

# REQUEST FOR TENDERS

RFT: 2021/064  
File: AP\_6/15  
Date: 6 August, 2021  
To: Interested suppliers  
From: Julie PILLET, Technical Waste Project Coordinator, SWAP

**Subject: Request for tenders: Technical assistance to conduct a feasibility study and develop a National Used Oil Management Plan for Samoa, Solomon Islands, Tonga and Vanuatu**

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

## 2. Specifications: statement of requirement

- 2.1. SPREP is seeking to recruit qualified personnel to work on a part-time basis for a period of 7 months to conduct a feasibility study for used oil management, and develop a National Used Oil Management Plan for Samoa, Solomon Islands, Tonga and Vanuatu.
- 2.2. The Terms of Reference for the consultancy are set out in Annex 1.
- 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)

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
- I. Must be legally able to work in Kingdom of Tonga, Samoa, Solomon Islands, and Vanuatu for the duration of the consultancy (if an overseas consultancy firm, proof of operations should be provided i.e. business license/permit and **MUST** identify a local consultants in each country as part of their proposal);
  - II. Be available to do the work in the timeframe proposed;
  - III. Demonstrated value for money;
  - IV. Completed **tender application form** – *(Please note you are required to complete all areas in full as requested on 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 result in the application **NOT** being considered); and*
  - V. 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 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 including:
- I. CV to demonstrate that they have the requisite skills and experience to carry out this contract successfully;
  - II. Provide three references relevant to this tender submission, including the most recent work completed;
  - III. Provide examples of relevant experience in conducting feasibility studies and/or Cost Benefit Analysis (CBAs) to design and develop national plans addressing issues such as Waste and Wastewater Management and Waste Recycling, particularly in the Pacific region; and
  - IV. The detailed technical proposal must contain the proposed methodology noting schedule, activities, etc. in order to meet the expectations described in the specifications (Annex A).
- 4.3. Tender submission must be in United State Dollars (USD).
- 4.4. Complete the **tender application form** and the **conflict-of-interest form** provided.
- 4.5. Subcontracting of tasks under the contract is permitted but the consultant will retain full liability towards SPREP for performance tasks of the contract as a whole.
- 4.6. 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](mailto:procurement@sprep.org) before 23 September 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 25 September 2021.

## 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 best 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 – 90%

Criteria	Detail	Weighting
<b>CVs &amp; Qualification</b>	<p>At least one consultant to have:</p> <ul style="list-style-type: none"> <li>Minimum of 8 years' experience in conduction of feasibility/CBAs in the fields of Waste and Wastewater Management (waste recycling), Environmental Engineering, Climate Change, Environmental Management, or any other related field.</li> <li>Minimum of 8 years' experience in national planning and long-term strategies to address issues such as Waste and Wastewater Management and Waste Recycling.</li> <li>Minimum of 5 years' experience in developing the capacity of governments related to the implementation of waste and wastewater management programs.</li> <li>Have developed waste and/or wastewater management strategies for Pacific countries.</li> </ul>	10%
<b>General expertise in similar assignments</b>	<ul style="list-style-type: none"> <li>Demonstration of expertise in conducting feasibility studies/CBAs in the field of Waste and Wastewater Management (waste recycling), Environmental Engineering, Climate Change, Environmental Management, or any other related field. At least 3 (three) feasibility studies in one of the above areas.</li> <li>Experience in leading the preparation of national planning documents and long-term strategies which dealt with National Waste Management Programmes. At least 2 (two) national strategies.</li> <li>Technical expertise working with waste and wastewater management. At least 1 (one) detailed project in a Pacific country.</li> <li>Expertise in successfully engaging key government ministries and other relevant stakeholders. At least 1 (one) project report.</li> </ul>	35%
<b>Methodology</b>	<ul style="list-style-type: none"> <li>The General approach – step by step methodology on how the consultant will carry out this assignment.</li> <li>Show how the consultant(s) will articulate the collection of data and related information for the preparation of the Used Oil Feasibility studies and Management Plans.</li> </ul>	45%

- Timeline – a Gantt chart of work activities including the starting date, dates of consultations, presentations, etc.
- Clear presentation of potential difficulties in carrying out this assignment to deliver the Used Oil Feasibility and Management Plans. Possible solutions to overcome perceived obstacles should also be included.
- Workplan to include total number of person-days and appropriate allocation of person-days with respect to each task.
- CVs of all team members should also be presented.

## II. Financial Score – 10%

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

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

$$\text{Financial Score} = 10 \times \frac{\text{Lowest Bid Amount}}{\text{Total Bidding Amount of the Proposal}}$$

## 7. Deadline

- 7.1. **The due date for submission of the tender is: 03 September 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 2021/064: **“Technical assistance to conduct a feasibility study for used oil and to develop a National Used Oil Management Plan for the Kingdom of Tonga, Samoa, Solomon Islands and Vanuatu”**’ 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.

**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 1: Terms of Reference

### **Technical assistance to conduct a feasibility study for used oil management, and develop a National Used Oil Management Plan for SAMOA, SOLOMON ISLANDS, TONGA and VANUATU**

#### **1. BACKGROUND**

##### SWAP Presentation

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.

##### Country Presentation

Note: The information summarised below is extracted from documents made within the European Union funded PacWaste Plus Programme such as “Country Snapshots” and “Stocktake of Existing and Pipeline Waste Legislation”. These documents are available on the SPREP website, at the following link: <https://www.sprep.org/pacwaste-plus>.

*Table 1: Presentation of the countries' waste management modalities*

<b><u>Samoa</u></b>	<p>Samoa is an archipelago of nine volcanic islands located in the Polynesia region of the South Pacific. Samoa's population has remained relatively stable for decades, internal migration from rural areas to urban areas is common as people are attracted to Apia to increase employment and education prospects. The growing urbanised population is expected to exert pressure on the environment, resulting in a range of environmental challenges. As affluence increases alongside urbanisation, common food consumption has shifted from agricultural produce to imported goods with higher excessive packaging, meaning Samoa is experiencing an increasing waste generation issue.</p> <p>Waste collection services are provided to communities on the four inhabited islands, both urban and rural areas. The services are required to collect twice a week on all collection zones around Samoa including both Manono and Apolima Islands. A GPS monitoring system for the services is in place to monitor the collection service and it is very effective. The private sector provides some recycling services, collecting items such as aluminum and scrap metal for export.</p> <p>Samoa has a well-developed system of waste management legislation. It has a dedicated Waste Management Act introduced in 2010, which is administered by the Ministry for Natural Resources and the Environment (MNRE). This principal legislation on waste management is complemented by other environmental and planning laws. An analysis of the national waste situation has been undertaken through the National Waste Management Strategy 2019-2023, with identified priorities and action plans. Administration of the Waste Management Act is centralised in the MNRE, although other agencies, such as the Planning and Urban Management Agency (PUMA), play important roles in administering laws relevant to waste management facilities. PUMA sits within the Ministry of Works, Transport and Infrastructure.</p>
<b><u>Solomon Islands</u></b>	<p>Made up of 347 inhabited islands, 997 in total, the Solomon Islands is located in the Melanesia region of the South Pacific. The Solomon Islands experiences an internal migration from rural to urban areas. Increasing urbanisation puts pressure on the environment, resulting in a range of challenges including supply of potable water, sanitation, waste management services, and infrastructure.</p> <p>Waste management is a challenge for the Solomon Islands, primarily due to the geographic dispersal of the population. Waste collection services are currently limited to accessible areas within Honiara and in a few provincial centres. Urban area waste collection services less than 45% of household waste generated. In rural areas, rubbish collection services are poor, ad hoc or completely absent. As a result, all waste generated in rural areas is managed through burning, burying, and dumping - either on land or in nearby waterways.</p> <p>The legislative model in the Solomon Islands for managing wastes appears, at one level, to be relatively coherent. It is focused on the Environment Act 1998 that covers most of the priority wastes under a broad definition of waste, and it has objectives that seek to regulate the transport, collection, treatment, storage, and disposal of wastes, and to promote recycling, re-use and recovery of materials in an economically viable manner. The Honiara City Council within its jurisdiction has taken leadership in developing waste management policies and experimenting with new measures. At a provincial government level, however, there are challenges in developing and implementing effective waste management laws.</p>



<p><u><b>Tonga</b></u></p>	<p>Tonga is an archipelago of islands, located in the Polynesia region of the South Pacific. Tonga comprises of 36 inhabited islands (171 islands in total) over five administrative divisions. Although trading activities are limited (kava, root crops, coconuts and fish), tourism represents an important economic sector. Due to the increase in tourism arrivals, consumption patterns have also shifted to imported foods and beverages posing a great challenge to existing waste service providers who are already strained in resources and capacity. In addition, Tonga experiences internal migration from rural to urban areas. This growing urbanised population exerts pressure on Tongatapu's environment, through the consumption of natural resources, waste generation, habitat destruction and environmental degradation leading to the loss of much of its native vegetation.</p> <p>There is large variability in the management of waste in Tonga. The islands of Tongatapu and Vava'u receive rubbish collection services provided by the Tonga Waste Authority Limited. However, due to the lack of waste collection services provided to the other outer islands and rural areas, practices of backyard burying and burning is prevalent.</p> <p>As a result of a substantial reform program undertaken in the mid-2000s, Tonga has dedicated legislation for waste management. This legislation provides a central point of administration for waste management matters in Tonga under the auspices of the Tonga Waste Authority Ltd (WAL).</p>
<p><u><b>Vanuatu</b></u></p>	<p>Vanuatu is an island group located in the Melanesia region in the South Pacific, comprising of 65 inhabited islands (83 in total) over six provinces. Increasing urbanisation, from people in the provinces migrating into the urban centres, creates challenges around potable water, sanitation, land tenure, land clearing, waste generation and infrastructure.</p> <p>Waste management is a challenge for Vanuatu, primarily due to the geographic dispersal of the population. Currently, the existing system for waste collection is still limited to within municipalities and provincial centres. There is large variability in the volumes of waste in Vanuatu. Urban areas have access to waste collection services. In rural areas, rubbish collection services are poor, ad-hoc or completely absent. As a result, all waste generated in rural areas is disposed of through burning, burying, and dumping - either on land or in nearby waterways.</p> <p>Until the enactment of the Waste Management Act 2014, Solid waste management was regulated by the Environment and Conservation Act and the Public Health Act. This older legislation still deals with waste in some ways, particularly in terms of conducting Environmental Impact Assessments, potential wastewater issues and public health matters arising from waste management. This older legislation must therefore be read together with the more recent legislation to understand the legislative environment for waste governance in Vanuatu. An analysis of the main national waste situation has been undertaken through the National Waste Management and Pollution Control Strategy and Implementation Plan 2016-2020, which calls for establishment of an inter-sectoral coordination mechanism through the National Waste and Pollution Control Coordinating Committee. At present, a Working Group coordinated by the Department of Environmental Protection and Conservation (DEPC) oversees implementation of the strategy. This is due for revision and is a potential area for reform.</p>

## **2. SCOPE OF WORK**

SPREP is seeking an appropriately qualified consultant (or team of consultants) to work with the Government of the Kingdom of Tonga, Samoa, Solomon Islands and Vanuatu to conduct a feasibility study for used oil and develop a National Used Oil Management Plan.

The consultant (or consultancy firm) shall deliver the services through the following staged process. The following elements apply to the 4 countries concerned by the current assignment.



Table 2: Scope of work

Phase	Description – For each country	Documentation to be provided	Consultant Output
<b>1. <u>Inception</u></b>	<ol style="list-style-type: none"> <li>Host an initial meeting with key government stakeholders to gain confirmation on the desired outcome and identify key national contacts to be included in consultation activities.</li> <li>Undertake a detailed desktop review of existing legislation, policy, strategy and plans that address waste management, institutional frameworks, and other enabling frameworks relevant to waste management the country should be undertaken to determine existing systems, confirmation of legislative environment, and identification of key opportunities for used oil management (including identification of the likely markets for each product to be included in the National Used Oil Management system).</li> <li>Host an inception Workshop with National stakeholders (government, oil and waste industries, informal waste workers, resellers, used oil producers, community). The workshop should seek to confirm scope of Used Oil Management, and key issues for consideration in the development of the plan.</li> </ol>	<p><b><u>For Samoa:</u></b></p> <ul style="list-style-type: none"> <li>Waste Management Act 2010</li> <li>National Waste Management Strategy 2019-2023</li> <li>National Environment Sector Plan 2017-2021</li> <li>Used Oil Audit report 2011</li> <li>Draft Cost Benefit Analysis 2014</li> <li>Draft Management Plan 2014</li> </ul> <p><b><u>For Solomon Islands:</u></b></p> <ul style="list-style-type: none"> <li>Environment Act 1998</li> <li>National Development Strategy 2016-2035</li> <li>National Waste Management and Pollution control Strategy 2017-2026</li> <li>Used Oil Audit report 2014</li> <li>Draft Cost Benefit Analysis 2015</li> </ul> <p><b><u>For Tonga:</u></b></p> <ul style="list-style-type: none"> <li>Waste Management Act Cap 32.18</li> <li>Hazardous Wastes and chemicals Act Cap 47.08</li> <li>Tonga National Strategic Development Framework 2015-2025</li> </ul>	<p><b><u>Initial Government Meeting</u></b></p> <p>Minutes of the government 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><b><u>Inception Report</u></b></p> <p>An inception report is required to be developed that provides the findings of the various desktop research elements, and the outcome and findings from the consultation inception meeting. The report shall articulate the Government priorities and any additional priorities identified by other key stakeholders (discussion on how these priorities are addressed in the plan should be provided). A full list of key stakeholders is to be included noting their sector, and interest, and the plan for further engagement as the project is implemented. The report should also provide a detailed workplan of activities (including a timeline) and clearly identify any tasks or responsibilities of the government necessary to ensure project success.</p>

Phase	Description – For each country	Documentation to be provided	Consultant Output
		<ul style="list-style-type: none"> <li>• Used Oil Audit report 2014</li> <li>• Draft Cost Benefit Analysis 2015</li> </ul> <p><b><u>For Vanuatu:</u></b></p> <ul style="list-style-type: none"> <li>• Waste Management Act 2014</li> <li>• National Waste Management and Pollution control Strategy and Implementation Plan 2016-2020</li> <li>• Vanuatu 2030 The people's Plan: national Sustainable development Plan 2016-2030</li> <li>• Vanuatu National Environment policy and Implementation Plan 2016-2030</li> <li>• Used Oil Audit report 2013</li> <li>• Draft Cost Benefit Analysis 2014</li> <li>• Draft Management Plan 2014</li> </ul>	
<b>2. <u>Analysis</u></b>	<ol style="list-style-type: none"> <li>1. Undertake an analysis of used oil production and existing used oil collection, storage, treatment, disposal and exportation services to begin to understand any logistical issues or opportunities related to the development of a national used oil management plan.</li> <li>2. Analyze findings against the government and stakeholder priorities from the inception meeting</li> </ol>		<p><b><u>Analysis Report</u></b></p> <p>Develop an analysis report that details the findings from the Analysis phase of work.</p> <p>The report should provide a clear premise for the issues to be addressed in the draft national Used Oil Management Plan, including the products scope, geographical scope, and likely services necessary to meet the stated government and stakeholder needs. The analysis report's conclusion should provide the detailed scope and structure of the feasibility work to</p>

Phase	Description – For each country	Documentation to be provided	Consultant Output
			be conducted in Phase 3 and will require approval prior to the commencement of the assessment.
<b>3. <u>Feasibility Study</u></b>	<p>Develop a feasibility study prior to the development of a National Used Oil Management Plan that addresses the following:</p> <ol style="list-style-type: none"> <li>Products to be included in the Used Oil Management scheme;</li> <li>Sectors to be serviced by the Used Oil Management scheme;</li> <li>Recommendations for options on how to best deliver the Used Oil Management scheme and services.</li> <li>Identification and specifications of any equipment or materials required for the establishment of used oil collection, storage, treatment and disposal stations, including cost estimates;</li> <li>Assessment of the capacity building needs of government and the oil and waste industry to effect the implementation and operation of the proposed National Used Oil Management Plan;</li> <li>Identification of the system data capture and monitoring necessary to effectively manage service contracts, report to the community, and assist the country to report on its obligations under international conventions (monitoring system details, including any technological requirements should be detailed).</li> </ol>	Draft Standard	<p><b><u>Feasibility Study</u></b></p> <p>The consultant(s) shall develop a feasibility study based on all the information gathered and data obtained through the consultations, interviews, and investigations. The feasibility study should include, but not limited to the following:</p> <ol style="list-style-type: none"> <li>baseline and technical assessments on used oil characterisation and used oil streams;</li> <li>recommendation of different collection schemes suitable for used oil producers or local stakeholders;</li> <li>analysis of local, regional and international markets that other PICs are utilising for used oil processing or disposal;</li> <li>analysis of strategies for increasing waste oil collection;</li> <li>analysis of options for used oil to be transported to each potential market inclusive of foreseeable costs;</li> <li>identification and specification, with costs, of equipment and materials required for the establishment of collection stations or a used oil recovery facility;</li> <li>assessment of capacity building needed and requirements for key organisations inclusive of foreseeable costs;</li> </ol>

Phase	Description – For each country	Documentation to be provided	Consultant Output
	g. Provision of recommendations for national engagement and education of the oil/used oil sector and community to assist with the implementation success of the National Used Oil Management Plan		<p>h. assessment or requirements, specification and cost for internet-based monitoring and reporting for used oil collection, storage, treatment, disposal, recycling and/or recovery;</p> <p>i. monitoring and evaluation (M&amp;E) mechanisms and tools to track used oil management plan goals;</p> <p>j. recommendation of composition and setup of a national used oil steering committee;</p> <p>k. Recommendations for Education and Engagement to ensure the success of the National Used Oil Management Plan;</p> <p>l. recommendation of the most feasible national used oil management system for the country.</p> <p><b><u>Feasibility Study Presentation</u></b></p> <p>The consultant shall host a follow-up stakeholder workshop to present the feasibility study via a MS PowerPoint presentation (virtually if based overseas) to the government officials and key stakeholders of the oil and waste sector in country.</p>
4. <b><u>Draft National Used Oil Management Plan</u></b>	<p>The consultant shall compile all the information gathered and data obtained to develop a draft “National Used Oil Management Plan” for each country.</p> <p>This draft shall include all the information presented in the feasibility study with the additional information on a recommended set of</p>	Nil	<p><b><u>Draft National Used Oil Management Plan</u></b></p> <p>The Draft national Used Oil Management plan should confirm all elements of the feasibility study (following stakeholder workshops) and comments from the Government of each country into a consolidated plan suitable for implementation.</p>

Phase	Description – For each country	Documentation to be provided	Consultant Output
	<p>engagement and socialisation strategies to increase and sustain user participation.</p> <p>The Plan include any other information deemed necessary and as directed throughout the contract by the Government.</p>		<p><b><u>National Stakeholder Presentation</u></b></p> <p>A presentation of the Draft National Used Oil Management Plan should be undertaken with the stakeholders engaged throughout the project</p>
<b>5. Final National Used Oil Management Plan</b>	The consultant shall incorporate all the comments received from the Government as well as those from all other key stakeholders, finalise and submit the “National Used Oil Plan” for each country.	Nil	<p><b><u>Final National Used Oil Management Plan</u></b></p>

### 3. INSTITUTIONAL ARRANGEMENT

The consultant(s) will be under the supervision of the *Committing to Sustainable Waste Actions in the Pacific* (SWAP) Project and work closely with the country representatives as mentioned below in paragraph 6.

Reports and documentation will be shared with the Technical Waste Project Coordinator, all Advisers and the country representatives as mentioned below in paragraph 6, in a timely manner.

### 4. DELIVERABLES/TIMELINE

All deliverables must be completed within the number of days set out in the table below within seven (7) months from the effective date (signing) of the contract.

Table 3: Schedule of work

No.	Deliverables	Estimated Duration Complete	to Review and Approvals Required
1	<u>Inception Report</u>	1 month	Country representative Technical Waste Project Coordinator, SWAP
2	<u>Analysis Report</u>	1 month	Country representative Technical Waste Project Coordinator, SWAP
3	<u>Feasibility Study Report</u>	2 months	Country representative Technical Waste Project Coordinator, SWAP
4	<u>Draft of National Used Oil Management Plans</u>	2 months	Country representative Technical Waste Project Coordinator, SWAP
5	<u>National Used Oil Management Plans</u>	1 month	Country representative Technical Waste Project Coordinator, SWAP
	<b><u>TOTAL</u></b>	<b><u>7 months</u></b>	

### 5. REPORTING RELATIONSHIPS

The consultant will report primarily to:

Table 4: Reporting relationships

<b><u>SPREP</u></b>	Julie Pillet, Technical Waste Project Coordinator, SWAP
<b><u>Samoa</u></b>	Ministry of Natural Resources and Environment Focal Point: Mr Seumalo Afele Faiilagi, Assistant Chief Executive Officer
<b><u>Solomon Islands</u></b>	Ministry of Environment, Climate Change, Disaster Management and Meteorology

<b><u>Tonga</u></b>	Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change & Communication
<b><u>Vanuatu</u></b>	Department of Environment Protection & Conservation

## 7. SCHEDULE OF PAYMENTS

The remuneration of the service will be carried out according to the terms presented in table 5 below.

*Table 5: Schedule of payments*

No.	Deliverables	Payment (% of the financial proposal)
1	<u>Deliverable 1:</u> ○ Inception Report	15 %
2	<u>Deliverable 2:</u> ○ Analysis Report	15%
3	<u>Deliverable 3:</u> ○ Feasibility Study Report	25%
4	<u>Deliverable 4:</u> ○ Draft of National Used Oil Management Plans	30%
5	<u>Deliverable 5:</u> ○ National Used oil Management Plans	15%