

# REQUEST FOR TENDERS

RFT: 2026/POLP/003  
File: AP\_6/19/4  
Date: 20 January, 2026  
To: Interested consultants  
From: Ngaire Ah Ching

**Subject: Request for Tender (RFT): Consultant to conduct Feasibility Study for Plastic Shredder in Aitutaki, in Cook Islands.**

## 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](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants to develop a detailed Feasibility Study, for the Procurement and Implementation of, Plastic Shredder Equipment in Aitutaki, Cook Islands. 2.2. The Terms of Reference for 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://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 consultants 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. 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*).  
*Provide examples of past related work outputs*  
*For the Technical and Financial proposals you may attach these separately.*
  - iv. Must meet local registration requirements.
- 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 consultant 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 consultant'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](mailto:procurement@sprep.org) before 04 February 2026. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 06 February 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 consultant 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 %
Qualification & Skills	1. Minimum Bachelor's degree in environment, biodiversity management, sustainable development, project management, policy development or related field	10
	2. Strong interpersonal skills and excellent verbal and written communication skills in both Cook Islands Maori and English, including very high calibre abilities and experience in report writing and presentation skills using Maori and plain English.	5
	3. Excellent computer skills (key MS applications and knowledge of Adobe InDesign) and ability to use information technology as a tool and resource.	5
Experience	4. At least 5 years of relevant work experience in <ul style="list-style-type: none"> <li>i. the development and/or review of national policies, plans, frameworks and strategies.</li> <li>ii. environmental protection and natural resource management.</li> <li>iii. environmental program design and implementation; and/or</li> <li>iv. analysis of current policies and waste related issues in the Cook Islands</li> </ul>	10
	5. Knowledge and understanding of existing national policies, plans and strategies e.g. NSDA 2020+, National Environment Policy, Solid and Hazardous Waste Act 2025. Knowledge and understanding of relevant UN Conventions, including The Basel, Rotterdam and Stockholm Conventions, MARPOL Convention, Global Plastics Treaty, Sustainable Development Goals (SDGs)	10
Technical Proposal.	6. Submit proposed methodology & workplan to address deliverables outlined in the Scope of Work to include noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.	40
	<b>Total</b>	<b>80</b>

## 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: 11 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 **'RFT 2026/POLP/003: CONSULTANT TO CONDUCT FEASIBILITY STUDY FOR PLASTIC SHREDDER IN AITUTAKI, IN COOK ISLANDS.'**

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

Email: [tenders@sprep.org](mailto: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.**



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Environment Programme

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



## Terms of Reference (TOR)

### Consultant to conduct Feasibility Study for Plastic Shredder in Aitutaki, in Cook Islands.

#### 1. Position Information

<b>Office/Unit/Project:</b>	POLP / Environmental Partnerships Division - NES
<b>Functional Title:</b>	National Action Plan (NAP) Consultant (on Plastics)
<b>Duty Station:</b>	Cook Islands National Environment Service (NES)
<b>Contract Type:</b>	Short-term (3 months, ending 31 May 2026)
<b>Expected Start Date:</b>	March 2026
<b>Duration:</b>	3 months (March 2026 - May 2026)
<b>Expected Places of Travel:</b>	Rarotonga and Pa Enua (Outer Islands)
<b>Reporting to:</b>	Project Manager, and Environmental Partnerships Division

#### 2. Project Background

This is the Terms of Reference (TOR) for a consultant to develop a detailed Feasibility Study, for the Procurement and Implementation of, Plastic Shredder Equipment in Aitutaki, outlines current waste patterns within the National Environment Service (NES) and to address the local plastic waste management challenges by exploring the viability of establishing a plastic shredding operation. The goal is improvement of plastic waste management facilities, to process collected plastic waste into flakes for reuse or sale as raw material for further recycling.

The NES is committed to reducing environmental impacts associated with single-use plastics (SUPs) and unsustainable consumption within the public sector.

The Government of the Cook Islands, through the National Environment Service (NES), is working to strengthen national waste management systems and reduce plastic pollution across Rarotonga and the Pa Enua.

The Pacific Ocean Litter Project (POLP) is a regional Official Development Assistance (ODA) initiative implemented through the Secretariat of the Pacific Regional Environment Programme (SPREP) and funded by the Government of Australia, with a total budget of \$1,000,000 AUD. The project aims to reduce, replace, and find sustainable alternatives to single-use plastics, thereby decreasing marine plastic litter across the Pacific.

To inform decision-making under POLP, a feasibility study is required to assess the technical, financial, operational, social, and environmental considerations related to procuring and installing plastic shredder equipment suitable for the island of Aitutaki, Cook Islands context. NES in partnership with Infrastructure Cook Islands and Aitutaki Island Government will undertake a feasibility assessment to explore appropriate plastic recycling technologies that can support improved resource recovery and reduce the volume of plastic entering the environment.

The NES is the executing agency for the POLP Project, responsible for project management, coordination and delivery of project outputs. The projects structure is composed of the following components:

Project Components	Outputs	Activities
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1. National Action Plan & Strategy on Plastics	1.1	Develop a National Action Plan on Plastics to achieve Cook Islands Zero Waste goals through consultancy
	1.2	National Consultations in Rarotonga and the Outer Islands (Pa Enuā)
2. Education, Awareness & Communication	2.1	Promote eco-friendly alternatives to plastics through local events and empower youth as "Waste Warriors"
	2.2	Conduct plastic awareness workshops in schools & facilitate knowledge sharing between businesses
	2.3	Create content to drive behavioural change and support merchandise development
3. Research & data collection to inform decision making on plastics reduction and management	3.1	Develop a survey and analyse results to guide behavioural change on plastics
4. Improvement of plastic waste management facilities	4.1	Develop a feasibility study to procure plastic shredder
	4.2	Procurement of plastic shredder

### 3. Objective

The primary objective of the consultancy is to conduct a comprehensive feasibility study to determine the technical, economic, and environmental viability of acquiring and operating plastic shredder equipment in Aitutaki. The consultant will be responsible for the following objectives:

- i. Conduct baseline assessment of waste generated at Aitutaki Waste Management Facility, with emphasis on single-use plastics.
- ii. Assess current plastic waste generation, types, and volumes in the target island of Aitutaki.
- iii. Identify and evaluate suitable plastic shredder models for Cook Islands and Pa Enuā operating conditions.
- iv. Analyse infrastructure, staffing, and operational requirements for safe and efficient use.
- v. Evaluate financial, environmental, and social benefits and risks.
- vi. Provide clear recommendations, including cost estimates, implementation pathways, and sustainability considerations.
- vii. Create an implementation framework with timelines, activities, roles, and resources for sustainability of the project.
- viii. Develop clear monitoring indicators and tools for operational parameters for efficiency and condition-based indicators for maintenance to maximize its lifespan.

### 4. Scope of Work

The consultant will work closely with the NES Plastic Project Officer, under the guidance of the Senior Environmental Partnership Coordinator and Partnership Manager, to ensure timely completion of the activities and quality of the project final outputs. During the process, the consultant will:

#### 4.1 Waste Stream Analysis

- i. Review national policies, NSDA 2020+ and SDG goals, NES policies, Solid and Hazardous Waste Act, related to Plastics.
- ii. Review existing waste audits, island development plans, disaster risk management plans for Aitutaki.
- iii. Identify and analyse plastic waste types, quantities and any seasonal



- variations.
- iv. Identify key sources of single-use plastics at the Aitutaki Waste Management Facility.

#### **4.2 Technical Assessment**

- i. Review technical specifications of relevant plastic shredder equipment including climate suitability for Aitutaki, safety features and capacity durability.
- ii. Assess installation needs, including power supply, ventilation, transport access, safety and community impacts, shelter and site layout considerations.
- iii. Identify practices and activities that contribute to circular economy and requirements for international export of plastic waste.

#### **4.3 Financial and Economic Analysis**

- i. Provide an estimate capital and operational costs (equipment, freight, installation, training, maintenance and safety equipment).
- ii. Identify and assess potential financial benefits such as reduced landfill usage, increased recycling value, or extended landfill lifespan.
- iii. Propose a systematic phased implementation plan.
- iv. Identify potential co-financing, cost sharing, or long-term funding mechanisms.
- v. Outline recommended activities, required resources, responsibilities, and timelines.
- vi. Identify risks and mitigation strategies.
- vii. Provide recommendations to align procurement processes with zero waste principles.
- viii. Suggest potential suppliers that offer sustainable products.

#### **4.4 Operational and Institutional Assessment**

- i. Review the current operational capacity of local waste management systems.
- ii. Identify staffing requirements, safety protocols and training needs.
- iii. Analyse institutional responsibilities, including partnerships with ICI Rarotonga waste management facility, Pa Enea Governance division of Office of the Prime Minister, Aitutaki Island Councils, private sector, NGO's and community groups.

#### **4.5 Environmental and Social Impact Assessment**

- i. Assess community benefits, gender and social inclusion aspects and align with zero waste principles.
- ii. Evaluate environmental benefits and risks, including pollutions controls, noise, micro-plastics management and health and safety issues.

#### **4.6 Implementation Plan**

- i. Work Plan.
- ii. Develop an implementation roadmap covering procurement, installation, training and maintenance, and operational steps.
- iii. Identify key risks and propose risk mitigation measures.

## 5. Outputs & Deliverables

The expected final outputs from this assignment are:

- 5.1 Work Plan – including stakeholder engagement plan.
- 5.2 Feasibility Report – findings and analysis across all components in the scope of work.
- 5.3 Implementation roadmap covering procurement, installation, training, timelines, activities, roles, resources, maintenance and operational steps.
- 5.4 Zero Waste Strategy for Aitutaki – Proposed interventions and alternatives.
- 5.5 Monitoring and Evaluation Framework – indicators, tools, templates for operational parameters to maximize shredder's lifespan.
- 5.6 Final Consolidated Feasibility Report – Integrating all components, stakeholder feedback and recommendations.
- 5.7 Draft and final documents should be, submitted in MS Word. Presentational documents should be prepared in MS PowerPoint.

## 6. Inputs & Working Arrangements

This assignment is expected to be approximately three (3) months. Expected contract duration, March 2026 to end of May 2026.

The Consultant will report directly to the Environmental Partnerships Manager at NES and POLP Manager. The consultant will work closely with the NES Plastic Project Officer, under the guidance of the Senior Environmental Partnership Coordinator with the POLP team.

The Consultant is, expected to use their own laptop, software, and communications equipment. The project will facilitate access to office space, internet connection, and printing facilities.

## 7. Evaluation Criteria

Key selection criteria for this consultancy are, listed below. To be, considered, your proposal MUST include a response against each criteria to demonstrate suitability for the role, along with a CV.

The weighting in the table below shows relative importance of each criteria:

Criteria	Description	Weighting %
Qualification & Skills	1. Minimum Bachelor's degree in environment, biodiversity management, sustainable development, project management, policy development or related field	10
	2. Strong interpersonal skills and excellent verbal and written communication skills in both Cook Islands Maori and English, including very high calibre abilities and experience in report writing and presentation skills using Maori and plain English.	5
	3. Excellent computer skills (key MS applications and knowledge of Adobe InDesign) and ability to use information technology as a tool and resource.	5



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Experience	<p>4. At least 5 years of relevant work experience in</p> <ul style="list-style-type: none"> <li>conducting other similar feasibility studies.</li> <li>environmental protection and natural resource management.</li> <li>environmental program design and implementation; and/or</li> <li>analysis of current policies and waste related issues in the Cook Islands.</li> </ul>	20
	<p>5. Knowledge and understanding of existing national policies, plans and strategies e.g. NSDA 2020+, National Environment Policy, Solid and Hazardous Waste Act 2025.</p> <p>a. Knowledge and understanding of relevant UN Conventions, including The Basel, Rotterdam and Stockholm Conventions, MARPOL Convention, Global Plastics Treaty, Sustainable Development Goals (SDGs)</p>	10
Technical Proposal.	6. Submit proposed methodology & workplan to address deliverables outlined in the Scope of Work to include noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.	40
Financial Proposal	<p>7. Financial Proposal is to be priced based on a work plan on where, when, and how the technical assistance will be conducted. The proposal should be for the fee's component only.</p> <p>a. Submissions must include an annotated budget listing for each task.</p> <p>b. Proposals above USD 31,000 will only be considered if there is a clear justification provided as to why costs above this limit are necessary.</p> <p>c. SPREP reserves the right to withdraw this tender at any time, to accept or reject any or all bids and to waive any formal defects or irregularities in this bid, when deemed to be in the interest of SPREP.</p>	20
<b>Total</b>		<b>100</b>

## 8. Evaluation process

In submitting a proposal, bidders should demonstrate a clear understanding of this TOR and how, your experience, skills and qualifications make you suitable for this consultancy.

Proposals will be, assessed and evaluated as follows:

- Technical criteria: 80% weighting
- Financial proposal: 20% weighting

## 9. Reporting

The consultant will report to the Environmental Partnerships Division – NES and POLP PMU Manager.

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 [sprep@sprep.org](mailto:sprep@sprep.org) [www.sprep.org](http://www.sprep.org)

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



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