

## REQUEST FOR TENDERS

RFT: PWP-155-CON

File: AP\_6/5/8/4

Date: 15 December, 2023

To: Interested consultants

From: PacWastePlus Finance and Procurement Officer

**Subject: Request for tenders (RFT): Vanuatu technical assistance to support the operation of the product stewardship scheme (PSS).**

### 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](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 provide technical assistance to support the operation of the Vanuatu product stewardship scheme (PSS).
- 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://library.sprep.org/sites/default/files/sprep-organisational-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 contractors must meet the following conditions:
  - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;

- ii. Provide three referees relevant to this tender submission, including the most recent work completed;
  - iii. 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*).  
Provide examples of past related work outputs  
For the Technical and Financial proposals you may attach these separately.
  - iv. Provide a copy of valid business registration/license.
- 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 contractor 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 8 January 2024. 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 10 January 2024.
- 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 – 70%

Criteria	Detail	Weighting
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<b>Experience</b>	Demonstrated experience with waste management systems, with preference given to experience with Sustainable Financing system (Container Deposit / Advance Recovery Fee / Product Stewardship / Waste Levy etc) schemes or similar	10%
	Demonstrated experience conducting research and hosting consultation to obtain relevant information to inform guidance documentation (focus on both company, and officers to deliver the works)	10%
	Demonstrated experience in Small Island Developing States (SIDS) presenting complex topics in simplified way (advantageous to detail Pacific experience)	5%
	Examples provided of past works relevant to this activity (links to output reports or products that provide insight into research approach and writing style)	5%
<b>Methodology</b>	Detailed methodology to deliver the required project components and provide detail to the panel the value proposed by the tenderer.	35%
	Risk Plan (with mitigation measures) that will ensure the successful delivery of the project.	5%

## II. Financial Score –30%

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: 15 January 2024, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'PWP-155-CON: **Vanuatu technical assistance to support the operation of the product stewardship scheme (PSS).**

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

### Technical Assistance to Support the Operation of the Vanuatu Product Stewardship Scheme:

#### Develop Standard Operation Procedure to determine and guide Managing Agency Activities

#### 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 (the Project) 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).

#### 2. INTRODUCTION TO PROJECT

Vanuatu is made up of 65 inhabited islands over six provinces, covering a land area of 12,189 km<sup>2</sup> and oceanic area of approximately 680,000 km<sup>2</sup>. The capital of Vanuatu is Port Vila, home to 19% of the 272,459 population.

Vanuatu is faced with the increasing issue of low-value recyclable materials filling dumpsites and building up in stockpiles. Consumer items are imported into Vanuatu but there are currently limited financially viable options for their management and export.

The Government of Vanuatu is currently developing a Product Stewardship Scheme (PSS) to manage beverage containers, with the possibility for other bulky and electronic items to be also included if the system proves to be economically self-sustaining. The Government of Vanuatu has been designing the Beverage Container PSS since 2017, with a feasibility study undertaken and Working Group established. To date, the Private Sector have been driving the initiative.

It is contemplated that the Vanuatu PSS would be operated and managed by a Managing Agency on behalf of the Government and people of Vanuatu.

As part of the PSS feasibility and scheme design, the Vanuatu Department of Environmental Protection and Conservation (DEPC) have requested PacWastePlus support to determine possible activities for the Vanuatu PSS Managing Agency and develop a PSS Standard Operation Procedure.

#### 3. EXPECTED OUTCOMES

The PacWastePlus programme seeks to engage a consultant to work directly with the Vanuatu Government to conduct research, and host active consultation with relevant agencies in Vanuatu and operators of other Pacific Island PSS-type schemes to identify likely activities required by the Managing Agency selected to operate the PSS scheme.

The identified activities will be developed into a Standard Operation Procedure to appropriately describe how the PSS will be operated by the Managing Agency and the DEPC.

PSS Managing Agency activities may include, but not necessarily be limited to:

- a. undertaking recycling activities, and achieving minimum collection / recycling targets
- b. collecting and processing PSS materials (local recovery, or export to off-shore recycling markets)
- c. managing internal logistics (shipping, transport, and handling) to provide for collection of materials throughout Vanuatu
- d. processing items for local recycling or export overseas
- e. manage recycling processes to meet end-market contractual requirements (e.g. contamination level, etc.)
- f. operating PSS "Collection Depots" and achieving minimum community coverage targets
- g. achieve GEDSI considerations - providing access to scheme to all community members through inclusive Collection Depots locations of and opening hours times etc.
- h. refund Deposit component of PSS to consumers once they have returned items to Collection Depots
- i. undertaking scheme inspections/audits and managing fraudulent activities
- j. undertaking scheme promotion and advertisement
- k. undertaking scheme administration, management, and reporting
- l. undertaking data collection and Monitoring and Evaluation of scheme performance
- m. undertaking other waste minimisation and management education initiatives

**Note:** This TOR is released in combination with two other TORs seeking technical assistance to support the development of the Vanuatu PSS:

1. *Legal Assistance for the development of the Vanuatu:*
  - a. *PSS Legislation (the principal Act to enable the operation of the Vanuatu PSS, and provide for the development of specific PSS Regulations)*
  - b. *Beverage Container PSS Regulation to provide for the collecting and management of Beverage Containers*
2. *Economic Modelling of the PSS scheme to understand the likely Fee component to be placed on the items included in the scheme, and the staffing requirements to operate and administer the activities associated with the scheme.*

Results from this TOR will inform the development of these other consultancies, in particular the Vanuatu Beverage Container PSS Regulation.

#### 4. SCOPE OF WORK

The expected delivery of this consultancy will be developed in stages and is described in the following table.

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Table 1: Scope of Work

Phase	Description	Documentation SPREP will provide	Consultant Output
<b>Inception</b>	<p>Lead an inception meeting with the PacWastePlus team to discuss the delivery of the project, addressing all issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs.</p> <p>The Inception Meeting minutes shall:</p> <ul style="list-style-type: none"> <li>• Confirm activities agreed upon</li> <li>• Confirm scope to be developed as agreed by meeting participants prior to commencement of any activities.</li> </ul> <p>The Contractor shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>The Draft Work Plan shall contain at a minimum a</p> <ul style="list-style-type: none"> <li>• Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables.</li> <li>• General description of the methods which the Contractor proposes to adopt for executing the contract.</li> <li>• Comprehensive risk plan to ensure effective delivery of services.</li> </ul> <ul style="list-style-type: none"> <li>• Any further details and information as SPREP may reasonably require.</li> </ul>	Nil	<p>Inception Meeting</p> <p>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.</p> <p>Draft Work Plan</p> <p>The Draft Work Plan shall be delivered to SPREP for consideration and comment. The workplan should provide confirmation of process and timing for the various stages of works described in this table. The workplan should also include details of the proposed methodology to be used to complete the necessary tasks.</p> <p>Final Work Plan</p> <p>Final work plan incorporating revisions and addressing all comments</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
<b>Develop Draft Scope of PSS Managing Agency Responsibilities</b>	<p>In cooperation with PacWastePlus and DEPC, the consultant will undertake desktop research, and active consultation with relevant entities in Vanuatu, and other countries to confirm the necessary scope of responsibilities of the PSS Managing Agency.</p> <p>It is expected that the consultant will undertake the following:</p> <ul style="list-style-type: none"> <li>• Lead a remote initial meeting with DEPC and PacWastePlus to discuss the likely scope of the Managing Agencies Responsibilities, and the interaction DEPC would expect to have with the entity. Initial meeting to identify additional stakeholders to contact and consult with regarding the scope and activities necessary to implement a PSS scheme.</li> <li>• Lead face-to-face workshop and consultation sessions with DEPC and identified Government of Vanuatu representatives to confirm the likely scope of the Managing Agencies Responsibilities. It is likely the scope will include, but not be limited to: <ul style="list-style-type: none"> <li>○ undertaking recycling activities, and achieving minimum collection / recycling targets</li> <li>○ collecting and processing PSS materials (in-country recovery or export to off-shore recycling markets)</li> <li>○ managing internal logistics (shipping, transport, handling) to provide for collection of materials throughout Vanuatu</li> <li>○ processing items for in-country recycling or export overseas</li> <li>○ manage recycling processes to meet end-market contractual requirements (e.g., contamination level, etc)</li> <li>○ operating PSS "Collection Depots" and achieving minimum community coverage targets</li> </ul> </li> </ul>		<p>Consultation Materials</p> <p>Develop, and submit for review by DEPC and PacWastePlus, draft consultation materials (including list of targeted stakeholders / agencies) to guide research and discussions to confirm the necessary scope of responsibilities of the PSS Managing Agency.</p> <p>Initial Scope Workshop</p> <p>Develop and present an Initial Scope Workshop with DEPC and PacWastePlus to confirm the likely scope of the Managing Agencies Responsibilities, and the interaction DEPC would expect to have with the entity.</p> <p>Host Consultation</p> <p>Incorporating suggested revisions to workshop materials and findings from the Initial Scope Workshop, the Consultant will host face-to face individual or group consultations with identified stakeholders to discuss and consider potential scope of responsibilities of the PSS Managing Agency.</p> <p>Develop Draft Scope of PSS Managing Agency Responsibilities</p> <p>Using findings from desktop research and consultation activities, develop, and submit for review by DEPC and PacWastePlus, a</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<ul style="list-style-type: none"> <li>○ achieve GEDSI considerations - providing access to scheme to all community members through inclusive Collection Depots locations of and opening hours times etc</li> <li>○ refund Deposit component of PSS to consumers once they have returned items to Collection Depots</li> <li>○ undertaking scheme inspections/audits and managing fraudulent activities</li> <li>○ undertaking scheme promotion and advertisement</li> <li>○ undertaking scheme administration, management, and reporting</li> <li>○ undertaking data collection and Monitoring and Evaluation of scheme performance</li> <li>○ undertaking other waste minimisation and management education initiatives</li> <li>● Conduct remote consultation with representatives from organisations in Australia, RMI, Kiribati, and Palau to explore their Sustainable Finance / CDL scheme activities and scope to appropriately inform the activities in Vanuatu. PacWastePlus to arrange introductions.</li> </ul> <p>Develop a draft scope of works and division of responsibilities for Vanuatu Government (DEPC, Customs, Finance, etc.) and a Managing agency to appropriately implement the PSS.</p>		Draft Scope of PSS Managing Agency Responsibilities.
<b>Develop Draft Standard Operating Procedures for the Management of the PSS</b>	Utilising the outcomes from the previous stage, develop draft Operating Procedures to appropriately describe how the PSS will be operated by both DEPC and the Managing Agency, ensuring all responsibilities identified in the previous stage are detailed in the procedures.	Nil	<p>Draft Operating Procedures</p> <p>Develop and submitted for review by DEPC and PacWastePlus, a detailed set of Operating Procedures that clearly outline the tasks and expectations of the Managing Agency and DEPC to operate the PSS.</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
<b>Workshop on Draft Operating Procedures for the Management of the PSS</b>	The Consultant will convene a face-to-face (preferred) or remote workshop with PacWastePlus and the various Vanuatu government departments with responsibility to implement the PSS (likely DEPC, Customs, and Finance) to take all stakeholders through the proposed procedures, and seek active feedback on the proposals to further refine and confirm actions and responsibilities.	Nil	<p>Draft Workshop materials of Draft Operating Procedures</p> <p>Develop and submitted for review by DEPC and PacWastePlus draft workshop materials presenting the draft Operating Procedures to Vanuatu stakeholders.</p> <p>Host Workshop</p> <p>Incorporating suggested revisions to workshop materials, the Consultant will host a Workshop with Vanuatu stakeholders presenting the draft Operating Procedures, and take active feedback to finalise the Operating Procedures.</p>
<b>Final Operating Procedures for the Management of the PSS</b>	Utilising the outcomes the previous stage and feedback from workshop consultation, develop a final Operating Procedures to appropriately describe how the PSS will be operated by both DEPC and the Managing Agency, ensuring all responsibilities identified in previous stages are detailed in the procedures.		<p>Final PSS Operating Procedures</p> <p>The Consultant will finalise the set of Operating Procedures that incorporate feedback from the workshop and clearly outline the tasks and expectations of the PSS Managing Agency.</p>

## 6. INSTITUTIONAL ARRANGEMENTS

Consultants outside of Vanuatu are asked to submit a quote for travel, but preference will be given to Vanuatu-based consultants to provide active support to DEPC, and to ensure an up-to-date understanding of Vanuatu legislative processes.

The successful consultant will work directly with the Vanuatu Director of Environmental Protection and Conservation who will assist with various components such as coordinating and hosting required consultation sessions, and other meetings.

### Consultant Responsibilities

The consultant will be responsible for scheduling meetings with stakeholders and SPREP, taking minutes, and distributing draft documents for comment prior to finalising.

## 7. PROPOSED SCHEDULE OF WORK

The activities are to be completed no later than **16 weeks** after contract signing, with a preference for the activities to be completed much earlier matching the schedule of the Vanuatu Government.

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

**Table 2:** Project Schedule

Activity	Timeline
1. Draft Workplan	1 day prior to Inception Meeting
2. Inception Meeting	No later than 1 weeks from date of Contract Execution
3. Final Workplan	No later than 2 weeks from date of Contract Execution
4. Draft Scope of PSS Managing Agency Responsibilities	No later than 6 weeks from date of Contract Execution
5. Draft Standard Operating Procedures for the Management of the PSS	No later than 8 weeks from date of Contract Execution
6. Workshop on Draft Operating Procedures for the Management of the PSS	No later than 12 weeks from date of Contract Execution
7. Final Operating Procedures for the Management of the PSS	No later than 16 weeks from date of Contract Execution

## 8. 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 \$35,000 USD may not be considered.

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.

## **9. 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)