



REQUEST FOR TENDERS

RFT: 2025-GEFIS-026
 File: AP_6/5/9
 Date: 11 December, 2025
 To: Interested suppliers
 From: GEF ISLANDS Pacific Project

Subject: Request for tenders (RFT): Review of Container Deposit Legislation and Design of National Product Stewardship Scheme (PSS) for the Republic of Marshall Islands (RMI)

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 consultant / consortium to review RMI's Container Deposit Legislation and design a National Product Stewardship Scheme that will improve the management of other waste streams such as end-of-life vehicles and end-of-life tyres.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful supplier 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 suppliers must meet the following conditions:
 - i. **Submit a detailed Curriculum Vitae:** The CV should detail the qualifications and previous relevant experience for each proposed personnel, particularly in the development of waste management strategies and capacity building for such work.

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 sprep@sprep.org www.sprep.org

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.

- ii. **Provide three relevant referees:** Include contact information and details of the most recent similar work completed by the consultant, relevant to this tender.
 - 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).
 - iv. **Provide examples of past related work outputs:** Submit examples of previous work related to hazardous waste management strategy development and capacity development.
 - v. **Submit Technical and Financial proposals:** These may be attached separately to the tender application. The technical proposal should outline the methodology, work plan, and risk mitigation strategies, while the financial proposal should provide a detailed cost breakdown.
- 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 supplier 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 supplier'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 15 January 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 20 January 2026.
- 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 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 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	i. Demonstrated experience with waste management systems, with preference given to experience with Sustainable Financing system (Container Deposit / Advance Recovery Fee / Product Stewardship / Waste Levy etc) schemes or similar (links to output reports or products that provide insight into research approach and writing style)	10%
	ii. Demonstrated experience conducting research and hosting consultation to obtain relevant information to inform guidance documentation (focus on both company, and officers to deliver the works)	10%
	iii. Demonstrated experience in Small Island Developing States (SIDS) presenting complex topics in simplified way (advantageous to detail Pacific experience)	5%
	iv. Detailed CVs of the proposed team to deliver works, noting the need for specialists in the three component areas of work are required.	10%
Methodology	v. Detailed methodology to deliver the required project components and provide detail to the panel the value proposed by the tenderer.	40%
	vi. 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: **30 January 2026, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3. Please send all tenders clearly marked **"2025 GEFIS-026: Review of Container Deposit Legislation and Design of National Product Stewardship Scheme (PSS) for the Republic of Marshall Islands"**

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

Review of Container Deposit Legislation and Design of National Product Stewardship Scheme (PSS) for the Republic of Marshall Islands (RMI)

1. BACKGROUND

The Secretariat of the Pacific Regional Environment Programme (SPREP) has received Global Environment Facility (GEF) funds from the United Nations Environment Programme (UNEP) to execute the GEF ISLANDS Pacific Project. The project is part of GEF 7 cycle of funding aimed at supporting Pacific Island Countries (PICs) in meeting their obligations to various multilateral environmental agreements (MEAs) relating to chemicals and waste management. These MEAs include the Basel, Rotterdam, Stockholm, Minamata and Waigani Conventions.

Globally Small Island Developing States (SIDS) are progressing on import-dependent development pathways. The quantities and variety of products that are being imported (ranging from mercury-containing thermometers to plastic packaging, from second-hand electronic products to motor vehicles, from agricultural chemicals to industrial chemicals) is rapidly increasing. This is leading to the generation of a large variety of different types of hazardous and toxic wastes which SIDS do not have the installed capacity or required treatment facilities to address. There is an urgent need for SIDS to move to integrated waste management. Extensive studies conclude the costs of inaction in SIDS are significant in terms of the economic costs of impacts on health, environment, tourism, and fisheries.

The Global Environment Facility (GEF) has recognised these challenges faced by SIDS and is supporting the Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS) Programme in the 14 SPREP members, namely: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu.

2. INTRODUCTION TO THE PROJECT

RMI has had a Container Deposit Legislation (CDL) system in place since 2016 under the Styrofoam Cups and Plates, and Plastic Products Prohibition, and Container Deposit Act 2016. The purpose of the Act is to establish a Recycling Program in RMI, the aim of which is to create a self-supported, safe, and efficient system of disposal of beverage container throughout the Nation. The items currently included in this system are aluminium cans, polyethylene terephthalate bottles (PET), and glass bottles of certain sizes. The deposit amount is 6c USD.

The RMI Environmental Protection Authority (RMI EPA) seek to expand the CDL system to a more comprehensive Product Stewardship Scheme (PSS) to enable inclusion of additional problem waste items such as vehicles, used lead-acid batteries, used oil, used tires, whiteware, and other bulky waste. These items are commonly found littered throughout RMI or disposed in the existing overloaded landfills. The existing CDL system operator (Majuro Atoll Waste Company - MAWC) has a facility and a plan in place to receive and process these items.

The existing Deposit system is well-received by the community and the expansion to include additional items will provide funding to undertake collection, processing, and recycling of these bulky items and prevent them from being disposed in the environment or landfill.



3. EXPECTED OUTCOME

The RMI EPA seek to undertake the following activities to support the RMI PSS design and implementation. Specific skills are requested for each component (as specified). Outputs of this activity will include (but not be limited to):

- In partnership with RMI EPA and MAWC, undertake a Legislative Pathway Assessment and Gap Analysis to consider: options for PSS and whether current legislation is sufficient/amendable to allow for expanded regulations for other waste streams; confirm proposed scheme operations and identify required scheme activities, systems, and physical equipment/facilities; complete a gap analysis against existing CDL systems (finance, customs, MAWC etc) to identify requirements for new act/legislation; provide guidance on legislative pathway; structure of proposed new Act and Regulations; and potential repeals/reforms to the existing 2016 Act.
- Undertake economic modelling of proposed scheme operations to understand scheme financial viability and possible scheme handling and administrative fees (and likely deposit amounts)
- Assist RMI EPA and MAWC to present findings of Legislative Assessment and Economic Modelling to MAWC Board and other relevant stakeholders
- Develop a Policy Note (or other legal documentation) to provide information on proposed PSS to government decision makers. This should include context for the existing CDL and rationales why current legislation is not sufficient/amendable to allow for expanded regulations for other waste streams under a PSS.
- Development of drafting notes for PSS Legislation. This output should provide for all elements to implement and regulate a successful scheme.
- Development of drafting notes for 4x PSS Regulations – Vehicles, Used lead-acid batteries (ULAB), Waste Oil, and Whiteware (i.e., refrigerators, washing machines)
- Development of drafting notes to reform the existing CDL to include other waste streams such as butane cannisters used for fuel for cooking stoves

Specific skills are requested for each component (as specified), Tenderers can submit based on internal skill sets, or as a consortium of specialist companies, noting a single contract will be let to manage all elements of work detailed.

Specific Skill Sets needed for this project

Component / Activity	Description	Specific Skills
1. Review of RMI's Container Deposit Legislation System	<p>Technical Assistance to review the review the existing CDL System and identify the following:</p> <ul style="list-style-type: none"> • Gaps and Challenges in the effective recovery and recycling of materials. • National stakeholders to be consulted on the updated data and information to help inform the design of the national PSS. 	Data Analyst and Waste Management Expert with experience in Sustainable financing scheme



SPREP
Secretariat of the Pacific Regional
Environment Programme

Component / Activity	Description	Specific Skills
2. Confirm required scheme activities (including physical equipment/facilities), provide technical input, and develop Standard Operating Procedures and documentation to guide scheme operation and administration	<p>Technical Assistance to determine recommended activities to effectively operate and administer the RMI PSS to achieve the goals sought by the RMI Environment Protection Agency, including providing technical input and investigation to guide decision making for key scheme questions including (but limited to and confirmed at first meeting of the working group after commencement):</p> <ul style="list-style-type: none"> the provision of tax (Value Added Tax (VAT)) when/if added to scheme and implications to costs and accounting for operations* inclusion of items sold at duty-free potential for delegation of powers for controlling scheme finances* options for establishing collection network (i.e. mandating by scheme or not) to provide for local business opportunities management of legacy waste approved uses of funds collected (e.g. provision of funding RMI EPA waste management activities, business / community grants for waste management actions, support for network expansion, etc.) Model legacy waste present in RMI and options for the scheme to collect and manage these items <p><i>*Note: many of these questions require specific guidance and decisions from government departments based on existing law, the consultant will be required to seek official response on questions to inform scheme design and potential limitations.</i></p> <p>Develop identified activities into practical Standard Operating Procedures (SOP) including development of required templates, permits, contracts, and other documentation to operate the scheme. Outputs of this component will include (but not be limited to):</p> <ul style="list-style-type: none"> After consultation with RMI EPA, Identify recommended activities required to effectively operate and administer the national Product Stewardship Scheme and recommended agencies in RMI to undertake the identified activities 	<p>Waste management expert with experience in the design and implementation of Sustainable Financing Systems (Container Deposit / Advance Recovery Fee / Product Stewardship / Waste Levy etc) schemes or similar. Experience with Pacific Island countries is preferred.</p>



SPREP
Secretariat of the Pacific Regional
Environment Programme

Component / Activity	Description	Specific Skills
	<ul style="list-style-type: none"> • After consultation with RMI EPA Identify physical equipment and facilities to achieve effective operation of the PSS in Marshall Islands, including identification and design of redemption centres / return depots • Development of a practical SOP to guide scheme operation, including monitoring, compliance, and auditing requirements – and including drafting of template forms, and template contracts identified • Development of a practical SOP to guide scheme administration by government agencies (RMI EPA, Ministry of Customs and Revenue, Ministry of Finance, National Energy Office etc) including monitoring, compliance, and auditing requirements – and including drafting of template forms, and template contracts identified as tasks for government agencies • Development of a practical SOPs to guide utilisation of scheme funds • Development of template agreement required to engage and manage scheme coordinators. 	
3. Undertake economic modelling of different scheme operations to determine likely activities and understand scheme financial viability	<p>Technical Assistance to undertake desktop economic modelling of different options for operation of the RMI PSS to understand financial implications of different options and assess the economic viability of the scheme. Outputs of this component will include (but not be limited to):</p> <ul style="list-style-type: none"> • Modelling of various levels of the Deposit component to understand the influence on return rates, including all populated islands. • Modelling of scheme activities to determine the likely Fee component to be placed on the items included in the scheme. Model to consider different management options (i.e., export, locally recycled/repurposed using local enterprise, or landfilled), and levels of processing to be undertaken in country. • Modelling costs for scheme operations if redemption centres were to be required on each island (costs for staffing, equipment, shipping from outer provinces, etc.) and its impact on scheme cost and therefore fee & deposit amount. • Modelling of staffing needs required to operate and administer the activities associated with the national PSS 	Economist with experience in undertaking data modelling and assessment with reference to waste management, extended producer responsibility, business cases, or similar.



SPREP
Secretariat of the Pacific Regional
Environment Programme

Component / Activity	Description	Specific Skills
	<ul style="list-style-type: none"> Development of updatable excel template (or equivalent) for the RMI EPA to utilise to calculate if any of the Deposit or Fee components in the scheme need to be modified to account for system cost changes. Utilise the legacy waste model to quantify the cost of accepting this legacy into the scheme on commencement. 	
4. Develop legislative drafting notes for scheme legislation and regulation	<p>Legal assistance to support the development of the RMI PSS regulations through the development of the recommendations and decisions associated with components 1 and 2 into drafting notes for drafting of legislative documents. Outputs of this component will include (but not be limited to):</p> <ul style="list-style-type: none"> Development of PSS Policy Note Development of Legislation Pathway or other legal documentation required for the Regulation to track through government approval processes. Development of drafting notes for specific material Product Stewardship Scheme <u>Regulation</u>. This output should provide for all elements to implement and regulate a successful scheme. 	<p>Lawyer or legal expert with experience drafting waste management legislation, with preference given to experience drafting Product Stewardship Schemes</p>

Preference given to companies with experience in design and implementation of Sustainable Financing Systems in Pacific Island Countries.



1. SCOPE OF WORK

Table 1: Scope of Work – General / Project Commencement

Phase	Description	Documentation RMI EPA will provide	Consultant Output
1. Inception	<p>Lead an inception meeting with the RMI EPA and MAWC 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 for each of the three technical area of this contract. The inception meeting will also discuss and come to an agreement on ongoing meetings with RMI EPA and MAWC to discuss project progress.</p> <p>The Project Inception Report shall include:</p> <ul style="list-style-type: none"> Meeting Minutes – The detailed minutes of the meeting would be included as an annex or appendix to the Project Inception Report. These minutes will capture the discussions, decisions and action points from the meeting. Project Work Plan – The preliminary project work plan discussed and agreed upon during the meeting. This includes the proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables and general description of the methods which the Contractor proposes to adopt for executing the contract. Risk Register – Outline a Comprehensive risk plan to ensure effective delivery of services 	Nil	<p>Draft Project Inception Report</p> <p>The report encapsulates the outcomes of the initial inception meeting, providing a detailed roadmap for the project's implementation. Key components of the report include:</p> <ul style="list-style-type: none"> Inception Meeting Minutes Project Work Plan Risk Register Roles and Responsibilities Deliverables Any further details <p>Final Project Inception Report</p> <p>Final Workplan incorporating revisions and addressing all comments</p>



Phase	Description	Documentation RMI EPA will provide	Consultant Output
	<ul style="list-style-type: none"> Roles and Responsibilities – Documentation of roles and responsibilities for both the consultant team and the project team and the lines of communication to achieve the effective delivery of services under this contract. This section of the report can recommend input and responsibilities for RMI EPA and MAWC to achieve the effective delivery of services under this contract. Deliverables – The specific outputs from the three technical areas and how activities and findings will be aligned and incorporated to achieve the effective delivery of services under this contract. Any further details and information as RMI EPA and MAWC may reasonably require. 		
2. Facilitation of meetings (at an agreed frequency) with RMI EPA and MAWC	The consultant will facilitate and lead meetings at an agreed frequency with RMI EPA and MAWC, to present and discuss the delivery of the project, and ensure a common understanding of the actions, required outputs, and responsibilities. These meetings will commence at an agreed upon date following the Project Inception Meeting.	Nil	Meeting Minutes As an output of these meetings, the consultant will produce detailed minutes that capture all key discussions, decisions, and action items. These minutes ensure a common understanding of the actions, required outputs, and responsibilities among all stakeholders.



Phase	Description	Documentation RMI EPA will provide	Consultant Output
3. Review exiting Container Deposit Legislation and conduct assessment to develop PSS Legislative Pathway Assessment and Gap Analysis	<p>In partnership with RMI EPA and MAWC, undertake a Legislative Pathway Assessment and Gap Analysis to consider: options for PSS and whether current legislation is sufficient/amendable to allow for expanded regulations for other waste streams; provide guidance on legislative pathway; structure of proposed new Act and Regulations; and potential repeals/reforms to the existing 2016 Act.</p> <p>Legislative Assessment to consist of, but not be limited to, the following:</p> <ul style="list-style-type: none"> review existing CDL 2016 legislation and complete high-level assessment of performance of scheme components and performance against targets review 2020 Feasibility Report for CDL scheme expansion review existing and proposed schemes in the Pacific and other relevant documentation provided by EPA confirm proposed scheme operations and identify required scheme activities, systems, and physical equipment/facilities complete a gap analysis against existing CDL systems (finance, customs, MAWC etc) to identify requirements for new act/legislation. legacy waste present in RMI and options for the scheme to collect and manage these items. Additional consultations required to enable the design of a suitable PSS for RMI. 	<p>Existing CDL 2016 legislation</p> <p>2020 Feasibility Report for CDL scheme expansion</p>	<p>Draft PSS Legislative Pathway Assessment and Gap Analysis</p> <p>Develop and submit for review by RMI EPA and MAWC an PSS Legislative Pathway Assessment.</p> <p>Final PSS Legislative Pathway Assessment and Gap Analysis</p> <p>The report must adequately address all comments from RMI EPA and MAWC.</p>



Phase	Description	Documentation RMI EPA will provide	Consultant Output
	The consultant is expected to conduct a detailed data analysis, facilitate consultations with all relevant stakeholders and present consultation reports for review by the RMI EPA and MAWC.		
4. Determine likely inputs required to model the operation of a PSS in RMI	<p>Utilising the outcomes of Phase 3, conduct further literature research and consultation as required and determine the likely inputs required to effectively understand costs for the operation and administration of a PSS in RMI. Inputs should include, but not be limited to:</p> <ul style="list-style-type: none"> • Import volumes for recyclable items that may be included in Phase I or II of a PSS* • Fuel costs • Energy costs • Equipment operation and maintenance • Labour rates • Shipping and associated costs – external and internal • Management options (i.e., export, locally recycled, or landfilled), and levels of processing • Administration costs (including compliance management) • Accounting costs • Legacy waste • Current market prices / commodity value for the recyclable items at off-shore recycling facilities • social factors and job creation 	Nil	<p>Draft Report on Cost Analysis and Operational Input for RMI PSS Implementation</p> <p>Develop and submit for review and comments by RMI EPA and MAWC (and potential the MAWC Board) a detailed report outlining the literature research, outcomes of stakeholder consultations, a draft spreadsheet summarising input expenses, processing options, and other data to model the operation of the RMI PSS</p> <p>Final Report on Cost Analysis and Operational Input for RMI PSS Implementation</p> <p>Final detailed report addressing all comments provided.</p>



Phase	Description	Documentation RMI EPA will provide	Consultant Output
	*The RMI Government will assist to obtain the current values for each input in RMI		
5. Financial model determining the likely Fee component and staffing needs to enable the effective and financially sustainable operation of a PSS in RMI	<p>Using confirmed model inputs, the consultant will build a simple model (using Microsoft excel) to:</p> <ul style="list-style-type: none"> Model various levels of the Deposit component to understand the influence on return rates, including from the outer island communities Model scheme activities to determine the likely Handling Fee component to be placed on the items included in the scheme. Model to consider different management options (i.e., export, locally recycled/repurposed using local enterprise, or landfilled), and levels of processing to be undertaken in country. Model administrative cost required to operate and administer the activities associated with the scheme Model legacy waste present in RMI and options for the scheme to collect and manage these items The model output will be used to inform the RMI Government on the necessary Deposit and Fees component of the scheme and staffing needs to enable the effective and sustainable operation of the PSS. 	<p>Customs import data</p> <p>Waste audit data</p> <p>Litter audit data</p>	<p>Draft Economic Model</p> <p>Draft economic modelling tool shall address requirements identified in the Description of this Phase, submitted for review and comment by MAWC (and potential MAWC Board), and RMI EPA</p> <p>Final Economic Model</p> <p>Final economic modelling tool addressing all comments provided.</p>
6. Mechanism to review the Scheme Deposit or Fees	Develop an easy-to-update Microsoft excel template for MAWC to utilise to calculate and update the Deposit or Fee components (with respect to the Waste Levy work)of the PSS in the future as input information changes. Provide brief	Nil	Draft Process/Mechanisms to Update Scheme Finances and Guidance Note



Phase	Description	Documentation RMI EPA will provide	Consultant Output
	guidance on how and when to use and update the template which will go into the SOPs developed in Component 2		<p>Draft Process/Mechanisms (Microsoft excel template (with guidance note on how and when to use)) to Update Scheme Finances, submitted for review and comment by MAWC (and potential MAWC Board), and RMI EPA,</p> <p>Final Process/Mechanisms to Update Scheme Finances and Guidance Note</p> <p>Final Process/Mechanisms (Microsoft excel template (with guidance note on how and when to use)) to Update Scheme Finances addressing all comments provided.</p>
7. RMI PSS Design	Utilising previous outcome and information conduct further consultation as required to finalise the design of the RMI PSS.	RMI EPA shall arrange necessary Stakeholder Consultation sessions	<p>Draft PSS Design Report</p> <p>Draft PSS System Design report submitted for review by RMI EPA and MAWC. The report must annex all consultation minutes and summary of decisions.</p> <p>Final PSS Design</p>



Phase	Description	Documentation RMI EPA will provide	Consultant Output
			Final PSS design developed addressing all comments provided.
8. Development of materials to assist the RMI EPA to host consultation to seek feedback on PSS design	<p>The consultant will assist the MAWC, to host the following consultations to obtain feedback on the PSS design:</p> <ul style="list-style-type: none"> • National Stakeholder consultations • The consultant will, at a minimum, assist in development of material and providing background technical assistance to the RMI EPA as needed during the facilitation of consultation sessions. • The consultant will work with RMI EPA to understand feedback provided by communities and stakeholders on the PSS and ensure feedback is incorporated into the draft PSS design and Drafting Notes 	MAWC will arrange necessary Stakeholder Consultation sessions	<p>Draft PSS Design Presentation – for community consultation</p> <p>Draft presentation on PSS System Design submitted for review by RMI EPA and MAWC. Draft presentation to consider the different groups being presented to (i.e. Stakeholders and communities).</p> <p>Final PSS Design Presentation – for community consultation</p> <p>Final PSS design presentation (catered to different groups being presented to (i.e. Stakeholders and communities) developed addressing all comments provided.</p> <p>The presentation is to be delivered by RMI EPA to gather stakeholder feedback.</p>



Phase	Description	Documentation RMI EPA will provide	Consultant Output
9. Policy Note for PSS Legislation and Associated Regulations	<p>Utilising outcomes and findings from previous stages, develop a Drafting Note to summarise the proposed PSS, including framework of proposed Legislation and Regulation, for submission to Government decision makers.</p> <p>The Drafting Note should clearly identify required amendments / reforms / repeals to existing legislation to enable enactment of the proposed the RMI PSS Legislation and associated PSS Regulations</p>	Nil	<p>Draft PSS Drafting Note</p> <p>Draft PSS Drafting Note (Legislation and Regulation) submitted for review by RMI EPA</p> <p>Final PSS Drafting Note</p> <p>Final PSS Drafting Note (Legislation and Regulation) incorporating all comments provided.</p>
10. Legislative Drafting Notes: PSS Legislation 4x PSS Regulations – Vehicles, Used lead-acid batteries (ULAB), Waste Oil, and Whiteware	<p>Utilising outcomes and findings from previous stages, develop five Legislative Drafting Notes providing detailed information to enable the RMI Attorney General Office to draft the Proposed:</p> <ul style="list-style-type: none"> PSS Legislation 4x PSS Regulations – Vehicles, Used lead-acid batteries (ULAB), Waste Oil, and Whiteware <p>RMI EPA will coordinate with the Attorney General to finalise the Drafting Notes. The consultant shall provide assistance to the Government of RMI to finalise the Drafting Notes.</p>	Nil	<p>Draft Drafting Notes</p> <p>Draft PSS Drafting Notes (Legislation and Regulation) submitted for review by the RMI EPA.</p> <p>Final Draft Drafting Notes</p> <p>Final Draft Drafting Notes (Legislation and Regulation) provided incorporating all comments.</p>

5. INSTITUTIONAL ARRANGEMENTS

Consultants outside of RMI are asked to submit a quote for travel as part of their financial proposal, but preference will be given to RMI-based consultants to provide active support to the RMI EPA and the MAWC, and to ensure an up-to-date understanding of the RMI waste management and legislative processes. International Consultants are encouraged to partner with local consultants whenever possible, both to minimise travel costs and to ensure effective local engagement.

The successful consultant will work directly with the RMI EPA who will assist with various components such as coordinating and hosting required consultation sessions, and other meetings.

Consultant Responsibilities

The consultant will be responsible for scheduling meetings with stakeholders and RMI EPA, taking minutes, and distributing draft documents for comment prior to finalising.

6. PROPOSED SCHEDULE OF WORK

The activities are to be completed no later than **25 weeks** after contract signing, with a preference for the activities to be completed much earlier matching the schedule of the RMI Government. Tender responses to provide milestone dates for all required outputs/outcomes.

7. 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)
- Travel costs if based outside of RMI
- All applicable taxes

Submissions must include an annotated budget listing for each task.

SPREP/ RMI EPA 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 / RMI EPA.

8. 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