



REQUEST FOR TENDERS

RFT: 2025/033
File: AP_6/15
Date: 23 May, 2025
To: Interested consultants
From: Julie Pillet, Senior Project Officer, SWAP

Subject: Request for tenders (RFT): Technical assistance to develop a Disaster Waste Management Plan for Tuvalu, EXTENDED

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. This tender is developed under the second phase of the *Sustainable Waste Actions in the Pacific* (SWAP2) Project funded by the Agence française de développement (AFD). The 4.3 million Euro SWAP2 Project aims to improve waste infrastructure, build capacity, and foster regional collaboration between Pacific Island Countries and French Territories.
- 1.4. 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 for the development of a Disaster Waste Management Plan for Tuvalu.
- 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. 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. 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*).
 - v. Must meet local registration requirements where the consultant is based.
- 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** as well as the **declaration of integrity 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*).
 - b) **Declaration of honour**
 - c) **Declaration of integrity**



- d) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - e) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - f) **Financial Proposal** which contains a detailed outline and schedule of priced tasks in accordance with tasks outlined under the Terms of Reference's *Deliverables/Timeline* sections submitted in United States Dollars (USD) and inclusive of all associated taxes.
 - g) Where relevant provide:
 - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations).
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant'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 04 June 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender 06 June 2025.
- 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, in collaboration with the Department of Waste Management, Tuvalu, 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
CVs & Qualification	At least one consultant to have:	
	<ul style="list-style-type: none"> Minimum of 8 years' experience in conduction of feasibility/CBAs in the fields of Solid and Hazardous Waste Management, Waste Recycling, Disaster Waste Management, Environmental Engineering, Climate Change, Environmental Management, or any other related field. 	5%
	<ul style="list-style-type: none"> Minimum of 8 years' experience in national planning and long-term strategies to address issues such as Waste Management and Waste Recycling. Experience in the Pacific would be appreciated. 	5%
General expertise in similar assignments	<ul style="list-style-type: none"> Minimum of 5 years' experience in developing the capacity of governments related to the implementation of Waste Management Programmes. Experience in disaster waste management would be appreciated. 	5%
	<ul style="list-style-type: none"> Demonstration of expertise in conducting feasibility studies/CBAs in the field of Waste Management, Environmental Engineering, Climate Change, Environmental Management, or any other related field. At least 3 (three) feasibility studies in one of the above areas. 	10%
	<ul style="list-style-type: none"> Experience in leading the preparation of national planning documents and long-term strategies which dealt with National Waste Management Programmes. At least 2 (two) national strategies. 	10%
	<ul style="list-style-type: none"> Technical expertise working with Solid, Hazardous and/or Disaster Waste management. At least 1 (one) detailed project in a Pacific country. 	7.5%
	<ul style="list-style-type: none"> Expertise in successfully engaging key government ministries and other relevant stakeholders. At least 1 (one) project report. 	7.5%

Criteria	Detail	Weighting
Methodology	<ul style="list-style-type: none"> The General approach – step by step methodology on how the consultant will carry out this assignment. 	10%
	<ul style="list-style-type: none"> Show how the consultant(s) will articulate the collection of data and related information for the preparation of the Disaster Waste Management Plan. 	5%
	<ul style="list-style-type: none"> Timeline – a Gantt chart of work activities including the starting date, dates of consultations, presentations, etc. 	5%
	<ul style="list-style-type: none"> Clear presentation of potential difficulties in carrying out this assignment to deliver the Disaster Waste Management Plan. Possible solutions to overcome perceived obstacles should also be included. 	5%
	<ul style="list-style-type: none"> Workplan to include total number of person-days and appropriate allocation of person-days with respect to each task. 	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: 26 June 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 2025/033: **Technical assistance to develop a Disaster Waste Management Plan for Tuvalu**

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

Email: tenders@sprep.org (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception,
Vailima, Samoa.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

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 develop a Disaster Waste Management Plan for Tuvalu

1. Background

SWAP Presentation

The second phase of the Sustainable Waste Actions in the Pacific (SWAP2) project builds upon the first SWAP which aimed to improve sanitation, environmental, social and economic conditions in seven Pacific island countries, namely Fiji, Samoa, Solomon Islands, Tonga, and Vanuatu, and one French territory, namely Wallis-and-Futuna through proper waste management.

SWAP2 funded by the Agence Française de Développement (AFD), will contribute to achieving the strategic goals of the Pacific Regional Waste and Pollution Management Strategy (Cleaner Pacific 2025) by improving waste infrastructure, building capacity, and fostering regional collaboration of several Pacific Island Countries and French Territories.

It will be implemented by the SPREP from 2025 – 2028 and will benefit: Fiji, French Polynesia, Kiribati, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu and Wallis and Futuna.

SWAP2 will support sustainable waste management in the Pacific region, especially:

1. Support local populations and authorities in the development of national waste management policies and actions (collection, sorting, recovery, proper disposal);
2. Improve the delivery of waste services through development of waste management infrastructures and implementing pilot projects; and
3. Strengthen the technical, financial and governance capacities of authorities and practitioners.

The four main components addressed by SWAP2 are:

1. Marine Litter Management
2. Used Oils Management
3. Solid Waste Management
4. Regional Collaboration and knowledge Sharing.

Country Presentation

Note: The information summarised below is extracted from documents developed within the European Union funded PacWaste Plus Programme such as “Country Snapshots” and “Stocktake of Existing and Pipeline Waste Legislation”. These documents are available on the SPREP website, at the following link: https://pacwasteplus.org/resources/?country_project=583.

Topics	Country Presentation
<u>General information</u>	Tuvalu is a small atoll nation located in the Polynesia region in the Central Pacific. The nine islands of Tuvalu cover a land area of 26km ² making it the fourth smallest nation in the world. Its exclusive economic zone covers an oceanic area of approximately 900,000km ² . The capital of Tuvalu is Funafuti, home to 60% of the 10,507 population.



Topics	Country Presentation
	<p>While Tuvalu's population is small, the limited land area and continuing rural to urban migration results in high population density in Funafuti (currently more than 2,000 people/km²). This growing urbanised population exerts pressure on Tuvalu's environment, from consumption of natural resources, carbon emissions, waste generation, habitat destruction and environmental degradation.</p>
<p><u>Waste Management</u></p>	<p>The current waste collection service covers all nine islands in Tuvalu. The capital Funafuti has an advanced waste service – including organics collection and processing, a Waste Levy (with deposit) for the collection of recyclables and bulky waste, and a new recycling/transfer facility providing for the processing of household recyclables. Funafuti has a lined landfill, while outer islands utilise open dumps, managed by island councils (Kaupule). Despite current waste management efforts, there is still a prevalence of coastal litter in Tuvalu.</p> <p>Tuvalu has had dedicated waste-related legislation in place since 2009. We can mention, among other regulation and legislation documents:</p> <ul style="list-style-type: none"> - The Waste Operations and Services Act 2009 and the Waste Management Act 2017, which outlines the roles and responsibilities for waste management in Tuvalu and provides for the collection and disposal of solid wastes and other waste related operations and service in designated areas of Tuvalu. The Act defines specific categories of waste that need to be disposed in defined ways, including bulk waste, hazardous waste and solid waste; - The Waste Management Act 2017; - The Environment Protection Act (2008 Revised Edition) and the Environment Protection (Waste Reform) Amendment Act 2017, which are a general environmental protection legislation for Tuvalu. An objective of the Act is to facilitate compliance and implementation of obligations under MEAS to which Tuvalu has ratified or acceded; - Annual Action Programme 2017 in Favour of Tuvalu (Commission Decision) and Annual Action Programme 2017 in Favour of Tuvalu (Annex): Commission decision approving funding for a sustainable waste programme in Tuvalu; - Infrastructure Strategy and Investment Plan 2019-205; This plan prioritises the consolidation of Funafuti and outer island landfills. Considering waste management in the design and planning of infrastructure investments is identified as key to climate proofing and increasing resilience; - Integrated Waste Policy and Action Plan 2017 -2026: Part One discusses context, including the current waste management system and Part Two discusses the policy, with key strategic goals, actions and target; - National Biodiversity Strategy and Action Plan 2012-2016: Waste and pollution management are identified as a thematic area. Non-degradable waste as a biosecurity concern prioritised per island and priority themes, goals, objectives and actions for waste and pollution management are included; - National Environment Management Strategy and Action Plan 2012-2020: Waste management is identified as 'one of the most pressing environment problems'. Waste management and pollution control are the thematic areas

Topics	Country Presentation
	<p>of the policy. Goals, strategies, targets and implementation of appropriately minimised and managed waste levels are discussed;</p> <ul style="list-style-type: none"> - National Strategy for Sustainable Development 2016-2020: Included among the goals of strategy are the upgrading of waste management infrastructure and operations, particularly on the outer islands, and the development of a national waste management policy.
<u>Disaster Management</u>	<p>Tuvalu's disaster management framework is based upon the National Disaster Management Act (NDMA) 2007 and the National Disaster Management Plan (NDMP) 1997. The NDMA establishes the Disaster Department whose function is to advise the Minister responsible for disasters on all matters pertaining to the disaster, including coordination and the implementation of strategies and policies. On paper, the NDC is chaired by the Minister, however, in practice is usually chaired by the Secretary General and is made up of relevant Secretaries and Directors, an NGO representative and a representative from the traditional elders. The Act further establishes the National Disaster Management Office (NDMO), tasked with implementing the directives of the NDC, a National Disaster Preparedness Working Group within the NDMO and an Island Disaster Committee (IDC) on each island.</p> <p>The National Disaster Plan 1997 (https://www.rcrc-resilience-southeastasia.org/wp-content/uploads/2020/04/National-Disaster-Management-Plan-1997.pdf) is also established by the NDMA and sets out the organisational structure for disaster management. In times of disaster, a National Activation System comes into effect during which the Secretary to Government or a suitable delegate becomes the Disaster Controller working under the NDC. The NGOs, the IDC on which the disaster occurred and other relevant government bodies all come under the direction of the Disaster Controller. The National Disaster Controller may also call on other IDCs to provide resources or information to assist in the response.</p>

Tuvalu's high vulnerability to the impacts of climate change

Given Tuvalu's high vulnerability to the impacts of climate change — such as sea-level rise, more intense tropical storms, coastal flooding, and soil salinization — the Disaster Waste Management Plan must integrate a climate-resilient approach. This includes anticipating the types and volumes of waste that may result from climate-related events, and proposing appropriate prevention, preparedness, and response measures tailored to these risks.

2. Scope of work

SPREP is seeking a qualified consultant (or team of consultants) to work with the Government of Tuvalu to develop a Disaster Waste Management Plan.

The consultant (or consultancy firm) shall deliver the services through the staged process detailed in the table below.

Phase	Description	Consultant Output
<p>1. Inception</p>	<ol style="list-style-type: none"> 1. Host an initial meeting with key government stakeholders to gain confirmation on the desired outcome and identify key national contacts to be included in consultation activities. 2. Undertake a detailed desktop review of existing legislation, policy, strategy and plans that address waste management and disaster management, institutional frameworks, and other enabling frameworks relevant to waste management and disaster management the country should be undertaken to determine existing systems, confirmation of legislative environment, and identification of key opportunities for disaster waste management. 3. Host an inception Workshop with National stakeholders (government, waste industries, informal waste workers, resellers, recyclers, National Disaster Committee). The workshop should seek to confirm scope of Disaster Waste Management, and key issues for consideration in the development of the plan. 	<p>Inception Meeting (Face-to-face Meeting)</p> <p>Minutes of the government meeting with confirmation of activities, and scope of work to be developed and agreed by meeting participants prior to commencement of any activities.</p> <p>Inception Report</p> <p>An inception report is required to be developed that provides the findings of the various desktop research elements, and the outcome and findings from the inception meeting. The report shall articulate the Government priorities and any additional priorities identified by other key stakeholders (discussion on how these priorities are addressed in the plan should be provided). A full list of key stakeholders is to be included noting their sector, and interest, and the plan for further engagement as the project is implemented.</p> <p>The report should also provide a detailed workplan of activities (including a timeline) and clearly identify any tasks or responsibilities of the government necessary to ensure project success.</p>
<p>2. Analysis</p>	<ol style="list-style-type: none"> 1. Undertake an analysis of potential disaster waste generation and existing collection, storage, recycling, treatment, disposal and exportation services to begin to understand any logistical issues or opportunities related to the development of the Disaster Waste Management Plan. 	<p>Analysis Report</p> <p>Develop an analysis report that details the findings from the Analysis phase of work.</p>

Phase	Description	Consultant Output
	<ol style="list-style-type: none"> 2. Conduction consultation meetings with key National stakeholders (government, waste industries, informal waste workers, recyclers, National Disaster Committee, others). 3. Analyse findings against the government and stakeholder priorities from the consultation meetings. 4. In addition, this phase will incorporate an analysis of current and future climate risks facing Tuvalu, and ensure that the Disaster Waste Management Plan accounts for these risks to strengthen the resilience of the waste management system during extreme events. 	<p>The report should provide a clear premise for the issues to be addressed in the draft Disaster Waste Management Plan, including the products scope, geographical scope, and likely services necessary to meet the stated government and stakeholder needs.</p> <p>The analysis report's conclusion should provide the detailed scope and structure of the feasibility work to be conducted in Phase 3 and will require approval prior to the commencement of the assessment.</p>
<p>3. Feasibility Study</p>	<p>Develop a Feasibility Study prior to the development of the Disaster Waste Management Plan that addresses the following:</p> <ol style="list-style-type: none"> a. Waste streams to be included in the Disaster Waste Management scheme; b. Recommendations for options on how to best deliver the Disaster Waste Management scheme and services. c. Identification and specifications of any equipment or materials required for the establishment of disaster waste collection, storage, recycling, treatment and disposal facilities, including cost estimates; d. Assessment of the capacity building needs of government and the national stakeholders to effect 	<p>Feasibility Study</p> <p>The consultant(s) shall develop a feasibility study based on all the information gathered and data obtained through the consultations, interviews, and investigations. The feasibility study should include, but not limited to the following:</p> <ol style="list-style-type: none"> a. baseline and technical assessments on waste streams; b. recommendation of different disaster waste collection, storage, recycling, treatment and disposal schemes; c. analysis of local, regional and international strategies that other PICs are utilising for disaster waste management; d. identification and specification, with costs, of equipment and materials required for the establishment of collection, storage, recycling, treatment and disposal systems;

Phase	Description	Consultant Output
	<p>the implementation and operation of the proposed Disaster Waste Management Plan;</p> <p>e. Identification of the system data capture and monitoring.</p> <p>f. Provision of recommendations for national engagement and education of the national stakeholders and community to assist with the implementation success of the Disaster Waste Management Plan</p>	<p>e. assessment of capacity building needed and requirements for key organisations inclusive of foreseeable costs;</p> <p>f. assessment or requirements, specification and cost for internet-based monitoring and reporting for disaster waste collection, storage, treatment, disposal, recycling and/or recovery;</p> <p>g. monitoring and evaluation (M&E) mechanisms and tools to track disaster waste management plan goals;</p> <p>h. recommendation of composition and setup of a national disaster waste management working group;</p> <p>i. Recommendations for Education and Engagement to ensure the success of the Disaster Waste Management Plan;</p> <p>j. recommendation of the most feasible Disaster Waste Management System for the country.</p> <p>Feasibility Study Presentation</p> <p>The consultant shall host a follow-up stakeholder workshop to present the feasibility study via a MS PowerPoint presentation (virtually if based overseas) to the government officials and key stakeholders.</p>
<p>4. Draft Disaster Waste Management Plan</p>	<p>The consultant shall compile all the information gathered and data obtained to develop the draft "Disaster Waste Management Plan".</p> <p>This draft shall include all the information presented in the feasibility study with the additional information on a</p>	<p>Draft Disaster Waste Management Plan</p> <p>The Draft Disaster Waste Management plan should confirm all elements of the feasibility study (following stakeholder workshops) and comments from the Government into a consolidated plan suitable for implementation.</p>

Phase	Description	Consultant Output
	<p>recommended set of engagement and socialisation strategies to increase and sustain user participation.</p> <p>The Disaster Waste Management Plan will cover at least the following topics:</p> <ul style="list-style-type: none"> - Disaster Waste Streams, - Waste Management Facilities - DW Prevention and Mitigation - Preparedness - Early warning - Managing of Disaster Waste including rapid DWM assessment - Recovery of DWM operations - Reconstruction stage <p>The Plan must demonstrate how the proposed measures will contribute to enhancing Tuvalu's resilience to the impacts of climate change, particularly regarding infrastructure, temporary collection and storage systems, logistics, and procedures for the removal or treatment of disaster waste.</p> <p>The Plan includes any other information deemed necessary and as directed throughout the contract by the Government.</p>	<p>National Stakeholders' Presentation</p> <p>A presentation of the Draft Disaster Waste Management Plan should be undertaken with the stakeholders engaged throughout the project. The presentation will be held virtually if the consultant is based overseas.</p>
<p>5. Final Disaster Waste Management Plan</p>	<p>The consultant shall incorporate all the comments received from the Government as well as those from all other key stakeholders, finalise and submit the final "Disaster Waste Management Plan".</p>	<p>Final Disaster Waste Management Plan</p>



3. Institutional Arrangement

The consultant(s) will be under the supervision of the Committing to Sustainable Waste Actions in the Pacific (SWAP2) Project and work closely with the country representative(s) as mentioned below in paragraph 5.

Reports and documentation will be shared with the Senior Project Officer, SWAP2, and the country representatives as mentioned below in paragraph 6, in a timely manner.

4. Deliverables / Timeline

All deliverables must be completed within the number of days/months set out on the table below within ten (10) months from the effective date (signing) of the contract.

Table 1: Schedule of work

No.	Deliverables	Estimated Duration to Complete	Review and Approvals Required
1	Inception Report	2 months	Country representatives Senior Project Officer, SWAP2
2	Analysis Report	2 months	Country representatives Senior Project Officer, SWAP2
3	Feasibility Study Report	3 months	Country representatives Senior Project Officer, SWAP2
4	Draft Disaster Waste Management Plans	2 months	Country representatives Senior Project Officer, SWAP2
5	Final Disaster Waste Management Plans	1 month	Country representatives Senior Project Officer, SWAP2
	TOTAL	10 months	



5. Reporting Relationships

The consultant will report primarily to:

<u>SPREP</u>	Julie Pillet, Senior Project Officer, SWAP2
<u>Tuvalu</u>	Epu Falenga, Director Department of Waste Management

6. Schedule of Payments

Payment for the service will be phased according to the schedule of priced tasks provided, and submitted in accordance with the tasks described in the previous section.

7. Additional Information

7.1. Travel Arrangements

It is expected this activity will include a travel to Funafuti, Tuvalu.

The consultant selected will be responsible for organising his/her own travel arrangements (Tickets, Accommodation, Food, etc.). The related costing must be included as part of the financial proposal.

7.2. Consultant Responsibilities

The consultant will be responsible for:

- scheduling meetings with national stakeholders, with the assistance of Senior Project Officer, SWAP2, and the country representatives;
- taking minutes during meetings; and
- distributing meeting minutes to relevant parties.