

# REQUEST FOR TENDERS

RFT: POLP- 2023/001- CON  
File: AP\_6/19/4  
Date: 1 May, 2023  
To: Interested consultants  
From: POLP - Senior Project Officer

**Subject: Request for tenders (RFT): Consultancy – Developing of a Roadmap to Phase out Single Use Plastics in Tonga.**

## 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. 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 a Roadmap to phase out Single Use plastics in Tonga.
- 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:
  - i. Must be a Tongan National and legally entitled to work in Tonga.
  - ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
  - iii. Provide three referees relevant to this tender submission, including the most recent work completed;

- iv. Provide examples of past related work outputs;
  - 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. Failure to do this will mean your application will **not** be considered*).  
*For the Technical and Financial proposals you may attach these separately.*
  - vi. Provide Financial Proposal which should outline the schedule of priced tasks in accordance with tasks outlined under the Terms of Reference's *Deliverables - Timeline* section; and
  - vii. Provide a copy of valid business registration/license in Tonga.
- 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*).  
*Provide examples of past related work outputs*  
*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** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
- 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 [procurement@sprep.org](mailto:procurement@sprep.org) before 10 May 2023. 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 12 May 2023.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. 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.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. 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.

**I. Technical Score – 80%**

Criteria	Detail	Weighting
<b>Experience</b>	Relevant degree with at least 5 years of relevant work experience in developing strategies, plans, and policy frameworks. Demonstrated strong project management skills.	10%
	Knowledge and Experience in environmental resources management in Tonga. Demonstrated experience and understanding in the National local monitoring and evaluation processes that includes strengthened reporting, monitoring, systems, and evaluation mechanisms for Single us plastics in Tonga.	25%
	Strong English and Tongan language communication and presentation skills; both written and verbal. Good interpersonal skills and ability to work in a team. High proficiency in the use of computers, especially with Microsoft Office package. Demonstrated ability to engage comfortably at all levels of government including Cabinet, communities, private sector, and civil society in Tonga	20%
<b>Methodology</b>	Proposed project methodology noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.	25%

**II. 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**

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. 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>).
- c. 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.

- d. 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.

## 8. Deadline

- 8.1. **The due date for submission of the tender is: 19 May 2023, 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 POLP – 2023/001 – CON: Consultancy – Developing of a Roadmap to Phase out Single Use plastics in Tonga.'**

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

### Consultant – Developing of a Roadmap to Phase Out Single Use Plastics in Tonga

#### 1. BACKGROUND

The Pacific Ocean Litter Project (POLP) is a Australian funded initiative to reduce single-use plastic marine litter in the coastal environments of Pacific Island Countries (PICs). It has been developed in recognition of the threat marine litter poses to the environment, public health and economic development of the Pacific region.

POLP supports the phase out of specific types of single-use plastics from land-based sources, including household litter and tourism waste (e.g. PET bottles, plastic bags, polystyrene take-way containers, straws). It also supports behavior change in the users, consumers and producers of plastics and the introduction of alternative products. The project is being implemented through a combination of region-wide and country-specific activities.

#### 2. INTRODUCTION TO PROJECT

One of the key End of Project Outcomes POLP aims to deliver is:

1. Measures, policies or practical strategies to reduce single-use plastic are developed and provided to pilot countries

In relation to Tonga, a cleaner environment with improved waste recycling strategies is one of the key outcomes under the current Tonga National Development Strategic Plan 2015 – 2025.

The management of waste is shared between the Tonga Waste Authority Ltd, which covers Tongatapu including the Outer Islands and the Department of Environment of the Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications (MEIDECC) as regulators.

While the legal basis for waste management is well established, implementation and enforcement remain a challenge. The development of a waste-stream Roadmap to phase out Single Use Plastics will provide a strategic pathway for targeted action to realise the outcome of a cleaner environment and improved waste recycling strategies. A Roadmap/Action plan will effectively procure the support and participation of all stakeholders and enable the responsible agencies to identify achievements and areas where improvements are needed for immediate action.

In October 2019, the Ministry of MEIDECC made a submission to the Government of Tonga to support a ban on single-use plastics (SUPs). Although there is in-principle agreement by the Government to support the single use plastic phase-out/ban; there is no policy, legislation or plan in place to ensure the phase out process commences.

#### 3. EXPECTED OUTCOME

The Consultant will work to support the project on Developing a Roadmap to Phasing Out Single Use Plastics in Tonga, funded by New Zealand. A Strategy or Roadmap that includes support for the banning of certain SUPs, will provide endorsement and ongoing government support to be successfully implemented. A whole of waste streams-based waste management strategy will follow which will effectively address “other plastics” that the SUPs ban is unable to address.

#### 4. SCOPE OF WORK

The Scope of work is outlined in the Expected Tasks outlined below:

The Consultant will liaise with government institutions, non-governmental organisations, private sector groups and communities involved with managing waste, importing plastic products (predominantly single use plastics), recycling companies, and regulatory roles in waste management:

Expected tasks are as follow but not limited to:

1. Plan and develop Tonga's Roadmap to phasing out Single Use Plastics
2. Coordinate and organize in-country activities and workshops for the development of the roadmap.
3. Manage the national consultation process alongside with the Department of Environment
4. Prepare meeting papers, meeting minutes, research papers, and reports.
5. Collate information to help the processes within a timely manner.
6. Identify, communicate, and address project obstacles that may affect implementation.
7. Any other activities or work actions as required.

#### Institutional Arrangement

It is expected this activity will not require any travel. Introductions to representatives of Tonga will be facilitated by the POLP team and MEIDECC.

#### Contractor Responsibilities

The Contractor will be responsible for scheduling meetings with stakeholders, and SPREP, taking minutes, and distributing these for comment prior to finalizing.

#### 5. SCHEDULE OF WORK

The activities are to be completed no later than **September 30, 2023**, with a preference for the activities to be completed much earlier.

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

Activity/Deliverable	Timeline
Draft Work Plan	No later than two (2) weeks from date of Contract Execution
Final Work Plan	No later than two (2) weeks from date of receipt of final comments on draft Work Plan
Draft Roadmap to phase out Single Use Plastics.	No later than ten (10) weeks from date of approved Work Plan
Roadmap to phase out Single Use Plastics.	No later than two (2) weeks from date of receipt of final comments on Roadmap.

## 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 \$20,000 USD requires strong justification on the proposal as to why it is necessary.

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

## 7. Evaluation Criteria

Successful consultant shall satisfy the following criteria's:

- 1) The candidate must be a Tongan national.
- 2) Relevant degree with at least 5 years of relevant work experience in developing strategies, plans, and policy frameworks. Demonstrated strong project management skills.
- 3) Knowledge and Experience in environmental resources management, and/or communications in Tonga. Demonstrated experience and understanding in the National local monitoring and evaluation processes that includes strengthened reporting, monitoring, systems, and evaluation mechanisms for Single use plastics in Tonga.
- 4) Strong English and Tongan language communication and presentation skills; both written and verbal. Good interpersonal skills and ability to work in a team. High proficiency in the use of computers, especially with Microsoft Office package. Demonstrated ability to engage comfortably at all levels of government including Cabinet, communities, private sector, and civil society in Tonga.
- 5) Proposed project methodology noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.
- 6) Submitted financial proposal – demonstration of how applicant successfully carries out the activities listed under the scope of the consultancy.

## 8 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)

The successful Consultant shall be fluent in English.