

REQUEST FOR TENDERS

File: AP_6/5/8/1
Date: 14 February, 2020
To: Interested consultants
From: Sela S.Simamao, PacWastePlus Finance and Procurement Officer

Subject: Request for tenders: Literature review and assessment of small-scale waste management technology options

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. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants who can offer their services to undertake a literature review and assessment of small-scale waste management technology options.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions
 - Submit a detailed Curriculum Vitae detailing qualification and previous relevant experience for each proposed personnel
 - Provide at least 3 references as part of the tender application
 - Provide examples of past related work outputs
 - Complete the **tender application form** – (note you are required to complete all areas in full as requested, particularly the statements to demonstrate you meet the selection criteria. **DO NOT** refer us to your CV or Technical proposal. Failure to do so will result in the application **NOT** being considered)

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. Describe any additional minimum content and format requirements.
- 4.2. Tender documentation should outline the interested supplier's complete proposal:
 - Personnel (individual CV's which highlight relevant qualification and experience)
 - Technical Proposal (details to achieve tasks outlined in Annex A)
 - Financial Proposal (include timeframe and costs, proposal to remain valid for 90 days and quoted in USD)
- 4.3. 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 Sela Soakai-Simamao on selas@sprep.org and copy tenders@sprep.org before 21 February 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 26 February 2020.

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) Has a minimum of 5 years' experience in waste management or related field. 25%
 - (b) Demonstrated experience in assessing technical reports and explaining complex information in report format that both technical and non-technical audiences can understand. 20%
 - (c) Detailed methodology for how the project is proposed to be delivered (including timeframe and responsibilities) 30%
 - (d) Detailed financial proposal 25%

7. Deadline

- 7.1. **The due date for submission of the tender is: 02 March 2020 (local Samoa time)**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'TENDER: Literature review and assessment of small-scale waste management technology options' to one of the following methods:

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

Email: tenders@sprep.org

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>

TERMS OF REFERENCE

Literature review and assessment of small-scale waste management technology options.

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, 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.

Countries 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. OBJECTIVE

This activity seeks to gain an understanding of available small-scale waste management technology options that are suitable for use in the Pacific region and remote communities to manage waste. We also seek to gain an understanding of the viability of each technology in the project countries given the unique geographical settings.

3. SCOPE OF WORK

A major part of the world today has a throwaway culture, producing huge amounts of solid wastes. Advancements in environmental measurement techniques clearly indicate that demand on the earth's resources is not sustainable and should be addressed immediately. Countries participating in the PacWastePlus project, have the opportunity to invest in appropriate small-scale technologies to manage the recovery / reprocessing / recycling / disposal of various wastes, but to appropriately understand and determine suitable technology solutions, a relatively comprehensive list of options, with advice on suitability is required.

This scope of work seeks an appropriately qualified consultant to conduct a literature review of available small-scale waste management technology options that are suitable for use in the Pacific region and remote communities to manage waste. Although the focus is on small scale investments (typically less than US\$200,000), we would like consideration of technologies up to US\$5,000,000 as it is conceivable that a number of countries may seek to "pool" resources to invest in regional solutions for particular waste types.

3.1 Project Delivery

The required tasks under this engagement are summarised in Table 1:

Table 1: Project Activities

Task 1	Develop a Research Plan to fulfil the objective of this engagement for approval of SPREP
Task 2	Undertake a literature review to assess the available small-scale technology options that is suitable for small and remote islands in the Pacific region.
Task 3	Develop a report from the findings of the literature assessment.

Task 1: Research Plan

The successful consultant is required to develop a research plan which will be submitted to SPREP for approval before it is implemented.

The plan should explain the overall strategy, methodology, and analyses to be used to successfully accomplish the project objective.

The plan should be structured to, at a minimum, answer the following key questions:

- i. What is the technology?
- ii. What is the current technology life cycle?
- iii. Which of the PWP eight target waste streams does this technology address?
- iv. Who are the material input suppliers?
- v. Stock availability of the technology and its accessibility?
- vi. Which country has the technology being used in and for how long?
- vii. What is the input waste types? (co-benefits or multiple waste streams)
- viii. What are the output products?
- ix. How does the technology address reduction, reuse and recycling of the waste, i.e., waste management hierarchy?
- x. Is installation of the technology and training on its use offered by the supplier?
- xi. What are the environmental and social issues this technology addresses or impacts (benefits and/or negative)?
- xii. What are the financial constraints? (maintenance cost, recurring costs such as software, licenses, etc)
- xiii. What is the general assessment of the suitability of the technology and the minimum requirements for it to be considered? Scalability / limitations
- xiv. What are the operational requirements (weather requirement, elevation above sea level, costs, skills, lifespan, etc.)?
- xv. Complexity of design (maintenance issues and suitability for Pacific context)
- xvi. Environmental Risk assessment / ESS (Operation Stage and End of Life Stage)

Task 2: Literature review and Assessment

Undertake a comprehensive literature review which will assess the available small-scale technology options that ensure safe and sustainable management of waste.

Focus of the assessment should be to identify existing small-scale technology available that would be suitable for small and remote islands in the Pacific region. The literature review should take into consideration the unique geographical settings of the Pacific region and the existing waste management initiatives. The review should address the questions highlighted under Task 1. The technology options reviewed should be discussed and compared. The aspects in comparison shall

include air pollution, cost, side products, capacity, commercial maturity, energy efficiency and type of waste treated. Special emphasis shall be given to environment-friendliness and cost.

Task 3: Report Development

Develop a report from the findings of the literature assessment, with the inclusion of a summary table assisting readers to quickly assess which of the technologies they would like to explore further in the full report.

3.2 Schedule of Work

The activities are to be completed no later than **May 31, 2020** with a preference for the activities to be completed much earlier.

Expected project activity is detailed in Table 2, it is expected that tender responses will detail how and when each of these steps will be delivered.

Table 2: Project Schedule

Activity
<i>Notification of Successful Consultant & Contract Signing</i>
1. Introductory and Planning teleconference between successful consultant and PacWastePlus project management unit (PMU)
2. Submission of Research Plan to PacWastePlus PMU for approval
3. Submission of Task 2 Outputs
4. Review of Task 2 Outputs by PacWastePlus PMU
5. Submission of Task 3 Outputs
6. Review of Task 3 Outputs by PacWastePlus PMU
7. Acceptance of all Deliverables.

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

Please note: Submissions that exceed USD 15,000 will not be considered.

4. Other Information

The successful consultant will be provided with any relevant project documentation by the PacWastePlus team.