



DIPATMEN BLONG ENVAEROMEN PROTEKSEN MO KONSEVESEN

Tel: (678) 25302 / 33430

DESIGN OF A USED OIL STORAGE AND REPROCESSING FACILITY, VANUATU

TERMS OF REFERENCE

A. BACKGROUND

The Department of Environmental Protection and Conservation (DEPC) of the Ministry of Climate Change Adaptation, Meteorology, Geo-Hazards, Environment, Energy and Disaster Management (MCCAMGEEDM) with the support of the '*Committing to Sustainable Waste Actions in the Pacific*' (SWAP) Project developed a National Used Oil Management Plan. This plan emphasises that if local processing facilities can be established that are of a sufficiently high standard, then this option will always be preferred to export.

Furthermore, Vanuatu has been invited by SWAP to submit a used oil management pilot project proposal based on the collection and storage of used oil. The overall goal of the pilot project is to have a used oil management system in Vanuatu. Specifically, the project will be conducted to

1. Establish a storage facility for used oil;
2. Establish proper collection at relevant collection sites;
3. Establish a private sector collaboration with the government to use relevant technology such as pyrolysis to use the used oil to make other useful products;
4. Ensure the collaboration between the private sector and the government is established to provide some revenue to the government to support sustaining the system;
5. Establish an ADF scheme to support the sustainability of the project;
6. Build the capacity of all stakeholders involved through relevant training; and
7. Accurate data on imports of the different oil types and the generation of used oil is established.

These aims are all in full accordance with the Used Oil Management Plan.

Based on the outcomes of these two activities, DEPC will establish a public-private partnership with Ocean Logistics Vanuatu to set up a storage and reprocessing facility. This facility will be built at Melektree, the site that belongs to Ocean Logistics Vanuatu.

As the first step, DEPC is looking for a consultant to design the storage and reprocessing facility. To that end, the following outputs are expected from the project:

- Design the Used Oil Storage and Reprocessing Facility including localisation of equipment and building;
- Establish an estimation of the budget;
- Provide a timetable of the construction.

B. OBJECTIVE

These Terms of Reference (TOR) were developed in order to recruit a qualified consultant to design a Used Oil Storage Facility and Reprocessing Facility.

The successful applicant will have to work closely with DEPC, Ocean Logistics Vanuatu and the SWAP Coordinator.

C. SCOPE OF WORK

The consultant is expected to:

1. Design the Used Oil Storage and Reprocessing Facility to meet the purpose based on recommendations and expectations from DEPC, Ocean Logistics and the SWAP team, including design specifications, layout drawings and component details. The design should also include construction details including stability and resistance to weather in preparation.
2. Estimate the costs for the construction of the facility;
3. Establish a timetable for the construction of the facility; and
4. In collaboration with DEPC, Ocean Logistics Vanuatu and the SWAP team, develop “tender documents” once the design of the Used Oil Storage and Reprocessing Facility is approved. These tender documents shall include the specifications and other information deemed necessary for the information of the potential bidders.

Note: the facility is to be towable in compliance with Vanuatu Environment Regulations.

D. DELIVERABLE

The consultant is required to design the storage and reprocessing facility. The deliverables will include:

- Preliminary design drawings and costings are to be provided within two (2) weeks upon signature of the contract for discussion prior to finalisation;
- Final design documentation including preliminary design and costings;
- Estimation of the budget for the construction of the storage and reprocessing facility;
- Timetable of the construction of the storage and reprocessing facility; and
- Terms of Reference to hire a company for the construction of the facility.

E. REPORT TO

The Consultant will report to Project Coordinator (Senior Officer [Chemical and Ozone] and Principal Officer, Environmental Protection and Director) of (DEPC)).

F. DURATION OF WORK

The duration of the contract shall be for a seven (7) week maximum period and is expected to start one (1) week from the date of signing of contract. The suggested timeframe is as followings:

- Inception meeting including visit to the land where the facility will be implemented: one (1) week upon signature of the contract;
- Submission of the preliminary design drawings and costings and presentation meeting to DEPC and Ocean Logistics Vanuatu: two (2) weeks following the inception meeting;
- Submission of the final design drawings, costings and framework: two (2) weeks following the presentation meeting and reception of comments;
- Submission of the “tender documents”: two (2) weeks upon approval of the final drawings.

G. DUTY STATION

The consultant can be based in their country of residence to fly in and out or can be based in country if it's a local and is expected to use his or her own laptop for work. A workstation shall be provided when s/he comes into the DEPC office for consultations and/or for any task that the Project Co-ordinator needs to discuss to progress work based on the agreed work schedule.

For a consultant who may be residing overseas, their schedule of work will specify number of days they would come in country to conduct components of work which would require them to be physically in country.

H. SCHEDULE OF PAYMENT

The national consultant shall be paid the amount he/she provided in the response to the tender advertised. The amount acceptable by the interim committee as the amount within the range of the budget for the consultant.

A schedule of payments as per the deliverables outlined in B – Scope of works shall be part of the contract signed between the successful applicant and Department of Environmental Protection and Conservation.

I. EVALUATION CRITERIA

DEPC will select a preferred consultant on the basis of evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the proposal satisfies the following criteria.

a) Technical Score – 80%

Criteria	Detail	Weighting
Criteria 1	i. EXPERIENCE AND EXPERTISE: Demonstrated and relevant experience in Construction and Building, Architecture, Structural Engineering, Civil Engineering, Environmental Engineering or any other related field. Experience in building Used Oil Management and/or Waste Management Facilities will be appreciated.	25%

Criteria 2	ii.	METHODOLOGY Proposed project methodology noting activities, concurrent or sequential development, etc.	40%
Criteria 3	iii.	TIMEFRAME Detailed schedule to carry out the entire service.	15%

b) Financial Score – 20%

A rate per litre for reprocessed used oil is to be provided by the bidder(s).

The following formula shall be used to calculate the financial score:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

J. SUBMISSION OF DOCUMENTS

1. Tender documentation should demonstrate that the interested applicant satisfies the conditions stated above and is capable of meeting the requirements as stipulated in the ToR. Documentation must also include the supporting documents to address the evaluation criteria.
2. Tender documentation should outline the interested consultant's complete proposal and include:
 - a) The CVs of proposed personnel to demonstrate that they have the required skills and experience to carry out this contract successfully;
 - b) Complete the Tender application form which should be provided to you when you request the ToR. (please note you are required to complete in full areas requested in the Form, particularly the Statements considered).
 - c) A Technical Proposal, which contains the details to achieve the tasks outlined in the terms of Reference; and
 - d) A Financial Proposal which outlines the costs involved in successfully delivering the project submitted in VATU and inclusive of all associated taxes.
3. Copy of valid business registration/licence.
4. The financial proposal should only contain the costs against the project activities. Project related activities will be paid for directly by the DEPC. Bid submission must be in Vanuatu vatu (VT). The consultancy has a maximum budget of VT 4,000,000. Submitted proposals will be evaluated based on best value for money.

Expressions of interest are open until the **15th of April 2024**.

Send expressions of interest to Roselyn Bue, DEPC, email address; rbue@vanuatu.gov.vu

K. REQUIRED EXPERTISE AND QUALIFICATIONS

This tender would be more applicable to local consultants with expertise in the design of infrastructures including, if possible, knowledge in Used Oil Management and/or Waste Management Facilities.