

REQUEST FOR TENDERS

RFT: PWP-155-CON
File: AP_6/5/8/4
Date: 6 March, 2024
To: Interested consultants
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders (RFT): Assistance to support the design and implementation of the Vanuatu product stewardship scheme

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 consultants who can offer their services to assist the support of the design and implementation of the Vanuatu product stewardship scheme, specifically:
 - confirm required scheme activities (including physical equipment/facilities) and develop a standard operating procedure and documentation.
 - Undertake economic modelling
 - Develop legislative drafting notes for scheme legislation and regulation.
- 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 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;
 - 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 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*).
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 pwprocurement@sprep.org before 22 March 2024.. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 29 March 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 – 80%

Criteria	Detail	Weighting
Experience	Demonstrated experience with design of waste management systems, with preference given to experience with Sustainable Financing system (Container Deposit / Advance Recovery Fee	12%

	/ Product Stewardship / Waste Levy etc) schemes or similar (links to output reports or products that provide insight into research approach and writing style)	
	Demonstrated experience in undertaking data analysis and assessment with reference to economic assessments, economic modelling, or business cases.	12%
	Demonstrated experience in the development and implementation of effective legislative instruments (advantageous to detail Pacific experience)	12%
	Demonstrated experience in Small Island Developing States conducting research, hosting consultation, and presenting complex topics in simplified way to obtain relevant information to inform guidance documentation (focus on both company, and officers to deliver the works) (advantageous to detail Pacific experience)	4%
Methodology	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 – 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: 05 April 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: Assistance to support the design and implementation of the Vanuatu product stewardship scheme**'

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

Assistance to Support the Design and Implementation of the Vanuatu Product Stewardship Scheme:

1. **Confirm Required Scheme Activities (Including Physical Equipment/Facilities) and Develop SOP and Documentation**
2. **Undertake Economic Modelling**
3. **Develop Legislative Drafting Notes for Scheme Legislation and Regulation**

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 km² and oceanic area of approximately 680,000 km². 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 (Container Deposit Scheme (CDS)) (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 commenced development of the Beverage Container PSS in 2017, with a feasibility study undertaken and Working Group established. The Private Sector have been driving the initiative in partnership with the Department. A decision of the Vanuatu Cabinet of Ministers will see the PSS operated and managed by a Managing Agency on behalf of the Government and people of Vanuatu.

3. EXPECTED OUTCOMES

The Vanuatu Department of Environmental Protection and Conservation (DEPC) have requested PacWastePlus investment to undertake the following activities to support the Vanuatu PSS design and implementation. Specific skills are required for each component (as specified), Tenderers can submit based on internal skill sets, or as a consortium of specialist companies, noting a single contract will be let to manage all elements of work detailed.

Component / Activity	Description	Specific Skills
<p>1. Confirm required scheme activities (including physical equipment/facilities), provide technical input, and develop Standard Operating Procedures and documentation to guide scheme operation and administration</p>	<p>Technical Assistance to determine recommended activities to effectively operate and administer the Vanuatu PSS/CDS to achieve the goals sought by the PSS/CDS Working Group and DEPC, including providing technical input and investigation to guide decision making for key scheme questions including (but limited to and confirmed at first meeting of the working group after commencement):</p> <ul style="list-style-type: none"> • the provision of tax (Value Added Tax (VAT)) when/if added to scheme and implications to costs and accounting for operations* • inclusion of items sold at duty-free • inclusion of items manufactured in Vanuatu but exported* • inclusion of preforms imported for filling PET bottles, but are faulty / un-blown • potential for delegation of powers for controlling scheme finances* • options for establishing collection network (i.e. mandating by scheme or not) to provide for local business opportunities • management of legacy waste • approved uses of funds collected (e.g. provision of funding DEPC waste management activities, business / community grants for waste management actions, support for network expansion, etc.) • Model legacy waste present in Vanuatu and options for the scheme to collect and manage these items <p><i>*Note: many of these questions require specific guidance and decisions from government departments based on existing law, the consultant will be required to seek official response on questions to inform scheme design and potential limitations.</i></p> <p>Develop identified activities into practical Standard Operating Procedures (SOP) including development of required templates, permits, contracts, and other documentation to operate the scheme. Outputs of this component will include (but not be limited to):</p> <ul style="list-style-type: none"> • Identify recommended activities required to effectively operate and administer the Vanuatu PSS/CDS and recommended agencies in Vanuatu to undertake the identified activities • Identify physical equipment and facilities to achieve effective operation of the PSS/CDS in Vanuatu, including identification and design of redemption centres / return depots • Development of a practical SOP to guide scheme operation by a Managing Agency, including monitoring, compliance, and auditing requirements – and including drafting of template forms, and template contracts identified as tasks for the Managing Agency 	<p>Waste management expert with experience in the implementation of Sustainable Financing Systems (Container Deposit / Advance Recovery Fee / Product Stewardship / Waste Levy etc) schemes or similar.</p>

	<ul style="list-style-type: none"> • Development of a practical SOP to guide scheme administration by government agencies (DEPC, Customs and Inland Revenue, Department of Trade and Industry, etc) including monitoring, compliance, and auditing requirements – and including drafting of template forms, and template contracts identified as tasks for government agencies • Development of a practical SOPs to guide operations of scheme fund manager • Development of the Management Agency Board Constitution, including Board Structure and Terms of Reference • Development of template contracts and permits / licenses / agreements required to engage and manage scheme partners (recyclers, importers, manufacturers, collection operators) in the effective operation of the scheme 	
<p>2. Undertake economic modelling of different scheme operations to determine likely activities and understand scheme financial viability</p>	<p>Technical Assistance to undertake desktop economic modelling of different options for operation of the Vanuatu PSS/CDS to understand financial implications of different options and assess the economic viability of the scheme. Outputs of this component will include (but not be limited to):</p> <ul style="list-style-type: none"> • Modelling of various levels of the Deposit component to understand the influence on return rates, including from the outer island communities • Modelling of scheme activities to determine the likely Fee component to be placed on the items included in the scheme. Model to consider different management options (i.e., export, locally recycled/repurposed using local enterprise, or landfilled), and levels of processing to be undertaken in country. • Modelling costs for scheme operations if redemption centres were to be required on each island (costs for staffing, equipment, shipping to Efate, etc.) and its impact on scheme cost and therefore fee & deposit amount. • Modelling of staffing needs required to operate and administer the activities associated with the PSS/CDS • Development of updatable excel template (or equivalent) for the Managing Agency and Vanuatu Government to utilise to calculate if any of the Deposit or Fee components in the scheme need to be modified to account for system cost changes. • Utilise the legacy waste model to quantify the cost of accepting this legacy into the scheme on commencement. 	<p>Economist with experience in undertaking data modelling and assessment with reference to waste management, extended producer responsibility, business cases, or similar.</p>
<p>3. Develop legislative drafting notes for scheme legislation and regulation</p>	<p>Legal assistance to support the approval of the Vanuatu PSS/CDS through the development of the recommendations and decisions associated with components 1 and 2 into drafting notes for drafting of legislative documents. Outputs of this component will include (but not be limited to):</p> <ul style="list-style-type: none"> • Development of drafting notes for Product Stewardship Scheme <u>Legislation</u> 	<p>Lawyer or legal expert with experience drafting waste management legislation, with preference given to experience drafting Sustainable Financing</p>

<ul style="list-style-type: none"> • Development of drafting notes for Beverage Container Product Stewardship Scheme <u>Regulation</u> • Development of Policy Note or other legal documentation required for the Legislation and Regulation to track through government approval processes <p>Legislation should provide for all elements to implement and regulate a successful scheme.</p>	Systems (Container Deposit / Advance Recovery Fee / Product Stewardship / Waste Levy etc) schemes or similar
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4. SCOPE OF WORK

The PacWastePlus programme seeks to engage a consultant to work under the direction of the Vanuatu PSS/CDS Working Group to support the design and implementation of the Vanuatu PSS/CDS. The expected delivery of this consultancy will be developed in stages and is described in the following four tables.

Table 1: Scope of Work – General / Project Commencement

Phase	Description	Documentation SPREP will provide	Consultant Output
Inception	<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 for each of the three technical area of this contract.</p> <p>The Inception Meeting minutes shall:</p> <ul style="list-style-type: none"> • Confirm activities agreed upon • Confirm scope to be developed as agreed by meeting participants prior to commencement of any activities. • Confirm roles and responsibilities and lines of communication to achieve the effective delivery of services under this contract • Activities and outputs from the three technical areas and how activities and findings will be aligned and incorporated to achieve the effective delivery of services under this contract 	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>
Working Group Meeting and Workplan	<p>Lead an inception meeting (ideally in Vanuatu) with PacWastePlus, the Vanuatu PSS/CDS Working Group, and the DEPC/Vanuatu Government to present and discuss the delivery of the project, and ensure a common understanding of the actions, required outputs, and responsibilities.</p>	The Working Group shall arrange necessary Working Group	<p>Draft Workplan</p> <p>The Draft Workplan shall be delivered to PacWastePlus, the Vanuatu PSS/CDS</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>The meeting will discuss (but not be limited to) the progress made by the Working Group in the design of the Vanuatu PSS/CDS, reconfirm desired goals a PSS/CDS will achieve for Vanuatu, likely scope of scheme activities and the role of the Managing Agency, the role the DEPC/Vanuatu Government would expect to have with scheme, understanding remaining scheme questions (management of VAT, exported items, etc), and required PSS/CDS physical operations including possible redemption centres or 'Hubs'.</p> <p>From the Working Group Meeting, the Contractor shall create and submit to PacWastePlus and the Vanuatu PSS/CDS Working Group a Workplan that shall, upon execution, ensure effective delivery of services under this contract.</p> <p>The Draft Workplan shall contain at a minimum a:</p> <ul style="list-style-type: none"> • Proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables • General description of the methods which the Contractor proposes to adopt for executing the contract • Comprehensive risk plan to ensure effective delivery of services • Recommended input and responsibilities for PacWastePlus and the Vanuatu PSS/CDS Working Group to achieve the effective delivery of services under this contract • Any further details and information as SPREP may reasonably require. 	<p>and Stakeholder Consultation sessions</p>	<p>Working Group, and the DEPC/Vanuatu Government 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 Workplan</p> <p>Final Workplan incorporating revisions and addressing all comments</p>

Table 2: COMPONENT 1 | Confirm Required Scheme Activities (Including Physical Equipment/Facilities) and Develop SOP and Documentation

Phase	Description	Documentation SPREP will provide	Consultant Output
<p>Identify Scheme Activities to achieve effective operation of the PSS/CDS in Vanuatu</p>	<p>The consultant will undertake active consultation with PacWastePlus, the Vanuatu PSS/CDS Working Group, identified Government representatives, and relevant entities, and conduct site visits to waste facilities and communities in Vanuatu, to 1) provide technical guidance on identified outstanding key scheme questions, and 2) determine recommended scheme activities to achieve effective operation of the PSS/CDS in Vanuatu.</p> <p>It is expected that the consultant will lead face-to-face workshop and consultation sessions to confirm likely decisions and activities required for operation of the PSS/CDS in Vanuatu, with particular attention on activities required by the Managing Agency (as scheme manager who will oversee/administer contracts for scheme administration and operations) and the Vanuatu Government (as scheme regulator). Possible activities required may include, but not be limited to:</p> <ul style="list-style-type: none"> • undertaking recycling activities, and achieving minimum collection / recycling targets • collecting and processing PSS materials (in-country recovery or export to off-shore recycling markets) • managing internal logistics (shipping, transport, handling) to provide for collection of materials throughout Vanuatu • processing items for in-country recycling or export overseas • manage recycling processes to meet end-market contractual requirements (e.g., contamination level, etc) • operating PSS Redemption Centres / “Hubs” if required and achieving minimum community coverage targets, including from the outer island communities • achieving GEDSI considerations - providing access to scheme to all community members • refunding the Deposit component of PSS to consumers • undertaking scheme inspections/audits and managing fraudulent activities 	<p>PSS/CDS Working Group Meeting Notes and draft scheme concepts/ documentation</p> <p>The Working Group shall arrange necessary Working Group and Stakeholder Consultation sessions</p>	<p>Develop Consultation Materials</p> <p>Develop, and submit for review by DEPC, Vanuatu PSS/CDS Working Group, and PacWastePlus, draft consultation materials (including list of targeted stakeholders / agencies) to guide discussions to confirm activities and answer scheme questions to achieve effective operation of the PSS/CDS in Vanuatu.</p> <p>Host Workshop</p> <p>Develop and present a Workshop with DEPC, Vanuatu PSS/CDS Working Group, and PacWastePlus, to confirm activities and answer scheme questions to achieve effective operation of the PSS/CDS in Vanuatu, and the activities required by DEPC or the Government of Vanuatu.</p> <p>Host Consultation</p> <p>Incorporating suggested revisions to workshop materials and findings from the Workshop, the Consultant will host face-to face individual or group consultations with identified stakeholders to discuss and consider potential scheme activities, answer scheme questions, and responsibilities of the PSS Managing Agency and Government of Vanuatu. Minutes of discussions to be supplied.</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<ul style="list-style-type: none"> • establishing producer agreements with importers / manufactures of eligible items, and administer and manage the agreements • establishing contract(s) with scheme partners including depot operators, accountants, and others as identified, and administer and manage the contracts • undertaking scheme promotion and advertisement • undertaking scheme administration, management, and reporting • undertaking data collection and Monitoring and Evaluation / reporting of scheme performance • undertaking other waste minimisation and management education initiatives • identifying and collecting data on eligible scheme items upon import to Vanuatu (Customs) • regulating the scheme including undertaking scheme inspections/audits and managing fraudulent activities • undertaking data collection and Monitoring and Evaluation / reporting of scheme performance <p><i>Results from this phase will inform the economic modelling in Component 2.</i></p>		<p>Develop Draft List of PSS Managing Agency Activities / Responsibilities</p> <p>Using findings from desktop research and consultation activities, develop, and submit for review by DEPC, Vanuatu PSS/CDS Working Group, and PacWastePlus, a draft list of activities / responsibilities for the Managing Agency to achieve effective operation of the PSS/CDS in Vanuatu.</p> <p>Develop Draft List of Vanuatu Government Activities / Responsibilities</p> <p>Using findings from desktop research and consultation activities, develop, and submit for review by DEPC, Vanuatu PSS/CDS Working Group, and PacWastePlus, a draft list of activities / responsibilities for the Vanuatu Government to achieve effective administration of the PSS/CDS in Vanuatu.</p>
<p>Identify options for physical equipment and facilities to achieve effective operation of the PSS/CDS in Vanuatu, including identification and design of</p>	<p>Utilising the outcomes from the previous stage, and conducting further consultation and site visits as required, the consultant will:</p> <ol style="list-style-type: none"> 1. Determine options for physical equipment and facilities to achieve effective operation of the PSS/CDS in Vanuatu, including for outer island communities 2. Undertake a gap analysis to understand what physical equipment and facilities current <u>is available</u> and what <u>is not available</u> in Vanuatu to achieve the effective operation of the PSS/CDS 	<p>Existing designs for community return depots (“Hubs”)</p>	<p>Develop List of Physical Equipment and Facilities Recommended to Achieve Effective Operation of the PSS/CDS</p> <p>Using findings from desktop research and consultation activities, develop, and submit for review by DEPC, Vanuatu PSS/CDS Working Group, and PacWastePlus, a list of recommended</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
redemption centres / return depots	<p><i>Results from this phase will inform the economic modelling in Component 2</i></p> <p>The consultant will also review existing designs for community PSS/CDS redemption centres / return depots (“Hubs”), and undertake further consultation and site visits as required, to identify possible design and infrastructure required to operate PSS/CDS return “Hubs” to suit the needs of Vanuatu communities. The consultant will develop concept drawings for the Hubs.</p> <p><i>The concept drawings may be used to inform TOR(s) to complete detailed engineering design and construction of the Hubs (though separate budgets)</i></p>		<p>physical equipment and facilities to achieve effective operation of the PSS/CDS in Vanuatu, including identification of equipment/facilities currently available in Vanuatu.</p> <p>Develop Draft Concept Drawings for Design of PSS/CDS return “Hubs”</p> <p>Using findings from desktop research and consultation activities, develop, and submit for review by DEPC, Vanuatu PSS/CDS Working Group, and PacWastePlus, draft concept drawings for design of recommended PSS/CDS return “Hubs” to suit the needs of Vanuatu communities, including identification of likely infrastructure required for operation of the Hubs.</p>
Workshop / consultation on the scheme activities and operational needs to implement the PSS	<p>The Consultant will convene a face-to-face (preferred) or remote workshop with the Vanuatu PSS/CDS Working Group, PacWastePlus and relevant Vanuatu government departments with responsibility to implement the PSS (likely DEPC, Customs, and Finance) to take all stakeholders through the recommended scheme activities, responsibilities, and physical equipment/facilities identified above, and seek active feedback. The recommendations will be discussed, refined/amended, and agreed upon by the stakeholders.</p> <p>Individual follow-up meetings may be required to ensure alignment and agreement to finalise the documents.</p>	<p>The Working Group shall arrange necessary Working Group and Stakeholder Consultation sessions</p>	<p>Draft Workshop/ Consultation Materials</p> <p>Develop and submit for review by the Vanuatu PSS/CDS Working Group, DEPC, and PacWastePlus, draft consultation materials to be used to present recommended scheme activities, responsibilities, and physical equipment/facilities to scheme stakeholders and guide discussions to confirm activities.</p> <p>Host Workshop and Consultation</p> <p>Incorporating suggested revisions to workshop materials, the Consultant will</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
			<p>host a Workshop with Vanuatu stakeholders (and follow-up meetings as required) presenting recommended scheme activities and operational needs and take active feedback to finalise the documents. Minutes of discussions to be supplied.</p>
<p>Develop Draft Practical Standard Operating Procedures for the Management of the PSS</p>	<p>Utilising the outcomes from the previous stage, develop draft practical Standard Operating Procedures (SOP) to appropriately describe and guide how the PSS will be operated by both the Managing Agency and the Vanuatu Government, ensuring all activities and responsibilities identified in the previous stage are detailed in the procedures. The SOPs are required to be practical and able guide the operation of the scheme upon commencement. The SOPs will include templates for the identified forms and contracts etc identified to operate and administer the PSS/CDS Scheme (detailed in following phase).</p> <p>SOPs that may be required will include (but not be limited to) the following:</p> <ul style="list-style-type: none"> - Managing Agency SOP – to guide day to day scheme operation - Regulator SOP - to guide scheme administration by DEPC or other government office - Customs SOP – to guide how Department of Customs will identify eligible items and data collected upon import - Finance SOP – to guide how the Department of Finance or other agency will administer PSS funds on behalf of the people of Vanuatu 	<p>Nil</p>	<p>Draft Operating Procedures</p> <p>Develop and submit for review by the Vanuatu PSS/CDS Working Group, DEPC, and PacWastePlus, a detailed practical SOPs for the Managing Agency and the Vanuatu Government that clearly outline the tasks, activities, and expectations of the Managing Agency and Vanuatu Government to operate and administer the PSS.</p>
<p>Develop Draft Scheme Templates and Documentation</p>	<p>Develop draft documents recommended for the operationalisation of the PSS/CDS.</p> <p>At the end of the assistance, it is requested all documents for the operationalisation of the PSS/CDS will be in place, including identified:</p>	<p>Nil</p>	<p>Draft Scheme Templates and Documentation</p> <p>Develop and submit for review by the Vanuatu PSS/CDS Working Group, DEPC, and PacWastePlus, all identified</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<ul style="list-style-type: none"> • template contracts with entities such as the Managing Agency, producers, recyclers, accountant, etc • templates to provide for effective data collection and scheme reporting • forms to enable effective operation of the scheme, including forms for the Managing Agency to seek approval to vary from the intent of the scheme (i.e., to allow disposal to landfill) • Managing Agency constitution and TOR for the Managing Agency Board • mechanisms for changing scheme Deposit or Fees (tied to economic modelling) 		documents, templates, and template contracts for the effective operation and administration of the Vanuatu PSS/CDS
<p>Workshop / consultation on Draft Operating Procedures for the Management of the PSS</p>	<p>The Consultant will convene a face-to-face (preferred) or remote workshop with the Vanuatu PSS/CDS Working Group, PacWastePlus and relevant Vanuatu government departments with responsibility to implement the PSS (likely DEPC, Customs, and Finance) to take all stakeholders through the proposed SOPs and scheme templates/contracts/documentation and seek active feedback. The documents will be discussed, refined/amended, and agreed upon by the stakeholders.</p> <p>Individual follow-up meetings may be required to ensure agreement to finalise the proposed SOPs and scheme templates/ contracts/ documentation.</p>	<p>The Working Group shall arrange necessary Working Group and Stakeholder Consultation sessions</p>	<p>Draft Workshop/ Consultation materials of Draft Operating Procedures</p> <p>Develop and submit for review by the Vanuatu PSS/CDS Working Group, DEPC, and PacWastePlus, draft consultation materials to be used to present draft SOP and scheme templates/contracts/documentation to scheme stakeholders and guide discussions to confirm activities.</p> <p>Host Workshop and Consultation</p> <p>Incorporating suggested revisions to workshop materials, the Consultant will host a Workshop with Vanuatu stakeholders (and follow-up meetings as required) presenting the draft SOP and scheme templates/ contracts/ documentation, and take active feedback</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
			to finalise the documents. Minutes of discussions to be supplied.
Final Operating Procedures and Guiding templates/contracts /documentation for the Management of the PSS	Utilising the outcomes the previous stage and feedback from workshop consultation, develop final SOPs with templates/ contracts/ documentation to appropriately operationalise and administer the PSS by both the Managing Agency and government agencies, ensuring all responsibilities identified in previous stages are detailed in the procedures.	Nil	Final PSS Operating Procedures The Consultant will finalise the set of SOPs and templates/ contracts/ documentation that incorporate feedback from the workshop and clearly outline the tasks and expectations of the PSS Managing Agency and government to effectively operate and administer the PSS.

Table 3: COMPONENT 2 | Undertake Economic Modelling

Phase	Description	Documentation SPREP will provide	Supplier Output
Determine likely inputs required to model the operation of a PSS in Vanuatu	<p>Utilising the outcomes of Component 1 of this Technical Assistance, and conduct further literature research and consultation as required, determine the likely inputs required to effectively understand costs for the operation and administration of a PSS in Vanuatu. Inputs should include, but be limited to:</p> <ul style="list-style-type: none"> • Import volumes for recyclable items that may be included in Phase I or II of a PSS scheme* • Fuel costs • Energy costs • Equipment operation and maintenance • Labour rates • Shipping and associated costs – external and internal • Management options (i.e., export, locally recycled, or landfilled), and levels of processing • Administration costs (including compliance management) • Accounting costs 	The Working Group shall arrange necessary Working Group and Stakeholder Consultation sessions	<p>Draft Spreadsheet of Input Expenses, Processing Options, and Data Required to Model the Operation of the PSS in Vanuatu</p> <p>Develop, and submit for review by DEPC, Vanuatu PSS/CDS Working Group, and PacWastePlus, a draft spreadsheet summarising input expenses, processing options, and other data to model the operation of the Vanuatu PSS</p> <p>Final Spreadsheet of Input Expenses, Processing Options, and Data Required to Model the Operation of the PSS in Vanuatu</p>

Phase	Description	Documentation SPREP will provide	Supplier Output														
	<ul style="list-style-type: none"> Legacy waste Current market prices / commodity value for the recyclable items at off-shore recycling facilities social factors and job creation <p>The Vanuatu Government and PSS/CDS Working Group will assist to obtain the current values for each input in Vanuatu</p> <p><i>* Items that may be included in a PSS scheme:</i></p> <table border="1" data-bbox="495 523 1317 868"> <thead> <tr> <th data-bbox="495 523 770 555">Phase I - Beverage</th> <th data-bbox="770 523 1046 555">Phase II – E-waste</th> <th data-bbox="1046 523 1317 555">Phase III - TBD</th> </tr> </thead> <tbody> <tr> <td data-bbox="495 555 770 603">Aluminium cans</td> <td data-bbox="770 555 1046 603">Mobile phones</td> <td data-bbox="1046 555 1317 868" rowspan="5"> <i>Other problem wastes may be identified in future and included in PSS schedule, so process to determine lists and costs should be detailed, so this can be followed by Managing Agency as needed.</i> </td> </tr> <tr> <td data-bbox="495 603 770 651">PET bottles</td> <td data-bbox="770 603 1046 651">Computers/laptops</td> </tr> <tr> <td data-bbox="495 651 770 699">Glass bottles</td> <td data-bbox="770 651 1046 699">Televisions</td> </tr> <tr> <td data-bbox="495 699 770 746">TetraPak / Liquid Paper Board</td> <td data-bbox="770 699 1046 794">Whiteware (i.e., refrigerators/washing machines)</td> </tr> <tr> <td></td> <td data-bbox="770 794 1046 868">Used lead-acid batteries (ULAB)</td> </tr> </tbody> </table>	Phase I - Beverage	Phase II – E-waste	Phase III - TBD	Aluminium cans	Mobile phones	<i>Other problem wastes may be identified in future and included in PSS schedule, so process to determine lists and costs should be detailed, so this can be followed by Managing Agency as needed.</i>	PET bottles	Computers/laptops	Glass bottles	Televisions	TetraPak / Liquid Paper Board	Whiteware (i.e., refrigerators/washing machines)		Used lead-acid batteries (ULAB)		Final spreadsheet addressing all comments provided.
Phase I - Beverage	Phase II – E-waste	Phase III - TBD															
Aluminium cans	Mobile phones	<i>Other problem wastes may be identified in future and included in PSS schedule, so process to determine lists and costs should be detailed, so this can be followed by Managing Agency as needed.</i>															
PET bottles	Computers/laptops																
Glass bottles	Televisions																
TetraPak / Liquid Paper Board	Whiteware (i.e., refrigerators/washing machines)																
	Used lead-acid batteries (ULAB)																
Financial model determining the likely Fee component and staffing needs to enable the effective and financially sustainable operation of a PSS in Vanuatu	<p>Using confirmed model inputs, the consultant will build a simple model (using Microsoft excel) to:</p> <ol style="list-style-type: none"> 1. Model various levels of the Deposit component to understand the influence on return rates, including from the outer island communities 2. Model scheme activities to determine the likely Fee component to be placed on the items included in the scheme. Model to consider different management options (i.e., export, locally recycled/repurposed using local enterprise, or landfilled), and levels of processing to be undertaken in country. 3. Model staffing needs required to operate and administer the activities associated with the scheme 4. Model legacy waste present in Vanuatu and options for the scheme to collect and manage these items 	<p>Customs import data</p> <p>Waste audit data</p> <p>Litter audit data</p>	<p>Draft Economic Model</p> <p>Draft economic modelling tool shall address requirements identified in the Description of this Phase, submitted for review and comment by the Vanuatu DEPC, Vanuatu PSS/CDS Working, and PacWastePlus</p> <p>Final Economic Model</p> <p>Final economic modelling tool addressing all comments provided.</p>														

Phase	Description	Documentation SPREP will provide	Supplier Output
	<i>The model output will be used to inform the Vanuatu Government on the necessary Deposit and Fees component of the scheme and staffing needs to enable the effective and sustainable operation of the PSS.</i>		
Mechanism to review the Scheme Deposit or Fees	Develop an easy-to-update Microsoft excel template for the Managing Agency or DEPC to utilise to calculate and update the Deposit or Fee components of the PSS in the future as input information changes. Provide brief guidance on how and when to use and update the template which will go into the SOPs developed in Component 2	Nil	<p>Draft Microsoft excel template to be used to Update Scheme Finances</p> <p>Draft Microsoft excel template to be used to Update Scheme Finances, submitted for review and comment by the Vanuatu DEPC, Vanuatu PSS/CDS Working, and PacWastePlus</p> <p>Final Process / Mechanisms to Update Scheme Finances and Guidance Note</p> <p>Final Process / Mechanisms to Update Scheme Finances addressing all comments provided. Deliver a guidance note on how to use and update the template .</p>

Table 4: COMPONENT 3 | Develop Legislative Drafting Notes for Scheme Legislation and Regulation

Phase	Description	Documentation SPREP will provide	Consultant Output
Inception / development of Legislative Pathway	Lead an inception meeting with the PacWastePlus team and the DEPC, Vanuatu PSS/CDS Working Group, and other government partners involved in the legislative development process, to confirm pathway to ensure development and approval of the legislative instruments to guide the PSS / CDS in Vanuatu.	Vanuatu PSS Feasibility Study and relevant documentation	<p>Draft Legislative Pathway</p> <p>Submit a draft Legislative Pathway that complies with the stated requirements and provides a clear pathway for legislative steps required for the approval of the PSS.</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>Analyse previous work, findings/outcomes of Component 2 and 3 of this Technical Assistance, and existing documents related to Vanuatu PSS development, and liaise with government partners, to determine an appropriate Project Workplan, including but not limited to:</p> <ul style="list-style-type: none"> • steps for hosting consultation necessary to design an appropriate PSS Scheme to achieve the goals of the DEPC • steps for the development and approval of the PSS Legislation and PSS Beverage Container PSS Regulation • determination of required amendments / reforms / repeals to existing legislation, and steps for the approval of the identified amendments / reforms / repeals • finalising Legislation and Regulation Drafting Notes 	<p>PSS/CDS Working Group Meeting Notes and draft scheme concepts/ documentation</p> <p>Draft PSS/CDS Drafting Notes</p> <p>The Working Group shall arrange necessary Working Group and Stakeholder Consultation sessions</p>	<p>Final Legislative Pathway</p> <p>Final Legislative Pathway incorporating revisions and addressing all comments.</p>
<p>Draft Vanuatu PSS Design</p>	<p>Utilising the outcomes of Component 1 and 2 of this Technical Assistance, and conduct further consultation as required with the Vanuatu PSS/CDS Working Group, DEPC, Ministry of Finance, State Law, and other recommended stakeholders, to finalise the design of the Vanuatu PSS.</p>	<p>The Working Group shall arrange necessary Working Group and Stakeholder Consultation sessions</p>	<p>Meeting Minutes of formal and informal consultation sessions</p> <p>Minutes of the meetings with summary of decisions to be meaningfully incorporate into system design and legislation</p> <p>Draft PSS Design</p> <p>Draft PSS System Design submitted for review by Vanuatu PSS/CDS Working Group, Government of Vanuatu and PacWastePlus.</p> <p>Final PSS Design</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
			Final draft PSS design developed addressing all comments provided.
Development of materials to assist the DEPC or Vanuatu PSS/CDS Working Group to host consultation to seek feedback on PSS/CDS design	<p>The consultant will assist the DEPC and the Vanuatu PSS/CDS Working Group, to host community and stakeholder consultation sessions seeking feedback on PSS/CDS design through the development of a presentation summarising the proposed Vanuatu PSS.</p> <p>The consultant will, at a minimum, assist in development or material and providing background technical assistance to the DEPC or Vanuatu PSS/CDS Working Group as needed during the facilitation of consultation sessions.</p> <p>The consultant will work with DEPC to understand feedback provided by communities and stakeholders on the PSS and ensure feedback is incorporated into the draft PSS design and Drafting Notes</p>	The Working Group necessary Working Group and Stakeholder Consultation sessions	<p>Draft PSS Design Presentation – for community consultation</p> <p>Draft presentation on PSS System Design submitted for review by the Vanuatu PSS/CDS Working Group, Government of Vanuatu and PacWastePlus.</p> <p>Final PSS Design Presentation – for community consultation</p> <p>Final PSS design presentation developed addressing all comments provided. The presentation is to be delivered by DEPC and Ministry of Finance to gather stakeholder feedback.</p>
Policy Note for PSS Legislation and Beverage Container PSS Regulation	<p>Utilising outcomes and findings from previous stages, develop a Policy Note to summarise the proposed PSS/CDS Scheme, including framework of proposed Legislation and Regulation, for submission to Government decision makers.</p> <p>The Policy Note should clearly Identify required amendments / reforms / repeals to existing legislation to enable enactment of the proposed the Vanuatu PSS Legislation and Beverage Container PSS Regulation</p>	Nil	<p>Draft PSS Policy Note</p> <p>Draft PSS Policy Note (Legislation and Regulation) submitted for review by the Vanuatu PSS/CDS Working Group, Government of Vanuatu and PacWastePlus.</p> <p>Final PSS Policy Note</p> <p>Final PSS Policy Note (Legislation and Regulation) provided incorporating all comments.</p>
2x Legislative Drafting Notes: <ul style="list-style-type: none"> PSS Legislation Beverage Container 	<p>Utilising outcomes and findings from previous stages, develop two Legislative Drafting Notes providing detailed information to enable the Vanuatu Stale Law Office to draft the Proposed:</p> <ul style="list-style-type: none"> - PSS Legislation - Beverage Container PSS Regulation 	Nil	<p>Draft Drafting Notes</p> <p>Draft PSS Drafting Notes (Legislation and Regulation) submitted for review by the Vanuatu PSS/CDS Working Group, Government of Vanuatu and PacWastePlus.</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
PSS Regulation	DEPC will coordinate with the State Law to finalise the Policy Drafting Notes. The consultant shall provide assistance to the DEPC to liaise with State Law to finalise the Drafting Notes.		<p>Final Draft Drafting Notes</p> <p>Final Draft Drafting Notes (Legislation and Regulation) provided incorporating all comments.</p>

5. 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 the Vanuatu PSS/CDS Working Group, and to ensure an up-to-date understanding of the Vanuatu waste management and legislative processes.

The successful consultant will work directly with the chair of the Vanuatu PSS/CDS Working Group 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.

6. PROPOSED SCHEDULE OF WORK

The activities are to be completed no later than **20 weeks** after contract signing, with a preference for the activities to be completed much earlier matching the schedule of the Vanuatu Government. Tender responses to provide milestone dates for all required outputs/outcomes.

7. 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.

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.

8. 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

