REQUEST FOR TENDERS

RFT: 2026-GEFIS-037
File: AP_6/5/9/3
Date: 12 November, 2026
To: Interested consultants
From: GEF ISLANDS Pacific Project

Subject: **Request for tenders (RFT): Consultancy to Design the End-Of-Life Vehicle (ELV) Product Stewardship Scheme for Tuvalu**

1. Background

1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.

1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:

- We value the Environment
- We value our People
- We value high quality and targeted Service Delivery
- We value Integrity

1.3. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

2.1. SPREP wishes to call for tenders from qualified and experienced Consultant/Consultancy firms to design the End-Of-Life Vehicle (ELV) Product Stewardship Scheme for Tuvalu.

2.2. The Terms of Reference for the consultancy are set out in Annex A.

2.3. The successful supplier must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: https://library.sprep.org/sites/default/files/sprep-organisational-values-code-of-conduct.pdf. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.

2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

3. Conditions: information for applicants

3.1. To be considered for this tender, interested suppliers must meet the following conditions:

i. **Submit a detailed Curriculum Vitae:** The CV should detail the qualifications and previous relevant experience for each proposed personnel, particularly in the development of waste management strategies and capacity building for such work.

ii. **Provide three relevant referees**: Include contact information and details of the most recent similar work completed by the consultant, relevant to this tender.

iii. **Complete the tender application form provided** (Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered).

iv. **Provide examples of past related work outputs:** Submit examples of previous work related to hazardous waste management strategy development and capacity development.

v. **Submit Technical and Financial proposals:** These may be attached separately to the tender application. The technical proposal should outline the methodology, work plan, and risk mitigation strategies, while the financial proposal should provide a detailed cost breakdown.

3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.

3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.

3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall **into** any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

4. Submission guidelines

4.1. Tender documentation should demonstrate that the interested supplier 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 supplier's complete proposal:

a) **SPREP Tender Application form and conflict of interest form.** *(Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered).*
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.

b) **Honour form**

c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.

d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.

e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.

f) Where relevant provide:

i. Business registration/license (For Entities/ Individual 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 November 2026**. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by **27 November 2026**.

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 supplier 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	Description	Weighting
Company Experience and Expertise	Demonstrated experience with design of Sustainable Financing system (Container Deposit / Advance Recovery Fee / Product Stewardship / Waste Levy etc) schemes or similar (links to output reports or products that provide insight into research approach and writing style)	20%
	Demonstrated experience in undertaking data analysis and assessment with reference to economic assessments, economic modelling, or business cases.	10%
	Demonstrated experience in the development and implementation of effective legislative instruments (advantageous to detail Pacific experience)	10%
	Demonstrated experience in end-of-life vehicle management (advantageous to detail Pacific experience)	10%
	Demonstrated experience working in Small Island Developing States (SIDS) or similar contexts (advantageous to detail specific experience with limited land availability, high shipping costs, small populations, and limited infrastructure)	5%
Methodology	Detailed methodology to deliver the required project components and provide detail to the panel the value proposed by the tenderer.	15%
	Risk Plan addressing compliance risks with mitigation measures that will ensure the successful delivery of the project.	5%
Team Composition	Demonstrate that the proposed team collectively possesses all required skill sets (waste management, economic modelling, legal drafting, stakeholder engagement) and that team members' qualifications are clearly aligned with their assigned responsibilities. Detailed CVs of all team members are required.	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:

Financial Score = a X $\frac{b}{c}$

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: 11 December 2026, 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-2026-GEFIS-037: Consultancy to Design the End-Of-Life Vehicle (ELV) Product Stewardship Scheme 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.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

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

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any

proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website http://www.sprep.org/accountability/complaints

Annex A: Terms of Reference

Request for tenders (RFT): Consultancy to Design the End-Of-Life Vehicle (ELV) Product Stewardship Scheme for Tuvalu

1. BACKGROUND

The Secretariat of the Pacific Regional Environment Programme (SPREP) has received Global Environment Facility (GEF) funds from the United Nations Environment Programme (UNEP) to execute the GEF ISLANDS Pacific Project. The project is part of GEF 7 cycle of funding aimed at supporting Pacific Island Countries (PICs) in meeting their obligations to various multilateral environmental agreements (MEAs) relating to chemicals and waste management. These MEAs include the Basel, Rotterdam, Stockholm, Minamata and Waigani Conventions.

Globally Small Island Developing States (SIDS) are progressing on import-dependent development pathways. The quantities and variety of products that are being imported (ranging from mercury-containing thermometers to plastic packaging, from second-hand electronic products to motor vehicles, from agricultural chemicals to industrial chemicals) is rapidly increasing. This is leading to the generation of a large variety of different types of hazardous and toxic wastes which SIDS do not have the capacity or required treatment facilities to address. There is an urgent need for SIDS to move to integrated waste management. Extensive studies conclude the costs of inaction in SIDS are significant in terms of the economic costs of impacts on health, environment, tourism, and fisheries.

The Global Environment Facility (GEF) has recognised these challenges faced by SIDS and is supporting the Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS) Programme in the 14 SPREP members, namely: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu.

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2. INTRODUCTION TO THE PROJECT

The Waste Management (Levy Deposit) Regulation 2019 establishes a legal framework in Tuvalu for applying levies to specified imported goods, with the objective of reducing waste generation, improving waste management, and promoting recycling and resource recovery.

GEF ISLANDS proposes to build on this existing legal framework by designing a sustainable financing mechanism for the environmentally sound management of End-of-Life Vehicles (ELVs). The proposed mechanism will utilise the existing levy provisions under Items 9, 10, 11, 12 and 13 of Schedule 1 of the Waste Management (Levy Deposit) Regulation 2019, which cover specified vehicle-related imports.

For context, similar Pacific Island countries such as Tonga face significant ELV challenges. Tonga's main island of Tongatapu has accumulated over 30,000 ELVs, with the average lifespan of imported used vehicles in the region being only 1-3 years. Vehicle imports to Pacific Island countries continue to increase, while domestic recycling capacity remains limited, resulting in growing environmental and health hazards. Tuvalu's current waste management practices rely heavily on burying, burning, dumping, and landfilling, making the establishment of a formal ELV management system particularly urgent.

The End-Of-Life Vehicle (ELV) Product Stewardship Scheme will establish a national framework for managing vehicles once they reach the end of their useful life. The proposed scheme is expected to:

(i) Establish a clear national system for the safe disposal of ELVs;
(ii) Establish responsibilities for vehicle importers, distributors, owners, government and waste management operators;
(iii) Establish appropriate collection, storage, depollution and dismantling arrangements;
(iv) Establish mechanisms for recovering recyclable materials;

(v) Establish appropriate pathways for the export of ELVs, components and recovered materials where domestic recycling is not feasible;
(vi) Identify cost of removal of hazardous components and materials of ELV;
(vii) Establish a sustainable financing mechanism based on the product stewardship principle;
(viii) Establish monitoring, reporting, compliance and auditing requirements; and
(ix) Develop the legislative pathway and drafting notes required to enable implementation of the ELV Product Stewardship Scheme.

The scheme should be designed with consideration of the practical realities of Tuvalu, including its small population, limited land availability, limited domestic recycling market, high international and domestic shipping costs, limited heavy equipment and specialised waste management infrastructure, and the need to transport recovered materials or hazardous components to appropriate facilities outside Tuvalu.

The consultant should also ensure that the proposed scheme is consistent with relevant regional approaches for ELV management being developed under the GEF ISLANDS Pacific Project, including relevant regional Codes of Practice and guidance for environmentally sound management of ELVs.

To give practical effect to this requirement, the consultant should, at a minimum, review and explicitly reference the following regional instruments and precedents during the design process:

- the specific regional Code of Practice for ELV management currently being developed under the GEF ISLANDS Pacific Project;
- SPREP's published *Legislation Guidance: End-of-Life Vehicle Management in the Pacific* (and any associated technical guidelines);
- relevant recommendations from the *Pacific Regional Waste and Pollution Management Strategy 2016-2025* that pertain to end-of-life vehicles and product stewardship;
- emerging ELV management frameworks from other Pacific Island countries, such as Tonga's current development of an ELV management system, as practical benchmarks for what is feasible in a similar SIDS context.

The consultant should explicitly document in their reports how the proposed Tuvalu scheme aligns with, or appropriately adapts, the approaches set out in these regional instruments.

3. EXPECTED OUTCOME

The Government of Tuvalu, through the Department of Waste Management, seeks technical assistance from GEF ISLANDS to design an End-of-Life Vehicle Product Stewardship Scheme that is practical, financially sustainable and capable of implementation within Tuvalu.

The consultancy will be undertaken through five principal components:

Component 1 – Assess vehicle import management measures: The consultant will assess and recommend complementary measures to reduce the future generation of ELVs, including:

- review of existing vehicle import age restrictions and recommendation of an appropriate maximum vehicle age limit for Tuvalu (noting that only four Pacific Island countries currently have restrictions, which limits ranging from 5 to 10 years);
- assessment of differential import duties or registration fees based on vehicle age, engine size, or emission standards;
- review of existing waste management levy arrangements and whether vehicles are already covered;
- recommendations on vehicle emission standards for imported vehicles.

Component 2 – Confirm required scheme activities, infrastructure and Standard Operating Procedures: The consultant will determine the activities, responsibilities, infrastructure, equipment and operational systems required to effectively operate an ELV Product Stewardship Scheme in Tuvalu.

Component 3 – Undertake economic and financial modelling: The consultant will undertake economic and financial modelling of different ELV Product Stewardship Scheme options to determine the likely costs, financing requirements, fees and long-term financial sustainability of the scheme.

Component 4 – Develop the ELV Product Stewardship Scheme design: The consultant will consolidate the technical, operational and financial findings into a recommended national ELV Product Stewardship Scheme for Tuvalu.

Component 5 – Develop legislative pathway and legislative drafting notes: The consultant will review the existing legal and institutional framework and develop a legislative pathway and drafting notes required to establish and regulate the ELV Product Stewardship Scheme.

Specific Skill Sets needed for this project are noted in the following table:

	Component / Activity	Description	Specific Skills
1.	**Baseline Assessment of Vehicle Imports ad End-Of-Life Vehicle Generation**	Technical assistance to establish a baseline for understanding the volume, types and age profile of vehicles entering the country and their potential transition to ELVs including: - Review available ELV studies, vehicle import data, existing stockpiles, waste management information and relevant national policies and legislation. - Determine collection, registration, storage, depollution, dismantling, consolidation, transportation, recycling and disposal activities. - Undertake gap analysis and identify appropriate ELV storage, depollution and dismantling infrastructure and equipment.	Data Analyst and Waste management expert with experience in sustainable financing scheme.
2.	**Confirm required scheme activities (including physical equipment/facilities), provide technical input, and develop Standard Operating Procedures and documentation to guide scheme operation and administration**	Technical Assistance to determine recommended activities to effectively operate and administer the Tuvalu ELV PSS to achieve the goals sought by the Tuvalu Department of Waste Management (DWM), including providing technical input and investigation to guide decision making for key scheme questions including (but limited to and confirmed at first meeting of the working group after commencement): • the provision of tax (Value Added Tax (VAT)) when/if added to scheme and implications to costs and accounting for operations* • inclusion of items sold at duty-free • potential for delegation of powers for controlling scheme finances* • options for establishing collection network (i.e. mandating by scheme or not) to provide for local business opportunities • management of legacy waste • approved uses of funds collected (e.g. provision of funding for DWM on waste management activities, business / community grants for waste management actions, support for network expansion, etc.) • Model legacy ELV waste present in Tuvalu and options for the scheme to collect and manage these items ***Note**: many of these questions require specific guidance and decisions from government departments based on existing law, the consultant will be required to seek official response on questions to inform scheme design and potential limitations.* Develop identified activities into practical Standard Operating Procedures (SOP) including development of required templates, permits, contracts, and other documentation to operate the scheme. Outputs of this component will include (but not be limited to):	Waste management expert with experience in the design and implementation of Sustainable Financing Systems (Container Deposit / Advance Recovery Fee / Product Stewardship / Waste Levy etc) schemes or similar. Experience with Pacific Island countries is preferred.

	Component / Activity	Description	Specific Skills
		• After consultation with DWM, Identify recommended activities required to effectively operate and administer the national ELV Product Stewardship Scheme and recommended agencies in Tuvalu to undertake the identified activities • After consultation with DWM. Identify physical equipment and facilities to achieve effective operation of the ELV PSS in Tuvalu, including identification and design of redemption centres / return depots • Development of a practical SOP to guide scheme operation, including monitoring, compliance, and auditing requirements – and including drafting of template forms, and template contracts identified • Development of a practical SOP to guide scheme administration by government agencies (DWM, DoE, Ministry of Customs and Revenue, Ministry of Finance, Local Transport Authority etc) including monitoring, compliance, and auditing requirements – and including drafting of template forms, and template contracts identified as tasks for government agencies • Development of a practical SOPs to guide utilisation of scheme funds • Development of template agreement required to engage and manage scheme coordinators.	
3.	**Undertake economic modelling of different scheme operations to determine likely activities and understand scheme financial viability**	Technical Assistance to undertake desktop economic modelling of different options for operation of the Tuvalu ELV PSS to understand financial implications of different options and assess the economic viability of the scheme. Outputs of this component will include (but not be limited to): • Modelling of various levels of the Deposit component to understand the influence on return rates, including all populated islands. • Modelling of scheme activities to determine the likely fee component to be placed on the items included in the scheme. Model to consider different management options (i.e., export, locally recycled/repurposed using local enterprise, or landfilled), and levels of processing to be undertaken in country. • Modelling costs for scheme operations if redemption centres were to be required on each island (costs for staffing, equipment, shipping from outer provinces, etc.) and its impact on scheme cost and therefore fee & deposit amount. • Modelling of staffing needs required to operate and administer the activities associated with the national ELV PSS	Economist with experience in undertaking data modelling and assessment with reference to waste management, extended producer responsibility, business cases, or similar.

	Component / Activity	Description	Specific Skills
		• Development of updatable excel template (or equivalent) for the Tuvalu Government to utilise to calculate if any of the Deposit or Fee components in the scheme need to be modified to account for system cost changes. • Utilise the legacy waste model to quantify the cost of accepting this legacy into the scheme on commencement.	
4.	**Develop legislative drafting notes for scheme legislation and regulation**	Legal assistance to support the development of the Tuvalu ELV PSS regulations through the development of the recommendations and decisions associated with components 1 and 2 into drafting notes for drafting of legislative documents. Outputs of this component will include (but not be limited to): • Development of ELV PSS Policy Note • Development of Legislation Pathway or other legal documentation required for the Regulation to track though government approval processes. • Development of drafting notes for ELV Product Stewardship Scheme Legal framework. This output should provide for all elements to implement and regulate a successful scheme.	Lawyer or legal expert with experience drafting waste management legislation, with preference given to experience drafting Product Stewardship Schemes

Preference given to companies with experience in design and implementation of Sustainable Financing Systems in Australia, New Zealand and Pacific Island Countries.

4. SCOPE OF WORK

The Secretariat of the Pacific Regional Environment Programme, through the GEF ISLANDS Pacific Child Project, seeks to engage a consultant to work with Tuvalu's Department of Waste Management (DWM) to support the design and implementation of the National End-Of-Life Vehicle Product Stewardship Scheme in Tuvalu. The expected delivery of this consultancy will be developed in stages and is described in the following four tables.

Administration: Scope of Work – General / Project Commencement

Phase	Description	Documentation SPREP will provide	Consultant Output
Inception	Lead an inception meeting with the GEF ISLANDS Project Management Unit and Tuvalu DWM team to discuss the delivery of the project, addressing all issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs for each of the three technical area of this contract. The inception meeting will also discuss and come to an agreement on ongoing meetings with SPREP and DWM to discuss project progress. A Project Inception Report will be drafted by the consultant and shall include: • Meeting Minutes – The detailed minutes of the meeting would be included as an annex or appendix to the Project Inception Report. These minutes will capture the discussions, decisions and action points from the meeting. • Project Work Plan – The preliminary project work plan discussed and agreed upon during the meeting. This includes the proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables and general description of the methods which the Contractor proposes to adopt for executing the contract. • Risk Register – Outline a Comprehensive risk plan to ensure effective delivery of services • Roles and Responsibilities – Documentation of roles and responsibilities for both the consultant team and the project team and the lines of communication to achieve the effective delivery of services under this contract. This section of the report can recommend input and responsibilities for SPREP and DWM to achieve the effective delivery of services under this contract.	Nil	**Draft Project Inception Report** The report encapsulates the outcomes of the initial inception meeting, providing a detailed roadmap for the project's implementation. Key components of the report include: ▪ Inception Meeting Minutes ▪ Project Work Plan ▪ Risk Register ▪ Roles and Responsibilities ▪ Deliverables ▪ Any further details **Final Project Inception Report** Final Workplan incorporating revisions and addressing all comments

Phase	Description	Documentation SPREP will provide	Consultant Output
	• Deliverables – The specific outputs from the three technical areas and how activities and findings will be aligned and incorporated to achieve the effective delivery of services under this contract. • Any further details and information as SPREP and DWM may reasonably require.		
Facilitation of meetings (at an agreed frequency) with SPREP and DWM	The consultant will facilitate and lead meetings at an agreed frequency with SPREP and DWM, to present and discuss the delivery of the project, and ensure a common understanding of the actions, required outputs, and responsibilities. These meetings will commence at an agreed upon date following the Project Inception Meeting. These meetings will discuss (but not be limited to) the progress made toward the design of the Tuvalu ELV PSS, reconfirm desired goals the PSS will achieve for Tuvalu, likely scope of scheme activities and administration arrangements, the role the DWM would expect to have with scheme, understanding remaining scheme questions (management of VAT, exported items, etc), and required PSS physical operation. The Meeting Minutes shall include (but not be limited to), meeting details (date, time, location, participants, meeting purpose), agenda, summary of discussions, decisions made, action items, risks/issues, status updates of previous action items, next steps. The delivery method of these minutes will be via email, to all relevant stakeholders, submitted promptly after each meeting. Following submission, the meeting participants have one calendar week to review the minutes and provide feedback to enable its finalisation.	Nil	**Meeting Minutes** As an output of these meetings, the consultant will produce detailed meeting minutes that capture all key discussions, decisions, and action items. These minutes ensure a common understanding of the actions, required outputs, and responsibilities among all stakeholders. The minutes will be drafted promptly after each meeting and undergo a thorough review process to ensure accuracy and completeness. Participants will have the opportunity to review and provide feedback on the draft minutes before they are finalised. Once approved, the final meeting minutes will be distributed via email.

Phase	Description	Documentation SPREP will provide	Consultant Output
Identify suitable management options of each of ELV generated in Tuvalu	The Consultant will undertake available ELV studies, vehicle import data, existing stockpiles, waste management information and relevant national policies and legislation to determine: - Historical and current vehicle import trends, including the number, type, category and age profile of vehicles entering Tuvalu. - The estimated current and projected generation of ELVs based on vehicle import, registration, fleet and vehicle lifespan data. - The existing stock of vehicles that are approaching or have reached end-of-life and the likely future ELV stockpile. - Existing arrangements for the collection, storage, dismantling, recycling and disposal of ELVs, including key gaps and opportunities for improvement. - The potential implications of ELV generation for the design and implementation of a national ELV Product Stewardship Scheme (PSS). The Consultant is expected to conduct a detailed analysis of available vehicle import, registration and related data, undertake consultations with relevant government agencies, vehicle importers, dealers, dismantlers, recyclers, waste operators and other stakeholders, and present the findings for review by SPREP and the relevant national authorities. Potential ELV source in the outer islands of Tuvalu are to be determined as well. The Consultant shall work with the Department of Waste Management to obtain access to: vehicle import data from the Ministry of Customs and Revenue; vehicle registration data from the Local Transport Authority; existing waste audit data, including the Tuvalu National Waste Audit Analysis Report; data on the existing Waste Management Levy covering vehicles, motorbikes, heavy machinery, white goods and electronics; and any existing stockpile data from outer islands. The consultant should	Nil	**Draft Baseline Assessment Report** A draft Baseline Assessment Report will be submitted for review by SPREP and Tuvalu's Department of Waste Management, detailing vehicle import volume and projection of ELV generation. **Draft ELV Management Option Report** A draft ELV Management Option Report will be submitted for review by SPREP and DWM, recommending national arrangements for the management of ELV.

Phase	Description	Documentation SPREP will provide	Consultant Output
	identify data gaps and propose practical approaches to address them, including recommendations for ongoing data collection systems to support scheme monitoring and evaluation. The Baseline Assessment Report will include: (i) Historical and current vehicle import data and trends, including vehicle categories and age profiles. (ii) Estimated current and projected ELV generation based on available import, fleet and vehicle lifespan data. (iii) Assessment of existing ELV stockpiles and current management practices. (iv) Identification of key stakeholders and existing ELV collection, dismantling, recycling and disposal arrangements. (v) Analysis of gaps, challenges and opportunities in the current management of ELVs. (vi) Recommended options for incorporating ELVs into a national Product Stewardship Scheme, including potential collection, financing, recovery and environmentally sound management arrangements. (vii) Recommendations for further data collection and monitoring to support ongoing ELV forecasting and PSS implementation. (viii) Identification of hazardous components present in Tuvalu's ELV stock, including but not limited to lead-acid batteries, refrigerant gases, mercury-containing components, mechanical oils, persistent organic pollutants (POPs) in textiles and foams, and brominated flame retardants in plastics and electronic components, along with an assessment of current management practices for these hazards.		

Phase	Description	Documentation SPREP will provide	Consultant Output
	Management Options recommended should address the following (as a minimum): - Collection and Transportation arrangement - Shredding and Sorting Process - Depollution Process - Preparation process for export - Components reuse in country. - Estimate Operation cost for in-country treatment of each of the vehicle type - Recommend a national standard on importation of vehicles into Tuvalu to help minimisation generation of ELV in the country. **Annexes:** Detailed vehicles import and ELV generation data, data sources and assumptions, stakeholder consultation records, consultation minutes, photographs where relevant, and other supporting information.		
Design ELV Product Stewardship Scheme	**Phase I** The Consultant will use the findings of the baseline assessment, stakeholder consultations and analysis of existing ELV management arrangements to develop a recommended national ELV Product Stewardship Scheme (PSS) for Tuvalu. The consultant should recommend differentiated management approaches for different vehicle categories, including passenger vehicles, commercial vehicles (trucks, vans, buses), motorcycles and three-wheelers, and heavy machinery and equipment. For each category, the consultant should consider typical lifespan, hazardous component profile, recyclable material value, and appropriate depollution and dismantling requirements.	Nil	**Draft ELV Product Stewardship Scheme Report** The report should address all items identified under the description of this component to assess/ analyse each of the options identified. The report should provide information and technical specifications for the various options at a level to enable informed decision making (to be undertaken through the facilitated Options selection workshop)

Phase	Description	Documentation SPREP will provide	Consultant Output
	The recommendations will, at a minimum, address the following: (i) proposed scheme scope (Target Recovery Rate/National Coverage Rate) (ii) Roles and responsibilities of stakeholders (iii) Financing and levy mechanisms (iv) Collection and take-back arrangements (v) Depollution and recycling requirements, and (vi) Options for the environmentally sound management of ELVs. The consultant will identify at least three possible designs for the Tuvalu ELV's Product Stewardship Scheme, and facilitate consultation to present the recommendation to Tuvalu DWM and SPREP who then will determine a suitable design. **Phase II** Following decision by SPREP and Tuvalu DWM, the consultant is expected to draft Tuvalu's ELV Product Stewardship Scheme that discuss the chosen option in more detail. The report will establish a material flow diagram and clearly identify the following: (i) Recommended ELV to be covered in the initial phase of the national ELV PSS (ii) Discuss how will the ELV PSS will be administered (iii) Identify national arrangements required for the depollution of ELV prior to export (iv) Collection method for ELV PSS (v) Identify deposits to be placed on each type of vehicles imported into Tuvalu		**Presentation of the Options Report, and facilitated option selection workshop** The consultant will design and deliver a presentation summarising finding of the Options Report for SPREP and DWM decision. **Final ELV Product Stewardship Scheme Report** The report will provide in detail the chosen design by SPREP and DWM and adequately addresses comments raised on the draft report. The report will include details of all participants to the meeting the assessed the management options.

Phase	Description	Documentation SPREP will provide	Consultant Output
	(vi) Discuss in detail how deposits is collected on the different type of vehicles imported to Tuvalu (vii) Determine the state and standard of items returned under the scheme (viii) Recommend management arrangements for funds collected under the scheme. (ix) Identify Monitoring plan for the implementation of the ELV PSS.		
Identify options for physical equipment and facilities to achieve effective operation of the ELV PSS in Tuvalu, including identification and arrangement for Redemption Station	Utilising the outcomes from the previous stage, and conducting further consultation and site visits as required, the consultant will: *1.* Undertake a gap analysis to understand what physical equipment and facilities are currently available and what are not available in Tuvalu to achieve the effective operation of the ELV PSS 2. Determine options for physical equipment and facilities to achieve effective operation of the ELV PSS in Tuvalu, including for outer island communities *Results from this phase will inform the economic modelling in Component 2.*	Nil	**Develop a Gap Analysis Report of Physical Equipment and Facilities and Recommended Options to Achieve Effective Operation of the PSS** Using findings from desktop research, on-site visits and consultation activities, develop, and submit for review by SPREP and DWM, a Gap Analysis Report of physical equipment and facilities and recommended options to achieve effective operation of the ELV PSS in Tuvalu.
Workshop / consultation on the scheme activities and operational needs to implement the PSS	The Consultant will convene a face-to-face meeting with SPREP, Tuvalu stakeholders with identified responsibility to implement the ELV PSS, to take all stakeholders through the recommended scheme activities, responsibilities, and physical equipment/facilities identified above, and seek active feedback. The recommendations will be discussed, refined/amended, and agreed upon by the stakeholders. Individual follow-up meetings may be required to ensure alignment and agreement to finalise the documents.	DWM shall arrange necessary Working Group and Stakeholder Consultation sessions	**Draft Consultation Materials #2** Develop and submit for review by SPREP and DWM, draft consultation materials to be used to present recommended scheme activities, responsibilities, and physical equipment/facilities to scheme stakeholders and guide discussions to confirm activities. **Host Consultation #2**

Phase	Description	Documentation SPREP will provide	Consultant Output
			Incorporating suggested revisions to consultation materials, the Consultant will host a Consultation with Tuvalu's stakeholders (and follow-up meetings as required*) presenting recommended scheme activities and operational needs and take active feedback to finalise the documents. Minutes of Consultation #2 to be developed by the Consultant and submitted for review and acceptance by SPREP and DWM. *Minutes of discussions (for phase "Workshop / consultation on the scheme activities and operational needs to implement the ELV PSS") to be supplied.
Develop Draft Practical Standard Operating Procedures for the Management of the PSS	Utilising the outcomes from the previous stage, develop draft practical Standard Operating Procedures (SOP) to appropriately describe and guide how the PSS will be in Tuvalu, ensuring all activities and responsibilities identified in the previous stage are detailed in the procedures. The SOPs are required to be practical and able guide the operation of the scheme upon commencement. The SOPs will include templates for the identified forms and contracts etc identified to operate and administer the ELV PSS (detailed in following phase). SOPs that may be required will include (but not be limited to) the following government responsibilities related to the ELV PSS implementation: • Regulator SOP - to guide scheme administration by DWM or other government office • Customs SOP – to guide how Department of Customs will identify eligible items and data collected upon import	Nil	**Draft Operating Procedures** Develop and submit for review by SPREP and DWM, a detailed practical SOPs to operate and administer the PSS. **Final Operating Procedures** All comments by SPREP and DWM on the draft SOPs are addressed.

Phase	Description	Documentation SPREP will provide	Consultant Output
	• Finance SOP – to guide how the Ministry of Finance or other agency will administer PSS funds on behalf of the people of Tuvalu.		
Develop Draft Scheme Templates and Documentation	Develop draft documents recommended for the operationalisation of the ELV PSS. At the end of the assistance, it is requested all documents for the operationalisation of the ELV PSS will be in place, including identified: • template contracts with entities such as the Scheme Coordinator, Collectors etc • templates to provide for effective data collection and scheme reporting • mechanisms for changing scheme Deposit or Fees (tied to economic modelling)	Nil	**Draft Scheme Templates and Documentation** Develop and submit for review by SPREP and DWM, all identified documents, templates, and template contracts for the effective operation and administration of the Tuvalu ELV PSS
Workshop / consultation on Draft Operating Procedures for the Management of the PSS	The Consultant will convene a face-to-face workshop with relevant stakeholders with responsibility to implement the PSS (likely DWM, DoE, Customs, and Finance) and SPREP, to take all stakeholders through the proposed SOPs and other documents to receive feedback. Individual follow-up meetings may be required to ensure agreement to finalise the proposed SOPs and scheme templates/ contracts/ documentation.	DWM shall arrange Stakeholder Consultation sessions	**Draft Workshop/ Consultation materials of Draft Operating Procedures** Develop and submit for review by SPREP and DWM, draft consultation materials to be used to present draft SOP and other documents to scheme stakeholders and guide discussions to confirm activities. **Host Consultation #3** Incorporating suggested revisions to workshop materials, the Consultant will host a Workshop in Funafuti with Tuvalu stakeholders (and follow-up meetings as required) presenting the draft SOP and other documents to receive feedback to finalise the documents. Minutes of Consultation #3 to be developed by the Consultant and

Phase	Description	Documentation SPREP will provide	Consultant Output
			submitted for review and acceptance by SPREP and DWM.
Final Operating Procedures and Guiding templates/contracts /documentation for the Management of the PSS	Develop final SOPs with templates/ contracts/ documentation to appropriately operationalise and administer the ELV PSS by both the Scheme Coordinator and government agencies, ensuring all responsibilities identified in previous stages are detailed in the procedures.	Nil	**Final ELV PSS Operating Procedures** The Consultant will finalise the set of SOPs and other documents that incorporate feedback from the workshop and clearly outline the tasks and expectations of the ELV PSS Scheme Coordinator and government to effectively operate and administer the PSS and submit for review by SPREP and DWM.

COMPONENT 2 | Undertake Economic Modelling

Phase	Description	Documentation SPREP will provide	Supplier Output
Determine likely inputs required to model the operation of a ELV PSS in Tuvalu	Utilising the outcomes of Components 1 and 2 of this Technical Assistance, conduct further literature research and consultation as required and determine the likely inputs required to effectively understand costs for the operation and administration of a ELV PSS in Tuvalu. Inputs should include, but not be limited to: • Import volumes for vehicles that may be included in Phase I or II of a PSS* • Fuel costs for collection of materials • Equipment Procurement, operation and maintenance • Labour rates • Shipping and associated costs – external and internal	Nil	**Draft Report on Cost Analysis and Operational Input for Tuvalu ELV PSS Implementation** Develop and submit for review and comments by SPREP and DWM, a detailed report outlining the literature research, outcomes of stakeholder consultations, a draft spreadsheet summarising input expenses, processing options, and other data to model the operation of the Tuvalu ELV PSS

Phase	Description	Documentation SPREP will provide	Supplier Output
	• Management options (i.e., depollution, export, locally recycled, or landfilled), and levels of processing • Administration costs (including compliance management) • Accounting costs • Legacy waste • Current market prices / commodity value for the recyclable items at off-shore recycling facilities • social factors and job creation • potential for donor contributions, public-private partnerships, and in-kind contributions from government agencies (e.g., provision of land for storage facilities, staff secondments); regional cooperation opportunities, including the Moana Taka Partnership for shipping ELV materials to recycling markets *DWM will assist to obtain the current values for each input in Tuvalu		**Final Report on Cost Analysis and Operational Input for Tuvalu ELV PSS Implementation** Final detailed report addressing all comments provided.
Financial model determining the likely Fee component and staffing needs to enable the effective and financially sustainable operation of the ELV PSS in Tuvalu	In addition, the consultant should analyse historical price trends for recyclable materials from ELVs (ferrous and non-ferrous metals, plastics, glass, and rubber), assess the sensitivity of the scheme's financial viability to commodity price fluctuations, and include price risk mitigation strategies in the scheme design, such as price floors or contingency reserves, with reference to relevant SIDS experience. Using confirmed model inputs, the consultant will build a simple model (using Microsoft excel) to: 1. Model various levels of the Deposit component to understand the influence on return rates, including from the outer island communities 2. Model scheme activities to determine the likely Handling Fee component to be placed on the items included in the scheme. Model to consider different management options (i.e., export,	Customs import data Waste audit data Stockpile data	**Draft Economic Model** Draft economic modelling tool shall address requirements identified in the Description of this Phase, submitted for review and comment by SPREP and DWM **Final Economic Model** Final economic modelling tool addressing all comments provided.

Phase	Description	Documentation SPREP will provide	Supplier Output
	locally recycled/repurposed using local enterprise, or landfilled), and levels of processing to be undertaken in country. 3. Model administrative cost required to operate and administer the activities associated with the scheme 4. Model legacy waste present in Tuvalu and options for the scheme to collect and manage these items The financial model should include at minimum three scenarios: a base case (expected vehicle import volumes and return rates), an optimistic scenario (higher than expected return rates and/or higher commodity prices), and a pessimistic scenario (lower than expected return rates and/or lower commodity prices). Each scenario should model the impact on the required Deposit and Fee components and on the long-term financial sustainability of the scheme. The model should also test the sensitivity of key variables, including shipping costs, fuel costs, and labour rates. *The model output will be used to inform the Tuvalu Government on the necessary Deposit and Fees component of the scheme and staffing needs to enable the effective and sustainable operation of the national ELV PSS.*		
Mechanism to review the Scheme Deposit or Fees	Develop an easy-to-update Microsoft excel template for DWM to utilise to calculate and update the Deposit or Fee components of the ELV PSS in the future as input information changes. Provide brief guidance on how and when to use and update the template which will go into the SOPs developed in Component 2	Nil	**Draft Process/Mechanisms to Update Scheme Finances and Guidance Note** Draft Process/Mechanisms (Microsoft excel template (with guidance note on how and when to use)) to Update Scheme Finances, submitted for review and comment by SPREP and DWM. **Final Process/Mechanisms to Update Scheme Finances and Guidance Note** Final Process/Mechanisms (Microsoft excel template (with guidance note on how and

Phase	Description	Documentation SPREP will provide	Supplier Output
			when to use)) to Update Scheme Finances addressing all comments provided.

COMPONENT 3 | Develop Legislative Drafting Notes for Scheme Regulation

Phase	Description	Documentation SPREP will provide	Consultant Output
Inception / development of Legislative Pathway	The Consultant will undertake a comprehensive assessment of Tuvalu's existing legal and regulatory framework governing waste management, including relevant legislation, regulations, policies, and existing waste-related levies and financing mechanisms. The assessment will identify legal gaps, overlaps, and opportunities to support the establishment and implementation of an End-of-Life Vehicle (ELV) Product Stewardship Scheme (PSS). Based on the findings, the Consultant will recommend the most appropriate legal and regulatory arrangements, including any amendments to existing legislation or development of new legal instruments, required to provide a clear and enforceable framework for the implementation, financing, administration, and enforcement of the ELV PSS in Tuvalu. Lead a meeting with SPREP, DWM, DOE, and relevant stakeholders to confirm pathway to ensure development and approval of the legislative instruments to guide the ELV PSS in Tuvalu. The Legislative Pathway should outline the formal process for government approval of the ELV PSS regulations, including relevant Cabinet or Parliamentary processes; the role of the Department of Waste Management, Department of Environment, Ministry of Customs and Revenue, Ministry of Finance, and Local Transport Authority; requirements for public consultation on the	Output from Component 1 and Component 2 of this Contract	**Draft Legislative Pathway** Submit a draft Legislative Pathway that complies with the stated requirements and provides a clear pathway for legislative steps required for the approval of the PSS. **Final Legislative Pathway** Final Legislative Pathway incorporating revisions and addressing all comments.

Phase	Description	Documentation SPREP will provide	Consultant Output
	draft legal framework; and timelines for each stage of the legislative approval process.		
Development of materials to assist DWM to host consultation to seek feedback on ELV PSS design to enable national approval	The consultant will assist the DWM, to host the following consultations to obtain feedback on the PSS design: 1. National Stakeholder consultations 2. Community consultations on draft legal framework on the ELV PSS The consultant will, at a minimum, assist in development or material and providing background technical assistance to the DWM as needed during the facilitation of consultation sessions. The consultant will work with DWM to understand feedback provided by communities and stakeholders on the PSS and ensure feedback is incorporated into the draft PSS design and Drafting Notes		**Draft ELV PSS Design Presentation – for community consultation** Draft presentation on PSS System Design submitted for review by SPREP and DWM. Draft presentation to consider the different groups being presented to (i.e. Stakeholders and communities). **Final ELV PSS Design Presentation – for community consultation** Final PSS design presentation (catered to different groups being presented to (i.e. Stakeholders and communities) developed addressing all comments provided. The presentation is to be delivered by DWM to gather stakeholder feedback.
Legal Drafting Note for ELV PSS Regulations	Utilising the outcomes and findings from the preceding assessments, the Consultant will develop a Drafting Note setting out the proposed framework for an End-of-Life Vehicle (ELV) Product Stewardship Scheme (PSS) for Tuvalu. The Drafting Note will consolidate the recommended policy, institutional, legal, financing, operational, and enforcement arrangements for the Scheme and provide a clear basis for Government consideration and decision-making. The Drafting Note will include a proposed framework and structure for the supporting Regulations, including key provisions relating to the scope of the Scheme, roles and responsibilities of producers, importers, vehicle owners and other relevant stakeholders,	Nil	**Draft ELV PSS Drafting Note** Draft ELV PSS Legal Drafting Note submitted for review by SPREP and DWM. **Final ELV PSS Drafting Note** Final ELV PSS Drafting Legal Note incorporating all comments provided.

Phase	Description	Documentation SPREP will provide	Consultant Output
	registration and reporting requirements, ELV collection and management, financing and levies, treatment and recycling requirements, compliance and enforcement, and other measures necessary to ensure the effective and environmentally sound implementation of the ELV PSS. The Drafting Note should specifically address: the legal basis for the scheme under the existing Waste Management Act 2017, which provides for the designation of wastes, waste levies, and registration and licensing of private waste operators; whether new legislation is required or amendments to existing legislation suffice; the delegation of powers for controlling scheme finances; provisions for the establishment of a dedicated ELV fund, ensuring funds are protected from hypothecation into general revenue; enforcement mechanisms, including penalties for non-compliance; and transitional provisions for managing legacy ELVs. The Drafting Note will be submitted to relevant Government decision-makers for review and approval and will provide the basis for subsequent drafting and finalisation of the ELV PSS legal and regulatory instruments.		

5. INSTITUTIONAL ARRANGEMENTS

Consultants outside of Tuvalu are asked to submit a quote for travel, and to ensure an up-to-date understanding of the Tuvalu waste management and legislative processes.

Consultants are encouraged to familiarise themselves with the Tuvalu context, including the existing waste management levy system, the Waste Management Act 2017, and the Tuvalu National Waste Management Strategy, before submitting their proposal. A desk review of these documents is recommended to inform the methodology.

The successful consultant will work directly with DMW who will assist with various components such as coordinating and hosting required consultation sessions, and other meetings.

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6. PROPOSED SCHEDULE OF WORK

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

The following milestone dates are suggested as a minimum:

- Week 2: Submission of Draft Project Inception Workshop
- Week 4: Submission of Draft Baseline Assessment Report
- Week 7: Completion of option selection workshop
- Week 10: Submission of Draft ELV PSS Report and Draft Economic Model
- Week 14: Completion of stakeholder consultations (Consultation #2 and #3)
- Week 17: Submission of Draft Legislative Pathway and Drafting Notes
- Week 20: Submission of all final reports and deliverables

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Table 2: Project Schedule

7. BUDGET

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

- Salary costs (hourly rate)
- All applicable taxes
- Travel costs

Submissions must include an annotated budget listing for each component and phase. Consultants are expected to arrange for consultations and pay for a national stakeholder consultation to present the Tuvalu ELV PSS.

The consultant's budget submission must clearly itemise all travel costs (international and domestic within Tuvalu), accommodation and subsistence costs, venue hire and catering for consultation sessions, interpretation services if required, and all applicable taxes. Consultants should note that in-person

consultations in Funafuti are a requirement of this contract, and costs for these must be included in the financial proposal. Virtual consultation options should also be proposed for outer island engagement where in-person visits may not be feasible.

SPREP reserves the right to withdraw this tender at any time, to accept or reject any or all bids and to waive any formal defects or irregularities in this bid, when deemed to be in the interest of SPREP.

8. OTHER INFORMATION

The successful consultant will be provided with any relevant project documentation.

The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf Whistleblower Protection and Gender and Social Inclusion.