



THE SOUTHEAST ASIA REGIONAL PROGRAMME ON COMBATING MARINE PLASTICS (SEA-MAP)

Request for Proposal

Consultancy Services for Development of Regional Guidebook on Phasing Out Single-Use Plastics (RFP/2024/50439)



UNOPS ROLE AND MANDATE

UNOPS was established in **1974** as part of the United Nations Development Programme.

UNOPS became an independent organization within the UN system in **1995**.

In 2010, the UN General Assembly reaffirmed UNOPS' mandate to be:

“A central resource for the United Nations system in procurement and contracts management as well as in civil works and physical infrastructure development, including the related capacity development activities.”

OUR EXPERTISE

INFRASTRUCTURE PROCUREMENT PROJECT MANAGEMENT
FINANCIAL MANAGEMENT HUMAN RESOURCES

ADVISORY

Developing national capacity in our core mandated areas.

TRANSACTIONAL

Providing stand-alone HR management and procurement services.

HOW WE WORK

IMPLEMENTATION

Implementing partners' projects efficiently and effectively with the involvement of all stakeholders.

INVESTMENT

Contributing to early-stage investment projects to leverage high-impact transformational initiatives in support of the 2030 Agenda for Sustainable Development.

Project Background

The four year-long WB-funded SEA-MaP Regional Project aims **to reduce plastics consumption**, increase recycling and minimize leakages to **prevent land and sea-based marine plastic pollution** in Southeast Asia.

It strengthens plastics policies and regulatory frameworks and promotes innovative solutions to help reduce plastic pollution in Southeast Asia.

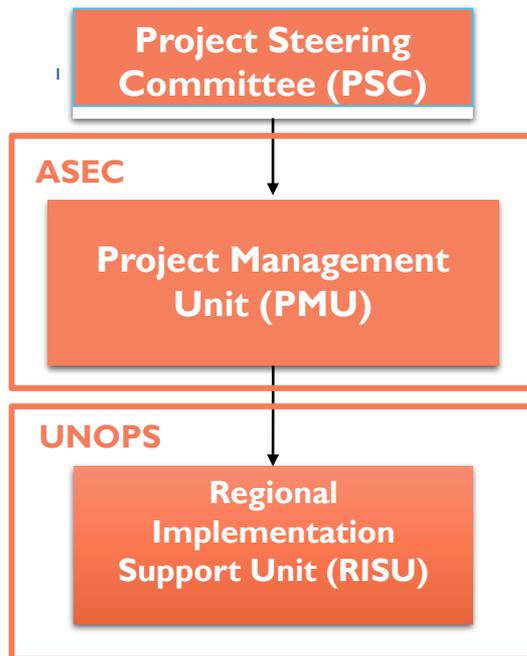
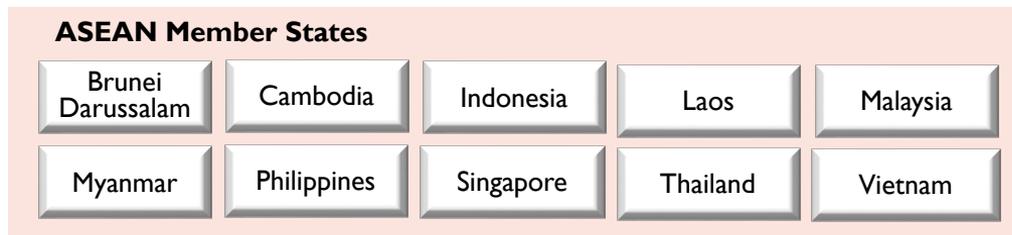
Project Components

1. Strengthening Regional Policies and Institutions for Plastics Circularity
2. Establishing Regional Platforms to Promote Innovations, Knowledge and Partnerships for Plastics Circularity

Implementation Arrangements

- SEA-MaP is implemented by ASEAN
- A PSC is co-chaired by the AWGCME & DSG ASCC and composed by AWGCME members/senior officials at ASEAN
- A PMU is being established within the ASEC with project oversight, monitoring, and reporting responsibilities
- ASEAN/UNOPS have signed an Outputs Agreement agreed on the functions that UNOPS executes to assist ASEAN in carrying out project activities
- The UNOPS RISU acts as the back-end technical support unit to the PMU

Project Implementation Arrangement



Project Deliverables

COMPONENT 1. STRENGTHENING REGIONAL POLICIES AND INSTITUTIONS FOR PLASTICS CIRCULARITY

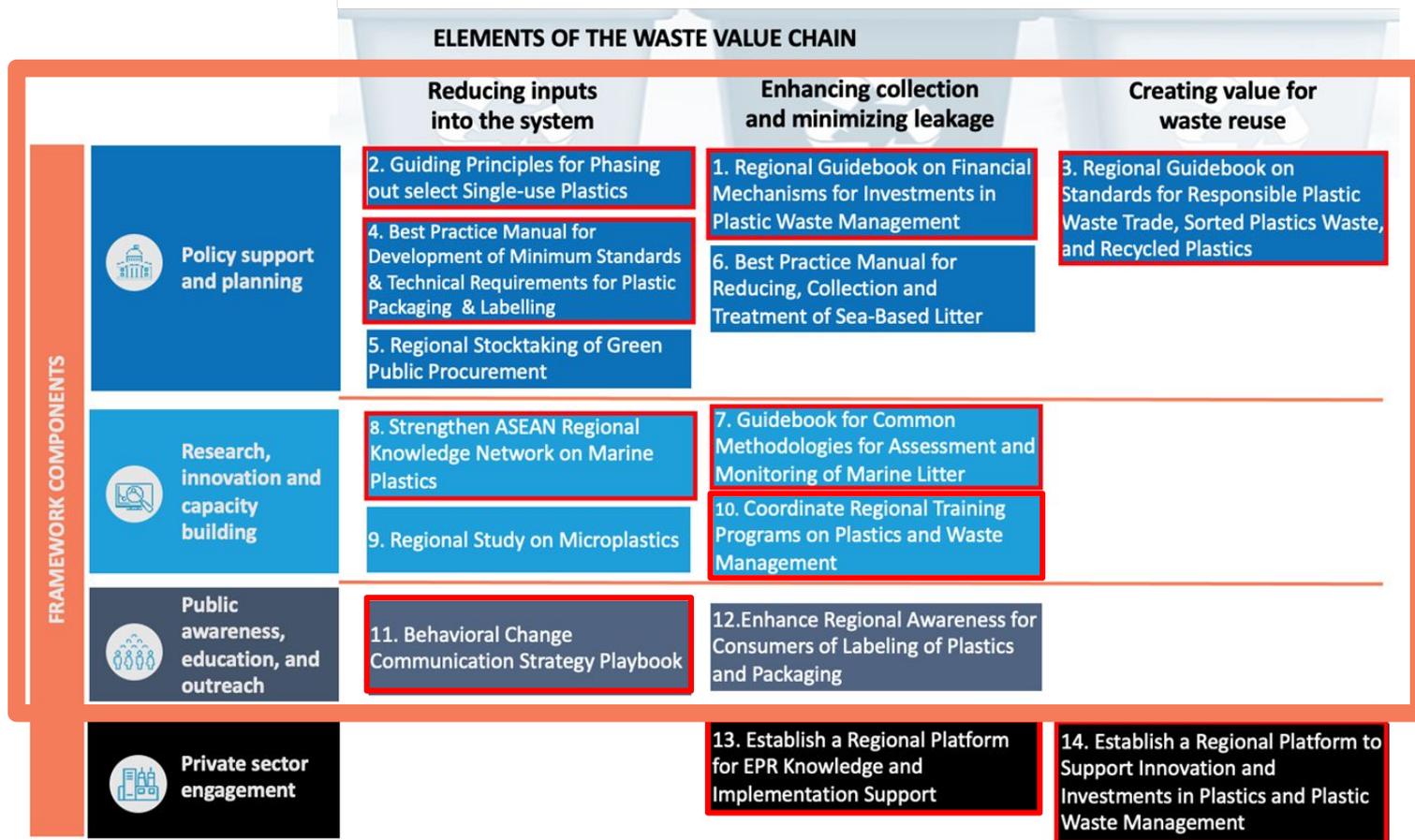
Deliverable 1	Best Practice Manual on Standards for Plastic Packaging
Deliverable 2	Regional Guidebook on Standards for Responsible Plastic Waste Trade, Sorted Plastics, and Recycled Plastics
Deliverable 3	Regional Guidebook on Financial Mechanisms for Investments in Plastic Waste Management
Deliverable 4	Regional Guidebook on Phasing Out Single-Use Plastics
Deliverable 5	Extended Producer Responsibility (EPR) Handbook and Customized Toolkit
Deliverable 6	Regional Baseline Report (including on policies)
Deliverable 7	Guidebook for common methodologies for assessment and monitoring of plastic pollution
Deliverable 8	Regional Training Program on Plastic Waste Management

COMPONENT 2. ESTABLISHING REGIONAL PLATFORMS TO PROMOTE INNOVATIONS, KNOWLEDGE, AND PARTNERSHIPS FOR PLASTICS CIRCULARITY

Deliverable 9	Regional Platform for Innovation and Investment
Deliverable 10	Web Platform/‘Marketplace’ for Investment/Innovation
Deliverable 11	Annual Technology/Innovation Expos
A	Resource Mobilization Strategy
B	Knowledge sharing/training
C	High-Level Policy Dialogue and Discussion
D	Regional behavioural change and communication playbook

Component 1:

Strengthen Institutions and Regional Policies for Plastics Circularity



Regional Guidebook on Phasing Out Single-Use Plastics

Duration: Q2 2024 – Q1 2025

Objective: To provide guiding principles for the implementation of different policy measures in the AMS to address the issue of SUPs and the root causes that have engendered the culture and habits of using single-use plastic products, and by doing so, to support coherent progress among the AMS in reducing the amount of SUPs placed on the market, consumed and littered in the environment.

Outcome: An overarching Guidebook for policymakers on the implementation of SUPs reduction policy measures in the AMS. This will encompass guiding principles backed by an analysis of current and previous policies and specific case studies. It will address policies' administrative and implementation requirements, as well as methods to assess socioeconomic implications. The assignment will integrate its independent research with a broader body of work from SEA-MaP, WB SUP work and other sources, aiming to present a coherent and practical overarching framework in addressing the challenge of SUPs.

Scope of Works

Task 1. Study of administrative and implementation considerations for SUP policy

- Subtask 1.1: Task 1.1 Stocktaking analysis of key examples of SUPs policies, focusing on their administrative requirements, financial mechanisms, scope, and other relevant considerations.
- Subtask 1.2: Stocktaking analysis of the root causes of SUPs use and considerations regarding the impacts SUPs policies have had or may have on vulnerable groups, poverty initiatives, and other aspects of wider society.
- Sub-task 1.3: Synthesizing stocktaking learnings

Task 2. Developing a Guidebook for policy measures for the reduction of SUPs in the ASEAN region

- Subtask 2.1: Developing guiding principles
- Subtask 2.2: Reference base and case studies
- SubTask 2.3: Information for decision-making

Scope of Work

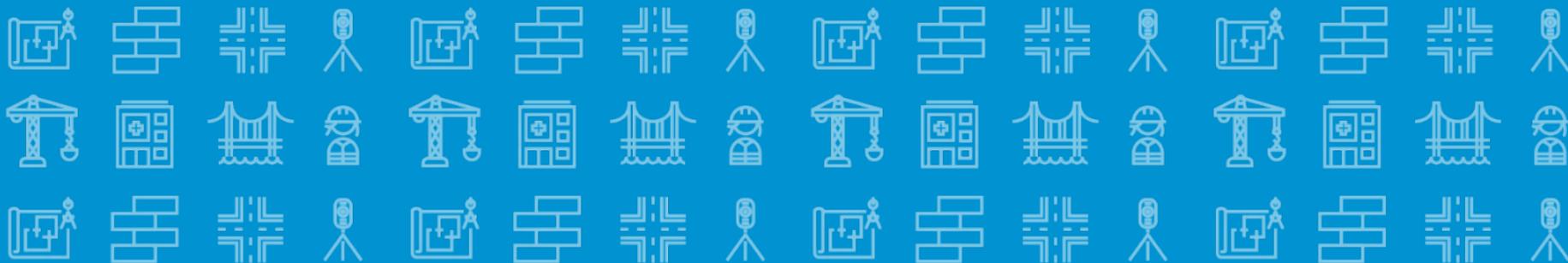
Task 3 . Stakeholder consultations

- Subtask 3.1: Stakeholder technical consultations
- Subtask 3.2: Government consultations

Task 4. Dissemination and Awareness

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EVALUATION CRITERIA



Selection Criteria

1. Eligibility and Formal Criteria (Pass/Fail)
2. Qualification Criteria (Pass/Fail)
3. Technical Criteria (Numeric Score)
4. Financial Criteria (Numeric Score)

Two Envelopes System (Technical + Financial)

1. Eligibility and Formal Criteria

- 1) Bidder is eligible as defined in Instructions to Offerors, Article 4. In case of Joint Ventures (JV), all JV members should fulfill this requirement.
- 2) Completeness of the Proposal. All documents and technical documentation requested in Instructions to Offerors, Article 10 have been provided and are complete.
- 3) Bidder accepts UNOPS General Conditions of Contract as specified in Section IV.

2. Qualification Criteria

1. Bidder should have a minimum of 3 years of continuous experience delivering similar projects with a track record of success.

In the case of JV, at least one of the JV member should fulfil this requirement

2. Bidder must provide a minimum of two (2) customer references from which similar services have been satisfactorily provided, within any of the last 3 years.

3. Technical Criteria

Part 1: Bidder's Qualification, Capacity and Expertise	20 points
Part 2: Key Personnel proposed	20 points
Part 3: Quality Assurance and Sustainability Requirements	10 points
Part 4: Understanding of the Scope of Work and Implementation Strategy	30 points
Total Technical Proposal Points	80 points

- The maximum number of points that a bidder may obtain for the Technical proposal is **80**.
- To be technically compliant, Bidders must obtain a **minimum of 56 points**
- ***Minimum pass score: 70% of maximum 80 points = 56 points***

3. Technical Criteria

Part 1: Offeror's Qualification, Capacity and Expertise		20 points
1.1	<p>Brief description of the organization, including the year and country of incorporation, and types of activities undertaken, including the relevance of specialized knowledge and experience on similar engagements done in the past.</p> <p>Experience in the specific technical specialty (15 points)</p> <p>(Max 4 pages written text plus 1 Matrix)</p>	15
1.2	<p>General organizational capability which is likely to affect implementation: management structure, and project management controls.</p> <p>(Max 4 pages written text)</p>	5

3. Technical Criteria (cont.)

Part 2: Key Personnel Proposed		20 points
2.1	Team Leader and Senior Plastics Waste Expert	07
2.2	Senior Plastic Waste Disposal and Regulatory Expert	06
2.3	Associate Plastics Expert	04
2.4	Associate Communication and Outreach Expert	03
Part 3: Quality Assurance and Sustainability Requirements		10 points
3.1	Methodology of confirming accuracy and quality of submitted deliverables: discussion on quality management risks as well as mitigation plan for each of the services that the bidder proposes to offer	05
3.2	Bidder's plan to ensure gender is mainstreamed in the implementation of the project	05

3. Technical Criteria (cont.)

Part 4: Understanding the Scope of Work and Implementation Strategy		30 points
4.1	Understanding of the scope of work for the assignment	20
4.2	Implementation plan for deploying the relevant experts for the scope of works	05
4.3	Planned strategy for liaising with relevant stakeholders for the completion of the work	05
Total Technical Proposal Points		80 points

4. Financial Criteria

The maximum number of points that a bidder may obtain for the Financial Proposal is **20**. The maximum number of points will be allocated to the lowest evaluated price bid. All other prices will receive points in reverse proportion according to the following formula:

Points for the
Financial Proposal
of a bid being
evaluated =
$$\frac{[\text{Maximum number of points for the Financial Proposal}] \times \{\text{Lowest price}\}}{[\text{Price of proposal being evaluated}]}$$

Financial proposals will be evaluated following completion of the technical evaluation.

The bidder with the lowest evaluated cost will be awarded **(20)** points. Financial proposals from other bidders will receive prorated points based on the relationship of the bidder's prices to that of the lowest evaluated cost.

Cumulative Analysis

- 1) To select the contractor, a combination of **total Technical + total Financial Score** will be used
- 2) The weight of technical : financial offer is **80:20**

Anticipated Timeline for the procurement



Background Check/Due Diligence

Upon completion of the evaluation and prior to contract award, UNOPS shall conduct background checks/due diligence on the offeror recommended for award, to confirm that the offeror meets the criteria set forth in this RFP or as appropriate to the nature of the procurement process.

UNOPS may reject an offeror's proposal on the basis of the findings.

Common Issues from Past Submissions

No	Issue	Impact	Tips to prevent the issue
1.	Bidder fails to submit complete information. Critical documents such as price schedule, any components of the technical proposal is missing	Bidder will be disqualified	Please ensure you submit all the documents. Please double check the checklist of the document in the system prior to making submission.
2.	Bidder submit the financial proposal along with the technical proposals and its supporting documents for RFP	Bidder will be disqualified	Please double check the checklist of the document in the system prior to making submission. There are different tabs under Vendor Submission tab to upload the financial offer for RFP tender. Please ensure not to put any indication of financial offer in the technical envelope.
3.	Bidder fails to submit through the system, and submits the proposal through email	Bidder will be disqualified	UNOPS cannot accept submissions done outside the system. However, if you have difficulties in accessing the portal, please let us know so we can assist.
4.	Bidder has tried to submit through the system, but there was no sufficient time to submit and the deadline pass before bidder can click "submit"	Submission will not be accepted	Please start your submission process as early as possible. Start by checking whether your company is registered in UNGM. UNGM registration might take several days. We suggest you aim to submit at least 1 day before deadline

Common Issues from Past Submissions

No	Issue	Impact	Tips to prevent the issue
5.	Not listing relevant past experience	Incompleted bid submissions	Ensure to include all relevant information as required in the tender document - 3 years of continuous experience in delivering similar projects
6.	Not attaching financial statement in the proposal, incomplete personnel CV	Incompleted bid submissions	Ensure to include all the documents per checklist
7.	Submitting a proposal utilizing its own format	Bidder proposal may not covering all components required as per UNOPS returnable forms.	Please submit the proposal following the Returnable Bidding Forms provided in the tender, to ensure all the components requested are covered in your proposal. Submission proposal in own format would compromised the term and conditions set by UNOPS which lead to incomplete bid submission.



Q&A

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