REQUEST FOR TENDERS

RFT: 2026/031
File: AP_6/15
Date: 12 August, 2026
To: Interested consultants
From: Julie Pillet, Senior Project Officer, SWAP

Subject: Request for tenders (RFT): Technical Assistance for the implementation of a Sustainable Financing Mechanism for Used Oil Management in Vanuatu

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. This tender is developed under the second phase of the *Sustainable Waste Actions in the Pacific* (SWAP2) Project funded by the Agence française de développement (AFD). The 4.3 million Euro SWAP2 Project aims to improve waste infrastructure, build capacity, and foster regional collaboration between Pacific Island Countries and French Territories.

1.4. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

2.1. SPREP wishes to call for tenders from qualified and experienced service providers to provide technical assistance for the implementation of a sustainable financing mechanism for used oil management in Vanuatu.

2.2. The Terms of Reference of the consultancy are set out in Annex A.

2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisational-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 service providers (individual consultant, association, NGO, company, or consortium) must meet the following conditions:

i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
ii. Provide three referees relevant to this tender submission, including the most recent work completed;
iii. Provide examples of past related work outputs;
iv. 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).*
For the Technical and Financial proposals you may attach these separately.
v. Provide a copy of **valid business registration/license**;
vi. Must meet local registration requirements where the service provider is based.

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** as well as the **declaration of integrity 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 service provider 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 service providers'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).*
b) **Declaration of Honour**
c) **Declaration of Integrity**
d) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
e) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.

f) **Financial Proposal** which contains a detailed outline and schedule of priced tasks in accordance with tasks outlined under the Terms of Reference's *Deliverables/Timeline* sections submitted in United States Dollars (USD) and inclusive of all associated taxes.

g) 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 25 August 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender 27 August 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, in collaboration with the Department of Environmental Protection and Conservation (DEPC), Vanuatu, will select a preferred service providers 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
CVs & Qualification	The Service Provider must demonstrate:	
	i. Proven experience in the design and implementation of sustainable financing mechanisms, environmental levies, product stewardship schemes, Extended Producer Responsibility (EPR) systems, or sustainable financing mechanisms for waste management.	20%
	ii. Demonstrated Regional Experience and Stakeholder Engagement - Experience working in Pacific Island Countries and Territories (PICTs), and demonstrated ability to facilitate multi-stakeholder consultations and consensus-building processes.	15%
Methodology / Technical Proposal	iii. The General approach – Demonstrated understanding of the objectives, scope of work, challenges, and expected outcomes. Quality and appropriateness of the proposed methodology, work plan, stakeholder engagement approach, and implementation strategy.	35%
	iv. Proposed timeline and workplan.	10%

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: 03 September 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 'RFT 2026/031: **Technical Assistance for the implementation of a Sustainable Financing Mechanism for Used Oil Management in Vanuatu**

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.

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

Technical Assistance for the implementation of a Sustainable Financing Mechanism for Used Oil Management in Vanuatu

1. Background

SWAP Presentation

The second phase of the *Sustainable Waste Actions in the Pacific* (SWAP2) project builds upon the first SWAP which aimed to improve sanitation, environmental, social and economic conditions in seven Pacific island countries, namely Fiji, Samoa, Solomon Islands, Tonga, and Vanuatu, and one French territory, namely Wallis-and-Futuna through proper waste management.

SWAP2 funded by the Agence Française de Développement (AFD), will contribute to achieving the strategic goals of the Pacific Regional Waste and Pollution Management Strategy (Cleaner Pacific 2025) by improving waste infrastructure, building capacity, and fostering regional collaboration of several Pacific Island Countries and French Territories.

It will be implemented by the SPREP from 2025 – 2028 and will benefit: Fiji, French Polynesia, Kiribati, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu and Wallis and Futuna.

SWAP2 will support sustainable waste management in the Pacific region, especially:

1. Support local populations and authorities in the development of national waste management policies and actions (collection, sorting, recovery, proper disposal);
2. Improve the delivery of waste services through development of waste management infrastructures and implementing pilot projects; and
3. Strengthen the technical, financial and governance capacities of authorities and practitioners.

The four main components addressed by SWAP2 are:

1. Marine Litter
2. Used Oils
3. Solid Waste
4. Regional Collaboration and knowledge Sharing.

Used Oil Management in Vanuatu

Under SWAP1, a Used Oil Management Plan was developed for Vanuatu[1] to strengthen the environmentally sound management of used lubricating oils generated across the country. The plan identified several challenges, including limited collection and storage infrastructure, insufficient funding mechanisms, and the absence of a sustainable financing system to support the collection, transportation, treatment, export, and disposal of used oil.

To address these challenges, the Government of Vanuatu has identified the establishment of a sustainable financing mechanism on imported lubricating oils as a priority measure to generate dedicated funding for the operation and long-term sustainability of the national used oil management system. Based on initial discussions a levy system has been identified as the most appropriate option.

---

[1] https://library.sprep.org/content/vanuatu-used-oil-management-plan

Through SWAP2, assistance will be provided to support the Government of Vanuatu, through the Department of Environmental Protection and Conservation (DEPC) in assessing, designing, and implementing an appropriate sustainable financing mechanism. This includes reviewing legal and regulatory requirements, assessing financial implications, identifying institutional arrangements, and developing implementation modalities for the sustainable financing system.

2. Objectives

The objective of this consultancy is to support the Government of Vanuatu in the design and implementation of a sustainable financing mechanism for used oil management through the establishment of a levy on imported lubricating oils.

The consultancy will provide technical, legal, financial, and institutional advice to ensure that the proposed levy system is practical, transparent, economically viable, and aligned with national legislation and policy objectives.

3. Scope of work

The Consultant shall undertake, but not necessarily be limited to, the following tasks:

A. Task 1: Review of Existing Situation

The Consultant shall:

- Review the Used Oil Management Plan developed under SWAP1 and other relevant studies, policies, legislation.
- Assess the current used oil management system in Vanuatu, including:
  - Quantities of lubricating oils imported and used;
  - Estimated quantities of used oil generated and collected;
  - Existing collection, storage, transportation, treatment, and disposal/export arrangements;
  - Roles and responsibilities of public and private stakeholders.
- Identify existing funding arrangements and financial gaps affecting the sustainability of the used oil management system.

B. Task 2: Assessment of Sustainable Financing Options

The Consultant shall:

- Assess the current and projected costs associated with the environmentally sound management of used oil in Vanuatu.
- Estimate funding requirements for collection, storage, transport, treatment and/or export activities.
- Review international and regional examples of financing mechanisms for used oil management, including environmental levies, advance recycling fees, product stewardship schemes and Extended Producer Responsibility (EPR) approaches.
- Assess the suitability of these mechanisms within the Vanuatu context.
- Identify and recommend the most appropriate sustainable financing mechanism.

C. Task 3: Levy Design and Financial Modelling

The Consultant shall:

- Assess the feasibility of introducing a levy on imported lubricating oils.
- Analyse available import data and determine the potential revenue that could be generated under different levy scenarios.
- Develop and compare alternative levy structures and rates.
- Assess the potential economic implications for government, importers and end users.
- Recommend an appropriate levy mechanism, including:
    - Basis for the levy (e.g. per litre imported);
    - Indicative levy rate(s);
    - Revenue collection mechanism;
    - Revenue management arrangements.

D. Task 4: Legal and Institutional Assessment

The Consultant shall:

- Review relevant legislation, regulations and institutional arrangements governing waste management, environmental protection, customs and taxation.
- Assess the legal feasibility of establishing a levy mechanism.
- Identify legislative, regulatory or administrative changes that may be required.
- Recommend institutional arrangements for:
    - Levy collection;
    - Fund administration;
    - Oversight and accountability.

Note: The assignment does not require the drafting of legislation, regulations or legal instruments.

E. Task 5: Stakeholder Consultation

The Consultant shall:

- Consult with key stakeholders, including:
    - Department of Environmental Protection and Conservation (DEPC);
    - Ministry of Finance;
    - Customs and Inland Revenue authorities;
    - Oil importers and distributors;
    - Relevant private sector and industry representatives.
- Facilitate one stakeholder validation workshop to present and discuss preliminary findings and recommendations.
- Incorporate stakeholder feedback into the final recommendations.

F. Task 6: Recommendations and Implementation Roadmap

The Consultant shall:

- Develop recommendations for the establishment of a sustainable financing mechanism for used oil management.
- Prepare a practical implementation roadmap outlining:
    - Key actions required;
    - Responsible institutions;
    - Indicative timelines;
    - Resource and capacity-building needs;
    - Potential risks and mitigation measures;

- Recommended follow-up actions beyond the scope of this assignment, including the preparation and/or adaptation of the legislative and regulatory instruments required to implement the recommended financing mechanism.

4. Reporting Arrangements

The Consultant will work closely with:

- The Government of Vanuatu;
- Relevant ministries responsible for environment, finance, customs, and taxation;
- The SWAP2 Project Management Unit;
- Other stakeholders identified during the assignment.

The Service Provider will report to the SWAP Project Management Unit and the Department of Environmental Protection and Conservation (DEPC).

5. Deliverables / Timeline

All deliverables must be completed within the number of days/months set out on the table below.

Table 1: Schedule of work

No.	Deliverables	Estimated Duration to Complete
1	**Inception Report** including - Methodology. - Workplan. - Stakeholder engagement plan.	2 weeks after contract signature
2	**Assessment Report** including: - Review of current used oil management system. - Funding gap analysis. - Financing options assessment.	Within 6 weeks upon approval of the Inception Report
3	**Draft Sustainable Financing Mechanisms Report** including: - Levy options and financial modelling. - Legal and institutional assessment. - Recommended financing mechanism.	Within 4 weeks upon approval of the Assessment Report
4	**Final Report** including: - Final recommendations. - Proposed levy structure and indicative rates. - Implementation roadmap. - Recommendations for follow-up actions required beyond this consultancy, including the development or adaptation of the necessary legislative and regulatory instruments. - Recommendations on how the proposed financing mechanism should be reflected in the national used oil management system to ensure coherence between financing and implementation arrangements.	Within 4 weeks after the stakeholder consultation meeting

6. Schedule of Payments

Payment for the service will be phased according to the schedule of priced tasks provided, and submitted in accordance with the tasks described in section 5 above.

7. Additional Information

7.1. Budget

The budget allocated by the SWAP2 Project for this service is up to USD 25,000.

The Financial Proposal must remain within these maximum allocations. Proposals exceeding the budget ceilings will not be considered. The Service Provider is encouraged to propose a cost-effective approach that demonstrates value for money.

7.2. Financial Proposal

The Service Provider must submit a detailed Financial Proposal that includes all costs necessary to implement the assignment, excluding those specified as covered by the SWAP Project Management Unit (PMU). The budget should be comprehensive, realistic, and inclusive of all applicable taxes and duties.

The Financial Proposal must include the following cost categories:

- Professional and staff fees – Personnel costs for all team members involved in the delivery of activities.
- Travel and accommodation costs – All travel-related expenses, including transportation, accommodation, and per diems.
  Note: All costs related to travel shall be fully borne by the Service Provider and must be reflected in the Financial Proposal.
- Local transport and logistics – Transport and logistical support related to this assignment.

Note: The Financial Proposal must not include costs related to the stakeholder consultation meetings. If a venue, catering or logistical support is required for this event, the SWAP PMU will coordinate and directly cover these costs.