

## REQUEST FOR TENDERS

File: AP 6/5/7  
Date: 14 December, 2018  
To: Interested suppliers  
From: Frank Griffin, Hazardous Waste Management Adviser

**Subject: Request for tenders: Consultant for Mercury Inventory development using the UNEP mercury toolkit (Minamata Initial Assessment Project) READVERTISEMENT**

### 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 is executing a *Development of Minamata Convention Mercury Initial Assessment (MIA) in Pacific* Project that is funded by the Global Environment Facility, with the United Nations Environment (UNE) as the implementing agencies. The goal of the project is to protect human health and the environment from the risks posed by the unsound use, management and release of mercury. The objective of the project is to facilitate the ratification and early implementation of the Minamata Convention by the use of scientific and technical knowledge and tools by national stakeholders in participating countries. This objective is to be achieved through the provision of assistance in the establishment of national and regional coordination mechanisms to help facilitate the assessment of national infrastructure and capacity for the management of mercury, including national legislation; identification of challenges, needs and opportunities to implement the convention as well as the development a national mercury inventory using the UNEP mercury toolkit and strategies to identify and assess mercury contaminated sites. These activities will be complemented by the preparation, validation of the National MIA report and implementation of awareness raising activities that will include the dissemination of results to inform all stakeholders.
- 1.3. For more information, see: [www.sprep.org](http://www.sprep.org).

### 2. Specifications: statement of requirement

- 2.1 SPREP is calling for tenders from qualified and experienced consultants who can offer their services to assist SPREP in providing technical support/services to the participating Pacific Island Countries in the implementation of the Pacific MIA project;
- 2.2 The Terms of Reference and the Specific Duties of the Consultant are set out in Attachment "A". A background on the Project, and the progress to date is included as Annex 1.
- 2.3 The successful applicant will need to provide technical assistance, training and guidance to the officials from the 5 participating Pacific Islands countries in the following areas:

- Assessment of existing sources of information on mercury pertaining to the participating country, and where required, assist in the formulation of the assessment report;
- Assessment of the national infrastructure and capacity for the management of mercury, including national legislation, and where required, assist in the formulation of the assessment report;
- Development of a mercury inventory using the UNEP mercury tool kit and strategies to identify and assess mercury contaminated sites;
- Identification of challenges, needs and opportunities to implement the Minamata Convention on Mercury, and where required, assist in the formulation of the report of the challenges, needs and opportunities;
- Preparation and validation of National MIA reports

2.4 All trainings in the countries should be completed by the end June 2019.

### 3. Conditions: information for applicants

- 3.1 To be considered for this tender, interested suppliers must meet the following conditions:
- submit details of previous relevant experience in the implementing Minamata Initial Assessment work in the Pacific Islands region or equivalent developing country(ies);
  - provide at least 3 referees as part of their tender application.
- 3.2 A standard penalty clause of two percent (2%) of the total contract value will be deducted from the final contract amount for every 7 day overrun from the required delivery date in completion of all the contract deliverables.

### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above 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 outline the interested supplier's complete proposal and include:
- (a) The CVs of proposed personnel highlighting related experience relevant to the tender;
  - (b) Complete the **tender application form** provided
  - (c) A Technical Proposal, which contains the detailed methodology to achieve the tasks outlined in the Terms of Reference (Annex A); and
  - (d) A Financial Proposal, which is to be priced on a lump sum basis with prices for:
    - (i) Review of all project documents related to Pacific MIA project;
    - (ii) Propose a work plan on where, when and how the technical assistance including the training on national inventory development will be conducted; and
    - (iii) Reporting (electronic copies of reports).
- 4.3 The financial proposal should only contain the personnel costs against the project activities. Travel costs and project related activities will be paid for directly by SPREP. Tender submission must be in United States Dollars (USD)
- 4.4 The Proposal must remain valid for 90 days from date of submission.
- 4.5 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

## 5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to [maraeap@sprep.org](mailto:maraeap@sprep.org) and copy [frankg@sprep.org](mailto:frankg@sprep.org) before 07 January 2019. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 09 January 2019.

## 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 tenderer satisfies the following criteria:
- (a) Previous experience in environment related works and understanding government procedures in Small Islands Developing States regions or equivalent developing country(ies);
  - (b) Demonstrated experience in community engagement and project management;
  - (c) Comprehensive knowledge and understanding of mercury and mercury equipment in the context of hazardous waste management;
  - (d) Minimum Masters level degree Formal qualifications in environment management or chemistry with experience in mercury activities and assessment; and
  - (e) Ability to complete assignment within the timeframes specified in the Terms of Reference.
- 6.2. Assessment of proposals will be based on the evaluation of the Technical Proposal (80%) and Financial Proposal (20%).
- 6.3. The Financial Evaluation will award maximum points to the lowest priced bid (Based only on personnel costs on implementing the activities under the consultancy). Subsequent bids will be awarded points calculated as a percentage of the lowest price

## 7. Deadline

- 7.1. **The due date for submission of the tender is: 14 January 2019 midnight (local time, Apia, Samoa).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: **Consultant for Mercury Inventory development using the UNEP mercury toolkit (Minamata Initial Assessment Project) READVERTISEMENT**' to one of the following methods:

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

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

Person: Submit by hand in the tenders box at SPREP reception,  
Vailima, Samoa.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

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

## ATTACHMENT

### TERMS OF REFERENCE

#### **Pacific MIA Project: Technical support/services to the participating Pacific Island Countries in the implementation of the Pacific MIA project**

##### **BACKGROUND:**

The Minamata Convention on Mercury is a global treaty to protect human health and the environment from the adverse effects of mercury. The major highlights of the Convention include a ban on new mercury mines, the phase-out of existing ones, control measures on air emissions, and the international regulation of the informal sector for artisanal and small-scale gold mining (ASGM)

At its sixth session held in Bangkok, Thailand, from 3 to 7 November 2014, the Intergovernmental Negotiations Committee to prepare a global legally binding instrument on mercury requested the Global Environment Facility (GEF) to apply revised eligibility criteria in providing financial support to developing countries and countries with economies in transition for activities under the Minamata Convention on Mercury. In particular, it requested the eligibility for funding be extended for enabling activities to non-signatories to the Convention, provided that any such State is taking meaningful steps towards becoming a Party. Such request was approved by the GEF Council in January 2015.

The five participating countries, namely Cook Islands, Kiribati, Palau, Tonga and Vanuatu have made their intentions clear in becoming parties to the Minamata Convention by declaring their participation in this regional project. This project will assist them in the ratification and early implementation of the Minamata Convention through the use of scientific and technical knowledge and tools by national stakeholders.

##### **OBJECTIVE:**

To provide technical assistance to the participating countries under the five components of the project through training and guidance on the outputs, including the training of national stakeholders in the development of a national mercury inventory using the UNEP mercury tool kit.

##### **SCOPE OF WORK:**

The scope of work for this consultancy covers the following tasks:

##### **Component 1: Establishment of Coordination Mechanism and organization of process:**

- a) provide technical assistance and guidance on the formulation and running of the national coordination mechanism (NCM);
- b) provide technical assistance and guidance in the national assessment on existing sources of information and in the development and finalization of the assessment report.

##### **Component 2: Assessment of the national infrastructure and capacity for the management of mercury, including national legislation**

- a) provide technical assistance and guidance on the assessment of key national stakeholders, their roles in mercury management and institutional interest and capacities;
- b) provide technical assistance and guidance on the identification of the gaps and assessment of the regulatory reforms needed for the ratification and early implementation of the Minamata Convention in participating countries;
- c) provide assistance in the development and finalization of the assessment report on the national infrastructure and capacity for the management of mercury, including national legislation.

**Component 3: Development of a mercury inventory using the UNEP mercury tool kit and strategies to identify and assess mercury contaminated sites**

- a) undertake training on the development of a qualitative and quantitative national inventory of all mercury sources and releases using the UNEP Toolkit for the Identification and Quantification of Mercury Releases;
- b) provide technical assistance and guidance on the development of a national strategy to identify and assess mercury contaminated sites;

**Component 4: Identification of challenges, needs and opportunities to implement the Minamata Convention on Mercury**

- a) provide technical guidance on the conducting of a national and sectoral assessment on challenges and opportunities to implement the Minamata Convention in key priority sectors;
- b) provide technical assistance and guidance on the development of the report on recommendations to implement the Minamata Convention.

**Component 5: Preparation and validation of National MIA reports and implementation of awareness raising activities and dissemination of results**

- a) provide technical assistance and guidance on the drafting and validation of the MIA Report;
- b) provide technical guidance on the development of a national MIA dissemination and evaluate the outreach strategy

**DUTY STATION**

The contractor will undertake country visits to all five (5) countries to work with the project focal points to assist with and where necessary, undertake project assessment and training activities as prescribed under the different components of the project. Following this, the contractor will then be based remotely and communicate electronically with the project focal points at the country level and SPREP.

**REPORT TO**

The consultant will report to SPREP through the Hazardous Waste Management Adviser.