



REQUEST FOR TENDERS

RFT: 2025/051
File: AP_6/15
Date: 4 July, 2025
To: Interested consultants
From: Julie Pillet, Senior Project Officer, SWAP

Subject: Request for tenders (RFT): Development and delivery of a Theoretical and Practical Course on Used Oil Management in Fiji, Kiribati, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu

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 to develop and deliver a Theoretical and Practical course on used oil management to national stakeholders in Fiji, Kiribati, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.
- 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/sprepororganisational-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. Provide a copy of valid business registration/license.
 - vi. Tenderers must have suitable/relevant qualifications, competency and experience in the delivery of the required training.
- 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*).
Provide examples of past related work outputs.
For the Technical and Financial proposals you may attach these separately.
 - 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, using the Financial Form Provided**, which contains a detailed outline of the costs involved in successfully delivering this project 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 23 July 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender 25 July 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 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
Qualification & Experience	Demonstrated expertise and/or formal qualifications in adult vocational education with a proven ability in the development and delivery of Hazmat training courses. Specifically: <ol style="list-style-type: none"> 1. Proven facilitative skills to promote learner engagement, reflective practice, critical thinking, and skill acquisition. 2. Mastery in delivering key training strategies commonly used, such as, brainstorming, roleplays, and practice sessions. 3. Use of appropriate levels of intervention when managing difficult training situations, including disruptive learner behaviours. 	30%
	Demonstrate expertise in Used Oil Management including collection, storage, transportation, monitoring, and reporting	30%
Technical Proposal / Methodology	Proposed Project methodology noting schedule, activities, engagement with country representatives etc.	20%

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 August 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 2025/051: **Development and delivery of a Theoretical and Practical Course on Used Oil Management in Fiji, Kiribati, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu**

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

Development and delivery of a Theoretical and Practical Course on Used Oil Management in Fiji, Kiribati, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu

1. Background

SWAP2 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.

Used Oil Management Activities

SWAP2 is investing in projects that support positive waste management and environment outcomes for businesses, community groups, and social enterprises. SWAP2 is supporting seven (7) Pacific island countries (Fiji, Kiribati, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu) to improve Used Oil Management by investing in a series of inter-connected activities that will serve to strengthen governance of Used Oil, build capacity of staff to ensure systems and processes are implemented to protect human health and the environment and to support investment and maintenance of used oil management infrastructure.

3. Objectives



This tender is seeking to engage a suitably qualified consultant with:

1. **Expertise and experience in Used Oil Management, including collection, storage, transportation, monitoring, and reporting; and**
2. **Experience and/or formal qualifications in adult vocational education, with a proven ability to design and deliver technical training.**

The selected consultant will be responsible for developing and delivering a comprehensive Training Course on Used Oil Management. This training may include both theoretical and practical exercises.

Audience:

This training targets national stakeholders and workers involved in Used Oil Management (collection, storage, transportation, monitoring, and reporting), with some technical expertise in the topic, or at least some specialist aspects of the topic.

Curriculum and Materials Development

As part of this service, the trainer will have to

- **Develop a full training course package** that includes:
 - Participant handbook
 - PowerPoint presentation slides
 - Practical tools
 - Pre- and post-assessment tools (quizzes, evaluation forms, practical exercise, etc.)
- **Design the training to include both theoretical and practical components**, ensuring that participants gain not only knowledge but also hands-on experience in key aspects of Used Oil Management.
- **Conduct a rapid online pre-assessment** prior to in-country training delivery, to gain insight into current local practices and assess stakeholder knowledge levels.
- **Conduct post-training evaluations**, which must include:
 - A general post-assessment for all participants to evaluate their understanding of Used Oil Management.
- **Ensure all training content is aligned with applicable national regulations and relevant international best practices** (e.g., Basel Convention, etc).

Expected Deliverables

1. Training curriculum and toolkit (digital and printable formats);
2. Facilitation of at least one national training session – to ensure high-quality training, particularly for the practical exercises, the number of participants per session will be kept deliberately limited; consequently, particularly in Fiji, the total number of sessions may be increased to reflect participant numbers and/or their geographic location;
3. Participants' pre- and post-assessment;
4. Final report and training evaluation summary; and
5. Recommendations for scaling or institutionalising training.

Certifications:



The courses should lead to a certificate of competence. Therefore, the course design should include the objectives and tools/materials for developing core competencies, as well as the process for assessing and determining whether these have been achieved by the participants.

Intellectual Property:

All training materials developed under this assignment shall remain the property of SPREP. The consultant shall grant full rights for the organisation to use, reproduce, adapt, and share the materials for future training purposes. This includes use by third-party trainers or institutions, without requiring additional permission from or compensation to the consultant.

3. Scope of work

The activity is expected to be developed under several stages, as described in the following table.

Phase	Description	Consultant Output
<p>Inception</p>	<p>Lead an inception meeting with the SWAP2 Project Management Unit (PMU) to discuss the delivery of the project, addressing all issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs.</p> <p>Inception meeting minutes must include a confirmation of activities, and scope of work to be developed and agreed by meeting participants prior to commencement of any activities.</p> <p>The Contractor shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>Workplan shall contain at a minimum:</p> <ul style="list-style-type: none"> • proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables, including preparation stages, drafting and review, and training sessions. • contingency planning for travel to the seven (7) PICTs, Fiji, Kiribati, Solomon Islands, Samoa, Tonga, Tuvalu and Vanuatu, in the face of weather events and natural disasters. <p>options or potential solutions that will be taken to ensure effective delivery of services under this contract.</p>	<p>Inception meeting Minutes</p> <p>Minutes of the inception meeting with confirmation of activities, and scope of work to be developed and agreed by meeting participants prior to commencement of any activities.</p> <p>Draft Work Plan</p> <p>The Draft Work Plan shall be delivered to SPREP for its consideration and comment.</p> <p>Final Work Plan</p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p>
<p>Development of the Used Oil Management Modules and materials</p>	<p>Develop the Used Oil Management Training Content and Modules that will cover all aspects of the UOM, including:</p> <p>1. Introduction to Used Oil</p> <ul style="list-style-type: none"> •What is used oil? (definition, types: motor oil, hydraulic fluids, etc.) •Why proper management matters (environmental, health, legal risks). 	<p>Draft Training Package</p> <p>The consultants will provide a draft of the training materials, for review and comment by SPREP.</p> <p>Final Training Package</p> <p>Final Used Oil Management Training Materials for SWAP countries.</p>

Phase	Description	Consultant Output
	<p>2. Regulations and Standards</p> <ul style="list-style-type: none"> • Overview of local, national, and international regulations. • Best and local practice guidelines (e.g., Basel Convention, EPA standards). • Management Plan <p>3. Handling, Collection, Transportation and Storage</p> <ul style="list-style-type: none"> • Best practices in terms of handling, collection, transportation and storage. • Proper storage containers and labelling. • Spill prevention and response. • Documentation and tracking (e.g., manifests). <p>4. Health & Safety and environmental protection measures for managing used oil</p> <ul style="list-style-type: none"> • Risks of improper handling. • Case studies of contamination incidents. • How to manage small spills. • Proper PPE (personal protective equipment) use. • How to prepare and implement a spill response plan. • Basic first aid for oil exposure. <p>5. Recordkeeping and Reporting</p> <ul style="list-style-type: none"> • How to maintain proper logs. • Incident reporting procedures. 	
<p>Deliver the Used Oil Management Course</p>	<p>Tenderers should, when compiling their bids and proposed training delivery schedule, consider the number of participants per country:</p> <ul style="list-style-type: none"> • Fiji: 	<p>Development of Training delivery Schedule</p>

Phase	Description	Consultant Output
	<ul style="list-style-type: none"> • Central/Eastern Division Stakeholders: 100 participants • Northern Division Stakeholders: 40 participants • Western Division Stakeholders: 60 participants • Kiribati: 30 participants • Samoa: 30 participants • Solomon Islands: 25 participants • Tonga: 25 participants • Tuvalu: 20 participants • Vanuatu: 20 participants <p>The Consultant is to arrange (following introduction from the SWAP PMU) delivery of the training to nominated staff from each County. A training delivery schedule is to be developed and approved by SPREP and the receiving countries.</p> <p>The training will be delivered through two to three days session, including at least one session per country, and will include at a minimum:</p> <ul style="list-style-type: none"> • Theoretical sessions covering key concepts, regulations, and procedures related to used oil management; • Practical, hands-on exercises, conducted on-site to reinforce technical skills such as safe handling, storage inspections, or spill response; • Assessment activities, including pre- and post-training evaluations to measure knowledge gained. <p>The number of training sessions per country—particularly in Fiji—will be adjusted to reflect the estimated number of trainees and their geographical distribution. The objective is to ensure high-quality, hands-on training.</p> <p>When preparing their bids and proposed delivery schedules, tenderers should clearly indicate the maximum number of trainees per practical session to ensure consistency with this objective.</p>	<p>Consultant is to directly arrange the delivery of the courses at each of the listed locations. The proposed delivery schedule is to be provided to SPREP for final approval prior to deployment.</p> <p>Delivery of the course (one session) to the seven (7) PICTs</p> <p>The consultant is to facilitate the deployment of suitable qualified staff to deliver the training as per the approved delivery schedule.</p>

Phase	Description	Consultant Output
	<p>The consultant will deploy appropriately qualified staff to each of the locations identified and deliver the Used Oil Management Course, ensure competency is assessed. All participants should be assessed for competency and receive a Certificate of Competence.</p> <p>The consultant is required to maintain an attendance list that captures details such as:</p> <ul style="list-style-type: none"> • Participant Name • Participant Job Title • Participant Employer (Ministry / Company) • Participant Gender • Participant Competency 	
<p>Reporting</p>	<p>The contractor shall deliver a training report that accurately documents the delivery of the programmed training including: information on the participants, evaluates the training and, based on first-hand knowledge and student evaluations, confirms the training met the stated outcomes.</p> <p>The report shall at a minimum contain, but not be limited to, the following topics:</p> <ul style="list-style-type: none"> • Title and place of the training sessions. • Training team names and contact information. • Agenda (1) prior to the training-workshop approved by the participants, and (2) any adjustments made to the agenda. • A discussion on the number and representation of participants. • Summary of training activities • Participant evaluations • Recommendations for future training sessions • Final versions of all training materials (in editable format) • Annexes attached to the report shall include: 	<p>Draft training report</p> <p>Draft training report to address all items identified under the description of this Phase.</p> <p>Final training report</p> <p>Final training report incorporating revisions and addressing all comments by reviewers on the draft training report.</p>



SPREP

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Environment Programme

Phase	Description	Consultant Output
	<ul style="list-style-type: none">o List of participants with titles, address, phone number, e-mail, gendero List of all staff involved in planning and coordinating of the training. with titles, address, phone number, e-mail.o Details of any teaching /training materials used as reference materials including local adaptation or translation.o Programme agenda.	



4. Institutional Arrangement

The consultant(s) will be under the supervision of the SWAP2 PMU and work closely with the country representative(s).

It is expected this activity will include both on-ground and desktop work. Introductions to national focal points and stakeholders will be facilitated by the SWAP2 team.

5. Schedule of work

The activities are to be completed **no later than 30 June 2027**, with a preference for the activities to be completed earlier, subject to local constraints and scheduling considerations in each participating country.

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

Activity/Deliverable	Timeline
Inception Meeting	One (1) week upon signature of the contract
Draft Work Plan	No later than two (2) weeks from Inception Meeting
Final Work Plan	No later than one (1) week from submission of final SPREP comment on the draft Work Plan
Draft training materials/content	No later than eight (8) weeks from SPREP approval on the Activity Work Plan
Final training materials/content	No later than three (3) weeks from submission of final SPREP comment on the draft training materials/content
Deliver the training in the seven (7) countries	No later than ten (10) months from date of approved training materials/content.
Draft training report	No later than two (2) weeks from the date of the last training session
Final training report	No later than two (2) weeks from submission of final SPREP comment on the draft training report



6. Budget

6.1. Travel Arrangements

It is expected this activity will be delivered face-to-face.

For each delivery, travel costs, including airfare and Daily Subsistence Allowance (which covers accommodation, in-country transportation, meals, internet access, etc.), will be covered by SPREP under the SWAP Project.

The consultant will be responsible for securing their own travel insurance, which is mandatory under the SPREP Travel Policy.

The consultant will also be responsible for ensuring that their travel documents (passport, visas, etc.) are valid and in order, at their own expense.

6.2. Costs associated to the delivery

The SWAP Project, in collaboration with national partners, will organise the logistics required for the delivery of the training.

However, if expenses need to be incurred locally during in-country training missions and SPREP is unable to make direct payments due to international transfer constraints (i.e. transportation for practical exercises, refreshment, other), the consultant may be required to advance these costs, which will be reimbursed afterwards upon submission of supporting documentation.

Note: Any expenses to be incurred must be discussed in advance and approved by the SWAP team. Reimbursement claims must include payment receipts as well as supporting evidence that the service related to the expense was actually delivered (e.g. photo, etc.).

6.3. Financial elements required

Submissions are required to itemise all financial elements of their proposal in USD, including, but not limited to, the following:

- Salary costs
- All applicable taxes

Submissions must include an annotated budget listing for each task.

6.4. Withdraw

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.

6.5. Right to Terminate and Use of Materials

SPREP reserves the right to terminate this service upon completion and submission of the training materials, without obligation to provide justification to the consultant. In such a case, the consultant shall not be entitled to any compensation, indemnity, or claim of loss.

Furthermore, SPREP reserves the right to engage another consultant or third party to deliver the training using the materials developed under this assignment, without additional approval or remuneration to the original consultant.