

REQUEST FOR TENDERS

RFT: 2025/003
File: AP_4/12/19
Date: 14 February 2025
To: Interested consultants
From: Susana Telakau, Solid Waste Management Adviser

Subject: Request for tenders (RFT): Development of a Conceptual Framework for the Cleaner Pacific Regional Strategy.

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 assist in the preparation and development of a conceptual framework to support the preparations of the next Cleaner Pacific Regional Strategy, the Cleaner Pacific.
- 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 before 26 February 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 28 February 2025.
- 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%

Crite- ria	Detail	Weighting
Experience	Demonstrated experience in the development of regional frameworks.	
	Preference is given to the tenderers who have expertise in strategic framework development and who have good research skills and broad experience covering the development of frameworks for other work areas of SPREP and / or experience working in the Pacific region.	25%
	Demonstrate an understanding of the circular economy, solid and hazardous waste management, treatment, and disposal systems extending to marine litter and pollution management and disposal.	15%
	Demonstrated: <ul style="list-style-type: none"> • experience in regional, national, and local monitoring and evaluation processes that include strengthened reporting, monitoring, and evaluation mechanisms; • experience with stakeholders' engagement and consultation, survey design, and facilitation; • working knowledge of national, regional (Pacific), and global policies and frameworks relevant to waste management and pollution control. 	15%

Technical Proposal / Methodology

Proposed project methodology noting schedule, activities, concurrent or sequential development, engagement with SPREP, PICTs representatives, regional partners, etc.

Preference is given to consultants who provide details of their preferred strategy structure based on the final review of Cleaner Pacific 2025, consultations with all relevant stakeholders, and consultation with SPREP's technical team (Waste Management and Pollution Control) as the lead in developing/designing the strategy structure. Consultants should also provide specific information on delivering and managing the requested work.

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: 10 March 2025 midnight (Apia, Samoa local time).**



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- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'RFT 2025/003: **Development of a conceptual framework of the Cleaner Pacific Regional Strategy**'

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

Preparation and development of a draft conceptual framework to support the preparation of the next Cleaner Pacific Regional Strategy

1. BACKGROUND

SPREP is the primary intergovernmental organisation charged with promoting cooperation in the Pacific region and providing assistance in order to protect and improve the region's environment and to ensure sustainable development for present and future generations. SPREP has the lead responsibility for regional coordination and delivery of waste management and pollution control action, which is specified in the SPREP Strategic Plan Regional Goal 3 – Pacific people benefit from improved waste management and pollution control. Further, the Cleaner Pacific 2025: Pacific Regional Waste and Pollution Management Strategy 2016–2025 (CP 2025) is a strategic management framework to guide regional cooperation and collaboration, and it is aligned to SPREP Strategic Plan Regional Goal 4 – Pacific people and their environment benefit from commitment to and best practice of environment governance.

The Cleaner Pacific 2025 outlines four strategic goals and 15 strategic actions to address priority waste and pollution issues, with SPREP and Pacific Island countries and territories being responsible for strategy delivery. The CP 2025 will conclude in 2025 and the 31st SPREP meeting endorsed the development of a revised Pacific Regional Waste and Pollution Management Strategy to replace the current CP2025. The revised strategy will be a guiding tool for regional cooperation and collaboration in improving the management of waste and pollution control in the Pacific Region. The revised regional strategy is also a Regional Collective Action under the 2022-2030 Implementation Plan for the 2050 Strategy for the Blue Pacific Continent.

This work will be supported by the SPREP Project on Capacity Building related to Multilateral Environmental Agreements (MEAs) in African, Caribbean and Pacific (ACP) countries – ACP MEAs Phase III.

2. INTRODUCTION TO PROJECT

A revised Cleaner Pacific Strategy is needed to continue to support, guide and coordinate regional waste management and pollution control action in the Pacific region.

The Strategy intends to ensure a cohesive coordinated approach to regional waste management and pollution control throughout the Pacific region and to provide an overarching framework to assist the PICTs to have a cleaner and safer environment for future generations. The Strategy is a key guiding long-term plan for SPREP in developing its aligned response plans, partnerships, and resource mobilisation to implement the Strategy's identified priorities.

The SPREP's Waste Management and Pollution Control (WMPC) has responsibility for the Cleaner Pacific Strategy oversight and delivery. Through the WMPC projects and donors' support, WMPC was able to conduct and facilitate discussions with member countries and key stakeholders such as the Maritime sector and private sector regarding the development of the revised Cleaner Pacific Strategy during the 4th Cleaner

Pacific Roundtable in Tuvalu. The discussions reflected strong strategic intent for waste management and pollution control extending to the marine environment and emphasised circular economy approaches.

3. EXPECTED OUTCOME

The Secretariat of the Pacific Environment Programme (SPREP) seeks to engage a consultant to deliver the following:

- Prepare a draft conceptual framework for a revised and updated Cleaner Pacific: Pacific Regional Waste and Pollution Management Strategy with close consultation with SPREP's WMPC Programme
- Conduct consultations with Pacific Island Countries and Territories, SPREP development partners and community, regular technical counterpart collaborators with SPREP in waste management, private sector actors, representative NGOs, and CSOs, for the development of the revised Cleaner Pacific Regional Strategy.

4. SCOPE OF WORK

The proposed stages of the work are described in the following table.

Phase	Description	Documentation to be provided	Consultant Output
Inception	<p>Lead an inception meeting with SPREP team to discuss the approaches, methodology, and delivery of the project, addressing risk management, and ensuring an agreed understanding of the action, and required outputs.</p> <p>An inception report produced by the Contractor shall:</p> <ul style="list-style-type: none"> • Confirm activities agreed upon • Confirm the scope to be developed as agreed by SPREP and the inception meeting participants before the commencement of any activities <p>The Contractor shall submit to SPREP a Draft Work Plan that upon execution ensures 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. • General description of the methods which the Contractor proposes to adopt for managing and executing the contract. • Comprehensive risk plan to ensure effective delivery of services. 	<p>Cleaner Pacific 2025 - Pacific Regional Waste and Pollution Management Strategy</p> <p>Cleaner Pacific 2025 – Mid-Term Review and Implementation Plans</p> <p>4th Clean Pacific Roundtable 2024 Report</p> <p>Waste Management Strategies from throughout the Pacific Region</p> <p>CP2025 Results Framework and Log Frame for PICTs</p> <p>List of focal point information contacts for Pacific countries and territories, development and technical counterparts in the waste management and pollution control work and related areas.</p>	<p>Inception meeting</p> <p>Inception meeting report and 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>

	<ul style="list-style-type: none"> Any further details and information as SPREP may reasonably require. 	Related SPREP WMPC project documents	
Development of a draft conceptual framework - Cleaner Pacific Regional Waste and Pollution Management Strategy (draft document)	<p>Develop a draft conceptual framework to support the preparation of the next Cleaner Pacific Regional Strategy - Pacific Regional Waste and Pollution Management Strategy.</p> <p>The Regional Strategy shall be developed incorporating Future and Foresight tools to inform the Strategy's forward-looking perspective on the future developments and scenarios, while supporting more adaptive, resilient and innovative approaches to waste management and pollution control.</p> <p>.</p> <p>The Cleaner Pacific 2035 - Pacific Regional Waste and Pollution Management Strategy shall be structured roughly as follows:</p> <ul style="list-style-type: none"> Where are we now (current status of Waste and Pollution Management in the Pacific region, reflecting on progress of PICTs towards CP2025) Where do we want to be (Vision, objectives, goals) 	Cleaner Pacific 2025 - Pacific Regional Waste and Pollution Management Strategy	<p>Draft conceptual; framework of the Cleaner Pacific 2035 - Pacific Regional Waste and Pollution Management Strategy</p> <p>The draft conceptual framework of the Regional Strategy shall address the requirements identified in the Description of this Phase.</p>

- How will we get there (Action plan and description of task and priorities utilising discussions during the 4th CPRT and upcoming consultations with the PICTs)
- How are we performing on the journey to 2035/2050 (monitoring and evaluation using the draft revised CP2035/2050 Results Framework and Log Frame)

The consultant is expected to develop a proposed Regional Strategy Structure for agreement by the PICTs. Once the framework structure is agreed upon, utilisation of existing materials and consultations with the PICTs, Donors and Partners will transfer and build necessary content to populate the Regional Strategy.

Consultation with the PICTs, Industry, civil society, and tertiary institutions is expected for the revised strategy to be relevant and acceptable by the region.

It is envisioned by SPREP that a draft working conceptual framework and contents of the CP will be shared to the SPREP 2025 biennial SPREP Meeting. As such the Consultant will be expected to support SPREP to prepare a working paper providing an update to the SPREP Meeting in September 2025.

Final outline of the revised Cleaner Pacific - Pacific Regional Waste and Pollution Management Strategy (final document)

The final conceptual framework of the Regional Strategy documents and Action Plan are to be created following the detailed feedback provided by PICTs and SPREP on the Draft documents.

Final conceptual framework of the Cleaner Pacific - Pacific Regional Waste and Pollution Management Strategy

The Final conceptual framework of the CP shall address all comments made to the draft conceptual framework reviewed from the previous Phase.

Institutional Arrangement

It is expected that this project will be undertaken remotely. The consultant will be required to travel as determined and approved by SPREP to engage with PICTs and key stakeholders including SPREP. Travel and per diems will be funded separately from the disbursements outlined in the payment schedule and arranged in accordance with SPREP Travel Policy.

Introductions to representatives of the PICTs will be facilitated by the SPREP team.

Consultant Responsibilities

The consultant will be responsible for all administrative tasks, not limited to scheduling meetings with stakeholders (PICTs, industry, civil society, tertiary institutions, development partners, donors, etc.) and SPREP, taking minutes, and distributing draft documents for comment prior to finalising.

5. SCHEDULE OF WORK

The activities are to be completed no later than 30 July 2025 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/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
Draft conceptual framework of the revised Cleaner Pacific and consultation with PICTs and key stakeholders	No later than ten (10) weeks from date of approved Work Plan
Final conceptual framework of the revised Cleaner Pacific.	No later than two (2) weeks from date of receipt of final comments on Draft documents.

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 \$35,000 USD will not be considered.



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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, Environment Social Safeguards, Fraud prevention & Whistleblower Protection and Gender and Social Inclusion.