



REQUEST FOR TENDERS

File: AP_6/5/8/2
Date: 16 December, 2020
To: Interested consultants
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders: Review and Options Analysis on used tyres in Pacific island countries

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - We value the Environment
 - We value our People
 - We value high quality and targeted Service Delivery
 - We value Integrity
- 1.3. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for interests from qualified and experienced consultants who can offer their services to review and conduct an options analysis on used tyres in the Pacific island countries
- 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 three references relevant to this tender submission, including the most recent work completed;
 - 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), **provide a detailed technical proposal as part of your tender application form.**
 - Complete the Conflict of Interest form

4. Submission guidelines



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- 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 consultant's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 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 pwprocurement@sprep.org before 08 January 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 13 January 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:

Experience

- Demonstrated experience in conducting research (focus on both company, and officers to deliver the works) 15%
- Demonstrated experience working with or knowledge of used tyres, and/or tyre recycling (specific to the officers to undertake the work) 20%
- Examples provided of past works relevant to this activity (links to output reports or products that provide insight into research approach and writing style) 15%

Experience in the Pacific would be advantageous

Proposed project methodology

Detailing activities to be conducted over the term of the engagement, with specific mention of:

- Research plan and scope of investigation to provide necessary guidance to the region 20%
- Risk plan (with mitigation measures) to ensure successful delivery of the project. 20%

Demonstration of value for money – 10%

7. Deadline

- 7.1. **The due date for submission of the tender is: 20 January 2020, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.



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7.3 Please send all tenders clearly marked 'TENDER: Review and Options Analysis on Used tyres in Pacific island countries' 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>



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TERMS OF REFERENCE

Review and options analysis on used tyres in Pacific island countries

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**); 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, Vanuatu

Pacific island countries and Timor-Leste have identified used tyres (part of the bulky waste stream) as a significant waste management issue and have sought the programme's assistance to understand the recovery, management and reuse/recycling opportunities that may assist with managing the ongoing generation of tyre waste.

With the absence of infrastructure and resources, used tyres are often abandoned and burnt in open fires emitting black smoke that contains compounds that maybe toxic. Illegally dumped tyres often become a breeding ground for mosquitoes and may contribute to vector borne diseases such as dengue fever, malaria, chikungunya, and zika. Used tyres also pose problems in landfills as they take up critical space, create air pockets and can often create mechanical issues for landfill machinery.

2. EXPECTED OUTCOMES

Management of used tyres is currently a costly operation in Pacific Island Countries and Timor-Leste, as such, there is a need to gain a comprehensive understanding of the options (low technology through to high technology, low cost to high cost) available to Pacific island countries, that may enable a reuse opportunity for this material.

The engagement seeks a consultant to complete the following:

- I. Undertake a study/review and options analysis to identify suitable options for the prevention, recovery, reuse, and/or processing of used tyres in Pacific Island Countries.



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- II. Complete a final report on the findings of the research
- III. Provide a 3 – 6-page Tyre Waste Prevention and Management Factsheet on the findings of the research.
- IV. Develop a generic template for Pacific Island Countries to use in developing their tyre management plans for implementation at the operational levels, nationally.

3. SCOPE OF WORK

The successful consultant shall undertake comprehensive research to determine the possible uses or processing options that exist for end of life tyres (existing technologies, uses, processes or management activities), assess each for suitability for the Pacific, and highlight the associated benefit(s) and potential issues with its implementation. Furthermore, the successful consultant shall provide a generic template for a management plan as well as a draft 3-6 page tyre management fact-sheet for use in Pacific Island Countries' and Timor-Leste.

3.1 Mode of Delivery

3.1.1: Responsibilities

The consultant shall:

1. Liaise directly with SPREP to undertake the required actions
2. Be responsible for engagement of all necessary stakeholders and ensure all requirements are met to enable work to be undertaken
3. Deliver the required actions remotely

SPREP shall:

1. Appoint a contact person to oversee the work of the consultant
2. Conduct regular virtual meetings with the consultant

3.1.2: Required Tasks

The required tasks and deliverables are outlined as follows:

Task 1: Research Plan

The successful consultant is required to develop a research plan which will be submitted to SPREP for approval prior to implementation. The plan should explain the overall strategy, methodology, and analyses to be used to successfully accomplish the project objectives.

At a minimum, the research should be undertaken to explore the following issues related to each possible use / reuse / processing option for used tyres:

- Description of the use / process
- Details of the volume of used tyres in each of the research sites
- Details of the machinery, staff resources, knowledge requirements to successfully manage the tyres
- What are the environmental risks (or benefits) of the process?
- What are the likely impacts on human health (both positive and negative)?



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- What are the likely impacts on the environment, the biodiversity, the water sources (both positive and negative)?
- What is the processing throughput of the assessed option? i.e. how many tyres can be processed each day/week/month/year? Noting both minimum and maximum processing requirements.
- What are the financial implications for machinery purchase, maintenance, replacement, staff costs, application requirements, possible commodity sales, etc. What is the return on investment?
- What is the final product, and what is the recommended use of the product?

Please Note: not all opportunities may require specialised machinery (e.g., use of tyre walls as gabion boxes etc). We are seeking a comprehensive suite of management and use opportunities to inform countries of the possible options available to them.

DELIVERABLE: Delivery of comprehensive research plan for approval

Task 2: Research and Options Assessment

The consultant shall implement the approved research plan to determine available options of use or processing for end of life tyres. A draft report of the options and findings shall be provided to SPREP for comment prior to completing the report. Regular communication and involvement with the PacWastePlus team must occur, so continual advice and updates can be provided to ensure the final output will be of value to recipient countries.

DELIVERABLE: Draft research and assessment report

Task 3: Report Development

Develop a report of the findings of the research and assessment of options, with the inclusion of a summary table assisting readers to quickly assess the various attributes of the tyre use and processing options included in the assessment.

In addition to the final report, the consultants will be required to provide a generic template for tyre management at the national level and text suitable for use in a 3 – 6-page tyre management fact-sheet that provides summary information of viable options for tyre management in the Pacific context. Design of the fact sheet is not required, as this will be undertaken by the PacWastePlus team, only text and graphics for use in the publication.

DELIVERABLE: Final report and research outputs; generic template for tyre management and text and graphics suitable for use in a tyre management fact sheet.

3.1.3 - PROGRESS MEETINGS

The consultant is required to participate in the following meetings as follows:

Meeting Type	Representatives Required	Frequency	Teleconference / video conference
Inception Meeting	Consultant SPREP	Once	TBC
Progress Meetings	Consultant SPREP	Weekly	TBC



3.1.4 - REPORTING

The Contractor shall provide SPREP with the documents as set out in the table below:

Report type and content	Description
Research Plan	Comprehensive plan on what research will be undertaken, critical questions to be answered, information sources and time frame to implement
Draft research & assessment report	Draft report of the finding of the research and preliminary assessment of findings to determine which options are most suitable for consideration in the Pacific context
Final research & assessment report	Final report
Text and Graphics for a tyre management fact sheet	Text and graphics suitable for use in a 3 – 6-page fact sheet on tyre management in the Pacific.

Following the receipt of each deliverable, SPREP will endeavour to return comments and recommendations to the consultant within 10 business days.

The consultant will submit Final copies of each deliverable no later than 10 business days following receipt of SPREP's comments and recommendations, unless otherwise agreed upon between the Contract Managers.

3.2 Schedule of Work

The activities are to be completed no later than **10 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

Activity	Timeline
<i>Contract Signing and Execution</i>	
1. Inception Meeting between Contractor and SPREP	1 Week from Agreement Execution Date
2. Research Plan submitted for SPREP's approval	No later than 2 weeks from Agreement Signing Date
3. Submission of draft report	No later than 8 weeks from Agreement Signing Date
4. Submission of final report, generic tyre management template, and fact sheet text	No later than 10 weeks from Agreement signing Date



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

Submissions must include an annotated budget listing for each task.

Proposals above USD 15,000 may not be considered

SPREP reserves the right to proceed with the Task(s) it deems necessary.

4. 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