



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

## REQUEST FOR TENDERS

RFT: PWP-115-CON  
File: AP\_6/5/8/3  
Date: 28 April, 2022  
To: Interested consultants  
From: PacWastePlus Finance and Procurement Officer

**Subject: Request for tenders (RFT): Develop and deliver workbook resources for a sustainable financing waste management (advance recovery) scheme**

### 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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 develop and deliver workbook resources and training modules to assist decision makers to design and implement a sustainable financing for waste management (advance recovery) scheme for Pacific Islands and Timor-Leste.
- 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://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). 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 consultants 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;

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- iii. Provide examples of past related work outputs;
  - iv. 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*).  
*For the Technical and Financial proposals you may attach these separately.*
  - v. Submissions must include a **TECHNICAL PROPOSAL** that includes a detailed work plan, methodology schedule of activities, and other items deemed necessary by the tenderer;
  - vi. Submissions must include a **FINANCIAL PROPOSAL** that has an annotated budget listing for each task as required of the scope of works; and
  - vii. 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 consultant 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*).  
*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** which outlines the costs involved in successfully delivering the 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 [pwprocurement@sprep.org](mailto:pwprocurement@sprep.org) before 11 May 2022. 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 13 May 2022.
- 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 – 90%



Criteria	Detail	Weighting
<b>Experience &amp; Expertise</b>	Demonstrated experience establishing a Sustainable Financing system (Container Deposit / Advance Recovery Fee / Product Stewardship / Waste Levy etc)	20%
	Demonstrated experience in the development and delivery of effective training resources and modules (advantageous to detail Pacific experience and e-learning module development)	15%
	Demonstrated experience in Small Island Developing States (SIDS) presenting complex topics in simplified way (particularly via remote platform) (advantageous to detail Pacific experience)	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)	5%
<b>Methodology</b>	Proposed project methodology noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.	40%

## II. Financial Score – 10%

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.

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## 8. Deadline

- 8.1. **The due date for submission of the tender is: 20 May 2022, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'RFT 'PWP-115-CON: **Develop and deliver work-book resources for a sustainable financing waste management (advance recovery) scheme'**

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

### **Develop and Deliver: Workbook Resources and Training Modules to assist Decision Makers to Design and Implement a Sustainable Financing for Waste Management (Advance Recovery) Scheme - Pacific Island Countries & Timor-Leste**

#### **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).

Pacific Islands Countries (PICs) 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 PROJECT**

Pacific Island Countries are faced with the increasing issue of low-value recyclable materials filling dumpsites and building up in stockpiles. Consumer items are imported into the islands but there are currently limited financially viable options for their end-of-life (EOL) collection, processing, and export.

Countries in the Pacific are increasingly viewing Sustainable Financing Deposit and Fee Systems (also known as Advance Recovery Fees and Deposits (ARFD), Container Deposit, Buy-back schemes, Extended Producer/Importer Responsibility, Product Stewardship, Waste Levy, etc.) to provide a self-financing system to enable the long-term collection, processing, and export of recyclable items, including beverage containers, e-waste, and EOL whiteware and vehicles.

Five Pacific Countries have schemes in operation (Federated States of Micronesia, Kiribati, Palau, Republic of Marshall Islands, and Tuvalu) and seven others are working with PacWastePlus and have commenced the initial stages of system design and feasibility.

To assist countries to design their Advance Recovery Fees and Deposits scheme, PacWastePlus has developed several resources, including:

- [21 Step Pathway to Sustainable Financing / ARFD Implementation](#) (endorsed by Pacific Leaders at the 2021 SPREP Meeting);
- Toolkit resources to Considering Gender Equality Disability Social Inclusion in Sustainable Financing scheme design (expected to be published in June 2022);
- Nine Feasibility Studies complete by PacWastePlus on the implementing or expansion of ARFD Schemes in Cook Islands, Nauru, Niue, Kiribati, Papua New Guinea, RMI, Samoa, Solomon Islands, and Vanuatu; and
- "Design it Yourself" resources to assist with initial stages of designing an ARFD

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- [1. Guidance on the 21 Step Pathway - Decisions and Actions Needed](#)
- [2. ARFD Policy and Drafting Instructions](#)
- [3. Designing an ARFD Scheme - Key Questions Decision](#)
- [4. Determining Scheme Partners – Roles and Responsibilities](#)
- [5. Build it yourself- Guidance to Draft an ARFD Policy](#)

Other donors in the Pacific, including J-PRISM II, SWAP, GEF ISLANDS, have also developed guiding resources and are providing support to Pacific countries.

### 3. EXPECTED OUTCOME

PacWastePlus seeks to compile and consolidate the findings and resources from existing documents into two practical resources that Pacific decision makers can utilise as they design and implement their own Sustainable Financing schemes. The two resources to be developed are:

1. A practical hands-on “Design it Yourself” Workbook to guide decision makers through the process and assist informed evidence-based decision-making and effective stakeholder consultation on the key components of ARFD design and implementation.
2. Training modules / material to guide completion of the “Design it Yourself” Workbook.

The intent of this work is to provide governments and decision makers with resources and information to follow a structured process and make evidence-based decisions during the design of a sustainable financing scheme to suit their specific context.

Specific outcomes are detailed in the following table.

#### 4. SCOPE OF WORK

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

**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 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:</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, including preparation stages, drafting and review, training, site works, disposal, site closure and consultations.</li> <li>• General description of the methods which the Contractor proposes to adopt for executing the contract.</li> <li>• Approach to be adopted for operator training appropriate for the Pacific Island context.</li> <li>• Comprehensive risk plan to ensure effective delivery of services.</li> </ul> <p>Any further details and information as SPREP may reasonably require.</p>	Nil	<p><b>Inception meeting</b></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. The Draft Work Plan will be presented and discussed at this meeting.</p> <p><b>Draft Work Plan</b></p> <p>Draft Work Plan highlighting how services will be delivered under this contract delivered to SPREP for its consideration and comment.</p> <p><b>Final Work Plan</b></p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p> <p><b>Draft Report Structure (Phase II)</b></p> <p>Draft outline of the Literature / Case-Study Review Report, highlighting proposed topics, structure, and flow.</p>



Phase	Description	Documentation SPREP will provide	Consultant Output
<p><b>Review existing and proposed Sustainable Finance systems</b></p>	<p>Review existing and proposed Sustainable Finance systems in the Pacific region (including Australia and New Zealand) and other Small Island Developing States, PacWastePlus Feasibility Studies, and other donor resources, and undertake stakeholder consultation as appropriate, to complete a detailed analysis of the design and operation of each scheme.</p> <p>The outcome from this phase will be to identify the key elements and decision points during the design and operation of existing and proposed schemes, and provide an understanding of the information, considerations, and influences that factored into (or would be useful to be factored into) the making of key decisions.</p> <p>The information gathered during this review phase will provide an understanding of information and guidance materials to be included in the “Design it Yourself” Workbook (Phase III), to enable decision makers to design their scheme to suit their specific context.</p> <p>The review may include an analysis of, but not limited to, the following components of each existing and proposed scheme:</p> <ul style="list-style-type: none"> <li>• legislative arrangements of each system (how system fits in legislative environment, how empowered, what Acts/Regulations reference system);</li> <li>• scheme operation;</li> <li>• social considerations;</li> <li>• financial performance; and</li> <li>• recycling performance.</li> </ul> <p>The consultant is to describe in their methodology how this information will be compiled, and whether (and how) stakeholder consultation will be undertaken.</p>	<ul style="list-style-type: none"> <li>• <a href="#">21-step pathway</a></li> <li>• <a href="#">Toolkit: “Do it yourself” resources</a></li> <li>• GEDSI Toolkit</li> <li>• 9 x PacWastePlus Feasibility studies</li> </ul>	<p><b>Draft Literature / Case-Study Review Report</b></p> <p>Draft Literature / Case-Study Review analysing existing Sustainable Finance Systems and associated resources, identifying key elements and key decisions / considerations.</p> <p><b>Final Literature / Case-Study Review Report</b></p> <p>Final Literature / Case-Study Review Report addressing SPREPs comments on drafts.</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
<p><b>Develop “Design it Yourself” Workbook to assist Pacific Decision Makers during the design of their own Sustainable Finance system</b></p>	<p>Develop a practical hands-on “Design it Yourself” Workbook for Pacific decision makers to guide evidence-based decisions as they design their own Sustainable Finance system.</p> <p>The Workbook shall follow the <a href="#">21-step pathway for ARFD implementation</a> and build on the <a href="#">Toolkit resources</a> already developed.</p> <p>The outcome from the “Design it Yourself” Workbook will be to provide decision makers with a practical structured approach to understand options for key elements of Sustainable Finance schemes, and gather information, consult effectively with stakeholders, and make evidence-based decisions during the design of their scheme. Content should include, but not be limited to, guidance for completing the following:</p> <ul style="list-style-type: none"> <li>• Identify the need for a Sustainable Finance system and legislation</li> <li>• Complete a Pre-feasibility assessment</li> <li>• Establish a stakeholder Working Group and determine roles and responsibilities</li> <li>• Identify purpose of the system and determine what seek for it to achieve</li> <li>• Complete effective consultation with the public and private sector stakeholders</li> <li>• Complete effective communication with political leaders and decision makers</li> <li>• Complete a Feasibility Study analysis</li> <li>• Identify target products to be managed through the system</li> <li>• Determine System Needs and Expenses</li> <li>• Determine System Design</li> <li>• Determine Financial implications for system relating to operative decisions (i.e., on system design,</li> </ul>	<p>PacWastePlus will complete design work associated with Workbook publication</p>	<p><b>Draft “Design it Yourself” Workbook</b></p> <p>Draft “Design it Yourself” Workbook for Pacific decision makers to utilise as they design their Sustainable Finance system, providing guidance to consider and make evidence-based decisions on key elements.</p> <p><b>Draft “Design it Yourself” Workbook</b></p> <p>Final “Design it Yourself” Workbook addressing SPREPs comments on drafts</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>system needs and expenses, seed funding and legacy waste)</p> <ul style="list-style-type: none"> <li>• Calculate the “true cost” of recycling target products</li> <li>• Calculate Seed Funding and providing for Legacy Waste</li> <li>• Determine Legislative implications relating to operative decisions</li> <li>• Identify and implement associated elements of the of system (Customs &amp; Finance System Creation; Training;</li> <li>• Develop an effective Community &amp; Industry Awareness Plan and communications materials</li> <li>• Develop effective Monitoring, Evaluation &amp; Auditing of scheme operation</li> </ul>		
<p><b>Develop training modules / material to guide the completion of the “Design it Yourself” Workbook</b></p>	<p>Develop training modules and materials to guide the completion of the “Design it Yourself” Workbook and design a successful Sustainable Financing system.</p> <p>The purpose of the training modules will be to assist decision makers complete the “Design it Yourself” Workbook. At the end of the training, participants will have worked through the key steps required for scheme design, and be familiar with how to gather information, consult effectively with stakeholders, and make evidence-based decisions for each key step of (ideally they will have the completed the Workbook in ‘real time’ during the training). Pacific examples and case studies shall be used throughout the training.</p> <p>Training Modules should include, but not be limited to:</p> <ol style="list-style-type: none"> <li>1. * <i>Introduction (see note)</i></li> <li>2. Operative – establishing a Working Group, Feasibility Study, Consultation, System Design, System Needs and Expenses, Seed Funding and Legacy Waste</li> </ol>	<p>PacWastePlus will complete design work associated with presentation</p>	<p><b>Draft Training Modules / Material</b> Draft training modules / material for to guide the completion of the “Design it Yourself” Workbook</p> <p><b>Final Training Modules / Material</b> Final training modules / material addressing SPREPs comments on drafts</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>3. Financial - System Design, System Needs and Expenses, Seed Funding and Legacy Waste</p> <p>4. Legislative - Political Support, Consultation, Policy, Drafting</p> <p>5. Implementation - Customs &amp; Finance System Creation; Training; Community &amp; Industry Awareness; Monitoring, Evaluation &amp; Auditing; System Expansion &amp; Improvement</p> <p><i>* NOTE: Module 1: Introduction (Identify the need, complete Pre-feasibility assessment) will be completed through another TOR, by another project funded by the Agence française de Développement (AFD), “Committing to Sustainable Waste Actions in the Pacific (SWAP)” project. SPREP will manage the linkages between the two projects.</i></p> <p>Initially, this training course will be delivered as four approximately 1-2 hour face-to-face virtual modules (Phase V), but it is intended that the training modules will also be developed into a self-paced e-learning “moodle” format, so participants can also undertake the training at their own time and speed.</p> <p>The consultant is to describe in their methodology whether (and how) the training modules will be able to be integrated into the moodle platform.</p> <p><b><i>If the consultant can develop the training using moodle, please detail any extra details and budget considerations.</i></b></p>		
<p><b>Deliver (on-line) “Design Your Sustainable Financing Scheme” training to</b></p>	<p>Deliver the “Design Your Sustainable Financing Scheme” Training Modules to Pacific decision makers and assistants via a virtual (zoom) platform over the course of approximately one month.</p>	<p>PacWastePlus will coordinate the timing, promotion, and invitations for the on-line training</p>	<p><b>On-line Training Sessions Held</b></p> <p>Deliver the “Design Your Sustainable Financing Scheme” training modules to pacific decision makers over the course of approximately</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
<b>Pacific Decision Makers</b>	<p>The consultant will work through each Module and assist countries to complete the “Design it Yourself” Workbook. Country representatives may be given homework between each session where they can obtain data and liaise with stakeholders.</p> <p>At the end of the training modules, decision makers will have a high-level understanding of how to complete the “Design it Yourself” Workbook (ideally they will have completed the Workbook in ‘real time’ during the training).</p>		one month. Provide participant sign-in sheets, and results from post-training questionnaire.

### **Institutional Arrangement**

It is expected this activity is to be undertaken remotely.

### **Consultant Responsibilities**

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

## **5. SCHEDULE OF WORK**

The activities are to be completed in 16 weeks.

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

<b>Activity/Deliverable</b>	<b>Timeline</b>
Inception Meeting	No later than 1 week after contract execution
Final Work Plan	No later than 2 weeks after contract execution
Final Literature / Case-Study Review Report	No later than 6 weeks after contract execution
Final "Design it Yourself" Workbook	No later than 10 eight weeks after contract execution
Final Training Modules / Material	No later than 12 weeks after contract execution
Deliver training modules (on-line) to Pacific Decision Makers	No later than 16 weeks after contract execution

## **6. 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; and
- ***Optional – If the consultant can develop the training using moodle, please detail any extra details and budget considerations (to be considered separately).***

Submissions must include an annotated budget listing for each task.

Proposals above USD 30,000 may not be considered.

SPREP reserves the right to proceed only with the Task(s) it deems necessary. SPREP also reserves the right to reject all tenders.

SPREP reserves the right to withdraw this tender at any time, 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.

## **7. 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). Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud prevention & Whistleblower Protection and Gender and Social Inclusion