submissions must include a **TECHNICAL PROPOSAL** that includes a detailed work plan, methodology schedule of activities, and other items deemed necessary by the tenderer.
 7. Submissions must include a **FINANCIAL PROPOSAL** that has an annotated budget listing for each task as required of the scope of works
 8. 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:
- 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) **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** which outlines the costs involved in successfully delivering the project submitted in United States Dollars (USD) and inclusive of all associated taxes.

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- 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 pwprocurement@sprep.org before 27 July 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 29 July 2022.
 1. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
 2. 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.
 3. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
 4. 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.

1. Technical Score – 80%

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Criteria	Detail	Weighting
Experience	Demonstrated experience in designing and implementing waste management interventions/ projects (focus on both company, and officers to deliver the works) – experience in Small Island Developing States (SIDs) will be an advantage.	15%
	Demonstrated experience in designing and implementing organic material processing - experience in Small Island Developing States (SIDs) will be an advantage.	20%
	Demonstrated experience in completing waste audits or undertaking data analysis and assessment - experience in Small Island Developing States (SIDs) will be an advantage.	15%
Methodology	Detailed methodology to deliver the required project components and provide detail to the panel the value proposed by the tenderer including a Risk Plan (with mitigation measures) that will ensure the successful delivery of the project.	30%

2. 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. a. SPREP may amend, suspend or terminate the RFT process at any time.
 1. 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>).
 2. 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.
 3. 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.



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8. Deadline

- 8.1. **The due date for submission of the tender is: 5 August 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 'PWP-98-CON: **Development of Chuuk Organic processing programme,**

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 Chuuk Organic Processing Programme, Federated States of Micronesia

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**); solid wastes (specifically **recyclables, organic waste, disaster waste, and bulky waste**); and related aspects of **wastewater** (water impacted by solid waste).

2. INTRODUCTION TO PROJECT

The State of Chuuk is part of the Caroline Island group in the Federated State of Micronesia, located in the northwestern part of the Pacific Ocean, approximately 1000 kilometers southeast of Guam. The State contains 11 high mangrove-fringed islands: and a series of 14 outlying atolls and low islands surrounding the lagoon. The temperature is constantly in the upper 80's °F and rises to 90°F in the summer. Because of its location on the typhoon belt, Chuuk is susceptible to tropical typhoons. The 2010 census identified Chuuk State is the most populated State in the Federated States of Micronesia with 48,654 persons. 28.5% of the population for Chuuk lives in Weno Island.

Solid Waste management in Chuuk, covering 40 dispersed and isolated municipalities, is a challenge for local authorities. The 2021 Waste Audit identified that organic materials dominated household waste composition and is the second largest item found in the commercial waste stream. Subsequently, organic materials make up 21% of waste disposed at landfills.

The Chuuk Environment Protection Agency seeks to preserve critical airspace at the Neuo landfill through the design and implementation of an Organic Processing Programme. This programme, funded through PacWastePlus investment, will collect and process organic material generated from nine communities and the A&A market in Weno Island. The nine targeted communities are:

- Wichap
- Neauo
- Mwan
- Nepukos
- Iras
- Mechitiw
- Tunnuk
- Peniesene
- Penia



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The Chuuk organic processing programme will include the design, construction, and operation of an Organic Processing Facility at the Neouo dumpsite to receive and process organic materials. Other activities associated with this project will include:

- (i) Waste segregation at the community level and A&A Market
- (ii) Collection and transportation from the organic material source to the Chuuk Organic Processing Facility
- (iii) Awareness for local communities and market vendors
- (iv) Packing of final product from the organic processing facility for sale.

This TOR seeks to engage a consultant, preferably based in the Federated State of Micronesia (preferably Chuuk) or have access to local counter parts to collect primary waste data from the targeted communities and the A&A market, facilitate necessary consultations, and design of the collection and transportation system for the Chuuk Organic Processing programme. The first component is focused on covering waste segregation at the generation source (communities and market), collection, and transportation of organic materials to the organic processing facility.

The facility will be constructed at the Neouo landfill and will be designed by an international consultant engaged through the PacWastePlus regional organic project. This design will also include the development of the facility Operation Plan and Health and Safety Management Plan.

3. EXPECTED OUTCOME

The PacWastePlus Programme seeks to engage a consultant to deliver the following:

1. Complete waste audits in nine communities (Wichap, Neauo, Mwan, Nepukos, Iras, Mechitiw, Tunnuk, Peniesene, Penia), and the A&A market
2. Chuuk Output Organics Market Assessment
3. Selection and design of suitable collection system and segregation process for the Chuuk Organic Processing Programme; and
4. Establishment of Training Materials on the first component of the Chuuk Organic Processing Programme.

Detail on the targeted outcome of this consultancy is highlighted in Table 1. The international consultant engaged through the regional organic project will utilise the result of the waste audit from this consultancy to complete the design of the organic processing facility, and draft associated management plans.

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	Supplier Output
Inception	<p>Lead an inception meeting with the PacWastePlus team to discuss the delivery of the project, addressing delivery of the outputs of the project, issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs.</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. The Draft Work Plan shall contain at a minimum:</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, communities and market waste audit, drafting and review of system design, and consultations. General description of the methods which the Contractor proposes to adopt for executing the contract <p>Comprehensive risk plan to ensure effective delivery of services Any further details and information as SPREP may reasonably require.</p>	Standard Waste Audit Methodology	<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 consideration and comment. The workplan should provide confirmation of process and timing for the various stages of works described in this table.</p> <p>Draft Waste Audit Plan</p> <p>Provision of draft audit plan for the nine communities and A&A market to enable review, comment, and collaboration by SPREP technical team.</p> <p>Draft Output Market Assessment Methodology</p> <p>Provision of draft output market assessment methodology for review, comment, and collaboration by SPREP technical team.</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	Documentation SPREP will provide	Supplier Output
Waste Audits in Weno	<p>The consultant will undertake waste audits in all the nine communities and the A&A market in Weno. Utilising the Standard Waste Audit Methodology supplied by SPREP, the consultant will produce a report that clearly highlight the following for each audit site:</p> <ul style="list-style-type: none"> • volume of waste generated daily • Composition of waste stream • Type of Organic Material produced and volume of each organic type. <p>In addition to waste audit, the Consultant will interview community members and market vendors, and undertake necessary assessment to determine the following:</p> <ul style="list-style-type: none"> • current waste infrastructure in Weno; • current waste collection services for targeted communities and the A&A market; • existing management arrangements for organic wastes e.g used for animal feeds etc • Understanding the need for additional infrastructure within audit site for organic materials generated; and • Scope of education and awareness for local communities and market vendors to segregate waste. <p>Please note, any other recyclable material identified during the audit, should be flagged for segregation during this stage, for possible management through other project actions.</p>	<p>Standard Waste Audit Methodology</p> <p>FSM Waste Audit Report</p>	<p>Draft Waste Audit Report</p> <p>Provision of the draft waste audit plan will include the findings of the waste audit and the analysis outcome of raw data collected from the audit. The report will respond to the Standard Waste Audit Methodology and identify the types and volume of wastes produced, provide assessment outcome of existing waste management arrangement within audited sites, and identify opportunities for improvements.</p> <p>Final Waste Audit Report</p> <p>Final report will address all comments by SPREP, and Chuuk Environment Protection Agency.</p>
Output Organics Market Assessment	<p>The consultant will undertake an output market assessment in Chuuk to understand the likely market size and sectors for recycled organics (i.e., animal feed, mulch, compost, or soil conditioner). The intent of the output market assessment is to, at a minimum, understand:</p>	<p>Template Methodology for completing Market Assessment</p>	<p>Draft Output Organics Market Assessment</p> <p>The report will identify market for recycled organics, packaging methods suitable for the identified markets, and communication activities that will enable successful marketing of recycled organics.</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
	<ul style="list-style-type: none"> • The scope and scale of likely sectors and industries that would purchase or utilise any recycled organics products. • The likely capacity of the market for different recycled organics products (animal feed, mulch, compost, or soil conditioner). • The necessary logistics associated with accessing the different market segments (bulk sales, bagged, etc.). <p>Communication Plan to raise awareness on use of recycled organics.</p>		<p>Final Output Organics Market Assessment</p> <p>Final report will address all comments by SPREP, and Chuuk Environment Protection Agency.</p>
<p>Design of the Collection and Transportation system of the Chuuk Organic Processing Programme</p>	<p>The consultant will utilise the finding from Component 2 (waste audit) and Component 3 (Output Organics Market Assessments) to design a collection and transportation system for the Chuuk Organic Processing Programme. The system will ensure that all organic waste generated are segregated at source for collection and transportation to the Organic Processing Facility. This facility is being designed through the PacWastePlus Regional Project for construction at a later stage at Neouo landfill.</p> <p>Design established under this consultation should determine the following:</p> <ol style="list-style-type: none"> i. Segregation of organic material at the generation source. ii. Review of current collection service, and assessment of required collection process and time of segregated organic materials from generation point to the composting facility to be constructed at Neou landfill. <ol style="list-style-type: none"> 1. Communication Plan to raise awareness for local communities and market vendors to segregate organic materials. 	<p>Nil</p>	<p>Draft Report on the collection and transportation system of the Chuuk Organic Processing Programme Options Report</p> <p>The report should address all items identified under the description of this Component to assess / analyse options for collection and transportation of organic wastes from the nine communities and A&A market. The report should provide information and technical specifications that will enable implementation by Chuuk EPA, and the Public Works Department.</p> <p>Final Chuuk Organic Processing Programme Options Report</p> <p>Final report will address all comments by SPREP, and Chuuk EPA.</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
<p>Training materials on the collection and transportation system for the Chuuk Organic Processing Programme</p>	<p>The consultant will establish training materials on system designed under Component 4 (Collection and Transportation system) of this TOR. These materials will be utilised by the PacWastePlus team to train staff from Chuuk EPA and the Chuuk's Public Works Department on how the collection and transportation system for the Chuuk Organic Processing Programme is to be implemented.</p> <p>Training Materials will include but not limited to the following:</p> <ul style="list-style-type: none"> (i) Type of Organic materials to be collected for processing at the organic processing facility (ii) Segregation of organic material at the generation source. (iii) Schedule for Organic Collection Services from targeted communities and A&A market (iv) Additional Infrastructure needed for segregation, collection, and transportation of organic materials (v) Communication Plan to raise awareness for local communities and market vendors to segregate organic materials. 	<p>SPREP will complete formatting / design associated with training / presentation</p> <p>Post training / presentation Questionnaire / Quiz</p>	<p>Draft Training Material</p> <p>The manual will highlight the scope of training, running sheet for each module, and how training will be facilitated. The manual will have sufficient guidance that will allow officers from Chuuk EPA to conduct future training in other Islands.</p> <p>Final Training Material</p> <p>Finalise Training Material incorporating and addressing comments from Chuuk EPA, and SPREP.</p>

Consultant Responsibilities

The consultant will be responsible for scheduling meetings with relevant stakeholders, taking minutes of meetings and ensuring meeting minutes are distributed for comment prior to finalisation.

5. SCHEDULE OF WORK

The activities are to be completed no later than **23 weeks from Agreement signing date** with a preference for the activities to be completed much earlier.

Expected project activity is detailed in Table 2, it is expected that tenderers will detail how and when each of these steps will be delivered.

Table 2: Project Schedule

Activity	Timeline
<i>Contract Signing and Execution</i>	
1. Draft Workplan	1 day prior to Inception Meeting
2. Inception Meeting	One week from date of Contract Execution
3. Finalised Workplan	No later than 2 weeks from date of Contract Execution
4. Draft Waste Audit Plan	No later than 2 weeks from date of Contract Execution
5. Draft Output Market Assessment Methodology	No later than 2 weeks from date of Contract Execution
6. Final Waste Audit Plan	No later than 4 weeks from date of Contract Execution
7. Final Output Market Assessment Methodology	No later than 4 weeks from date of Contract Execution
8. Draft Output Market Assessment Report	No later than 8 weeks from the date of contract execution
9. Draft Waste Audit Report	No later than 10 weeks from date of contract execution
10. Final Output Market Assessment Report	No later than 10 weeks from date of contract execution
11. Final Waste Audit Report	No later than 13 weeks from date of contract execution
12. Draft Report on the Collection and Transportation system for Chuuk Organic Processing Programme	No later than 16 weeks from date of Contract Execution
13. Final Report on the Collection and Transportation system for Chuuk Organic Processing Programme	No later than 20 weeks from date of Contract Execution
14. Draft Training Material	No later than 21 weeks from date of contract execution
15. Final Training Material	No later than 23 weeks from date of contract execution

6. 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)
- All applicable taxes

Submissions must include an annotated budget listing for each task.

Proposals above \$25,000 USD may not be considered

SPREP reserves the right to withdraw this tender at any time, reserves the right to accept or reject any or all bids and to waive any formal defects or irregularities in the bids, 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 Protection and Gender and Social Inclusion