

REQUEST FOR TENDERS

RFT: 2021/082
File: AP_6/15
Date: 20 October, 2021
To: Interested consultants
From: Julie PILLET, Technical Waste Project Coordinator, SWAP

Subject: Request for tenders: Research on used oil treatment/recovery technologies

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:
 - We value the Environment
 - We value our People
 - We value high quality and targeted Service Delivery
 - We value Integrity
- 1.3. This tender is developed under the *Committing to Sustainable Waste Actions in the Pacific* (SWAP) Project funded by the Agence Française de Développement (AFD). The 3 million Euro SWAP Project aims to improve sanitation, environmental, social, and economic conditions in Pacific island countries and territories through proper waste management.
- 1.4. 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 who can offer their services to conduct research on existing used oil treatment/recovery technologies adapted to the specificities of the Pacific Islands (isolation, limited production, lack of qualified personnel etc).
- 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

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. Provide examples of past related work outputs.
 - iv. Provide a copy of valid business license.
 - v. 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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered*) and
 - vi. Complete and sign the **conflict-of-interest** form.

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 outline the interested consultant's complete proposal:
- i. Personnel (individual CVs which highlight relevant qualification, skills and experience);
 - ii. Technical proposal (details to achieve tasks outlined in Annex A); and
 - iii. Financial Proposal (proposal to remain valid for 90 days and quoted in USD).
- 4.7 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 procurement@sprep.org before 01 November 2021. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 03 November 2021.

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 tendered 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	Detail	Weighting
Experience	i. Demonstrated experience in conducting research (focus on both company, and officers to deliver the works) – please provide examples and link to work/reports.	20%
	ii. Demonstrated experience working with or knowledge of waste management facilities, and especially with used oil management facilities. Experience or working knowledge in the SWAP countries and/or territories is preferable.	20%
Methodology	iii. Detailed methodology for how the research activities will be carried out and delivered (including timeframe and team responsibilities).	40%

II. Financial Score – 20%

A detailed budget is to be provided by the bidder(s) for each of the activities to be carried out.

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = 20 \times \frac{\text{Lowest Bid Amount}}{\text{Total Bidding Amount of the Proposal}}$$

7. Deadline

- 7.1. **The due date for submission of the tender is: 10 November 2021, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'RFT 2021/082: Research on used oil treatment/recovery technologies'

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/bids and the lowest or any tender/bid 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>

Annex A: Terms of Reference

Research on used oil treatment/recovery technologies

1. BACKGROUND

Pacific Island Countries and Territories (PICTs) offer some of the richest areas of biodiversity on the planet. These areas, and their island communities, are under increasing pressure from development and growing human population, and the social and economic pressures associated with this growth.

Increased populations and urbanisation have led to increased product importation, production, and waste generation. Much of the waste generated through these imported products cannot economically be managed due to issues of small and isolated populations; economic volatility; geographical isolation from large economies; limited institutional, financial and human capacity; and inadequacy of infrastructure to capture and process waste materials. Poor waste management poses risks to the economies of PICTs, as most rely heavily on clean environments for agricultural activities and a vibrant tourism industry, therefore polluted and degraded environments pose a significant threat to PICTs.

The Project funded by the Agence française de Développement (AFD), referred to hereafter as “Committing to Sustainable Waste Actions in the Pacific (SWAP)”, aims to improve sanitation, environmental, social, and economic conditions in Pacific Island countries and territories through proper waste management. To achieve this, the project will focus on three streams of wastes: used oil, marine debris, disaster wastes and an overarching issue on sustainable financing mechanisms. Eight countries and territories will benefit from this project which include Fiji, French Polynesia, New Caledonia, Samoa, Solomon Islands, Tonga, Vanuatu, and Wallis and Futuna.

The objective of this project is to strengthen communities and local authorities’ capacity in the areas of technical waste management, institutional governance, and finance through several activities:

- a) The development and delivery of a regional vocational training program in collaboration with regional partners;
- b) The implementation of pilot projects; and
- c) The development and delivery of tools for a sharing of good practices through a Community of Practice for PICTs including French OCTs.

2. SCOPE OF WORK

SWAP seeks to gain an understanding of existing technologies for the in-country treatment/recovery of used oils adapted to the specificities of the Pacific Islands (isolation, limited production, lack of qualified personnel...).

The intent of this research is to provide a comprehensive technical paper that describes the various used oil treatment/recovery technologies available, the benefits and constraints of each of these, and undertake a simplified PESTLE (Political, Environmental, Social, Technological, Legal and Economic) analysis of the various options, considering the Pacific context.

Additionally, an output of a summary booklet on the various used oil treatment/recovery technologies available and suitable for PICs should be developed as an entry document to the detailed research paper.

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

Table 1: Scope of work

Phase	Description	Consultant Output
<p>1. <u>Inception</u></p>	<p>Lead an inception meeting with the SWAP 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"> i. What are the currently available types of used oil treatment/recovery technologies? ii. What used oil types are able to be managed by the technology (and specifically, what used oil types cannot be used as feedstock)? iii. What is the minimum and/or maximum volume of ideal feedstock to be managed by the technology? iv. Is there a need for used oil to be imported into the country/territory to feed the technology? v. What possible transboundary movement requirements are there to be satisfied to facilitate this movement? vi. What products are 'outputs' of the technology? How are they reusable? vii. What are key operational considerations for each technology type (e.g. capital costs, ancillary services and infrastructure, recurrent costs, labour, education and training requirements, foot print, etc.)? viii. What are key PESTLE considerations (both positive and negative) related to the use of the technology? 	<p><u>Inception meeting</u></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><u>Research Plan</u></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><u>Draft Report Structure</u></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 geographical size and populations vary greatly throughout the region).</p>

Phase	Description	Consultant Output
	<ul style="list-style-type: none"> ix. Where are working examples of the technologies (case studies)? x. What are the environmental and social issues this technology addresses or impacts (benefits and/or negative)? xi. Issues of compliance to emission requirements under the national legislations on such operations or in their absence, compliance with Stockholm Convention, Waigani Convention, etc. xii. What is the general assessment of the suitability of the technology and the minimum requirements for it to be considered (Scalability / limitations / sustainability)? xiii. Environmental Risk assessment / ESS including mitigating measures (Operation Stage and End of Life Stage) <p>Additionally, the research will need to provide a summary PESTLE analysis for each technology type (noting the “Political considerations” will vary for each State, but possible to identify likely issues or areas of interest.</p> <p>It is further expected the output report will provide the consultants views on the suitability of the various options for their practical deployment into the Pacific.</p>	
<p>2. <u>Research</u></p>	<p>Undertake the research and report development as per the approved research plan.</p>	<p><u>Draft report</u></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 technology types, PESTLE considerations, and suitability for use in the Pacific context.</p> <p><u>Draft Publication Booklet</u></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>



Phase	Description	Consultant Output
3. <u>Final Report & Booklet</u>	Following feedback from the SPREP review team, the report and booklet should be finalised	<u>Final report</u> Final report addressing any comments provided from the review activity. <u>Final Publication Booklet</u> Final booklet addressing any comments provided from the review activity.

4. ADDITIONAL INFORMATION

4.1. 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.

4.2. Consultant Responsibilities

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

5. DELIVERABLES/TIMELINE

The activities are to be completed no later than **8 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	Deliverables / Activity	Timeline
Execution Contract Signing		
<u>Inception</u>	1. Inception Meeting 2. Research Plan 3. Draft report structure	Two weeks from date of Execution Contract Signing
<u>Research</u>	4. Draft report 5. Draft booklet	No later than four weeks upon approval of the documents provided within Phase 1
<u>Completion</u>	6. Final report 7. Final booklet	No later than two weeks upon approval of the documents provided within Phase 2
	<u>TOTAL</u>	<u>8 weeks</u>

6. SCHEDULE OF PAYMENTS

Payment for the service will be phased according to the schedule of priced tasks provided, and submitted in accordance with the tasks described in the previous section.