

REQUEST FOR TENDERS

RFT: 2026-GEFIS-029
File: AP_6/5/9/3
Date: 13 August, 2026
To: Interested suppliers
From: GEF ISLANDS Pacific Project

Subject: Request for tenders (RFT): Consultancy to design an E-Waste Product Stewardship Scheme for Vanuatu, EXTENDED

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/Consultancy firms to design a Product Stewardship Scheme for E-waste in Vanuatu.
- 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 17 August 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 21 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 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	Description	Weighting
Company Experience and Expertise	Demonstrated experience with design of Sustainable Financing system (Container Deposit / Advance Recovery Fee / Product Stewardship / Waste Levy etc) schemes or similar (provide links to output reports or products that demonstrate insight into research approach and writing style)	20%
	Demonstrated experience in undertaking data analysis and assessment with reference to economic assessments, economic modelling, or business cases.	10%
	Demonstrated experience in the development and implementation of effective legislative instruments (advantageous to detail Pacific experience)	10%
	Demonstrated experience in e-waste management (advantageous to detail Pacific experience)	15%
Technical proposal / Methodology	Detailed methodology to deliver the required project components and must include sub activities and timeline for delivery.	20%
	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: 7th 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 **"2026-GEFIS-029: Consultancy to Design E-Waste Product Stewardship for Vanuatu, EXTENDED."**

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

Consultancy to Design an E-Waste Product Stewardship Scheme (PSS) for Vanuatu

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

The GEF ISLANDS Project is supporting the Vanuatu Government, through the Department of Environment Protection and Conservation (DEPC), to introduce a Product Stewardship Scheme for E-Waste. This scheme will be introduced under the provision of the Product Stewardship Scheme Act.

An E-Waste Country Assessment analysis for Vanuatu identified three potential scenarios for actions for improving e-waste management in Vanuatu:

1. Develop a system to encourage recovery of cell phones, as the largest single category of Waste Electrical and Electronic Equipment WEEE in Vanuatu, for export and final recycling;
2. Improve the recovery rate of materials from Santo and the northern provinces, through a Luganville collection point;
3. Target the recovery of end-of-life computers and electronics from institutions in Port Vila and perhaps in Luganville – directing the items collected to local recyclers for export.

In 2025, the government of Vanuatu passed the Product Stewardship Scheme Act that establishes a framework for managing the environmental impacts of product throughout their lifecycle, promoting shared responsibility among manufacturers, consumers, and the government.

This Terms of Reference (TOR) seeks the services of a consultant or consultancy consortium to design an E-Waste Product Stewardship Scheme that will enable the effective collection of e-waste nationwide, its consolidation, and subsequent export for recycling and environmentally sound disposal. The E-Waste Product Stewardship Scheme designed must introduce a sustainable financing arrangement for electronics to enable effective management once product reaches its end of life, establish collection points for end-of-life electronics (E-Waste), and determine pre-treatment of e-waste prior to

export for recycling. The nominated consultant is expected to also draft the regulations that will enable the implementation of the E-Waste Product Stewardship Programme.

In addition to the design and implementation of an E-Waste Product Stewardship Scheme, the GEF ISLANDs Project will undertake the following in Vanuatu:

- (i) Establishment of E-Waste Storage Facility in Port Villa;
- (ii) Training of local waste workers on safe handling and dismantling of e-waste.

Facilitation of education and awareness programme on proper e-waste management, and the Vanuatu E-Waste Product Stewardship.

3. EXPECTED OUTCOME

The Vanuatu Department of Environment Protection and Conservation has requested GEF ISLANDS to support the following activities in the design and implementation of an E-Waste Product Stewardship Scheme. 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 that a single contract will be made to manage all elements of the detailed work.

Specific Skill Sets needed for this project

Component / Activity	Description	Specific Skills
1. Review of Vanuatu's National Product Stewardship Scheme Report and E-waste Data	Technical Assistance to review the two reports and confirm: • Update data needed to successfully design a national E-Waste PSS. • National stakeholders to be consulted on the updated data (of the ARFD Feasibility Report and National Product Stewardship Scheme) and the introduction of an E-Waste Product Stewardship Scheme.	Data Analyst and Waste management expert with experience in sustainable financing scheme.
2. Confirm required scheme activities (including physical equipment/facilities), provide technical input, and develop Standard Operating Procedures and documentation to	Technical Assistance to determine recommended activities to effectively operate and administer the Vanuatu E-Waste PSS to achieve the goals sought by the DEPC, 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): • 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*	Waste management expert with experience in the design and implementation of Sustainable Financing Systems (Container Deposit / Advance Recovery Fee / Product Stewardship / Waste

Component / Activity	Description	Specific Skills
guide scheme operation and administration	- 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 for DEPC on waste management activities, business / community grants for waste management actions, support for network expansion, etc.) - Model legacy waste present in Vanuatu and options for the scheme to collect and manage these items <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> 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): - After consultation with DEPC, Identify recommended activities required to effectively operate and administer the national E-Waste Product Stewardship Scheme and recommended agencies in Vanuatu to undertake the identified activities - After consultation with DEPC Identify physical equipment and facilities to achieve effective operation of the E-Waste PSS in Vanuatu, 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 (DEPC, Ministry of Customs and Revenue, Ministry of Finance, Ministry of Mines /Energy etc) including monitoring, compliance, and auditing requirements – and including drafting of template forms, and template contracts identified as tasks for government agencies	Levy etc) schemes or similar. Experience with Pacific Island countries is preferred.

Component / Activity	Description	Specific Skills
	- 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	Technical Assistance to undertake desktop economic modelling of different options for operation of the Vanuatu E-Waste 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): - 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 E-Waste PSS - Development of updatable excel template (or equivalent) for the Vanuatu Government 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.	Economist with experience in undertaking data modelling and assessment with reference to waste management, extended producer responsibility, business cases, or similar.
4. Develop legislative drafting notes for scheme legislation and regulation	Legal assistance to support the development of the Vanuatu E-Waste 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):	Lawyer or legal expert with experience drafting waste management legislation, with preference given to

Component / Activity	Description	Specific Skills
	- Development of E-Waste 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 E-Waste Product Stewardship Scheme <u>Regulation</u>. This output should provide for all elements to implement and regulate a successful scheme.	experience drafting Product Stewardship Schemes

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

4. SCOPE OF WORK

The Secretariat of the Pacific Regional Environment Programme, through the GEF ISLANDS Pacific Child Project, seeks to engage a consultant to work with DEPC to support the design and implementation of the National E-Waste Product Stewardship Scheme in Vanuatu. The expected delivery of this consultancy will be developed in stages and is described in the following four tables.

Administration: Scope of Work- General/Project Commencement

Phase	Description	Documentation SPREP will provide	Consultant Output
Inception	Lead an inception meeting with the GEF ISLANDS Project Management Unit and DEPC team 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 SPREP and DEPC to discuss project progress. A Project Inception Report will be drafted by the consultant and shall include: • 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 • 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	Nil	Draft Project Inception Report 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: ▪ Inception Meeting Minutes ▪ Project Work Plan ▪ Risk Register ▪ Roles and Responsibilities ▪ Deliverables ▪ Any further details Final Project Inception Report Final Workplan incorporating revisions and addressing all comments

Phase	Description	Documentation SPREP will provide	Consultant Output
	section of the report can recommend input and responsibilities for SPREP and DEPC 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 SPREP and DEPC may reasonably require.		
Facilitation of meetings (at an agreed frequency) with SPREP and DEPC	The consultant will facilitate and lead meetings at an agreed frequency with SPREP and DEPC, 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. These meetings will discuss (but not be limited to) the progress made toward the design of the Vanuatu E-Waste PSS, reconfirm desired goals a PSS will achieve for Vanuatu, likely scope of scheme activities and administration arrangements, the role the DEPC would expect to have with scheme, understanding remaining scheme questions (management of VAT, exported items, etc), and required PSS physical operation. The Meeting Minutes shall include (but not be limited to), meeting details (date, time, location, participants, meeting purpose), agenda, summary of discussions, decisions made, action items, risks/issues, status updates of previous action items, next steps. The delivery method of these minutes will be via email, to all relevant stakeholders, submitted promptly after each meeting. Following submission, the meeting participants have one calendar week to review the minutes and provide feedback to enable its finalisation.	Nil	Meeting Minutes As an output of these meetings, the consultant will produce detailed meeting 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. The minutes will be drafted promptly after each meeting and undergo a thorough review process to ensure accuracy and completeness. Participants will have the opportunity to review and provide feedback on the draft minutes before they are finalised. Once approved, the final meeting minutes will be distributed via email.

COMPONENT 1 Confirm Required Scheme Activities (Including Physical Equipment/Facilities) and Develop Standard Operating Procedures and Documentation.

Phase	Description	Documentation SPREP will provide	Consultant Output
Review Vanuatu's National Product Stewardship Scheme Report	The Consultant will undertake a review of the Vanuatu National Product Stewardship Scheme report to determine: • legacy waste present in Vanuatu and options for the scheme to collect and manage these items. • Additional consultations required to enable the design of a suitable E-Waste PSS for Vanuatu that is inclusive. The consultant is expected to conduct a detailed data analysis, facilitate consultations with all relevant stakeholders and present consultation reports for review by SPREP and DEPC. This Data Analysis Report will include: ▪ Updated data of previous Feasibility Study (for annexing to the original report). ▪ Updated data on electronic importation and E-Waste stockpile (for annexing to the original report). ▪ Summary of consultations held with all relevant stakeholders. ▪ Recommended design options for a national E-Waste PSS. Annex of consultation minutes, photos (where relevant) and additional supporting information.	Vanuatu National Product Stewardship Scheme Report	Draft Data Analysis Report Develop and submit for review by SPREP and DEPC an Analysis Report, detailing updates made to the Original report (ARFD Feasibility Study Report and the National Product Stewardship Scheme Report), a summary of the consultations undertaken with national stakeholders and the recommended design options for a national E-waste PSS. Final Data Analysis Report Report must adequately address all comments from SPREP and DEPC.
Identify Scheme Activities to achieve effective operation of the PSS in Vanuatu	The consultant will undertake active consultation with DEPC and identified Government representatives, and relevant entities and SPREP, and conduct site visits to waste facilities and communities in Vanuatu, to:	DEPC shall arrange necessary Working Group and Stakeholder Consultation sessions	Develop Consultation Materials Develop, and submit for review by SPREP and DEPC, draft consultation materials (including list of targeted stakeholders) to guide discussions to confirm activities and answer scheme

Phase	Description	Documentation SPREP will provide	Consultant Output
	1. provide technical guidance on identified outstanding key scheme questions (refer to Component/Activity 2 above), and 2. determine recommended scheme activities to achieve effective operation of the E-Waste PSS in Vanuatu. The consultant will lead face-to-face workshops and consultation sessions to confirm likely decisions and activities required for operation of the E-Waste PSS, with particular attention on activities required by the scheme coordinator (as scheme manager who will oversee/administer contracts for scheme administration and operations) and the Vanuatu Government (as scheme regulator). Possible activities required may include, but not be limited to: • scheme implementation to achieve minimum collection / recycling targets • PSS materials collection and processing (in-country recycling or export to off-shore recycling markets) • managing internal logistics (shipping, transport, handling) to provide for collection of materials throughout Vanuatu • processing pathways for materials collected under the scheme for in-country recycling or export overseas • Minimum standards to guide pre-processing to meet end-market contractual requirements (e.g., contamination level, etc) • achieve minimum community coverage targets, including from the outer island communities • achieve GEDSI considerations - providing access to scheme to all community members • refund of Deposit component of E-Waste PSS to consumers		questions to achieve effective operation of the E-Waste PSS in Vanuatu. Host Consultation #1 Develop and present a Workshop with SPREP and DEPC (and potentially a national technical committee), to confirm activities and answer scheme questions to achieve effective operation of the E-Waste PSS in Vanuatu, and the activities required by DEPC. Minutes of Consultation #1 to be developed by the Consultant and submitted for review and acceptance by SPREP and DEPC. Host Face-to-Face Meetings Incorporating suggested revisions to workshop materials and findings from the Workshop, the Consultant will host face-to face individual or group consultations with identified stakeholders to discuss and consider potential scheme activities, answer scheme questions, and responsibilities of the PSS Coordinator and Government of Vanuatu. Minutes of discussions (for phase “Identify Scheme Activities to achieve effective operation of the E-Waste PSS in Vanuatu”) to be supplied.

Phase	Description	Documentation SPREP will provide	Consultant Output
	- undertake scheme inspections/audits and managing fraudulent activities - confirm elements for inclusion in the scheme coordinator agreement - undertake scheme promotion to ensure recovery targets are met - undertake scheme administration, management, and reporting - undertake data collection and Monitoring and Evaluation / reporting of scheme performance - regulate the scheme including undertaking scheme inspections/audits and managing fraudulent activities <i>Results from this phase will inform the economic modelling in Component 2.</i>		Develop Draft List of Coordinator Activities / Responsibilities Using findings from desktop research and consultation activities, develop, and submit for review by SPREP and DEPC, a draft list of activities / responsibilities for the Scheme Coordinator to achieve effective operation of the E-Waste PSS in DEPC. Develop Draft List of Vanuatu Government Activities / Responsibilities Using findings from desktop research and consultation activities, develop, and submit for review by SPREP and DEPC, a draft list of activities / responsibilities for the Vanuatu Government to achieve effective administration of the E-Waste PSS in the country.
Identify options for physical equipment and facilities to achieve effective operation of the E-Waste PSS in Vanuatu, including identification and design of redemption centres / return depots	Utilising the outcomes from the previous stage, and conducting further consultation and site visits as required, the consultant will: - Undertake a gap analysis to understand what physical equipment and facilities are currently <u>available</u> and what <u>are not available</u> in Vanuatu to achieve the effective operation of the E-Waste PSS - Determine options for physical equipment and facilities to achieve effective operation of the E-Waste PSS in Vanuatu, including for outer island communities	Nil	Develop a Gap Analysis Report of Physical Equipment and Facilities and Recommended Options to Achieve Effective Operation of the PSS Using findings from desktop research, on-site visits and consultation activities, develop, and submit for review by SPREP and DEPC, a Gap Analysis Report of physical equipment and facilities and recommended options to achieve effective operation of the E-Waste PSS in Vanuatu.

Phase	Description	Documentation SPREP will provide	Consultant Output
	<i>Results from this phase will inform the economic modelling in Component 2.</i>		
Workshop / consultation on the scheme activities and operational needs to implement the PSS	The Consultant will convene a face-to-face meeting with SPREP, DEPC, and relevant stakeholders with responsibility to implement the E-Waste PSS, to take all stakeholders through the recommended scheme activities, responsibilities, and physical equipment/facilities identified above, and seek active feedback. The recommendations will be discussed, refined/amended, and agreed upon by the stakeholders. Individual follow-up meetings may be required to ensure alignment and agreement to finalise the documents.	DEPC shall arrange necessary Working Group and Stakeholder Consultation sessions	Draft Consultation Materials #2 Develop and submit for review by SPREP and DEPC, draft consultation materials to be used to present recommended scheme activities, responsibilities, and physical equipment/facilities to scheme stakeholders and guide discussions to confirm activities. Host Consultation #2 Incorporating suggested revisions to consultation materials, the Consultant will host a Consultation with Vanuatu's stakeholders (and follow-up meetings as required*) presenting recommended scheme activities and operational needs and take active feedback to finalise the documents. Minutes of Consultation #2 to be developed by the Consultant and submitted for review and acceptance by SPREP and DEPC. *Minutes of discussions (for phase "Workshop / consultation on the scheme activities and operational needs to implement the E-Waste PSS") to be supplied.
Develop Draft Practical Standard Operating Procedures for	Utilising the outcomes from the previous stage, develop draft practical Standard Operating Procedures (SOP) to appropriately describe and guide how the PSS will be operated by both the Scheme Coordinator and the	Nil	Draft Operating Procedures Develop and submit for review by SPREP and DEPC, a detailed practical

Phase	Description	Documentation SPREP will provide	Consultant Output
the Management of the PSS	Vanuatu Government, ensuring all activities and responsibilities identified in the previous stage are detailed in the procedures. The SOPs are required to be practical and able guide the operation of the scheme upon commencement. The SOPs will include templates for the identified forms and contracts etc identified to operate and administer the E-Waste PSS Scheme (detailed in following phase). SOPs that may be required will include (but not be limited to) the following government responsibilities related to the E-Waste PSS implementation: • Regulator SOP - to guide scheme administration by DEPC or other government office • Customs SOP – to guide how Department of Customs will identify eligible items and data collected upon import Finance SOP – to guide how the Ministry of Finance or other agency will administer PSS funds on behalf of the people of Vanuatu.		SOPs to operate and administer the PSS.
Develop Draft Scheme Templates and Documentation	Develop draft documents recommended for the operationalisation of the E-Waste PSS. At the end of the assistance, it is requested all documents for the operationalisation of the E-Waste PSS will be in place, including identified: • template contracts with entities such as the Scheme Coordinator • templates to provide for effective data collection and scheme reporting mechanisms for changing scheme Deposit or Fees (tied to economic modelling)	Nil	Draft Scheme Templates and Documentation Develop and submit for review by SPREP and DEPC, all identified documents, templates, and template contracts for the effective operation and administration of the Vauatu E-Waste PSS

Phase	Description	Documentation SPREP will provide	Consultant Output
Workshop / consultation on Draft Operating Procedures for the Management of the PSS	The Consultant will convene a face-to-face workshop with relevant stakeholders with responsibility to implement the PSS (likely DEPC, Customs, and Finance) and SPREP, to take all stakeholders through the proposed SOPs and other documents to receive feedback. Individual follow-up meetings may be required to ensure agreement to finalise the proposed SOPs and scheme templates/ contracts/ documentation.	DEPC shall arrange Stakeholder Consultation sessions	Draft Workshop/ Consultation materials of Draft Operating Procedures Develop and submit for review by SPREP and DEPC, draft consultation materials to be used to present draft SOP and other documents to scheme stakeholders and guide discussions to confirm activities. Host Consultation #3 Incorporating suggested revisions to workshop materials, the Consultant will host a Workshop with Vanuatu stakeholders (and follow-up meetings as required) presenting the draft SOP and other documents to receive feedback to finalise the documents. Minutes of Consultation #3 to be developed by the Consultant and submitted for review and acceptance by SPREP and DEPC.
Final Operating Procedures and Guiding templates/contracts/documentation for the Management of the PSS	Develop final SOPs with templates/ contracts/ documentation to appropriately operationalise and administer the E-Waste PSS by both the Scheme Coordinator and government agencies, ensuring all responsibilities identified in previous stages are detailed in the procedures.	Nil	Final E-Waste PSS Operating Procedures The Consultant will finalise the set of SOPs and other documents that incorporate feedback from the workshop and clearly outline the tasks and expectations of the E-Waste PSS Scheme Coordinator and government to effectively operate and administer the PSS and submit for review by SPREP and DEPC.

COMPONENT 2 Undertake Economic Modelling

Phase	Description	Documentation SPREP will provide	Consultant Output
Determine likely inputs required to model the operation of a E-Waste PSS in Vanuatu	Utilising the outcomes of Components 1 and 2 of this Technical Assistance, 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 E-Waste PSS in Vanuatu. Inputs should include, but not be limited to: • Import volumes for electronic 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 *DEPC will assist to obtain the current values for each input in Vanuatu	Nil	Draft Report on Cost Analysis and Operational Input for Vanuatu E-Waste PSS Implementation Develop and submit for review and comments by SPREP and DEPC, 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 Vanuatu E-Waste PSS Final Report on Cost Analysis and Operational Input for Vanuatu E-Waste PSS Implementation Final detailed report addressing all comments provided.
Financial model determining the likely Fee component and staffing needs to enable the effective and financially sustainable operation	Using confirmed model inputs, the consultant will build a simple model (using Microsoft excel) to: 1. Model various levels of the Deposit component to understand the influence on return rates, including from the outer island communities	Customs import data Waste audit data Litter audit data	Draft Economic Model Draft economic modelling tool shall address requirements identified in the Description of this Phase, submitted for review and comment by SPREP and DEPC

Phase	Description	Documentation SPREP will provide	Consultant Output
of the E-Waste PSS in Vanuatu	2. 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. 3. Model administrative cost required to operate and administer the activities associated with the scheme 4. Model legacy waste present in Vanuatu and options for the scheme to collect and manage these items <i>The model output will be used to inform the Vanuatu Government on the necessary Deposit and Fees component of the scheme and staffing needs to enable the effective and sustainable operation of the national E-Waste PSS.</i>		Final Economic Model Final economic modelling tool addressing all comments provided.
Mechanism to review the Scheme Deposit or Fees	Develop an easy-to-update Microsoft excel template for MECDM to utilise to calculate and update the Deposit or Fee components of the E-Waste PSS in the future as input information changes. Provide brief guidance on how and when to use and update the template which will go into the SOPs developed in Component 2	Nil	Draft Process/Mechanisms to Update Scheme Finances and Guidance Note 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 SPREP and DEPC. Final Process/Mechanisms to Update Scheme Finances and Guidance Note Final Process/Mechanisms (Microsoft excel template (with guidance note on how and when to use)) to Update Scheme Finances addressing all comments provided.

COMPONENT 3 Develop Legislative Drafting Notes for Scheme Regulations

Phase	Description	Documentation SPREP will provide	Consultant Output
Vanuatu E-Waste PSS Design	Utilising previous outcome and information conduct further consultation as required to finalise the design of the Vanuatu E-Waste PSS	DEPC shall arrange necessary Working Group and Stakeholder Consultation sessions	Draft PSS Design Report Draft PSS System Design report submitted for review by Government of Vanuatu and SPREP. The report must annex all consultation minutes and summary of decisions. Final PSS Design Final PSS design developed addressing all comments provided.
Inception / development of Legislative Pathway	Lead a meeting with SPREP, DEPC, relevant stakeholders involved in the legislative development process, to confirm pathway to ensure development and approval of the legislative instruments to guide the E-Waste PSS in Vanuatu. Analyse previous work, findings/outcomes of Component 2 and 3 of this Technical Assistance, and existing documents related to Vanuatu PSS development to determine an appropriate Project Workplan, including but not limited to: • steps for hosting consultation necessary to design an appropriate E-Waste PSS Scheme to achieve the goals of the DEPC. • steps for the development and approval of the E-Waste PSS Regulations • determination of required amendments / reforms / repeals to existing legislation, and steps for the approval of the identified amendments / reforms / repeals	Output from Component 1 and Component 2 of this Contract E-Waste Regulations Drafting Note	Draft Legislative Pathway Submit a draft Legislative Pathway that complies with the stated requirements and provides a clear pathway for legislative steps required for the approval of the PSS. Final Legislative Pathway Final Legislative Pathway incorporating revisions and addressing all comments.

Phase	Description	Documentation SPREP will provide	Consultant Output
	- finalising Regulation Drafting Notes The consultant will undertake assessment and analysis of existing legal framework in Vanuatu to determine the following: - Suitable legal pathway for the introduction of legal framework for the introduction of an E-Waste Product Stewardship Scheme (regulations) - the provisions of existing legislations that will impact the introduction of the E-Waste PSS Legal frameworks. establish options for amendments to other legal instruments to enable the implementation of the national E-Waste PSS		
Development of materials to assist DEPC to host consultation to seek feedback on E-Waste PSS design to enable national approval	The consultant will assist the DEPC, to host the following consultations to obtain feedback on the PSS design: - National Stakeholder consultations - Community consultations on draft e-waste regulations The consultant will, at a minimum, assist in development or material and providing background technical assistance to the DEPC as needed during the facilitation of consultation sessions. The consultant will work with DEPC to understand feedback provided by communities and stakeholders on the PSS and ensure feedback is incorporated into the draft PSS design and Drafting Notes	Nil	Draft E-Waste PSS Design Presentation – for community consultation Draft presentation on PSS System Design submitted for review by SPREP and DEPC. Draft presentation to consider the different groups being presented to (i.e. Stakeholders and communities). Final E-Waste PSS Design Presentation – for community consultation Final PSS design presentation (catered to different groups being presented to (i.e. Stakeholders and communities) developed addressing all comments provided. The presentation is to be delivered by DEPC to gather stakeholder feedback.

Phase	Description	Documentation SPREP will provide	Consultant Output
Policy Note for E-Waste PSS Regulations	Utilising outcomes and findings from previous stages, develop a Drafting Note to summarise the proposed E-Waste PSS, including framework of proposed Regulation, for submission to Government decision makers. The Drafting Note should clearly identify required amendments / reforms / repeals to existing legislation to enable enactment of the proposed the Vanuatu E-Waste PSS Regulations	Nil	Draft E-Waste PSS Drafting Note Draft E-Waste PSS Drafting Note (Regulation) submitted for review by SPREP and MECDM. Final E-Waste PSS Drafting Note Final E-Waste PSS Drafting Note (Regulation) incorporating all comments provided.
Legislative Drafting Notes for E-Waste Regulation	Utilising outcomes and findings from previous stages, develop Legislative Drafting Notes providing detailed information to enable the Vanuatu Chamber for Attorney General to draft the proposed E-Waste Regulations pursuant to the new Product Stewardship Legislation established in 2025.	Nil	Draft Drafting Notes Draft E-Waste PSS Drafting Notes (Regulation) submitted for review by the SPREP and DEPC Final Draft Drafting Notes Final Drafting Notes provided incorporating all comments.

5. SCHEDULE OF WORK

The activities are to be completed no later than 20 weeks after contract signing, with a preference for the activities to be completed much earlier, matching the schedule of the Vanuatu Government. Tender responses to provide milestone dates for all required outputs/outcomes.

Table 3: Project Schedule

<i>Project schedule following contract execution</i>	
1. Inception Meeting and Workplan	No later than Two (2) weeks after signing of contract
2. National E-Waste Economic Model	No later than Eight (8) weeks after signing of Contract
3. Draft National E-Waste Scheme Design Report	No Later than Fourteen (14) weeks after signing of Contract
4. Legislation Pathways	No Later than Fifteen (15) weeks after signing of Contract
5. Draft Regulations with Drafting Instructions and Policy Note	No Later than Nineteen (19) weeks after signing of Contract
6. Final Reports	No Later than Twenty (20) Weeks after signing of Contract

6. BUDGET

Quotes are required to itemise all financial elements of their proposal in **USD**, including, but not limited to the following:

- Salary costs (hourly rate)
- Travel Cost
- All applicable taxes

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

7. Other Information

The successful consultant will be provided with any relevant project documentation.

The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct, including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud prevention & Whistle-blower Protection and Gender and Social Inclusion Policy.

https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf