

REQUEST FOR TENDERS

RFT: 2026-POLP-004
File: AP_6/19/4
Date: 3 March, 2026
To: Interested consultants
From: Ngaire Ah Ching, Senior Project Officer - Pacific Ocean Litter Project

Subject: Request for Tender (RFT): Consultancy to Develop a Single-use Plastic Source Inventory and Roadmap to Phase Out Single-use Plastics in Kiribati.

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 consultants to develop a Single-use Plastic Source Inventory and Roadmap to Phase Out Single-use Plastics in Kiribati.
- 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 before 09 March 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 11 March 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	<p>A qualification from a recognised tertiary institution in a field that covers one or a combination of the following areas:</p> <ul style="list-style-type: none"> • Research (quantitative and qualitative) • Monitoring and evaluation • Behavioural change theory and application. <p>Skills:</p> <ul style="list-style-type: none"> • Professionalism: Ability to review and develop a guideline document; credibility to engage with key Pacific stakeholders (Government officials, private sector, civil society, etc.); ability to apply judgement in the context of assignments given, plan own work and manage conflicting priorities. • Demonstrated waste and plastic pollution skills. • Leadership: Establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolve conflicts by pursuing mutually agreeable solutions. • Communication: Speaks and writes (in English) clearly and effectively; exhibits interest in consultative approaches; demonstrates openness in sharing information and keeping people informed. • Teamwork: Works collaboratively with colleagues and stakeholders to achieve goals. • Planning and Organising: Develops clear goals that are consistent with agreed strategies; identifies priority actions and assignments; adjusts priorities as required; allocated appropriate amount of time and resources for completing work; foresees risks and allows contingencies when planning; monitors and adjusts plans and action, as necessary. 	20
Experience	<ul style="list-style-type: none"> • A minimum of 5 years' experience in small island developing states or developing countries. • Demonstrated waste and plastic pollution experience. • Demonstrated experience of having successfully worked with government, non-government (academic and research institutions) and community stakeholders in the Pacific Region. • Demonstrated experience in research and data analysis. • Demonstrated experience in monitoring and evaluation. 	25
Technical Proposal / Proposed Methodology	<ul style="list-style-type: none"> • Submitted proposed methodology noting schedule, activities, concurrent or sequential development, engagement with country representatives. Including roles and responsibilities of a team consultancy. 	35
Financial Proposal	<ul style="list-style-type: none"> • 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. • Submissions must include an annotated budget listing for each task. • Submissions to include proposed travel costs to outer Islands. 	20

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: 20 March 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-004: CONSULTANCY TO DEVELOP A SINGLE USE PLASTIC SOURCE INVENTORY AND ROADMAP TO PHASE OUT SINGLE USE PLASTICS IN KIRIBATI'**

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 (TOR)

Assignment Title	Consultant – Develop a Single-use Plastic Source Inventory and Roadmap to Phase Out Single-use Plastics in Kiribati
Project	Pacific Ocean Litter Project
Contract Type	Consultancy
Contract Duration	3 months
Budget	USD 35,000

1) BACKGROUND

In Kiribati, single-use plastics follow a downstream material flow. They are imported, used by consumers, and then primarily accumulate in overwhelmed landfills or pollute the environment, including beaches and marine areas. Due to high costs and limited capacity, exporting waste is not viable, and waste treatment options are minimal. Plastic is the largest component of Kiribati's problematic waste stream, with about 13% plastic, and daily generation of 9.7 tonnes contributes to the pressing issue of plastic pollution in urban centres and remote islands. An estimated 3,045 t of plastic waste was released into the waters around Kiribati in 2010, becoming marine debris. In 2025 that amount was expected to rise to 6,977.

To address the growing problem of plastic waste and pollution, the Government of Kiribati committed to ban certain single use plastics during the *Ocean Summit* in New York City in 2018. Following this declaration, three plastic items were banned from importation into Kiribati under the *Customs Act 2019* – the ice-block bag, single use shopping bags and non- biodegradable nappies.

In 2020 the Ministry of Environment Lands and Agricultural Development (MELAD) launched the *Kiribati Waste Management and Pollution Prevention Strategy 2020-2030* that included the development of a plastic policy identifying plastic materials to be banned within the 2020-2030 period, as of September 2025 the national plastic policy had not been developed. There have been from 2020-2030 however a number of initiatives from government and communities targeting the reduction of plastic waste.

A Plastic Ban Committee was formed in 2019. This Committee was instrumental in recommending the subsequent bans on the ice-block bags, SUP bags and non-biodegradable nappies. It is a multisectoral group set up by MELAD and represented by the Office of the Attorney General Customs, Commerce, Education, Health, the private sector through the Chamber of Commerce, and Internal Affairs.

2) CONSULTANCY AND ACTIVITY OBJECTIVES

It is envisaged that the Consultant seek guidance from the Kiribati Plastic Banning Committee and the Pacific Ocean Litter Project (POLP) Management Unit.

In developing the source inventory roadmap, the consultant will consider:

- the likely obligations of Kiribati to implement a global instrument to end plastic pollution including in the marine environment (the POLP PMU will provide guidance to the Consultant on relevant elements to focus on).
- single use plastic source inventory data, including material flows and trade data of single use plastics imported into Kiribati and single use plastic waste (e.g; PET bottle) exports.
- the volume and type of single use plastics found in the waste stream and marine litter in the coastal and marine environment (especially in areas under national jurisdiction).
- the effectiveness of existing legislation, policies, economic instruments (taxes, levies, extended producer responsibility (EPR) schemes) targeting the reduction of single use plastics in Kiribati.

- e) the institutional roles and responsibilities for relevant legislation and policies to reduce single use plastics and coordination among the responsible agencies and ministries.
- f) single use plastics that could be added to the scope of the 3 SUPs currently covered by legislation.
- g) the finding of any recent studies such as the World Bank cost benefit analysis on options to phase out single use plastics.
- h) how the special needs and considerations of women youth and disabled people to be included in the roadmap.

In the development of the roadmap the consultant will give due consideration to relevant incentives and initiatives progressed in Kiribati to reduce single use plastics such as:

- *The Kaoki Maange* deposit scheme for PET bottles regulated under the *Special Fund (Waste Materials Recovery) Act 2004*.
- *The Green Bag Programme*.
- *World Bank Case Cost Benefit Analysis on (1) solely banning the import of plastic bags or (2) banning plastic bag imports plus levying a charge on all single-use bags;*
- Successes and challenges around compliance *enforcement* of the customs and littering laws;
- General public engagement and awareness, education and behavioural change activities on waste management and clean-up activities targeting beaches and roadsides involving communities presented by church groups, schools, youth clubs, NGOs and disabled people;
- Plastic Free School' Initiative to minimise the use of ice bags in schools in South Tarawa;.
- *Plastic Seedling Exchange programme* supporting the minimisation of plastic litter in the environment both on land and at sea.
- Any other relevant initiatives.

3) SCOPE OF WORKS

In 2022 MELAD took stock of progress to reduce single use plastics and expressed the need to further enhance the regulatory regime around it and to include other SUPs such as plastic cutlery.

Tasks

1. The Consultant will develop a single use plastic source inventory and 10-year Policy Roadmap for Kiribati to reduce single use plastics through a set of key strategies and the priority activities underpinning the strategies.
2. Drawing on the review and research, the Consultant will identify single use plastic items that could be included in a revised legislation for consideration by the Plastics Banning Committee and the reasons or justifications for their inclusion.

The development of the roadmap will involve consultations with the Plastic Banning Committee (including importers, distributors, waste disposal contractors, and the private sector) and consider perspectives from women, youth and disabled persons.

4) PROJECT SCHEDULE AND DELIVERABLES

The consultancy is to be completed within 12 weeks of signing the contract. Expected project activities are detailed in Table 1 below. The tender response should detail how and when these steps will be delivered by submitting a Technical Proposal.

Activity	Description	Indicative Timeline
1	Inception Meeting between the POLP Project Management Unit, MELAD and the successful	No later than one (1) week from date of Contract execution.

	researcher/firm detailing the proposed methodology and workplan. Approval of Workplan and methodology.	
2	Collect data and information addressing the TOR consultancy objectives and scope of works (Section 2 & 3).	No later than four (4) weeks from the date of the approved Workplan.
3	Submit draft the following documents: <ul style="list-style-type: none"> - Single Use Plastic source inventory - Roadmap (10 Year Policy) to phase out SUP, including identified items to be included in a revised legislation. 	No later than five (5) weeks from the date of the approved Workplan.
5	Submission of Final Documents for POLP & MELAD Review	No later than (2) weeks from receiving final feedback from SPREP.

5) EVALUATION CRITERIA

The successful consultant/organisation/firm shall satisfy the following criteria:

Criteria	Description	Weighting %
Qualification & Skills	<p>A qualification from a recognised tertiary institution in a field that covers one or a combination of the following areas:</p> <ul style="list-style-type: none"> • Research (quantitative and qualitative) • Monitoring and evaluation • Behavioural change theory and application. <p>Skills:</p> <ul style="list-style-type: none"> • Professionalism: Ability to review and develop a guideline document; credibility to engage with key Pacific stakeholders (Government officials, private sector, civil society, etc.); ability to apply judgement in the context of assignments given, plan own work and manage conflicting priorities. • Demonstrated waste and plastic pollution skills. • Leadership: Establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolve conflicts by pursuing mutually agreeable solutions. • Communication: Speaks and writes (in English) clearly and effectively; exhibits interest in consultative approaches; demonstrates openness in sharing information and keeping people informed. • Teamwork: Works collaboratively with colleagues and stakeholders to achieve goals. • Planning and Organising: Develops clear goals that are consistent with agreed strategies; identifies priority actions and assignments; adjusts priorities as required; allocated appropriate amount of time and resources for completing work; foresees risks and allows contingencies when planning; monitors and adjusts plans and action, as necessary. 	20

Experience	<ul style="list-style-type: none"> • A minimum of 5 years' experience in small island developing states or developing countries. • Demonstrated waste and plastic pollution experience. • Demonstrated experience of having successfully worked with government, non-government (academic and research institutions) and community stakeholders in the Pacific Region. • Demonstrated experience in research and data analysis. • Demonstrated experience in monitoring and evaluation. 	25
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