

# **REQUEST FOR TENDERS**

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Date:	27 September, 2021
To:	Interested consultants
From:	Sela Simamao, PacWastePlus Finance and Procurement Officer

# Subject: Request for tenders: Technical Assistance on resources to enhance Organics Management in the Pacific

#### 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: <u>www.sprep.org</u>.

#### 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 provide technical assistance in developing resources to enhance organics management in the Pacific.
- 2.2. The successful consultant will need to provide details of works required as outlined in the attached Terms of Reference within a period of 16 weeks from the date of the Agreement signing. The duration of the Agreement may be negotiable provided the applicant can adequately justify in their proposal the need for a longer duration.
- 2.3. The Terms of Reference for this activity is set out in Annex A.
- 2.4. The successful consultant must supply the services to the extent applicable in compliance with SPREP's Values and Codes of Conduct <u>https://www.sprep.org/attachments/Publications/Corporate\_Documents/sprep-organisational-values-code-of-conduct.pdf</u>

#### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
  - i. Complete the **tender application form provided** noting you are required to complete all areas in full, particularly the statements to demonstrate how you meet the selection criteria. Failure to do so, may result in your application NOT being considered.



- ii. Submissions must include a **TECHNICAL PROPOSAL** that include a detailed workplan, methodology, schedule of activities and other items as deemed necessary by the applicant.
- iii. Submissions must include a **FINANCIAL PROPOSAL** that has an annotated budget listing for each task.
- iv. Submissions must include a Curriculum Vitae for each member of the proposed team, demonstrating relevant experience, skills, and qualifications to carry out the required statement of works.
- v. Provide examples of past relevant work outputs
- vi. Sign the **Conflict-of-Interest form** provided.

#### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant 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 consultants' complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3 Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4 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 <u>pwp.procurement@sprep.org</u> before 15 October 2021. A summary of all questions received with an associated response will be posted on the SPREP website <u>www.sprep.org/tender</u> by 20 October 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
	Demonstrated experience in designing and operating organics management facilities (focus on both company, and officers to deliver the works). Experience from Pacific countries or other SIDS will be reviewed favorably	15%
Experience	Demonstrated experience conducting technical assessment of techniques and methods for effective composting (focus on both company, and officers to deliver the works)	15%
	Demonstrated experience developing Standards and Guidelines for organics management / composting (focus on both company, and officers to deliver the works)	10%
	Examples provided of past works relevant to this activity (links to output reports or products that provide insight into research approach and writing style)	10%
Methodology	Proposed project methodology noting schedule and activities	40%



	proposed for delivery of expected outcomes	
Value for	SPREP will assess the tenders based on value for money	
money	considering (but not limited to) cost, experience of staff, hours	10%
	invested, product scope and depth, etc	
7. Deadline		

- 7.1. The due date for submission of the tender is: 27 October 2021 (11:59pm, local Samoa time)
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked '**TENDER: Technical Assistance for Resources** to enhance organics management in the Pacific' to one of the following methods:
  - 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.

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



#### ANNEX A TERMS OF REFERENCE

#### Technical Assistance Resources to Enhance Organics Management in the Pacific

#### 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**); and solid wastes (specifically **recyclables**, **organic waste**, **disaster waste and bulky waste**); and related aspects of **wastewater** (water impacted by solid waste).

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, and Vanuatu.

#### 2. INTRODUCTION TO THE PROJECT

Average waste to landfill and dumps in the Pacific is approximately 40% organic material. Organic materials are also commonly burnt or stockpiled in unmanaged pits or piles.

The awareness for improved organics management and composting is growing in the region as landfills reach capacity, knowledge increases regarding climate change/methane emissions and water/soil pollution, and local-scale farming is viewed as a way communities can increase climate resilience.

To provide for informed decisions based on this growing awareness for improved organics management, PacWastePlus seeks to increase the technical knowledge and capacity of Pacific governments and stakeholders on how to design effective organic management solutions.

The ultimate objective of this PacWastePlus Regional Organics programme will be for Pacific stakeholders, now and into the future, to have practical resources and decision-support needed to design and implement their own effective organics management solutions, appropriate for their own context and stakeholders.

PacWastePlus seeks to engage a suitable qualified consultant to assist with two technical assessments:

#### 1. Support the Feasibility Study and Design of Pilot Organic Facilities

Four Pacific countries are seeking to utilise PacWastePlus support to implement organic management projects:

- Central commercial-scale composting facilities
  - Gizo, Solomon Islands
  - $\circ\quad \text{Chuuk, FSM}$
  - o Yap, FSM



- o Majuro, RMI
- Community-scale organics management facilities
  - o Yap, FSM x 6
  - Fiji x ~25

These locations encapsulate a variety of scales (small community and large urban centre) and geophysical conditions (atolls and volcanic islands) and will utilise a variety of input products (perished produce from central markets and high fibrous items such as coconut fronds and pandanus). As such, they provide a valuable opportunity to use as pilot studies (Further details of pilot facilities are provided as Attachment 1).

The feasibility assessment and design/implementation planning of the 35 pilot projects will be undertaken by five or more separate consultants across the four countries (these consultancies are not part of this ToR).

PacWastePlus seeks to provide guiding resources and material to assist these consultants and country staff make consistent, yet scalable, evidence-based decisions during the feasibility and design of facilities.

Guiding resources and material may include:

- Identification of up to eight organic management solutions appropriate for use by the 35 pilot facilities (and/or other PICT (reflecting the general context i.e. scale, budget, climate conditions)). Solutions may include: animal feed, mulch, backyard composting, windrow, static pile, aerated pile, biogas, in-vessel composting, etc.
- A Strength Weakness Opportunity Threat (SWOT) analysis of each of the eight facilities proposed and information on when each proposed facility is appropriate for use and identification of limitations/considerations
- Resources to guide the operation of each of the eight facilities proposed: i.e., general layout drawings; minimum equipment requirements; estimated costings; GESDI considerations, Operations Plan framework (including daily, weekly, monthly tasks); Health and Safety Plan framework; Monitoring, Evaluation and Reporting Plan framework; and text for community awareness messages on how to utilise facility and marketing/promoting use of compost.

These resources and materials will be used to:

- i. guide the design and operation of the pilot facilities;
- ii. be "truthed" through the operation and M&E of the pilot facilities;
- iii. inform an interactive Decision Support Tool developed from the findings of the pilot study (not in scope of this assignment).

#### 2. Technical Guidance Resources to Enhance Organics Management in the Pacific

Effective composting technologies and processes are known and appropriate for use in the Pacific. However, a knowledge gap exists regarding effective techniques and methods for composting certain organic materials common in Pacific countries (i.e., high fibrous items such as coconut fronds, banana leaves and pandanus; coconut husks and copra meal, by-product from beer brewing, sugarcane, nonu, coffee and coco processing; paper and cardboard, including paper/starch takeaway containers; invasive weeds; etc).

PacWastePlus seeks a suitably qualified consultant to develop two resources:

- 1. Booklet publication on "Effective Composting Techniques for Common Materials in the Pacific" to raise awareness on appropriate methods / processes for effective composting of Pacific-specific inputs.
- 2. Pacific-appropriate "Minimum Operating Standard" to guide operation of effective organics processing facility (Pacific version of the NZS 4454:2005 / AS4454 standards; Note: document intended to be used as a guide, not for compliance)



These outputs will be available for decision makers and facility operators to have a reference when designing, operating, or expanding an organics facility.

Furter details on expected outputs for both components of this TOR are provided in the following table.

**3. SCOPE OF WORK** The activity is expected to be delivered via the following activities.

Component	Description	Documentation SPREP will provide	Consultant Output
Inception	Lead an inception meeting with the PacWastePlus team to discuss the delivery of the project, addressing delivery of the outputs of the project, issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs. 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 desired outputs.	Nil	<ul> <li>Inception Meeting         <ul> <li>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.</li> </ul> </li> <li>Research Plan         <ul> <li>The Research Plan should provide a detailed workplan of activities (including a timeline) and clearly identify any tasks or responsibilities of SPREP or information required by member countries necessary to ensure project success.</li> </ul> </li></ul>
Identification of up to eight organics management solutions appropriate for use in pilot facilities (and other PICTs)	Review literature on existing (and past) organic management solutions in PICTs and other SIDS, and data from Waste Audits and other relevant documentation (including on Traditional knowledge for organics management in the Pacific), and conduct primary research as appropriate, to understand organic management solutions appropriate for use in PICT. In consultation with PacWaste Plus, select up to eight organic management solutions appropriate for use by the pilot countries (and/or other PICT (reflecting the general context - i.e., scale, budget, climate conditions, traditional knowledge)).	2020 / 21 Waste Audits List of known organic facilities in PacWastePlus countries – brief case study of each Open-source documents saved in the PacWastePlus library PacWastePlus publication on technology options for	<ul> <li>Literature Review</li> <li>Draft Literature Review of existing (and past) organic management solutions in PICTs and other SIDS, and on traditional knowledge for organics management in the Pacific.</li> <li>Final Literature Review addressing SPREPs comments on draft</li> <li>Details of up to eight organic management solutions</li> <li>Technical details of up to eight facility/process/management solutions, appropriate for use by one or more of the ~35 pilot projects</li> <li>Methodology for selecting organic</li> </ul>

Component	Description	Documentation SPREP will provide	Consultant Output
		organics management	<ul> <li>Methodology used / decision points showing how the eight management solutions were selected, when each proposed solution is appropriate for use in what context, and identification of limitations/considerations</li> <li>Text for factsheet publication         <ul> <li>Draft Text for publication providing overview of composting technologies and techniques (including traditional knowledge practices) appropriate for use in PICTs (Outcome 4)</li> <li>Final Text for publication addressing SPREPs comments on draft</li> </ul> </li> </ul>
Design and Operation Details for up to eight solutions proposed	<ul> <li>For each organic management solution identified provide details on: <ol> <li>Considerations for choosing that solution:</li> <li>List of strengths, weaknesses, opportunities, and threats (SWOT analysis)</li> <li>Why appropriate to the Pacific context and what limitations the management solution has</li> <li>Typical operating throughput and volume/ratio outputs produced</li> <li>Typical partnerships recommended – where obtain input, possible buyers of outputs</li> <li>Typical "associated" systems recommended (collection system, transport)</li> </ol> </li> </ul>		<ul> <li>Matrix of considerations for organic management solutions proposed         <ul> <li>Draft matrix with SWOT analysis and design and operation considerations / details for each of the proposed solutions (identified in Outcome 2)</li> <li>Final matrix showing addressing SPREPs comments on draft</li> </ul> </li> <li>Resources to assist design and operation of organic management solutions proposed         <ul> <li>Draft resources to guide design and operation of each of the eight management solutions</li> <li>Final resources addressing SPREPs comments on drafts.</li> </ul> </li> </ul>

Component	Description	Documentation SPREP will provide	Consultant Output
	<ul> <li>Number of operators recommended and skill level</li> <li>Opportunities to upscale (i.e., by adding extra nitrogen)</li> <li>GESDI considerations</li> </ul>		
	<ol> <li>Resources to assist design and operation for each of the organic management solutions proposed:</li> <li>Drawings - Facility size and possible layout</li> <li>Recommended equipment</li> <li>Costing estimates</li> <li>Operations Plan framework (checklist for daily, weekly, monthly tasks)</li> <li>Health and Safety Plan framework</li> <li>Monitoring, Evaluation and Reporting Plan framework</li> <li>Guidance text for communication and awareness</li> </ol>		
Technical analysis two phases: - literature review - technical analysis (Advice on the possible need for further technical analysis)	Using literature review of existing (and past) organic management facilities in PICTs and other SIDS, data from Waste Audits and other relevant documentation (including on traditional knowledge for organics management in the Pacific), primary research as appropriate, and in discussion with PacWaste Plus, provide information on practical techniques and methods for effective composting of certain organic materials common in Pacific countries. These common materials include, but are not limited, to: • High fibrous items such as coconut fronds, banana leaves and	PacWastePlus will compete design work associated with publication	<ul> <li>Publication Booklet on practical techniques and methods for composting in PICTs</li> <li>Draft Publication Booklet - Text and illustrations to use in a handbook-type hands-on publication to provide practical information on composting techniques for common materials in the Pacific, providing: <ol> <li>Overview of composting methods and technologies, including traditional knowledge practices, appropriate for use in PICTs (Outcome 2 of this TOR)</li> <li>Practical information, including traditional knowledge practices, on</li> </ol> </li> </ul>

pandanus       how to compost common materials:         Coconut husks and copra meal       Final Publication Booklet addressing         Seaweed and lagoon algae       SPREPs comments on draft         Perished produce from growers' markets       By-product from fish processing         By-product from beer brewing       Paper and cardboard, including paper/starch takeaway containers         Pig, chicken, and other livestock manure       Invasive weeds         Invasive weeds       Ash from cooking fires         Sawdust       By-product from sugarcane, nonu, coffee and coco processing         Molasses       Crushed compostable diapers         Crushed coral (lime replacement)       Certified compostable eco-plastic bags and containers         Tin cans       PacWastePlus seeks to provide a resource guide of how (and why) to process trees the see timems in composting systems (generally Open Windrow, Aerated Static Pile).         Practical information sought to assist composting each of these items includes,	Component	Description	Documentation SPREP will provide	Consultant Output
<ul> <li>but is not limited, to:         <ul> <li>What is item and where commonly found</li> <li>What traditional knowledge practice or techniques used to manage item</li> <li>Chemical properties (i.e., carbon,</li> </ul> </li> </ul>		<ul> <li>Coconut husks and copra meal</li> <li>Seaweed and lagoon algae</li> <li>Perished produce from growers' markets</li> <li>By-product from fish processing</li> <li>By-product from beer brewing</li> <li>Paper and cardboard, including paper/starch takeaway containers</li> <li>Pig, chicken, and other livestock manure</li> <li>Invasive weeds</li> <li>Ash from cooking fires</li> <li>Sawdust</li> <li>By-product from sugarcane, nonu, coffee and coco processing</li> <li>Molasses</li> <li>Crushed coral (lime replacement)</li> <li>Crushed coral (lime replacement)</li> <li>Crushed seashells</li> <li>Certified compostable diapers</li> <li>Certified compostable eco-plastic bags and containers</li> <li>Tin cans</li> <li>PacWastePlus seeks to provide a resource guide of how (and why) to process these items in composting systems (generally Open Windrow, Aerated Static Pile).</li> <li>Practical information sought to assist composting each of these items includes, but is not limited, to:</li> <li>What is item and where commonly found</li> <li>What traditional knowledge practice or techniques used to manage item</li> </ul>	provide	Final Publication Booklet addressing

Component	Description	Documentation SPREP will provide	Consultant Output
	<ul> <li>potassium, phosphorous)</li> <li>Benefits of including item in composting process ("why use")</li> <li>Risks / constraints of including item in composting process ("take note")</li> <li>General "rules" for incorporating item in a composting process (particle size, what to mix with and at generally what ratio, duration of composting)</li> <li>It is not currently known whether sufficient information to inform this guidance document is available online or at university institutions, or whether additional technical analysis will be required.</li> <li>In the proposal, the consultant is requested to provide detail on what, of the above items, can be evaluated using existing literature, and what items may require specific technical analysis. Please provide costings to complete both components but note</li> </ul>	provide	
	the technical analysis.		
Technical advice – "Minimum Standards" for how to manage an organics processing facility	<ul> <li>There are currently no standards (such the NZS4454:2005/A4454) for organic management in the Pacific region.</li> <li>From results of Output 3, PacWastePlus seek for a consultant to provide "Minimum Standards" for effective composting and management of an organics processing facility.</li> <li>"Minimum Standards" may include, but are not limited, to: <ul> <li>Guidelines for production of compost, considering safe and effective management of invasive species and manure</li> </ul> </li> </ul>		<ul> <li>"Minimum Standards" for managing an organics processing facility</li> <li>Draft "Minimum Standards" document for management of an organics processing facility, providing advice and guidance for governments to support effective composting activities and protect environmental and human health</li> <li>Final "Minimum Standards" reflecting SPREP comments</li> </ul>

Component	Description	Documentation SPREP will provide	Consultant Output
	<ul> <li>Legislative definitions</li> <li>Odor monitoring and controls</li> <li>Environmental monitoring and controls</li> <li>OHS considerations and controls</li> </ul> Please note: the intention of these minimum standards is to ensure the composting process manages weeds and pathogens and is not intended in the first instance to be used as a compliance tool (it is acknowledged that some countries may seek to adopt the standard for this purpose at a later date).		



### 4. INSTITUTIONAL ARRANGEMENT

It is expected this activity will be undertaken remotely, and there will be no travel involved. Introductions to stakeholders and representatives for pilot facilities will be made when available.

# **Consultant Responsibilities**

The consultant will be responsible for scheduling meetings with technology providers, country representatives, and SPREP, taking minutes of these minutes which must be distributed for comment from participants before finalisation.

#### Schedule of Work

The activities are to be completed no later than **16 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

Output	Activity	Timeline
	Contract Signing and Execution	
Inception	<ul> <li>Inception Meeting</li> <li>Final Research Plan</li> </ul>	<ul> <li>No later than 1 week from date of Contract Execution</li> <li>No later than 3 weeks from date of Contract Execution</li> </ul>
Identification of organics management facilities appropriate for use in pilot facilities (and other PICTs)	<ul> <li>Final Literature Review</li> <li>List of organic management facilities</li> <li>Methodology for selecting organic management facilities</li> <li>Final Text for factsheet publication</li> </ul>	<ul> <li>No later than 5 weeks from date of Contract Execution</li> <li>No later than 6 weeks from date of Contract Execution</li> <li>No later than 6 weeks from date of Contract Execution</li> <li>No later than 13 weeks from date of Contract Execution</li> </ul>
Design and Operation Details for eight facilities proposed	<ul> <li>Final Matrix of considerations for eight organics facilities</li> <li>Final Resources to assist design and operation of eight organics facilities</li> </ul>	<ul> <li>No later than 7 weeks from date of Contract Execution</li> <li>No later than 10 weeks from date of Contract Execution</li> </ul>
Technical analysis two phases: Iiterature review technical analysis	<ul> <li>Final Publication Booklet on practical techniques and methods for composting in PICTs</li> </ul>	<ul> <li>No later than 13 weeks from date of Contract Execution</li> </ul>
Technical advice – "Minimum Standards" for how to manage an organics processing facility	<ul> <li>Final "Minimum Standards" for managing a government organics processing facility</li> </ul>	<ul> <li>No later than 16 weeks from date of Contract Execution</li> </ul>



# 5. BUDGET

Submissions are required to itemise all financial elements of their proposal in <u>USD</u>, 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 reserves 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.

### 6. 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-valuescode-of-conduct.pdf



# Attachment 1 – Details of Pilot Facilities

Country	Location	No. Pilot projects	Catchment Population	Known Input Details	Facility to be Operated By
Fiji	Communities across Fiji	25	Ranges between 5,000 – 10,000	Households – food and garden	Community
Federated States of Micronesia	Chuuk, Neouo Landfill Organics	1	14,000	Households – food and garden	State Government
Federated States of Micronesia	Yap, Colonia Organics Facility	1	17,000	Households – food and garden	State Government
Federated States of Micronesia	Communities in Yap	6	Up to approximately 10,000	Households – food and garden	Community
Republic of Marshall Islands	Majuro, Laura Organics Facility	1	30,000	Households – garden; generally high fibrous items such as coconut fronds and pandanus 6 tonnes per day Access to fish processing by- product	State Owned Enterprise (Majuro Atoll Waste Company)
Solomon Islands	Gizo Organics Facility	1	7,000	Perished produce from Gizo Market ~1 tonne per day	Local Government