



# SPREP

Secretariat of the Pacific Regional  
Environment Programme



10th Pacific Islands Conference

## NATURE CONSERVATION AND PROTECTED AREAS

*Nature Conservation Action for a Resilient Pacific*

# REQUEST FOR TENDERS

RFT: 2021/014  
File: CONV 1/5/1  
Date: 8 February, 2021  
To: Interested suppliers  
From: Joshua Sam, Hazardous Waste Management Adviser

**Subject: Request for tenders: Review of the Waigani Convention**

## 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](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants to provide expert assistance in reviewing the effectiveness of the Waigani Convention, including whether SPREP plays its role as Secretariat to the convention effectively.
- 2.2. The successful applicant will need to provide a comprehensive proposal in response to the attached TOR. The “work” is expected to be completed by 07 May 2021.
- 2.3. The Terms of Reference and the Specific Duties of the Contractor are set out in Attachment “A”.

## 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested applicants must meet the following conditions and criteria:
  - a) Have a demonstrated record of successfully managing a similar project or legal project in the Pacific;
  - b) Have a demonstrated pre-existing relationship with national environment agencies in the Pacific;
  - c) Have demonstrated knowledge of the Waigani and Basel Conventions.
  - d) 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*



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*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).*

- e) Sign the Conflict of Interest form
- f) Submit details of relevant experience; and
- g) Provide at least 3 referees relevant to this tender submission, including the most recent work completed.

#### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and can meet the required specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should comprise the interested supplier's complete proposal, comprising:
  - (a) CV of the proposed personnel highlighting experience relevant to the tender.
  - (b) Technical Proposal/Methodology which contains the details to achieve the tasks outlined in the Terms of Reference.
  - (c) Financial Proposal - detailed outline of the costs involved in successfully delivering this project
- 4.3. Tender submission must be in United State Dollars (USD).
- 4.4. The Proposal must remain valid for 90 days from date of submission.
- 4.5. Interested consultants must insist on an acknowledgement of receipt of the proposal.

#### 5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 17 February 2021. 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 19 February 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 tenderer satisfies the following criteria:

Criteria	Description	Weighting (%)
Experience	Demonstrated evidence of undertaking assessments and reviews of waste and environmental management frameworks, policies and strategies in the Pacific.	20
	In-depth knowledge of the Waigani and Basel Conventions and their implementation in the Pacific	10
	Extensive knowledge of waste management governance issues in the Pacific	10



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<b>Technical Proposal/ Methodology</b>	Detailed outline of activities to be undertaken over the term of engagement	<b>30</b>
<b>Financial proposal</b>	Detailed outline of the costs involved in successfully delivering this project	<b>30</b>

### 7. Deadline

- 7.1. **The due date for submission of the tender is: 01 March 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 2021/014: Review of the Waigani Convention**' to one of the following methods:

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.

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>



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### TERMS OF REFERENCE

#### Review of the Waigani Convention

##### **BACKGROUND:**

The Secretariat of the Pacific Regional Environment Programme (SPREP) is the Secretariat for the Convention to Ban the Importation into Forum Island Countries of Hazardous and Radioactive Wastes and to Control the Transboundary Movement and the Management of Hazardous Wastes within the South Pacific Region (Waigani Convention).

SPREP services the Waigani Convention through the discharge of a range of functions including arranging and convening the meetings of its Parties and implementing decisions made at these meetings.

##### **CONFERENCE OF THE PARTIES (COP) KEY DECISIONS:**

At the Waigani COP9 in September 2017 the Meeting approved the Secretariats request to undertake a comprehensive evaluation of how the Waigani Convention is being implemented at all levels, whether its objectives are being met by the actions of the Parties, the effectiveness of the Secretariat and to provide recommendations on how these can be improved.

SPREP undertook a review of the Convention in 2019 and tabled the report of the review at COP10 but Parties requested SPREP through Decision WC-7 to undertake the review again in consultation with them.

##### **OBJECTIVES:**

This tender seeks to undertake a comprehensive evaluation of the Waigani Convention as it is being implemented at all levels, whether its objectives are being met by Parties and the effectiveness of SPREP as its Secretariat. The major deliverable of this tender is a report containing recommendations on how any negative findings can be improved.

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

The scope of work covers the following tasks:

<b>Task 1</b>	Develop a detailed workplan including selected approach to take and timeline
<b>Task 2</b>	To work with Parties and the Secretariat to finalize the questionnaire that will be used to undertake the survey
<b>Task 3</b>	To plan and schedule calls with Parties to complete the survey by taking them through the questionnaire
<b>Task 4</b>	Assess and review all responses received from Parties
<b>Task 5</b>	To prepare a report of the survey describing the process, background, context, outcomes and recommendations including key issues or problems and the different responses and the reasons for the recommendations providing a score the Convention in terms of effectiveness



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### TIMEFRAME

All activities are to be completed no later than **07 May 2021**.

### REPORTING

The Consultant will report to the Hazardous Waste Management Adviser.

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)