

## Annex A

### TERMS OF REFERENCE

#### Recycling Markets Research

#### 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 (PWP) 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).

Pacific Islands Countries (PICs) participating in the PacWastePlus programme are: Cook Islands, Democratic Republic of Timor-Leste, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu.

#### 2. ACTIVITY BACKGROUND

PacWastePlus seeks to gain an understanding of current recycling markets (environmentally and socially sound technologies and processes) readily available to receive recoverable materials, such as plastics (all plastic types 1-7 in its various forms), hazardous chemicals, e-waste, metals, and any other product that is found to have an accessible market, from Pacific Island Countries, and Timor-Leste (likely candidates are, but not limited to, Australia, New Zealand, China, Japan, Indonesia, Korea, and Malaysia).

The market information is designed to assist countries to understand:

- (i) where recovered materials could be sent for recovery / recycling;
- (ii) the import restrictions / requirements that govern the acceptance of waste from each country;
- (iii) the shipping requirements, temporary storage requirements, and any transport and insurance requirements created by MEAs for the transboundary movement of waste; and
- (iv) the indicative costs related to accessing recycling markets (accounting for all of the above items).

The intent of this research is to develop a technical paper that will describe how to identify the available markets, process to get waste materials to the markets, and an indicative "true cost of recycling". The findings should be specifically tailored to the countries participating in PacWastePlus. We recognise the markets for recyclates are changing quickly, particularly South East Asia following the implementation of China's Green Sword Policy. Market description will likely need to be high level with some specific details on expected costs (e.g. in-country transport costs are more predictable than the international price paid for recyclate).

### 3. SCOPE OF WORK

The activity is expected to be developed under several stages, as described in the following table.

Phase	Description	Documentation SPREP will provide	Consultant Output
Inception	<p>Lead an inception meeting with the PacWastePlus 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.</p> <p>Develop a research plan for approval prior to implementation. The research plan should explain the overall strategy, methodology, and analyses to be used to successfully accomplish the project objective.</p> <p>The plan should be structured to, at a minimum, answer the following questions (noting the research plan should identify all issues to be addressed through the work):</p> <ol style="list-style-type: none"> <li>i. Which materials suitable for accessing recyclables markets are available from each country in the region?</li> <li>ii. Which countries in and around the Pacific and Timor-Leste are actively participating in acceptance of recycle from international customers (where possible noting the companies and locations undertaking this work, and the specific products they accept).</li> <li>iii. For each country able to receive recycle:               <ol style="list-style-type: none"> <li>a. What import standards are active, and how does this impact on ability for countries to access this market?</li> <li>b. What national import requirements exist (in addition to any waste specific controls)</li> <li>c. What MEA controls exist based on the receipt country, and their participation (or not) in</li> </ol> </li> </ol>	Nil	<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>Research Plan</b></p> <p>Detailed research plan (Comprehensive plan on how research will be undertaken, information sources, and time frame to implement).</p> <p>The report should provide a detailed workplan of activities (including a timeline) and clearly identify any tasks or responsibilities of SPREP necessary to ensure project success.</p> <p><b>Draft Report Structure</b></p> <p>Draft report structure is to be presented along with the research plan to enable SPREP the ability to understand the likely output information, and ensure it will provide the quality information required by member countries (noting the</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>international conventions such as Basel, Rotterdam, Stockholm, Noumea, Waigani, and Minamata.</p> <p>d. general requirements recyclers have for receiving each material – i.e., level of contamination, “form” it can come in (baled, shredded, etc), minimum quantity, etc</p> <p>iv. What is the shipping process for each country, linked to each waste stream, national import standards, and MEA requirements.</p> <p>v. What are indicative costs for all elements of the process (i.e. packing, shipping, temporary storage, insurance, import tariffs, landfill costs for rejected items, etc.)</p> <p>vi. Current and historical data on average commodity value for accepted recycle.</p> <p>vii. Typical timeframes for transactions to occur (what administrative processes are needed and the likely timeframe for approvals).</p> <p>viii. Guidance on decision making for each country based on waste stream to be managed, and most appropriate market available.</p> <p>ix. Determine the comprehensive list of businesses, institutions, etc. for inclusion in the consultation</p> <p>It is further expected the output report will provide the consultants views on the suitability of the various market opportunities for the transport and recycling of common waste commodities of plastics (all types), hazardous chemicals, e-waste, metals, and any other product that is found to have an accessible market that would benefit waste management in the region.</p>		<p>geographical size and populations vary greatly throughout the region).</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
Research	Undertake the research and report development as per the approved research plan.	<p>Waste Audit results from countries throughout the region.</p> <p>Moana Taka trade details</p> <p>Moana Taka process details</p> <p>Access to BRS and Waigani secretariats to assist with MEA questions.</p>	<p><b>Draft report</b></p> <p>Develop a research report that details the findings from the research phase of work. The report should provide a clear premise of the waste types from each country, and proposed markets and receival countries..</p> <p><b>Draft Publication Booklet</b></p> <p>The research report's findings should then be transferred into a draft structure (including writing style) suitable for use as an information booklet (entry point) to the more detailed research report. Structure and draft graphics suggested should be presented for comment.</p>
Final Report & Booklet	Following feedback from the SPREP review team, the report and booklet should be finalised	Nil	<p><b>Final report</b></p> <p>Final report addressing any comments provided from the review activity.</p> <p><b>Final Publication Booklet</b></p> <p>Final booklet addressing any comments provided from the review activity.</p>

### Institutional Arrangement

It is expected this activity will be undertaken remotely, and there will be no travel involved. If needed, introductions to representatives of Pacific Island countries can be made, but it is expected that the bulk of the work will focus on the research and contact with technology providers.

### Consultant Responsibilities

The consultant will be responsible for scheduling meetings with service/technology providers, country representatives, and SPREP, taking minutes, and distributing these for comment prior to finalising.

### Schedule of Work

The activities are to be completed no later than **12 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

Phase	Activity	Timeline
	<i>Contract Signing and Execution</i>	
Inception	1. Inception Meeting 2. Research Plan 3. Draft report structure	Two weeks from date of Contract Execution
Research	4. Draft report 5. Draft booklet	No later than 7 weeks from date of Contract Execution
Completion	6. Final report 7. Final booklet	No later than 10 weeks from date of Contract Execution

### 3.3 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.

SPREP reserves the right to withdraw this tender at any time. SPREP reserve 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.

#### **4. Other Information**

The successful consultant will be provided with any relevant project documentation as stated in Section 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/sprep-organisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf)