

REQUEST FOR TENDERS

RFT: 2025-GEFIS-001
File: AP_6/5/9
Date: 11 February 2025
To: Interested contractors
From: GEF ISLANDS Pacific Project

Subject: Development of a landfill wall design for Kiribati under the GEF ISLANDS Pacific Project

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 contractors who can offer their services for the Development of a landfill wall design under the GEF ISLANDS Pacific Project.
- 2.2. The Terms of Reference (TOR) for the consultancy are set out in **Annex A**.
- 2.3. The successful contractor 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 contractors 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.

- 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 contractor 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 contractor'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 contractor's as per relevant national legislations)
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual contractor'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 contractor 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 (%)
Understanding the assignment	Understanding of project objectives and challenges	7
	Awareness of understand the subsurface conditions of Kiribati's landfill wall site to inform the design and construction process.	6
	Approach for developing the landfill wall design	10

Methodology and approach	Work plan Detailed timeline and clear milestones	20
	Monitoring and evaluation mechanisms	5
Experience and expertise	Professional experience: At least 10 years of demonstrated experience in seawall design and or land reclamation projects in an atoll nation, and the designs must have been built and proven to be serviceable;	10
	Technical Expertise Experience working with Pacific Island Governments would be an advantage; practical experience in a Pacific Island Country on a civil engineering construction involving seawalls built into a tidal sand-flat would be a great advantage;	5
	Project Management Skills Project management experience in the Pacific Islands would be an advantage, and experience of Pacific Atolls and their unique challenges to construction projects would be desirable;	8
Team composition and qualifications	Professional qualifications in civil engineering with specialisation in coastal engineering or environmental engineering from a recognised tertiary institution. Must hold current professional engineer license and membership to professional engineer association in country of practice	6
	Balance of technical and management skills	3

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

The cost of services to be provided by the contractor:

	Financial criteria	Description
1.	Consulting Fees	Daily rate: Specify expected rates for different phases of the project and the number of the team to carry out the project. Retainer fees: If applicable outline any ongoing support costs
2.	Travel Costs	Consultant staff required SPREP will provide the Consultant with 1 return economy airfare by the most direct and economical route available to conduct the initial investigation. Any other travels would require solid justification.

		<p>A per diem allowance at current SPREP rates on the approved itinerary will be paid in advance by SPREP, or where appropriate by the agreed work commencement date.</p> <p>To meet the SPREP travel policy timeline of travel arrangement the following should be adhered:</p> <ul style="list-style-type: none"> • The consultant should include all travel plans within its detailed workplan however • The consultant should re-confirm the availability of Environment & Conservation Division (ECD) of the Ministry of Environment, Lands and Agricultural Development (MELAD), Kiribati Solid Waste Management Programme (KSWMP), Ministry of Infrastructure and Sustainable Energy (MISE) in Kiribati. • Prepare a travel request (including objectives, activities, outcomes and outputs) of the travels and workshops to be sent to PMU 10 weeks in advance of the visit/s. • PMU will review and approve the proposal and prepare all travel and workshop arrangements to be submitted to Finance 6 weeks in advance before commencement of the workshops. • The Daily Subsistence Allowance calculation includes costs for accommodation, meals and incidentals.
3.	Consultation costs	<p>Workshop: Note all consultation workshop costs (venue hire, catering and other costs) and arrangements will be prepared and paid by SPREP.</p> <p>Other workshop related costs: If applicable outline any other workshop related costs</p>
4.	Contingency funds	<p>Unexpected expenses: set aside a percentage of the total budget for unforeseen costs.</p>

7. Variation or Termination of the Request for Tender

- 7.1
- SPREP may amend, suspend or terminate the RFT process at any time.
 - 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>).
 - 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.
 - 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

- The due date for submission of the tender is: 19 March 2025, midnight (Apia, Samoa local time).**
- Late submissions will be returned unopened to the sender.

- 8.3 Please send all tenders clearly marked 'RFT 2025-GEFIS-001: Development of a landfill wall design for Kiribati under the GEF ISLANDS Pacific Project.

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA

Email: tenders@sprep.org (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception, Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>

Annex A: Terms of Reference

Development of a landfill wall design for Kiribati under the GEF ISLANDS Pacific Project

1.0 Project Background

The Secretariat of the Pacific Regional Environment Programme (SPREP) has received funding from the Global Environment Facility (GEF) to execute the ISLANDS Pacific Project in collaboration with the United Nations Environment Programme (UNEP), and the 14 Pacific Island Countries (PIC), 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. The ISLANDS Pacific Project is part of a global initiative which aims to prevent the future build up of hazardous chemicals and to manage and disposal of existing harmful chemicals across 30 SIDS including the 14 PICs.

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 Wai-gani Conventions. The \$20 million GEF ISLANDS Pacific Child Project builds on previous GEF funded projects on chemicals and waste and enabling activities of the above-mentioned MEAs. It commenced in 2022 and will run for 5 years until 2026.

ISLANDS Pacific will focus on establishing effective mechanisms to control the imports of chemical products that lead to the generation of hazardous waste and to clean up the Pacific of legacy chemicals. For unavoidable chemicals that serve as important economic products, ISLANDS Pacific will seek to establish circular and life cycle systems in partnership with the private sector, so a buildup of these chemicals is avoided. Chemicals and hazardous waste streams targeted by ISLANDS include Persistent Organic Pollutants (POPs) such as DDT and PCBs, mercury, e-waste, used oil, plastics and end-of-life vehicles (ELVs).

The project will seek to achieve its objectives through its four (4) components. Details of the four components are briefly noted below and include:

- i. Preventing the Future Build-Up of Chemicals Entering SIDS.
- ii. Safe Management and Disposal of existing chemicals, products and materials.
- iii. Safe management of products entering SIDS/closing material and product loops for product.
- iv. Knowledge Management and Communications.

2.0 Introduction to the Project

Kiribati has two landfills that were built in the period 2003 - 2005 under the ADB Sustainable and Adaptive Public Health Ecosystems (SAPHE) project. The landfill design and construction project constructed sea walls that were built into the lagoon tidal sand-flats, and flats and used pumps to remove water from inside the landfills, pumping the leachate into the local sewer system for discharge to the ocean. Once the landfill walls were built, it was found that the water in the landfill remained, apparently stationary, at around mean sea level. Sea water moves through the sand base of the landfill to achieve this. Thus, the pumps were trying to pump out the sea from the beginning, and as a result failed very quickly. However, subsequent study of the interaction of the water inside and outside the landfill produced some interesting results, showing that the water inside was moving because of tidal movement, but by approximately two orders of magnitude less. Water testing for heavy metals and other pollutants once the landfills were operational also showed that the landfills caused minimal pollution to the lagoon waters in which they were built. Subsequent work indicated that this was very likely caused by the calcium carbonate coral sand acting as a landfill treatment medium. The influence of the tidal movement on the water flow from inside to outside the landfill helps to damp down the flow - which varies largely depending on rainfall at the time - to provide a gentle hydrostatic gradient for the leachate across the

calcium carbonate. These elements all came to light after the landfills were built, and this knowledge was not available during the initial design of the landfills.

Tarawa now needs more landfill sites construction, and thus a new design for landfill seawall is required. The new landfill design needs to take into account the knowledge gained since the construction of existing landfills twenty years ago; for example, no conventional landfill liner should be used, and the pathway for water from inside the landfill to the outside should be as long as responsibly possible via the coral sand pathway. The resulting land, after complete filling, should be high enough to consider potential sea-level rises and be a useable area suitable for light industry, construction yard, shipping container parking, recreation or other non-residential uses for the medium to longer term. As such, the design lifetime of the landfill wall needs to be over 50 years. In addition, the consultancy will provide a design for work to re-condition the existing landfill walls as they have reached the end of their life after 20 years.

The Environment & Conservation Division (ECD) of the Ministry of Environment, Lands and Agricultural Development (MELAD) in Kiribati holds a significant amount of information regarding the landfills built in South Tarawa, including water test results, water movement studies, waste surveys, and photos of the original construction process. The Kiribati Solid Waste Management Programme (KSWMP), Phase III, a New Zealand MFAT-funded programme is based in ECD, and is gradually taking over the management of existing landfills from local government, and the planning for new ones. The consultant will be expected to work closely with the KSWMP and access the historical and current information available to develop the landfill design. ECD is the environmental licensing and regulatory arm of the Kiribati Government. The Ministry of Infrastructure and Sustainable Energy (MISE) is the construction permitting arm of the Government. The consultant will be required to be familiar with the requirements of both Ministries in this regard so that the design produced will meet local regulatory approval requirements.

3.0 Objective

The objective of this consultancy is to design a functional and sustainable landfill wall system for Kiribati that addresses the unique challenges of atoll environments. This will involve developing detailed structural designs and technical specifications for the construction of landfill walls using locally available materials. The consultancy will also include a thorough assessment of current landfill sites, cost estimation for construction, and ensuring compliance with local regulatory standards.

Additionally, the consultant will provide a post-construction maintenance plan to ensure the long-term viability of the landfill walls. The final designs and specifications should be adaptable to other Pacific atoll nations and SIDS regions of the world, promoting sustainable landfill management across the region.

4. Scope of Work

The consultancy will involve a series of structured tasks aimed at delivering a comprehensive design and implementation plan for landfill walls in Kiribati, tailored to the specific challenges of atoll environments. The consultant will conduct site assessments, develop detailed engineering designs and technical specifications, estimate construction costs, and ensure regulatory compliance. The tasks also include collaborating with local stakeholders, providing guidance on maintenance, and delivering outputs that can support future landfill projects across the Pacific region. The following table outlines the key phases, activities, consultant actions, and expected outputs of this consultancy:

The consultant will undertake the following tasks:

Phase	Description	Consultant Output
<ul style="list-style-type: none"> Inception 	<ul style="list-style-type: none"> Kick-off meeting between the consultant, SPREP, and Kiribati Focal Points to discuss approach, work plan, timelines, and key challenges. 	<ul style="list-style-type: none"> Inception report inclusive of kick-off meeting minutes and agreed project plan, including timelines and key milestones.
<ul style="list-style-type: none"> Assessment 	<ul style="list-style-type: none"> Conduct a mission to Kiribati to visit and inspect current landfill sites. Collect and review available data on landfill conditions, material availability, and topography. Recommend geotechnical investigations if necessary, based on site conditions. 	<ul style="list-style-type: none"> Site inspection report including observations, collected data, and recommendations for any additional studies (e.g., geotechnical investigations).
<ul style="list-style-type: none"> Design development 	<ul style="list-style-type: none"> Develop a full set of structural engineering drawings for landfill walls, including cross-sections, plan views, and structural details tailored to the atoll environment. Consider local material availability, using coarse and fine sands and coralline-derived aggregates; no artificial liner for the base, and no pumping or leachate treatment. 	<ul style="list-style-type: none"> Complete set of structural engineering drawings with cross-sections and plan views.
<ul style="list-style-type: none"> Development of Technical Specifications 	<ul style="list-style-type: none"> Develop detailed technical specifications covering materials, testing methods, construction methodology, and temporary works needed during the build process. 	<ul style="list-style-type: none"> Comprehensive technical specifications document for construction contractors.
<ul style="list-style-type: none"> Development of post-construction maintenance plan 	<ul style="list-style-type: none"> Develop a maintenance regime for the landfill walls after construction. Outline key stages for inspecting and maintaining the landfill walls post-construction to ensure durability. 	<ul style="list-style-type: none"> Post-construction maintenance plan and inspection schedule.
<ul style="list-style-type: none"> Cost estimation 	<ul style="list-style-type: none"> Provide cost estimates for constructing landfill walls based on current prices of materials in South Tarawa. Estimate cost per linear meter of landfill wall based on the proposed design. 	<ul style="list-style-type: none"> Detailed cost estimate report with pricing per linear meter and total budget.

5 Deliverables

Deliverables	Timeline
<ul style="list-style-type: none">Inception Meeting: Kick-off meeting minutes and agreed project plan, including timelines and key milestones.	1 week
<ul style="list-style-type: none">Assessment: Site inspection report including observations, collected data, and recommendations for any additional studies (e.g., geotechnical investigations).	1 month
<ul style="list-style-type: none">Design development: Complete set of structural engineering drawings with cross-sections and plan views.	Four months
<ul style="list-style-type: none">Development of Technical Specifications: Comprehensive technical specifications document for construction contractors.	Four months
<ul style="list-style-type: none">Development of post-construction maintenance plan: Post-construction maintenance plan and inspection schedule.	Five months
<ul style="list-style-type: none">Cost estimation: Detailed cost estimate report with pricing per linear meter and total budget.	Five months

6. Duration and timeline

The consultancy shall be expected to be completed within five months.

7. Reporting & communication

1. Initial design report after two months detailing in outline the expected design and a generalised estimate of costs;
2. Draft Report that provides full information and meets the requirements of the Scope of Works that includes:
 - i. A full set of detailed structural engineering drawings for the landfill seawall design to be built by a South Tarawa based contractor.
 - ii. A detailed written technical specification
 - iii. Estimated costs of constructing a landfill seawall in South Tarawa.

The consultant will maintain regular communication with SPREP and Kiribati partners and stakeholders throughout the consultancy. Fortnightly updates of progress by email, typically of a page or less, will be sent to the GEF ISLANDS Pacific Project Manager, detailing the activities undertaken, progress made, challenges encountered and any adjustments to the work plan.

Review Meetings

The Draft Report will be peer reviewed by SPREP and at least one review meeting will be held to review, and ideally accept, the draft report.

8. Qualification and experience

The consultant or consulting firm should meet the following qualifications and experience requirements:

1. Academic Qualifications

Professional qualifications in civil engineering with specialisation in coastal engineering or environmental engineering from a recognised tertiary institution.

Must hold current professional engineer license and membership to professional engineer association in country of practice.

2. **Professional Experience**

At least 10 years of demonstrated experience in seawall design and or land reclamation projects in an atoll nation, and the designs must have been built and proven to be serviceable;

3. **Technical Expertise**

Experience working with Pacific Island Governments would be an advantage; practical experience in a Pacific Island Country on a civil engineering construction involving seawalls built into a tidal sand-flat would be a great advantage;

4. **Project Management Skills**

Project management experience in the Pacific Islands would be an advantage, and experience of Pacific Atolls and their unique challenges to construction projects would be desirable;

5. **Communication Skills**

All reports and drawings must be in English and presented in a format consistent with professional standards as applicable in Australia and New Zealand, and acceptable to MISE;