

## REQUEST FOR TENDERS

RFT: PWP-100-CON  
File: AP\_6/5/8/4  
Date: 21 October, 2022  
To: Interested consultants  
From: PacWastePlus Finance and Procurement Officer

**Subject: Request for tenders (RFT): Yap State, Federated States of Micronesia Organic processing programme development - READVERTISEMENT**

### 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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:
  1. We value the Environment
  2. We value our People
  3. We value high quality and targeted Service Delivery
  4. 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 who can offer their services to develop the organic processing programme for six (6) villages in Colonia, Yap State of Federated States of Micronesia (FSM).
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: [https://www.sprep.org/attachments/Publications/Corporate\\_Documents/spreporganisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisational-values-code-of-conduct.pdf). Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
  1. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;



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Environment Programme

2. Provide three referees relevant to this tender submission, including the most recent work completed;
  3. Provide examples of past related work outputs;
  4. Complete the **tender application form** provided (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).  
*For the Technical and Financial proposals you may attach these separately.*
  5. Submissions must include a **TECHNICAL PROPOSAL** that includes a detailed work plan, methodology schedule of activities, and other items deemed necessary by the tenderer.
  6. Submissions must include a **FINANCIAL PROPOSAL** that has an annotated budget listing for each task as required of the scope of works
  7. Provide a copy of valid business registration/license.
- 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*).  
*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** which outlines the costs involved in successfully delivering the project submitted in United States Dollars (USD) and inclusive of all associated taxes.

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

- 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 [pwp.procurement@sprep.org](mailto:pwp.procurement@sprep.org) before 26 October 2022. 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 28 October 2022.
  1. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
  2. 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.
  3. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
  4. 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.

### 1. Technical Score – 80%

Criteria	Detail	Weighting
<b>Experience</b>	Demonstrated experience in designing and implementing waste management interventions/ projects (focus on both company, and officers to deliver the works)	15%
	Demonstrated experience in designing and implementing organic material processing	20%
	Demonstrated experience in completing waste audits or undertaking data analysis and assessment (advantageous to detail SIDs or Pacific experience)	10%
	Examples provided of past works relevant to this activity (links to initiatives or products that provide insight into research approach)	5%
<b>Methodology</b>	Detailed methodology to deliver the required project components and provide detail to the panel the value proposed by the tenderer. Methodology must also include a risk plan (with mitigation measures) that will ensure the successful delivery of the project	30%

## 2. 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. a. SPREP may amend, suspend or terminate the RFT process at any time.
- 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>).
  - 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.
  - 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.

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## 8. Deadline

- 8.1. **The due date for submission of the tender is: 4 November 2022, 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 'PWP-100-CON: **Yap State, Federated States of Micronesia Organic processing programme development - READVERTISEMENT**

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.**

**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

### Yap State (FSM) Organic Processing Programme Development

#### 1. BACKGROUND

The Secretariat of the Pacific Regional Environment Programme (SPREP) is working with the European Union's Delegation to the Pacific, and 14 Pacific Island Countries and Timor-Leste to undertake the PacWastePlus Programme (the Project) which seeks to improve and enhance waste management activities and the capacity of governments, industry, and communities to manage waste to reduce the impact on human health and the environment.

PacWastePlus seeks to generate improved economic, social, health and environmental benefits for Pacific Island Countries arising from stronger regional economic integration and the sustainable management of natural resources and the environment. The programme activities will be designed to assist Countries to ensure the safe and sustainable management of waste with due regard for the conservation of biodiversity, reduction of marine litter, health and well-being of Pacific Island communities, and climate change mitigation and adaptation requirements.

Activities for PacWaste Plus will focus on targeted priority waste streams which are: hazardous wastes (specifically **asbestos, e-waste and healthcare waste**); solid wastes (specifically **recyclables, organic waste, disaster waste, and bulky waste**); and related aspects of **wastewater** (water impacted by solid waste).

#### 2. INTRODUCTION TO PROJECT

Yap is one of the four states of the Federated States of Micronesia. Yap State consists of four closely associated high islands known as "Waab" and about 134 low coralline atolls and islands, 22 of them populated, spread over 100,000 square miles of ocean. The State of Yap is divided into 21 municipalities with each municipality placed in one of five main islands and having several village units. Colonia is the capital of Yap State, which administers both the Yap Main Islands and the island of Satawal.

A recent waste audit conducted in 2021 identified that approximately 21% of waste disposed at the Yap State landfill comprise of organic matters. The Yap Environment Protection Agency is implementing a PacWastePlus funded project to improve organic waste management in Colonia and six villages on Yap's main island. The six villages that the project will be introducing communal organic processing programmes are: (i) Gilfith, Fanif; (ii) Rumuu, Fanif; (iii) Amun, Gagil; (iv) Wanyan, Gagil; (v) Gathpar, Gagil; and (vi) Ruu, Gagil.

These villages were identified by the Yap EPA to receive garbage collection services which is currently limited to the Colonia area. The project will:

- design and implement communal organic processing programme to segregate organic waste by individual households for processing at the village organic processing station;
- design and implement a programme in Colonia that segregate organic waste at the point of generation, collect, and transport these materials to the compost shed at the Division of Agriculture for processing;
- package compost for sale to community and businesses;
- design and deliver awareness and education activities.

PacWastePlus is providing additional support to the state of Yap through the regional organic project which will assess the compost shed at the Division of Agriculture and determine capacity of this infrastructure to process organic materials generated in Colonia. The international consultant under the PacWastePlus regional organic project will be utilising the result of the waste audit from this consultancy to undertake the assessment of the Compost shed with the Division of Agriculture.

We seek to engage a consultant (preferably based in the Federated State of Micronesia, Yap, or have a local counter-part to manage the required in-country actions) to collect primary waste data in Colonia,

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facilitate necessary consultations, and design the first component of the Colonia programme. The first component is focused on waste segregation at source, collection, and transportation of organic material to the composting shed at the Division of Agriculture.

### **3. EXPECTED OUTCOME**

The PacWastePlus Programme seeks to engage a consultant to deliver the following:

1. Waste Audit in Gilfith, Rumuu, Amun, Wanyan, Gathpar, Ruu, and Colonia
2. Output Organics Market Assessment.
3. Selection and Design of suitable Communal Organic Processing Programme for the six village
4. Selection and design of suitable collection and transportation system for the Colonia Organic Processing Programme
5. Establish training materials that will be used by the Yap EPA and PacWastePlus programme to train villagers on the communal organic processing programme
6. Establish training materials on the first component of the Colonia organic processing programme (segregation and collection). Local Authorities on the implementation of the Yap Organic Processing Programme.

#### 4. SCOPE OF WORK

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

**Table 1: Scope of Work**

Phase	Description	Documentation SPREP will provide	Supplier Output
<b>Inception</b>	<p>Lead an inception meeting with the PacWastePlus team to discuss the delivery of the project, addressing delivery of the outputs of the project, issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs.</p> <p>The Contractor shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract. The Draft Work Plan shall contain at a minimum:</p> <ul style="list-style-type: none"> <li>• Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables, including preparation stages, communities and market waste audit, drafting and review of system design, and consultations.</li> <li>• General description of the methods which the Contractor proposes to adopt for executing the contract</li> <li>• Comprehensive risk plan to ensure effective delivery of services.</li> </ul> <p>Any further details and information as SPREP may reasonably require.</p>	<p>Nil</p>	<p><b>Inception meeting</b></p> <p>Minutes of the inception meeting with confirmation of activities, and scope of work to be developed and agreed by meeting participants prior to commencement of any activities.</p> <p><b>Draft Work Plan</b></p> <p>The Draft Work Plan shall be delivered to SPREP for consideration and comment. The workplan should provide confirmation of process and timing for the various stages of works described in this table.</p> <p><b>Draft Waste Audit Plan</b></p> <p>Provision of draft audit plan for the nine communities and one produce market to enable review, comment, and collaboration by SPREP organics team.</p> <p><b>Draft Output Market Assessment Methodology</b></p> <p>Provision of draft output market assessment methodology for review, comment, and collaboration by SPREP organics team.</p> <p><b>Final Work Plan</b></p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p>



Phase	Description	Documentation SPREP will provide	Supplier Output
<b>Waste Audit</b>	<p>The consultant will undertake a waste audit in Colonia utilising the Standard Waste Audit Methodology to produce a report that clearly highlight the following:</p> <ul style="list-style-type: none"> <li>• volume of waste generated daily</li> <li>• Composition of waste stream</li> <li>• Type of organic material produced and volume of each organic type.</li> </ul> <p>In addition to waste audit, the Consultant will interview businesses and households within the Colonia garbage collection boundaries, and undertake necessary assessment to determine the following:</p> <ul style="list-style-type: none"> <li>• current waste infrastructure.</li> <li>• current waste collection system provided</li> <li>• existing management arrangement for organic materials</li> <li>• Understanding the need for additional infrastructure within audit site for organic materials generated; and</li> <li>• Scope of education and awareness for market vendors to segregate wastes.</li> </ul> <p><b>Please note</b>, any other recyclable material identified during the audit, should be flagged for segregation during this stage, for possible management through other project actions.</p>	<p>Standard Waste Audit Methodology</p> <p>FSM Waste Audit Report</p>	<p><b>Draft Waste Audit Report</b></p> <p>Provision of the draft waste audit plan will include the findings of the waste audit and the analysis outcome of raw data collected from the audit. The report will respond to the Standard Waste Audit Methodology and identify the types and volume of wastes produced, provide assessment outcome of existing waste management arrangement within audited sites, and identify opportunities for improvements.</p> <p><b>Final Waste Audit Report</b></p> <p>Final report will address all comments by SPREP, and Yap Environment Protection Agency.</p>
<b>Output Organics Market Assessment</b>	<p>The consultant will undertake an output market assessment of Yap to understand the likely market size and sectors for recycled organics (i.e., animal feed, mulch, compost, or soil conditioner). The intent of the output market assessment is to, at a minimum, understand:</p> <ul style="list-style-type: none"> <li>• The scope and scale of likely sectors and industries that would purchase or utilise any recycled organics products.</li> </ul>	<p>Nil</p>	<p><b>Draft output organics market assessment</b></p> <p>The report will identify market for recycled organics, packaging methods suitable for the identified markets, and communication activities that will enable successful marketing of recycled organics.</p> <p><b>Final output organics market assessment</b></p>

Phase	Description	Documentation SPREP will provide	Supplier Output
	<ul style="list-style-type: none"> <li>• The likely capacity of the market for different recycled organics products (animal feed, mulch, compost, or soil conditioner).</li> <li>• The necessary logistics associated with accessing the different market segments (bulk sales, bagged, etc.).</li> </ul> <p>Communication Plan to raise awareness on use of recycled organics.</p>		<p>Final report will address all comments by SPREP, and Yap Environment Protection Agency.</p>
<p><b>Design of the first component of the Colonia Organic Processing Programme</b></p>	<p>The consultant will utilise the finding from Component 2 (waste audit) and Component 3 (Output Organics Market Assessments) and facilitate discussions with key agencies to design a process that ensure all organic waste generated at source are segregated, collected, and transported to the compost shed at the state's Division of Agriculture.</p> <p>Design established under this consultation should determine the following:</p> <ol style="list-style-type: none"> <li>i. Segregation of organic material at the generation source.</li> <li>ii. Review of current collection service, and assessment of required collection process and time of segregated organic materials from generation point to the compost facility at the Division of Agriculture.</li> </ol> <ol style="list-style-type: none"> <li>1. Communication Plan to raise awareness for local communities and market vendors to segregate organic materials.</li> </ol>	<p>PacWastePlus Regional Organic Project Resources (detailed in Annex 1)</p>	<p><b>Draft Report on the first component of the Colonia Organic Processing Programme Options Report</b></p> <p>The report should address all items identified under the description of this Component to assess / analyse each of the options identified. The report should provide information and technical specifications to enable informed decision making by the Yap EPA</p> <p><b>Final Report on the first component of the Colonia Organic Processing Programme</b></p> <p>Final report will address all comments by SPREP, and Yap EPA.</p>
<p><b>Training Materials on the collection and transportation system of Colonia Organic Processing Programme</b></p>	<p>The consultant will design training materials that will be utilised by the PacWastePlus team to train staff from Yap EPA, Public Works Department and the Division of Agriculture on the first component of the Colonia Organic Processing Programme.</p>	<p>SPREP will complete formatting / design associated with training / presentation</p>	<p><b>Draft Training Material</b></p> <p>The manual will highlight the scope of training, running sheet for each module, and how training will be facilitated. The manual will have sufficient guidance that will allow officers from</p>

Phase	Description	Documentation SPREP will provide	Supplier Output
	<p>Training Materials will include but not limited to the following:</p> <ul style="list-style-type: none"> <li>(i) Type of Organic materials to be collected for processing at the organic processing facility</li> <li>(ii) Segregation of organic material at the generation source.</li> <li>(iii) Schedule for Organic Collection Services</li> <li>(iv) Additional Infrastructure needed for segregation, collection, and transportation of organic materials</li> </ul> <p>Communication Plan to raise awareness to local communities and market vendors to segregate organic materials.</p>	<p>Post training / presentation Questionnaire / Quiz</p>	<p>Yap EPA to conduct future training in other Islands.</p> <p><b>Final Training Material</b></p> <p>Finalise Training Material incorporating and addressing comments from Yap EPA, and SPREP.</p>

### Consultant Responsibilities

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

## 5. SCHEDULE OF WORK

The activities are to be completed no later than **20 weeks from Agreement signing date** with a preference for the activities to be completed much earlier.

Expected project activity is detailed in Table 2, it is expected that tenderers will detail how and when each of these steps will be delivered.

**Table 2:** Project Schedule

Activity	Timeline
<b><i>Contract Signing and Execution</i></b>	
1. Draft Workplan	1 day prior to Inception Meeting
2. Inception Meeting	One week from date of Contract Execution
3. Finalised Workplan 4. Draft Waste Audit Plan 5. Draft Output Market Assessment Methodology	No later than 2 weeks from date of Contract Execution
6. Final Waste Audit Plan 7. Final Output Market Assessment Methodology Plan	No later than 3 weeks from date of Contract Execution
8. Draft Output Market Assessment Report	No later than 7 weeks from the date of contract execution
9. Draft Waste Audit Report	No later than 8 weeks from date of contract execution
10. Final Output Market Assessment Report	No later than 9 weeks from date of contract execution
11. Final Waste Audit Report	No later than 10 weeks from date of contract execution
12. Draft Organic Processing Programme Report	No later than 13 weeks from date of Contract Execution
13. Final Organic Processing Programme Report	No later than 15 weeks from date of Contract Execution
14. Draft Training Material	No later than 16 weeks from date of contract execution
15. Final Training Material	No later than 18 weeks from date of contract execution
16. Training Report	No later than 19 weeks from date of contract execution

## **6. BUDGET**

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

- Salary costs (hourly rate)
- All applicable taxes

Submissions must include an annotated budget listing for each task.

Proposals above \$25,000 USD may not be considered

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

## **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 [https://www.sprep.org/attachments/Publications/Corporate\\_Documents/sprep-organisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf). Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud prevention & Whistleblower Protection and Gender and Social Inclusion.

