

## REQUEST FOR TENDERS

File: AP 6/5/4  
Date: 25 September, 2019  
To: Interested Persons  
From: Joshua Sam, Hazardous Waste Management Adviser

**Subject: Request for tenders: Project Coordinator for the review of the National Implementation Plan update for the Stockholm Convention in Persistent Organic Pollutants READVERTISED**

### 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. The Stockholm Convention on Persistent Organic Pollutants (POPs) is an internationally binding agreement that commits governments around the world to take the necessary actions to reduce, and where feasible, eliminate the production and environmental releases of 28 listed POPs. The Convention entered into force on 17<sup>th</sup> May 2004 with Fiji, Tonga, Tuvalu, Vanuatu, Cook Islands, Nauru, and Samoa becoming a Party through ratification of the Convention on December 6<sup>th</sup>, 2004. As Parties to the convention Pacific Island Countries are obligated to comply with the Convention's requirement by establishing an inventory and formulating a National Implementation Plan (NIP) for the proper management of the scheduled POPs and wastes in order to eventually eliminate their releases within the country and abroad. Additionally, convention Article 7(1)(c) requires that an existing NIP must be updated to show how a country intends to meet its obligations with respect to the amendments to Annexes A, B and C every time new POPs are added
- 1.3. For more information, see: [www.sprep.org](http://www.sprep.org).

### 2. Specifications: statement of requirement

- 2.1 SPREP is calling for tenders from qualified and experienced persons who can offer their services to assist SPREP in providing ***'Project coordinator for the review of the National Implementation Plan update for the Stockholm Convention in Persistent Organic Pollutants'***;
- 2.2 The Terms of Reference and the Specific Duties of the Project Coordinator are set out in Terms of Reference.
- 2.3 The successful applicant will be working with SPREP and national government and UN Environment, and will undertake the following tasks:

#### Project Administration

- Coordinate and monitor all activities of the project, within the agreed budget, to achieve the expected outputs in consultation with state government;

- Report to the management unit on progress of the international consultant;
- Coordinate consultations and compile minutes;
- Coordinate and oversee the delivery of the project outputs;
- Manage requests for the provision of financial resources (from international consultant, and national governments);
- Raise regional awareness on the project;
- Produce quarterly finance reports; and
- Monitor and report all activities to Waste Management and Pollution Control Management Team.

### 3. Conditions: information for applicants

- 3.1 To be considered for this tender, interested persons must meet the following conditions:
- Must be currently residing in Samoa
  - Must have a valid business license
  - Submit details of previous relevant experience in project management and administration; and
  - Provide at least 3 referees as part of their tender application.

### 4. Submission guidelines

- 4.1 Tender documentation should demonstrate that the interested person 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.
- 4.2. Tender documentation should outline the interested supplier's complete proposal and include:
- (a) The CVs of proposed personnel highlighting related experience relevant to the tender;
  - (b) 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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered).*
  - (c) A Technical Proposal, which contains the detailed methodology to achieve the tasks outlined in the Terms of Reference (Annex A); and
  - (d) A Financial Proposal, to reflect the scope of work in the technical proposal which is to be priced on a lump sum basis.
- 4.3 The financial proposal should only contain the personnel costs against the project activities. Project related activities will be paid for directly by SPREP. Tender submission must be in United States Dollars (USD). The consultancy has a maximum budget of USD 27,000. Submitted proposals will be evaluated based on best value for money.
- 4.4 The Proposal must remain valid for 90 days from date of submission.
- 4.5 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 [Tenders@sprep.org](mailto:Tenders@sprep.org) before 10 October 2019. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 15 October 2019.

## 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) Previous experience in environment related works and understanding government procedures in Small Islands Developing States regions or equivalent developing country(ies) – (5)%;
  - (b) Demonstrated experience in environmental related project management – 20%;
  - (c) Technical Proposal clearly indicates/conveys a detailed methodology to achieve the tasks outlined in the Terms of Reference within the specified timeframes - 25%
  - (d) Comprehensive knowledge in project management, especially in project planning, budgeting, monitoring and evaluation – 20%;
  - (e) Minimum bachelor degree in Environmental Management, Chemical Management, other environmental related field and/or relevant working experience – 10%; and
  - (f) Detailed Financial Proposal (20%)
- 6.2. Assessment of proposals will be based on the evaluation of the Technical Proposal (80%) and Financial Proposal (20%).
- 6.3. The Financial Evaluation will award maximum points to the lowest priced bid (Based only on personnel costs on implementing the activities under the consultancy). Subsequent bids will be awarded points calculated as a percentage of the lowest price

## 7. Deadline

- 7.1. **The due date for submission of the tender is: 18 October 2019 midnight (local time, Apia, Samoa).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: ***Project Coordinator for the review of the National Implementation Plan update for the Stockholm Convention in Persistent Organic Pollutants READVERTISED***'; to one of the following methods:

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA  
Email: [tenders@sprep.org](mailto:tenders@sprep.org) (MOST PREFERRED OPTION)

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

### Project Coordinator for the review of the National Implementation Plan update for the Stockholm Convention on Persistent Organic Pollutants

#### Job Description

<b>Project:</b>	NIP Update Project
<b>Post title:</b>	Project Coordinator
<b>Duty station:</b>	SPREP, Apia Samoa
<b>Contract Type:</b>	Government
<b>Duration:</b>	10 Months (consultancy)
<b>Direct Supervision:</b>	Secretariat of the Secretariat Pacific Regional Environment Programme (SPREP)

The project will procure a Project Coordinator. He/ she will report directly to the Secretariat of the Pacific Regional Environment Programme as the executing partner of the project. The Project Coordinator will work in close coordination with SPREP and, UN Environment and will be responsible for ensuring that the project is implemented in accordance with the agreed project work plan, timeframe and budget and government procedures and policies to achieve the objectives outlined in the project document.

#### Project Background

The Stockholm Convention on Persistent Organic Pollutants (POPs) is an internationally binding agreement that commits governments around the world to take the necessary actions to reduce, and where feasible, eliminate the production and environmental releases of 28 listed POPs. The Convention entered into force on 17<sup>th</sup> May 2004 with Fiji, Tonga, Tuvalu, Vanuatu, Cook Islands, Nauru, and Samoa becoming a Party through ratification of the Convention on December 6<sup>th</sup>, 2004. As Parties to the convention Pacific Island Countries are obligated to comply with the Convention's requirement by establishing an inventory and formulating a National Implementation Plan (NIP) for the proper management of the scheduled POPs and wastes in order to eventually eliminate their releases within the country and abroad. Additionally, convention Article 7(1)(c) requires that an existing NIP must be updated to show how a country intends to meet its obligations with respect to the amendments to Annexes A, B and C every time new POPs are added

#### Project Goal and Objectives

The goal of the NIP updating project is to contribute to the efforts of Fiji, Marshall Islands, Tonga, and Tuvalu in implementing the Stockholm Convention and consequently protect human health and the environment from the risks posed by the unsound use, management and release of POPs.

The objective of the NIP update is to comply with Article 7 of the Convention that states that Parties shall “*review and update, as appropriate, its implementation plan on a periodic basis and in a manner to be specified by the decision of the Conference of the Parties.*” Through the process of NIP revision and update and the cooperation of main national stakeholders it's expected that **the 4 Pacific Island**

**countries - Fiji, Republic of Marshall Islands (RMI), Tonga and Tuvalu** - will also take tangible steps towards mainstreaming chemicals management in the country.

### **Scope of Work**

Working with the SPREP, state government and UN Environment, the Project Coordinator will undertake the following tasks:

#### Project Administration

- Coordinate and monitor all activities of the project, within the agreed budget, to achieve the expected outputs in consultation with state government;
  - Report to the management unit on progress of the international consultant;
  - Coordinate consultations and compile minutes;
  - Coordinate and oversee the delivery of the project outputs;
  - Manage requests for the provision of financial resources (from international consultant, and national governments)
- 
- Raise regional awareness on the project
  - Produce quarterly technical and finance reports; and
  - Monitor and report all activities to SPREP Management

#### **Criteria:**

The following criteria will be used to identify the most suitable and qualified amongst the candidates:

#### Education:

- A bachelor's degree in environmental management, Chemical Management, other environmental related field and/or relevant working experience;

#### Work Experiences:

1. At least 2 years' experience in project administration;
2. Experience in environmental related project management would be an advantage;
3. Experience in project management especially in project planning, budgeting, monitoring and evaluation;
4. Good leadership, coordination, communication and facilitation skills are essential;
5. Demonstrate commitment to work and experience in working in a multicultural team environment, high level inter and intra-personal and communication skills; and
6. Must be computer literate;

#### **Language:**

Excellent command of spoken and written English.