



REQUEST FOR TENDERS

RFT: GEFIS-2024/006
File: AP_6/5/9
Date: 14 November, 2024
To: Interested contractors
From: GEF ISLANDS Pacific Project

Subject: Development of a Pacific Regional Action Plan on Mercury Under the Global Environment Facility (GEF) ISLANDS Pacific Project

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 wishes to call for tenders from qualified and experienced contractors who can offer their services for the Develop a Pacific Regional Action Plan on Mercury Under the GEF ISLANDS Pacific Project (ISLANDS Pacific Project).
- 2.2. The Terms of Reference (TOR) for the consultancy are set out in **Annex A**.
- 2.3. The successful contractor 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:** The CV should detail the qualifications and previous relevant experience for each proposed personnel, particularly in the development of waste management strategies and capacity building for such work.
 - ii. **Provide three relevant referees:** Include contact information and details of the most recent similar work completed by the consultant, relevant to this tender.
 - 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).
 - iv. **Provide examples of past related work outputs:** Submit examples of previous work related to hazardous waste management strategy development and capacity development.
 - v. **Submit Technical and Financial proposals:** These may be attached separately to the tender application. The technical proposal should outline the methodology, work plan, and risk mitigation strategies, while the financial proposal should provide a detailed cost breakdown.
- 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 TOR 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 contractor'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.
 - f) Where relevant provide:
 - i. Business registration/license (For Entities/ Individual contractor's as per relevant national legislations)

- ii. Tax Identification Number (TIN) Letter (If applicable for Individual contractor's as per relevant national legislations)

- 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 before 27 November 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 06 December 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 contractor 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 – 80%

Criteria	Detail	Weighting (%)
Understanding the assignment	Understanding of project objectives and challenges	7
	Awareness of country-specific needs	6

Methodology and approach	Approach for developing a Regional Action Plan on Mercury and stakeholder engagement	10
	Work plan and capacity building methods, detailed timeline and clear milestones Adaptability for multiple country engagements	20
	Monitoring and evaluation mechanisms	5
Experience and expertise	<ul style="list-style-type: none"> At least 7 years of experience in hazardous waste management, environmental policy development, or chemical management, particularly with mercury or Persistent Organic Pollutants (POPs). Proven expertise in working with Small Island Developing States (SIDS) or developing countries, particularly in the Pacific region, is highly desirable. Experience working with governments, regional organizations, and international development agencies, preferably in the Pacific region. Demonstrated experience in developing regional or national action plans or strategies, preferably linked to GEF-funded projects. 	10
	<ul style="list-style-type: none"> Familiarity with the Minamata Convention on Mercury and other Multilateral Environmental Agreements (MEAs), particularly within the Pacific context. 	5
	<p>Success in similar projects:</p> <ul style="list-style-type: none"> Strong project management experience, including the ability to deliver complex multi-country projects on time and within budget. Experience in coordinating with regional organisations, national governments, and local stakeholders to ensure successful project outcomes. 	4
Team composition and qualifications	<ul style="list-style-type: none"> Advanced degree in Chemistry, Environmental Science, Environmental Policy, or a related field. 	4
	<ul style="list-style-type: none"> Balance of technical and management skills 	3
Other essential skills	<ul style="list-style-type: none"> Strong research, analytical, and report-writing skills. 	3
	<ul style="list-style-type: none"> Excellent communication and stakeholder engagement skills. 	3

II. Financial Score – 20%

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: 17 January 2025, 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 GEFIS 2024/006: for the Development of a Pacific Regional Action Plan on Mercury Under the GEF ISLANDS Pacific Project.

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.

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 a Pacific Regional Action Plan on Mercury under the GEF ISLANDS Pacific Project

1.0 Project Background

The Secretariat of the Pacific Regional Environment Programme (SPREP) has received funding from the Global Environment Facility (GEF) to execute the ISLANDS Pacific Project in collaboration with the United Nations Environment Programme (UNEP), and the 14 Pacific Island Countries (PIC), namely Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu. The ISLANDS Pacific Project (ISLANDS Project) is part of a global initiative which aims to prevent the future build up of hazardous chemicals and to manage and disposal of existing harmful chemicals across 30 SIDS including the 14 PICs.

The project is part of GEF 7 cycle of funding aimed at supporting Pacific Island countries (PICs) in meeting their obligations to various multilateral environmental agreements (MEAs) relating to chemicals and waste management. These MEAs include the Basel, Rotterdam, Stockholm, Minamata and Wai-gani Conventions. The \$20 million GEF ISLANDS Pacific Child Project builds on previous GEF funded projects on chemicals and waste and enabling activities of the above-mentioned MEAs. It commenced in 2022 and will run for 5 years until 2026.

ISLANDS Project will focus on establishing effective mechanisms to control the imports of chemical products that lead to the generation of hazardous waste and to clean up the Pacific of legacy chemicals. For unavoidable chemicals that serve as important economic products, ISLANDS Project will seek to establish circular and life cycle systems in partnership with the private sector, so a buildup of these chemicals is avoided.

Chemicals and hazardous waste streams targeted by ISLANDS include Persistent Organic Pollutants (POPs) such as DDT and PCBs, mercury, e-waste, used oil, plastics and end-of-life vehicles (ELVs).

The project will seek to achieve its objectives through its four (4) components. Details of the four components are briefly noted below and include:

- i. Preventing the Future Build-Up of Chemicals Entering SIDS.
- ii. Safe Management and Disposal of existing chemicals, products and materials.
- iii. Safe management of products entering SIDS/closing material and product loops for product.
- iv. Knowledge Management and Communications.

2.0 Introduction to the Project

As part of SPREP's efforts to assist PICs in meeting their obligations under the Minamata Convention on Mercury or ratifying it, SPREP has conducted Minamata Initial Assessments (MIA) for several Pacific Island Countries. These assessments have identified the primary sources and impacts of mercury in the region and provided important data on mercury emissions, gaps in regulatory frameworks, and capacity needs.

This consultancy will build on the findings from these MIAs under the ISLANDS Pacific Project to develop a Pacific Regional Action Plan on Mercury. The action plan will provide a structured approach to managing mercury and its compounds in the Pacific, ensuring compliance with the Minamata Convention, and contributing to the broader goals of the ISLANDS Pacific Project in addressing hazardous waste across the region.

3.0 Objective

The overall objective of this consultancy is to **develop a Pacific Regional Action Plan on Mercury**, as a regional activity under the ISLANDS Pacific Project.

The action plan will provide strategic direction for managing mercury, in line with the obligations of the Minamata Convention, while contributing to the ISLANDS Pacific Project's broader goal of addressing hazardous waste and chemicals management in the Pacific.

Specific Objectives:

- i. To analyse findings from the MIAs and other regional data on mercury.
- ii. To identify gaps, challenges, and opportunities for improving mercury management in the Pacific, building on the work of the MIAs.
- iii. To engage with PIC governments and key stakeholders to ensure the action plan aligns with national priorities and the objectives of the ISLANDS Pacific Project.
- iv. To propose actionable recommendations for mercury reduction, emission control, and waste management, in synergy with the broader hazardous waste management strategies of the ISLANDS Project.
- v. To prepare a comprehensive, implementable regional action plan, including frameworks for monitoring, evaluation, and capacity building, consistent with the goals of the ISLANDS Pacific Project.

4. Scope of Work

The consultant will undertake the following tasks:

Phase	Description	Documentation SPREP will provide	Consultant Output
<p>Inception Phase</p>	<p>Lead an inception meeting with the SPREP team to discuss the delivery of the consultancy and ensure all issues likely to cause delays (risk management) are addressed. Confirm a common understanding of the scope of work, key deliverables, timelines, and any challenges related to the development of the Pacific Regional Action Plan on Mercury.</p> <p>The Inception Meeting minutes shall:</p> <ul style="list-style-type: none"> • Confirm activities agreed upon during the meeting. • Confirm the scope of work to be developed based on the feedback of meeting participants. <p>Following the meeting, the Consultant shall develop and submit an Inception Report and a Draft Work Plan to SPREP. The Draft Work Plan shall include:</p> <ul style="list-style-type: none"> • Proposed time schedule and sequence of activities for meeting the consultancy deliverables (including consultation, drafting, review, and finalization stages). • General description of the methods and approach the Consultant intends to use for executing the contract. • A comprehensive risk management plan detailing potential risks, mitigation strategies, and key decision points to avoid delays and ensure effective delivery of services. • Any further details or information reasonably requested by SPREP. 	<p>Relevant reports on hazardous waste management</p> <p>Texts of the Basel, Rotterdam, Stockholm, Minamata and Waigani Convention</p> <p>Minamata Initial Assessment Reports</p> <p>National Implementation Plans (NIP) under the Stockholm Convention</p> <p>A copy of Waste Legislative Reviews report</p> <p>Waste audit reports</p>	<ul style="list-style-type: none"> • Inception Meeting minutes confirming the scope and agreed activities. • Draft Work Plan outlining the timeline, methodology, and risk management plan. • Inception Report with a detailed methodology, work plan, and timeline.

<p>Stakeholder Consultations</p>	<p>Lead virtual consultations with relevant stakeholders, including PIC governments, regional organizations, development partners, and other key stakeholders. The consultations should gather input and ensure alignment with both national priorities and the broader ISLANDS Pacific Project objectives. The Consultant shall:</p> <ul style="list-style-type: none"> • Identify key stakeholders, secure their participation, and prepare necessary consultation materials (e.g., background documents, agendas). • Organize and facilitate virtual workshops or individual consultations as needed to discuss mercury management strategies within the context of hazardous chemicals management under the ISLANDS Pacific Project. • Ensure a record of all meetings and consultations, including key issues, decisions, and recommendations made during the discussions, is maintained and submitted to SPREP. • Document all feedback received and incorporate it into the development of the draft action plan, as appropriate. 	<p>Relevant documentation on national plans and priorities (including relevant regional plans documents).</p> <p>A list of national focal points of lead agencies in this workspace, including regional partners, and frequent expert collaborators from the region for consultation and input.</p>	<ul style="list-style-type: none"> • Stakeholder consultation report, including meeting summaries, key issues raised, and feedback from consultations. • Summary of key recommendations for incorporation into the draft action plan. • A mapping of regional and national priorities, focal agencies and actors, mandates, and key baseline information and statistics at a glance on mercury in the Pacific. • Revised draft Work Plan (if required)
<p>Drafting of Action Plan</p>	<p>Develop the first draft of the Pacific Regional Action Plan on Mercury based on the findings from the MIAs, stakeholder consultations, and relevant documents from the ISLANDS Project. The draft must:</p> <ul style="list-style-type: none"> • Provide a clear policy framework for mercury management that aligns with the broader objectives of the Minamata Convention and other frameworks on hazardous chemicals management. • Identify capacity gaps and provide recommendations for institutional strengthening and capacity-building activities required to meet Minamata Convention obligations. 		<ul style="list-style-type: none"> • First draft of the Pacific Regional Action Plan on Mercury, covering policy frameworks, capacity-building needs, mercury waste management, emissions control, monitoring, and public awareness. The first draft should also include a proposed governance and coordination mechanisms.

	<ul style="list-style-type: none"> • Include strategies to control mercury emissions and manage mercury-containing wastes. • Provide a comprehensive monitoring and evaluation framework that supports the region's compliance with the Minamata Convention and ensures that mercury-related activities are tracked and assessed for effectiveness. • Integrate public awareness and education strategies for raising awareness of mercury risks and promoting safer alternatives. • Incorporate partnerships, funding opportunities, and resource mobilization strategies for ensuring the sustainability of mercury management efforts. • Propose governance and coordination structures that support effective implementation and regional cooperation. <p>Submit the first draft to SPREP for review and comments.</p>		
<p>Review and Finalisation</p>	<p>Present the first draft of the Action Plan to SPREP and key stakeholders for review. The Consultant shall:</p> <ul style="list-style-type: none"> • Facilitate virtual review workshops to discuss the draft action plan and gather further feedback from stakeholders. • Incorporate all feedback received into the final version of the Pacific Regional Action Plan on Mercury. • Ensure the final action plan includes all required sections and adheres to the recommendations made during the review process. • Work closely with SPREP's communications team or an external design firm (if applicable) to ensure the action plan is professionally laid out and designed for publication. The consultant must ensure that the final document is visually appealing, follows SPREP's and GEF branding 		<ul style="list-style-type: none"> • Final Pacific Regional Action Plan on Mercury. • Presentation summarizing the key elements of the action plan for validation by SPREP and PIC governments.

	<p>guidelines, and is formatted for both print and digital dissemination</p> <ul style="list-style-type: none">• Prepare a presentation summarizing the key findings and recommendations of the action plan for validation at relevant ISLANDS Pacific Project or regional meetings.• Submit the final Pacific Regional Action Plan and the presentation materials to SPREP for final approval.		
--	--	--	--

5 Deliverables

The consultant is expected to deliver the following:

1. **Inception Report:** Outlining the methodology, work plan, and approach for stakeholder consultations, with alignment to the ISLANDS Pacific Project.
2. **First Draft of the Pacific Regional Action Plan on Mercury:** Covering the areas specified in the scope of work.
3. **Final Pacific Regional Action Plan on Mercury:** Including feedback from stakeholders and final validation by SPREP and PIC governments.
4. **Presentation on the Action Plan:** Summary of key elements, to be presented at validation workshops or relevant ISLANDS Pacific Project meetings.

6. Duration and timeline

The consultancy is expected to be completed within four months from the date of contract signing.

The indicative timeline for the deliverables is as follows:

- Inception Report: 2 weeks after contract signing.
- Stakeholder Consultations: 4–6 weeks.
- First Draft of Action Plan: 10 weeks after contract signing.
- Final Action Plan: 14 weeks after contract signing.
- Presentation on Action Plan: 16 weeks after contract signing.

7. Reporting & communication

The consultant will report to the Project Manager – GEF ISLANDS Pacific Project. The consultant will maintain close coordination with SPREP's Hazardous Waste Management team and the ISLANDS Pacific Project team to ensure alignment with the ISLANDS Pacific Project goals. SPREP will facilitate introductions to key stakeholders and provide relevant documentation to support the consultancy.

8. Qualification and experience

- Advanced degree in Chemistry, Environmental Science, Environmental Policy, or a related field.
- At least 7 years of experience in hazardous waste management, environmental policy development, or chemical management, particularly with mercury or Persistent Organic Pollutants (POPs).
- Demonstrated experience in developing regional or national action plans or strategies, preferably linked to GEF-funded projects.
- Familiarity with the Minamata Convention on Mercury and other Multilateral Environmental Agreements (MEAs), particularly within the Pacific context.
- Experience working with governments, regional organizations, and international development agencies, preferably in the Pacific region.
- Strong research, analytical, and report-writing skills.
- Excellent communication and stakeholder engagement skills.