

REQUEST FOR TENDERS

RFT: 2025-GEFIS-023
File: AP_6/5/9
Date: 11 December, 2025
To: Interested suppliers
From: GEF ISLANDS Pacific Project

Subject: Development of used oil management guidelines with a supporting communication plan for the four States, Pohnpei, Kosrae, Yap, Chuuk, of the Federated States of Micronesia (FSM)

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 company to develop a national used oil management guideline with a supporting communication plan for the four States, Pohnpei, Kosrae, Yap, Chuuk, of the Federated States of Micronesia (FSM)
- 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.

- 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 28 January 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 30 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.



SPREP
Secretariat of the Pacific Regional
Environment Programme

I. Technical Score – 80%

Criteria	Detail	Weighting
Methodology and approach	<p>i. <i>Workplan</i></p> <ul style="list-style-type: none"> Practical, realistic approach for assessing current used-oil practices, risks and capacity gaps. Clear plan for developing and drafting guidelines and a practical user-friendly communication plan. Inclusion of stakeholder engagement and knowledge transfer activities 	15%
Experience & Expertise	<p>ii. <i>Qualification, Competence and Communication skills of the team:</i></p> <ul style="list-style-type: none"> At least 10 years of demonstrated experience in used oil facility management. Relevant academic and professional qualifications. Technical expertise in environmental management, waste, oil handling and communication. Proven experience in preparation and execution of communication plans, evidence of two or three examples of previous work to be provided. Ability to communicate technical issues to a community with limited understanding of technical issues. 	25%
	<p>iii. <i>Technical experience and past performance</i></p> <ul style="list-style-type: none"> Proven experience in developing used oil hazardous waste environmental management guidelines. Proven track record in small island developing states or mainly in the Pacific in managing used oil and other petroleum project storage. Familiarity with international best practices and environmental standards. 	25%
Understanding of the FSM context	<p>iv. <i>Understanding FSM context</i></p> <ul style="list-style-type: none"> Clear understanding of FSM's environmental challenges, geographic constraints and regulatory framework. Ability to adapt methods and guidelines to local capacities and cultural considerations. 	15%

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: **12 February 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-023: Development of used oil management guidelines with a supporting communication plan for the four states Pohnpei, Korsae, Yap, Chuuk of the Federated States of Micronesia (FSM)**"

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.

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



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 used oil management guidelines with a supporting communication plan for the four states Pohnpei, Korsae, Yap, Chuuk of the Federated States of Micronesia (FSM)

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 (ISLANDS). 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.

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. INTRODUCTION TO THE PROJECT

This particular project will address Component 3: Safe management of products entering SIDS/closing materials and product loops for products, Output 3.3: Establishment of used oil management systems in SIDS results documented and made available to all Pacific SIDS.



The Federated States of Micronesia faces growing challenges in managing used oil, including frequent spills, improper storage practices, and inconsistent disposal methods. These issues stem from the absence of clear national guidelines and coordinated procedures for handling used oil across all states. These gaps create environmental risks and hinder compliance with safe management practices. A coordinated communication plan is also missing, resulting in poor awareness and uneven implementation. Developing clear guidelines and a structured communication strategy are needed to improve safety, protect the environment, and standardize used-oil management in FSM.

3. EXPECTED OUTCOME

The activity seeks to engage a contractor to deliver the following services:

- (i) Provide a harmonised, practical regulatory and operational framework for managing used oil
- (ii) Ensure environmental protection, minimise oil spills, leaks, pollution and
- (iii) Provide clarity for all stakeholders on management and handling of used oil.
- (iv) Ensure adoption, stakeholder buy-in, and implementation of the guidelines

4. Staff operational training on identification and maintenance of all incineration plant components and operation of the incineration plant in an effective and environmentally sound manner. **SCOPE OF WORK**

The expected delivery of this consultancy will be developed in stages and is described in the following table:

Table 2: Scope of Work

Phase	Description	Documentation SPREP will provide	Contractor Output
Inception	<p>Lead an inception meeting with SPREP and national focal points from the countries 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.</p> <p>The Contractor shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>The Draft Work Plan shall contain at a minimum:</p> <ul style="list-style-type: none"> Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables. General description of the methods which the Contractor proposes to adopt for executing the contract, including meeting construction quality standards Comprehensive risk plan to ensure effective delivery of services. <p>Any further details and information as SPREP may reasonably require.</p>	Nil	<p>Inception meeting Minutes of the inception meeting with confirmation of activities, and scope of work to be developed and agreed by meeting participants. The Draft Work Plan will be presented and discussed at this meeting.</p> <p>Draft Work Plan Draft Work Plan highlighting how services will be delivered under this contract submitted to SPREP for consideration and comment.</p> <p>Final Work Plan Final Work Plan incorporating revisions and addressing all comments by reviewers on the Draft Work Plan</p>

Phase	Description	Documentation SPREP will provide	Contractor Output
Development of Used Oil Manage- ment Guidelines for FSM	<p>Objectives</p> <ol style="list-style-type: none"> 1) Provide a harmonised, practical regulatory & operational framework for managing used oil across FSM's states (Pohnpei, Chuuk, Kosrae, Yap). 2) Ensure environmental protection (soil, water, human health), minimize spills, leaks, pollution. 3) Provide clarity for all stakeholders: regulators, generators (power plants, vehicle / machinery repair shops, shipping, etc.), transporters, storage facility operators, on management and handling of used oil. <p>Key Components of the Guidance</p> <p>Definitions & Scope</p> <ul style="list-style-type: none"> ○ Define “used oil,” “hazardous contaminant,” “free product,” “mixture,” etc. ○ Clarify which oils are covered (engine oil, hydraulic oil, lube, gear oil, etc.), and whether other oils (e.g. cooking oils, transformer oils) are included or excluded. ○ Define thresholds for when used oil becomes hazardous (heavy metals, PCB content, etc.). <p>Regulatory & Institutional Arrangements</p> <ul style="list-style-type: none"> ○ Identify which agency in each State has primary responsibility (e.g. State Environmental Protection Authorities, FSM National EPA, or equivalent). ○ Establish or designate permitting/licensing requirements for: generators, transporters, storage facilities, burners or recyclers. 	<p>Contemporary Used Oil Audits in Selected Pacific Island Countries, i.e., Yap, Pohnpei, Kosrae, Chuuk., FSM (SPREP) November 2014</p> <p>Notes from Site visits – facility proposed locations</p>	<p>Draft Used Oil Management Guidelines</p> <p>Final Used Oil Management Guidelines Final Used Oil Management Guidelines incorporating revisions and addressing all comments by reviewers.</p>

Phase	Description	Documentation SPREP will provide	Contractor Output
	<ul style="list-style-type: none"> ○ Create or adopt inspection & audit protocols. <p>Collection, Storage, & Transportation Requirements</p> <ul style="list-style-type: none"> ○ Standards for containers (drums, tanks), secondary containment, labelling, cover/shelter, avoiding exposure to rain, sun, etc. ○ Spill prevention, control, and response requirements. ○ Transport rules: manifests, safe transport containers, handling during loading/unloading. <p>Disposal</p> <ul style="list-style-type: none"> ○ When export for recycling/refining is needed (if local capacity is insufficient). ○ Safe disposal of oil that cannot be reused or recycled (e.g. incineration - if feasible, or secure landfill designed for hazardous waste). <p>Legacy Stockpiles Management</p> <ul style="list-style-type: none"> ○ Inventory, risk assessment, stabilization, cleanup of existing stockpiles. ○ Phased removal or safe containment. <p>Monitoring, Reporting, Enforcement</p> <ul style="list-style-type: none"> ○ Annual or periodic audits of used oil volume generated, stored, transported, reused, disposed. ○ Routine inspections of facilities. ○ Penalties or corrective actions for non-compliance. <p>Financial & Economic Instruments</p> <ul style="list-style-type: none"> ○ Incentives for reuse, recycling, or adopting safer practices. ○ Potential partnerships (private sector, international aid) to build infrastructure. 		

Phase	Description	Documentation SPREP will provide	Contractor Output
	<p>Capacity Building & Training</p> <ul style="list-style-type: none"> ○ Training for regulators, facility operators, transporters, and users on correct handling, safety, environmental risks. ○ Technical guidance documents (e.g. best practices, templates). <p>Health, Safety & Environment (HSE)</p> <ul style="list-style-type: none"> ○ Worker safety: PPE, handling, exposure limits, spill cleanup. ○ Environmental risk mitigation (soil, groundwater, surface water) <p>Review & Updating Mechanism</p> <ul style="list-style-type: none"> ○ Periodic review (e.g. every 3-5 years) to adjust to new technologies, changes in import/use, oil volumes, etc. <p>Harmonization Across States While allowing for specific local conditions, promote uniform minimum standards so that oil transported between States, or imported for reuse, is managed consistently. Perhaps adopt national FSM framework / model law, then States adapt with local regulations.</p>		
Development of a Communication Plan for the Used Oil Guidance	<p>An effective communication plan is needed to ensure adoption, stakeholder buy-in, and implementation of the guidance.</p> <p>Stakeholders</p> <ul style="list-style-type: none"> • State Environmental Protection Agencies 		<p>Draft Communications Plan for Used Oil Management Guidelines</p> <p>Final Communications Plan for Used Oil Management Guidelines incorporating revisions and addressing all comments by reviewers.</p>

Phase	Description	Documentation SPREP will provide	Contractor Output
	<ul style="list-style-type: none"> Generators: power plants, vehicle/engine workshops, marine operations, shipping companies, FSM Vital Petro-Corp, etc. Transporters and logistics companies. Local government / municipality authorities managing landfills. Public (residents, communities near stockpiles). NGOs, donor agencies, international organizations (e.g. SPREP). <p>Key Messages</p> <ul style="list-style-type: none"> Environmental and health risks of improper used oil handling: soil/groundwater contamination, spills, fire risk. Benefits of proper management: reclaim value, reduce environmental damage, potential energy or recycling uses. What the guidance sets out: responsibilities of generators, collectors, transporters, storage facilities. Legal obligations, potential penalties / enforcement. <p>Channels & Tools</p> <ul style="list-style-type: none"> Workshops and training and elements (training workshops 1 per state, 1 for federal govt and key stakeholders/senior leadership), Printed materials: posters, fact sheets, guidelines (simple checklists). Radio/TV public service announcements. Social media / local radio for awareness. Demonstration site(s): e.g. well-managed used oil facility as example. 		

Phase	Description	Documentation SPREP will provide	Contractor Output
	<p>Timeline</p> <ul style="list-style-type: none"> Initial awareness / consultation: during drafting of guidance. Launch event: when guidance is finalized. Follow-up: regular check-ins, refresher trainings. <p>Feedback & Public Participation</p> <ul style="list-style-type: none"> Allow input from local communities, industry during drafting. Mechanism to receive complaints or reports of non-compliance. <p>Monitoring & Evaluation of Communication</p> <ul style="list-style-type: none"> Indicators: number of facilities aware, trained; behaviour changes (proper storage, labelling, transport). Surveys before/after rollout to gauge change in knowledge. 		
Implement the Communication Plan for the Used Oil Guidance for FSM	-		Final Report documenting community outreach deliverables and outcomes

Service Provider Responsibilities

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

5. INSTITUTIONAL ARRANGEMENTS

The successful consultant will work directly with the Department of Environment, Climate Change, and Emergency Management, Environment Protection Agency, Yap State Government, Environment Protection Agency, Chuuk State Government, Environment Protection Agency, Pohnpei State Government and Kosrae Island Resources and Management Authority (KIRMA), , who will assist with various components such as coordinating and hosting required consultation sessions, and other meetings.

6. PROPOSED SCHEDULE OF WORK

All activities outlined under this contract are required to be completed no later than 30 January 2027, with a desire for activities to be completed before this timeline. The contractor is expected to ensure timely delivery, installation, and commissioning of the equipment, adhering to the agreed schedule and milestones. Discussions on the final timeline will be discussed with successful supplier.

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

Activity/Deliverable	Timeline
Inception meeting Draft Work Plan	No later than 2 weeks after contract execution
Final Work Plan	No later than 3 weeks after contract execution
Draft Used Oil Management Guidelines	No later than 10 weeks after contract execution
Final Used Oil Management Guidelines	No later than 3 weeks after final comment on draft
Draft Communications Plan	Upon completion of the Final Used Oil Management Guidelines.
Final Report documenting community outreach deliverables and outcomes	After community outreach efforts are complete and before 30 January 2027.

7. BUDGET

Submissions are required to itemise all financial elements of their proposal in USD, and must include an annotated budget listing for each task.

SPREP reserves the right to withdraw this tender at any time, reserves the right to accept or reject any or all bids and to waive any formal defects or irregularities in the bids, when deemed to be in the interest of SPREP.

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 Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud prevention & Whistleblower Protection and Gender and Social Inclusion.