**REQUEST FOR TENDERS**

|  |  |
| --- | --- |
| **Tender No:** | 24/001 |
| **Date:** | 11 March 2024 |
| **To:** | Interested Consultants |
| **Contact:** | procurement@spto.org  |
| **Subject:** | **Request for Tenders – Consultancy Services for the Research and design of a Standard and Certification Programme for the phasing out of Single-use Plastics in Pacific Tourism Sector** |

You are requested to submit a comprehensive proposal for the above consultancy as per the Terms of Reference set out in Annex I

To assist with your submission, please find enclosed:

**Annex I:** Terms of Reference

**Annex II:** Consultant’s Letter to SPTO Confirming Interest and Availability for the Consultancy Services

**Annex III:** Technical Proposal Submission Form

**Annex IV:** Financial Proposal Submission Form

1. **Background**
	1. The Pacific Tourism Organisation (SPTO) is an intergovernmental organisation based in Suva Fiji mandated to market and develop tourism in the Pacific. Its vision is for the Pacific Islands empowered and benefitting from sustainable tourism.
	2. With a membership of 20 Pacific Island Country members, SPTO’s work focuses on three (3) key priority areas which include robust Research and Statistics, Sustainable Tourism Planning and Development and Marketing. For more information, see [www.southpacificislands.travel](http://www.southpacificislands.travel)
	3. As a key economic sector for the region, tourism benefits from a cleaner environment and ocean ecosystem. However, it also puts pressure on these resources through unsustainable practices including the use of single-use plastics that potentially end up in the ocean. SPTO has partnered with the Secretariat of the Pacific Regional Environment Programme (SPREP) to implement Outcome three of the Pacific Oceans Litter Project with the goal of reducing single-use plastics across the tourism industry. This collaboration focuses on the research, design, development and implementation of a dedicated Standards and Certification Programme for phasing out single-use plastics and identifying alternative products for tourism businesses.
2. **Specifications**
	1. SPTO invites tenders from qualified and experienced consultants who can offer their services to research and design a Standard and Certification Programme for the phasing out of single-use plastics in Pacific Island Countries Tourism Industry.
	2. The successful applicant will need to **submit the final deliverable** in line with the agreed contractual arrangements and Deliverables & Indicative Timelines as per the Terms of Reference.
	3. Please [click here](https://docs.google.com/document/d/1qsAK92PSkmllgd8pXJInuhsK7SvEfbLD/edit?usp=drive_link&ouid=118409777620546307850&rtpof=true&sd=true) to view the Terms of Reference as set out in Annex I.
3. **Conditions: Information for consultants**

To be considered for this tender, interested consultants must meet all the requirements in the Terms of Reference as well as the conditions below:

* 1. Interested consultant(s) must be registered on the [SPTO Jobslink](https://sptojobslink.com/) portal.
	2. Provide examples of relevant past work outputs to support how you meet each of the evaluation criteria.
	3. Provide three professional references relevant to this tender submission, including the most relevant recent work completed (Optional).
	4. Complete the **Letter of Confirmation of Interest and Availability** (please note you are required to complete all areas in full as requested on the form, particularly the Statements to demonstrate you meet the selection criteria – **DO NOT** refer us to your CV or your Technical Proposal. Failure to do this will result in the application not being considered).
1. **Submission instructions**
	1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and is capable of meeting the specifications and timeframes and provide supporting examples to address the evaluation criteria.
	2. Tender documentation should outline the interested consultant’s complete proposal:
2. CV of proposed personnel highlighting relevant experience
3. A Technical Proposal which should outline the interested consultant’s Methodology or approach including timelines to achieve the tasks outlined in the Terms of Reference[. Please click here to view](https://docs.google.com/document/d/1qwfr1AC9smwstD2HjHEx1LiEmuDKDZQU/edit?usp=drive_link&ouid=118409777620546307850&rtpof=true&sd=true)
4. A Financial Proposal which clearly outlines the fees component of the consultancy. [Please click here to view](https://docs.google.com/document/d/1r40mNvA4V4x_fdf4ryNruxjbBNn-OxQ1/edit?usp=drive_link&ouid=118409777620546307850&rtpof=true&sd=true).
5. A Completed Letter of Confirmation of Interest and Availability. Please [click here](https://docs.google.com/document/d/1quplqXKH6QtmveeuK07IpPcXdy8OoxTu/edit?usp=drive_link&ouid=118409777620546307850&rtpof=true&sd=true) to view.

4.3Tenderers must insist on an acknowledgement of receipt of tenders/proposals.

1. **Tender Clarification**

Any clarification questions from applicants must be submitted by email to procurement@spto.org **before 12:00pm 15th March 2024 (Fiji Time & Date).** A summary of all questions received with an associated response will be posted on the SPTO website [www.southpacificislands.travel](http://www.southpacificislands.travel) **by 4:00pm 19th March 2024 (Fiji Time and Date)**

1. **Evaluation Criteria**

SPTO will select the preferred consultant based on SPTO’s evaluation of the extent to which their tender documentation demonstrates that they offer the best value for money, and that they satisfy the criteria listed in this document and in ANNEX I and summarized below.

|  |  |
| --- | --- |
| **Technical Evaluation Criteria, Competency Requirements** | **Score Weight (%)** |
| **Criteria 1:**  | **Qualification:*** Tertiary Qualification in a field related to environmental and or natural resource management preferably around waste management and plastic pollution;
 | **20** |
| **Criteria 2:**  | **Technical experience:*** Minimum 5 years experience in the design and implementation of international environmental standards and certification programmes particularly in the area of single=-use plastics.
* Extensive understanding of the commercial production and consumption processes and patterns as it relates to single-use plastic products used by the tourism industry.
* Sound understanding of the challenges faced by the Pacific tourism industry in meeting customer expectations, accessing alternatives for single use plastics and waste management.
* Demonstrated experience of having successfully worked with government, private sector, academic and research institutions and communities in the Pacific Region.
 | **30** |
| **Criteria 3**  | **General Experience in Key Areas:*** **Professionalism:** Ability to review and develop a guideline document; have the gravitas and credibility to engage with key Pacific stakeholders (Government officials, private sector, civil society, etc.); ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.
* **Leadership:** Establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolve conflicts by pursuing mutually agreeable solutions.
* **Communication:** Speaks and writes clearly and effectively; exhibits interest in consultative approaches; demonstrates openness in sharing information and keeping people informed.
* **Teamwork:** Works collaboratively with colleagues and stakeholders to achieve goals**.**
* **Planning and Organising:** Develops clear goals that are consistent with agreed strategies; identifies priority actions and assignments; adjusts priorities as required; allocated appropriate amount of time and resources for completing work; foresees risks and allows contingencies when planning; monitors and adjusts plans and action, as necessary.
 | **20** |
| **Criteria 4**  | **Relevance of Approach/Methodology to assignment*** Provide a clear and well-thought-out Methodology for meeting the requirements of the Scope of Services and specific deliverables expected throughout the assignment;
* Sound and practical approach that allows for the inclusive engagement of stakeholders noting the remote delivery of outputs and diversity of issues and competing stakeholder interests;
* Clear and realistic timeframe including confirmation of availability.
 | **30** |
| **Total Score** | **100** |
| **Qualification Score** | **70** |

1. **Deadline**
	1. The due date for submission of the tender is **12:00pm (Fiji Time & Date) 2nd April 2024.**
	2. Late submissions will NOT be considered.
	3. **PLEASE SEND ALL TENDERS VIA EMAIL** with Subject: ‘TENDER 24/001: CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE STANDARDS AND CERTIFICATION PROGRAMME FOR THE PHASING OUT OF SINGLE-USE PLASTICS IN THE PACIFIC TOURISM SECTOR to: procurement@spto.org

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

**ANNEX I**

**TERMS OF REFERENCE**

|  |  |
| --- | --- |
| **Location** | Fiji or Home based |
| **Type of Contract** | Individual or Team Contractor |
| **Consultancy Title** | Research and design of a Standard and Certification Programme for the phasing out of Single-use Plastics in Pacific Tourism Sector |
| **Languages required:** | English |
| **Duration of Contract:** | All activities are to be completed within 7 months from when the contract is signed. |

**PROJECT TITLE: PACIFIC OCEANS LITTER PROJECT – Standards and Certification Programme for the Pacific Tourism Sector**

1. Background

The Pacific Ocean Litter Project (POLP) (2019-2027) is funded by the Australian Government and implemented by the Secretariat of the Pacific Regional Environment Programme (SPREP) in collaboration with Pacific Island Countries (PICs). The POLP is working to reduce single-use plastic marine litter in the coastal environments of PICs. It has been developed in recognition of the threat marine litter poses to the environment, public health, and economic development of the Pacific region.

POLP reflects the regional objectives of Pacific Island countries. Many PICs have implemented bans or levies to reduce single-use plastics. The 2017 Pacific Island Leaders Forum agreed to fast-track the development of policies to ban the use of single-use plastic bags, and plastic and polystyrene packaging. The Leaders reaffirmed this commitment in 2018 by recognizing the urgency of implementing the Pacific Regional Action Plan: Marine Litter (2018-2025). With the long-term goal of cleaner coastal environments for Pacific Island Countries, the POLP also embeds and directly contributes to the policy objectives of PICs as stated through the Pacific’s Cleaner Pacific 2025.

As a key economic sector, tourism benefits from a cleaner environment but it also puts pressure on the environment, oceans and ocean resources. Endorsed by Pacific Island Tourism leaders in 2021, the 2030 Pacific Sustainable Tourism Policy Framework (PSTPF) sets out four high-level goals for sustainable tourism development for the Pacific. Goal four of the PSTPF pursues healthy islands and oceans and this includes priorities on waste management.

Outcome three of POLP is the adoption of plastic reduction measures by target sectors, companies and businesses. By design, the target sectors, companies, and businesses are tourism and takeaway food and beverage. In alignment with this outcome and the PSTPF, SPREP has collaborated with SPTO to jointly implement activities to reduce single–use plastics across the tourism industry. The target tourism sub-sectors include accommodation, food & beverage, tour operators, event management, cruise lines and airlines.

To implement the outcome of the project, SPREP has collaborated with SPTO to support the research, design, development, implementation and monitoring of a dedicated standards programme on single-use plastics and alternative products targeting tourism businesses. The programme when executed will contribute to the following intermediate outcomes:

* Target sectors, companies and businesses are aware of alternative products.
* Information on alternative approaches (products/methods) is accessible.
1. Consultancy and Activities

The SPTO is seeking the services of a consultant or firm to research, design and develop a dedicated Standards and Certification Programme for the phasing out of single-use plastics and providing alternative products for tourism businesses.

The primary objectives of the assignment are to:

* Conduct a situational analysis through in-depth research on existing and/or similar programmes and extensive stakeholder consultation on the findings, opportunities and challenges in the context of the Pacific Tourism Industry.
* Incorporate the findings of the situational analysis into the design and development of a standards and Certification Programme, ensuring practicality and sustainability, and identifying actions needed to effectively operationalise the standards and facilitate, assess and support compliance.

To support the project outcomes, a Destination and Industry Toolkit for Implementation will be developed to guide SPTO, the National Tourism Organisations and the tourism industry.

1. Scope of Services

The Consultant is required to undertake the tasks outlined in Table 1 below. They will also be required to have an inception meeting with SPTO and SPREP to agree upon the final scope of services, methodology and work plan.

***Table 1: Required Tasks***

|  |  |
| --- | --- |
|  | **Research and Planning:** 1. Develop a detailed methodology and work plan for delivery of the assignment.
2. Conduct a desktop research assessment of existing single-use plastic reduction standards, related Certification Programmes and successful projects conducted in the Pacific Island region including New Zealand and Australia to inform the design of a Standards and Certification Programme for the phasing out of Single Use Plastics in the Pacific Tourism sector.
3. Synthesize the findings in a situation analysis report and present the findings to SPREP, SPTO and a selected project advisory team.
4. Conduct consultations with tourism sector stakeholders virtually and face-to-face, as the opportunity arises.
 |
|  | **Designing and Drafting:**1. Submit a detailed design plan of the standard and Certification Programme based on the situational analysis and consultation findings.
2. Draft the standards and Certification Programme for Phasing out of Single-use Plastics for the Pacific Tourism sector based on the design plan and findings gathered.
3. Submit the Standards and Certification Programme for stakeholder review and approval.
 |
|  | **Presentation and Implementation** 1. Present the Standards and Certification Programme to key stakeholder groups as identified by SPTO and SPREP.
2. Finalize and submit the Final Standards and Certification Programme
3. Develop a Toolkit for Destinations and Industry to inform the operationalization process. The Toolkit will include Communications and Training and capacity development tools.
 |

1. Project Schedule and Deliverables

Expected project activities and a schedule are detailed in Table 2 below. The tender response should detail how these activities will be delivered in their Technical Proposal.

***Table 2: Project Schedule***

|  |  |  |
| --- | --- | --- |
| **Activity** | **Description** | **Indicative Timeline** |
| **1** | **Inception Meeting** with project partners and the technical working group, and the submission of project methodology and work plan. | No later than one (1) week from the date of award of the contract. |
| **2** | **Desktop research** on existing programmes, initiatives, and documents.**Submission of a situation analysis report** based on the desktop research findings. | No later than two (2) weeks from the date of the approved methodology and work plan |
| **3** | **Conduct stakeholder consultations** and submit a design plan for the standards and programme based on the situation analysis and consultations. | No later than six (6) weeks from receiving the situation analysis report. |
| **4** | **Draft and review** of the standards and Certification Programme for phasing out of single-use plastics in the Pacific tourism sector. | No later than six (6) weeks from receiving the situation analysis report. |
| **5** | **Present and Finalise** the standards and Certification Programme for the phasing out of single-use plastic in the Pacific tourism sector. | No later than two (2) weeks from the final review of the standards and Certification Programme. |
| **6** | **Develop a Destination and Industry Toolkit to support the uptake of the Standards by stakeholders. The toolkit will include a marketing plan and capacity development tool to** raise awareness of the standards and programme as well as support the development of National Tourism Offices as in-country Certification agents | No later than three (3) weeks from the presentation of the standards and Certification Programme |

1. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

**Cumulative analysis**

**Technical Proposal (70%):**

|  |  |
| --- | --- |
| **Technical Evaluation Criteria, Competency Requirements** | **Score Weight (%)** |
| **Criteria 1:**  | **Qualification:*** Tertiary Qualification in a field related to environmental and or natural resource management preferably around waste management and plastic pollution;
 | **20** |
| **Criteria 2:**  | **Technical experience:*** Minimum 5 years experience in the design and implementation of international environmental standards and Certification Programmes particularly in the area of single=-use plastics.
* Extensive understanding of the commercial production and consumption processes and patterns as it relates to single-use plastic products used by the tourism industry.
* Sound understanding of the challenges faced by the Pacific tourism industry in meeting customer expectations, accessing alternatives for single use plastics and waste management.
* Demonstrated experience of having successfully worked with government, private sector, academic and research institutions and communities in the Pacific Region.
 | **30** |
| **Criteria 3**  | **General Experience in Key Areas:*** **Professionalism:** Ability to review and develop a guideline document; have the gravitas and credibility to engage with key Pacific stakeholders (Government officials, private sector, civil society, etc.); ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.
* **Leadership:** Establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolve conflicts by pursuing mutually agreeable solutions.
* **Communication:** Speaks and writes clearly and effectively; exhibits interest in consultative approaches; demonstrates openness in sharing information and keeping people informed.
* **Teamwork:** Works collaboratively with colleagues and stakeholders to achieve goals**.**
* **Planning and Organising:** Develops clear goals that are consistent with agreed strategies; identifies priority actions and assignments; adjusts priorities as required; allocated appropriate amount of time and resources for completing work; foresees risks and allows contingencies when planning; monitors and adjusts plans and action, as necessary.
 | **20** |
| **Criteria 4**  | **Relevance of Approach/Methodology to assignment*** Provide a clear and well-thought-out Methodology for meeting the requirements of the Scope of Services and specific deliverables expected throughout the assignment;
* Sound and practical approach that allows for the inclusive engagement of stakeholders noting the remote delivery of outputs and diversity of issues and competing stakeholder interests;
* Clear and realistic timeframe including confirmation of availability.
 | **30** |
| **Total Score** | **100** |
| **Qualification Score** | **70** |

**Financial Proposal (30%):**

The Financial Proposal is to be priced based on a work plan on where, when, and how the technical assistance will be conducted. The consultant must submit a Financial Proposal based on:

* **Lump Sum Amount:** The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fees. The contract price will be a fixed output-based price regardless of any extensions. Payments will be made upon completion of the deliverables/outputs and as outlined in the Deliverables and Indicative Timeframe section above.
* If travel is required, SPTO will not accept travel costs exceeding those of an economy class ticket. Should the Consultant wish to travel on a higher class he/she should do so using their own resources. In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and relevant expenses should be agreed upon, between the SPTO and the Consultant(s), prior to travel and will be reimbursed.
* The financial component of the proposal will be scored on the basis of overall costs for the delivery of the services and financial incentives and benefits provided to SPTO. The lowest financial proposal will be awarded maximum 30 points and other financial offers and incentives will be awarded points as per the formula below. The formula used for scoring points for financial values proposed will be**: Financial Proposal score = (Lowest Price / Price under consideration) x 30**
* The Financial Proposal will be considered only for bidders that passed the minimum technical score of 49 points (70%)

Submissions must include an annotated budget listing for each task.
Proposals above FJD 115,000 (**50,000 USD)** will only be considered if there is a clear justification provided as to why costs above this limit are necessary.

1. Institutional Arrangements:
2. **Technical Oversight**

A Regional Working Group (RWG) comprising of SPTO, SPREP, National representatives from the NTOs and associated ministries, and academic and private sector stakeholders will provide the necessary technical oversight of the deliverables set out in the ToR. Additionally, the RWG will provide technical input into the process, review deliverables and support the Secretariat in the presentation of updates and deliverables to the SPTO Board Sub Committees and/or SPTO Board of Directors.

**b. Day to Day Contract Management**

The Consultant will report directly to the Manager of the Division of Sustainable Tourism of SPTO. Further, administrative and logistical support to the Consultant will be provided by the Division of Sustainable Tourism of SPTO.

Financial and procurement-related matters will be handled by the SPTO Finance and Operations Division.

**c. Endorsement**

The final draft of the Standards and Certification Programme will be endorsed by the SPTO Board of Directors which will be guided by the normal approval processes of SPTO.

**d. Duration of the Work**

The assignment is expected to commence in late April 2024 with an estimated completion date by the end of October 2024. Note that the assignment will be carried out on an intermittent basis.

**e. Duty Station**

The assignment is intended to be carried out remotely. If travel is required, the arrangements will be discussed with SPTO and agreed upon separately. If the Consultant is Fiji based, the duty station will be in Suva, and on a flexible schedule.

1. Documentation required.

To be eligible, interested consultant(s) must be registered on the [SPTO Jobslink](https://sptojobslink.com/) portal. The following documents/information must be submitted to demonstrate their qualifications. Please group them into one (1) single PDF document (under 5 MB in size):

* **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
* **Technical Proposal Submission Form**, as per Annex III including (a) a clear explanation of why the individual considers him/herself as the most suitable for the assignment; and (b) a Methodology, on how they will approach and complete the assignment.
* **Financial Proposal Submission Form**, as per template provided in Annex IV. All quotations must be provided in Fiji Dollars (FJD)
* **Business Registration/License** of the Consultant.
* The successful consultant will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.
* Incomplete proposals and proposals sent to the wrong email address will not be accepted. Only candidates for whom there is further interest will be contacted.
* The successful consultant shall sign a Service Contract with SPTO.
* ***Pacific Island Nationals and Women applicants are encouraged to apply.***
1. Proposal Submission
* All applications must be clearly marked with the title ***Tender No 24/001: Consultancy Services for the development of the Standards and Certification Programme for the phasing out of Single-use Plastics in the Pacific Tourism Sector*** as the subject of the email**.**
* Bidders are required to fill out and submit below forms**:**
1. **Annex II:** Please [click here](https://docs.google.com/document/d/1quplqXKH6QtmveeuK07IpPcXdy8OoxTu/edit?usp=drive_link&ouid=118409777620546307850&rtpof=true&sd=true) to view the Consultant Letter to SPTO Letter to SPTO confirming Interest and Availability for the Consultancy Services**.**
2. **Annex III:** Please [click here](https://docs.google.com/document/d/1qwfr1AC9smwstD2HjHEx1LiEmuDKDZQU/edit?usp=drive_link&ouid=118409777620546307850&rtpof=true&sd=true) to view –Technical Proposal Submission Form
3. **Annex IV:** Please [click here](https://docs.google.com/document/d/1r40mNvA4V4x_fdf4ryNruxjbBNn-OxQ1/edit?usp=drive_link&ouid=118409777620546307850&rtpof=true&sd=true) to view – Financial Proposal Submission Form
* Submissions are to be sent to the email address**,** **procurement@spto.org** **by 12pm (Fiji Time) 2nd April 2024**

|  |
| --- |
| **Tender timelines and due dates** |
|  | **Date** | **Time** |
| Deadline for seeking clarification from SPTO | 15th March, 2024 | 10.00am (Fiji Time) |
| Response from SPTO on clarification queries posted on the website  | 19th March, 2024 | 4.00pm (Fiji Time) |
| Deadline for Tender Submission  | 2nd April, 2024 | 12.00pm (Fiji Time) |

**ANNEX II**

**CONSULTANT’S LETTER TO SPTO**

**CONFIRMING INTEREST AND AVAILABILITY**

**FOR THE RESEARCH AND DESIGN OF A STANDARD AND CERTIFICATION PROGRAMME FOR THE PHASING OUT OF SINGLE-USE PLASTICS IN THE PACIFIC TOURISM SECTOR**

Date

Christopher Cocker

Chief Executive Officer

Pacific Tourism Organisation

Level 3, FNPF Place

Victoria Parade

Suva

Fiji

Dear Sir,

I hereby declare that:

1. I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of the **Consultancy Services for the Research and design of a Standard and Certification Programme for the phasing out of Single-use Plastics in Pacific Tourism Sector**

1. I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex I;
2. In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex II.
3. I hereby propose to complete the services based on the following payment rate:
* A total lump sum of [*state amount in words and numbers, in FJD]*, payable in the manner described in the Terms of Reference.
1. For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex III;
2. I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to SPTO's review, acceptance and payment certification procedures;
3. This offer shall remain valid for a total period of \_\_\_\_\_\_\_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline.
4. I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with SPTO *[disclose the name of the relative, the SPTO office employing the relative, and the relationship if, any such relationship exists];*
5. If I am selected for this assignment, I shall sign a Service Contract with SPTO.
6. I hereby confirm that *[check all that applies]*:
* At the time of this submission, I have no active Individual Contract or any form of engagement with SPTO.
* I am currently engaged with SPTO and/or other entities for the following work:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assignment** | **Contract Type** | **SPTO Divisions/ SPTO Member Countries (NTO)** | **Contract Duration** | **Contract Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* I am also anticipating conclusion of the following work from SPTO and/or other entities for which I have submitted a proposal:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assignment** | **Contract Type**  | **Name of Institution/ Company** | **Contract Duration** | **Contract Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. I fully understand and recognize that SPTO is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that SPTO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
2. I also fully understand that, if I am engaged as a consultant, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
3. Are any of your relatives employed by SPTO or any National Tourism Organisation within SPTO’s Member Countries?

 YES  NO If the answer is "yes", give the following information:

|  |  |  |
| --- | --- | --- |
| **Name** | **Relationship** | **Name of Organization** |
|  |  |  |
|  |  |  |
|  |  |  |

1. Do you have any objections to our making enquiries of your present employer?

 YES  NO 

1. Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

 YES  NO  If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omissions made may result in the termination of the service contract without notice.

 **DATE: SIGNATURE:**

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of SPTO.

**Annexes**

1. CV shall include Education/Qualification, Processional Certification, Employment Records /Experience (Please attach)
2. Summary of Tender Application
3. Financial Proposal - Breakdown of Costs
4. Detail Technical Proposal (Please attach)
5. Business Registration/License (Please attach)

**ANNEX III**

**TECHNICAL PROPOSAL SUBMISSION FORM**

**Firm /Institution Background**

|  |  |
| --- | --- |
| **1.** | **DETAILS** |
| **NAME OF FIRM *(if applicable)*** |  |
| **NAME OF PRINCIPAL CONSULTANT** |  |
| **LIST OTHER PROPOSED PERSONNEL *(if applicable)*** |  |
| **NATIONALITY**  |  |
| **POSTAL ADDRESS** |  | **E-MAIL ADDRESS** |  |
| **TELEPHONE WORK** |  | **MOBILE NUMBER** |  |
| **TELEPHONE HOME** |  |  |  |
|  |
| **2.** | **ACADEMIC BACKGROUND** *(PRINCIPAL CONSULTANT & PROPOSED PERSONNEL)* |
| **Date of completion** | **Institution & Country** | **Qualification Attained** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |
| **3.** | **WORK EXPERIENCE**  |
| **Dates** | **Employer** | **Position (briefly list core functions)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |
| **4.** | **PROFESSIONAL AFFILIATIONS/AWARDS** |
| Dates | Organisation | Member/Award Status |
|  |  |  |
|  |  |  |
|  |  |  |
|  |
| **5.** | **PROFESSIONAL REFEREES (Provide three references relevant to this tender submission, including the most recent work completed)** |
| Name | Position  | Organisation & Contact Details |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |
| **6.** | **STATE HOW YOU MEET EACH SELECTION CRITERIA**  |
| **CRITERIA 1****Qualification*** Tertiary Qualification in a field related to environmental and or natural resource management preferably around waste management and plastic pollution;.
 |  |
| **CRITERIA 2****Technical Experience*** Minimum 5 years experience in the design and implementation of international environmental standards and certification programmes particularly in the area of single=-use plastics.
* Extensive understanding of the commercial production and consumption processes and patterns as it relates to single-use plastic products used by the tourism industry.
* Sound understanding of the challenges faced by the Pacific tourism industry in meeting customer expectations, accessing alternatives for single use plastics and waste management.
* Demonstrated experience of having successfully worked with government, private sector, academic and research institutions and communities in the Pacific Region.
 |  |
| **CRITERIA 3****General Experience in Key Areas*** **Professionalism:** Ability to review and develop a guideline document; have the gravitas and credibility to engage with key Pacific stakeholders (Government officials, private sector, civil society, etc.); ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.
* **Leadership:** Establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolve conflicts by pursuing mutually agreeable solutions.
* **Communication:** Speaks and writes clearly and effectively; exhibits interest in consultative approaches; demonstrates openness in sharing information and keeping people informed.
* **Teamwork:** Works collaboratively with colleagues and stakeholders to achieve goals.
* **Planning and Organising:** Develops clear goals that are consistent with agreed strategies; identifies priority actions and assignments; adjusts priorities as required; allocated appropriate amount of time and resources for completing work; foresees risks and allows contingencies when planning; monitors and adjusts plans and action, as necessary
 |  |
| **CRITERIA 4****Relevance of Approach/Methodology*** Provide a clear and well-thought-out Methodology for meeting the requirements of the Scope of Services and specific deliverables expected throughout the assignment;
* Sound and practical approach that allows for the inclusive engagement of stakeholders noting the remote delivery of outputs and diversity of issues and competing stakeholder interests
* Clear and realistic timeframe including confirmation of availability.
 |  |
| **8.** | **ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT** |
|  |
|  |
| **9.** | **HOW DID YOU LEARN ABOUT THIS TENDER?** |
|  |
|  |
| **10.** | **CERTIFICATION & AUTHORISATION:**All information submitted herewith is true and correct. SPTO has the authority to seek verification of any information provided**.** |
|  |
|  |  |
| **Signature** | **Date** |
|  |  |

**ANNEX IV**

**FINANCIAL PROPOSAL SUBMISSION FORM**

1. All costs indicated on the financial proposal should be inclusive of all applicable taxes.
2. The format shown below should be used in preparing the price schedule

|  |
| --- |
| **Price Schedule- Tender** |
|  | **Amount in FJD** |
| Professional fees related to the Terms of Reference |  |
| Any travel costs |  |
| Other related costs |  |
| **TOTAL** |  |