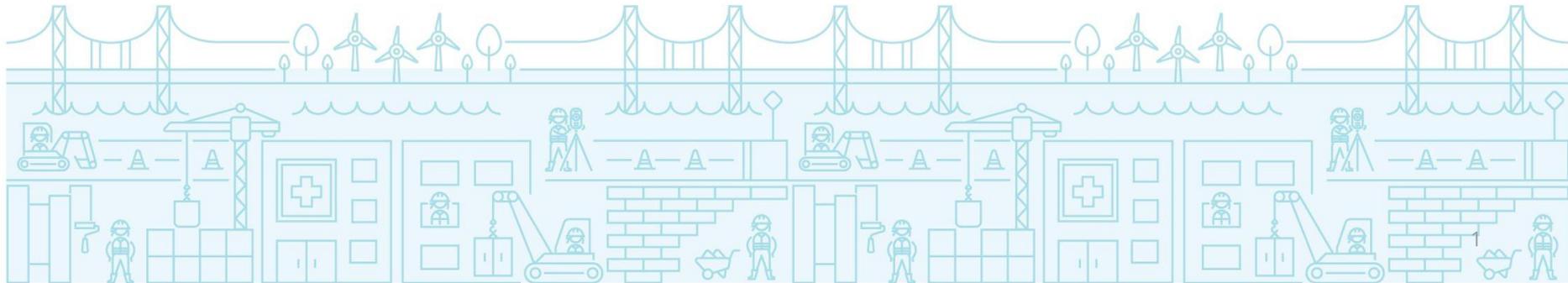




**RFP/2024/53624**

# **RFP for Regional Training Programme on Plastic Waste Management**





# 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.



# Objectives

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.

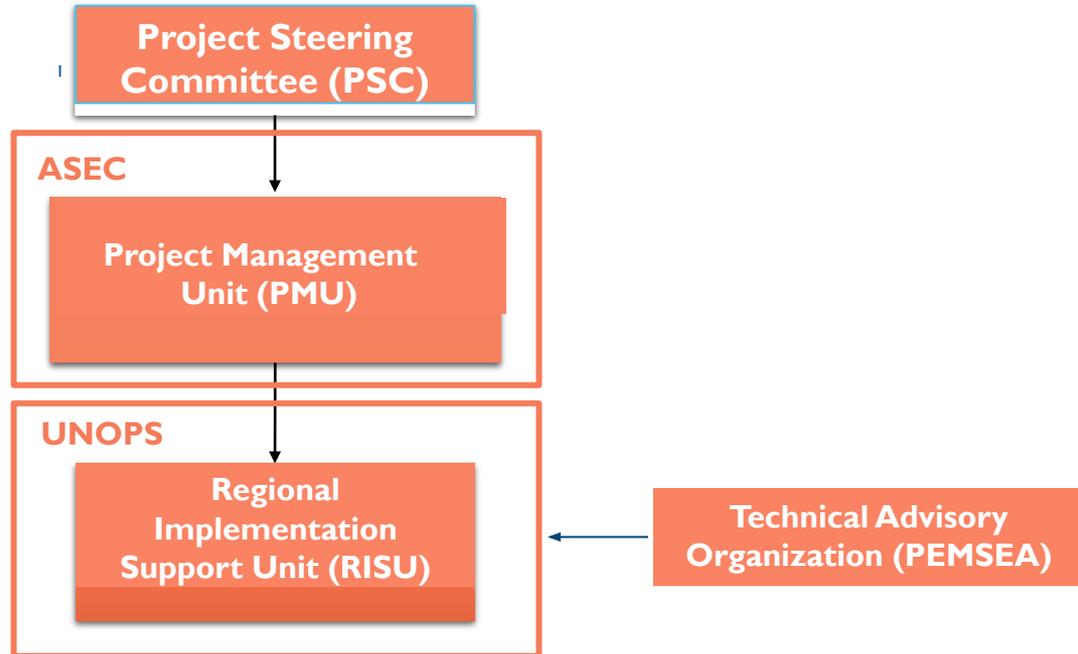
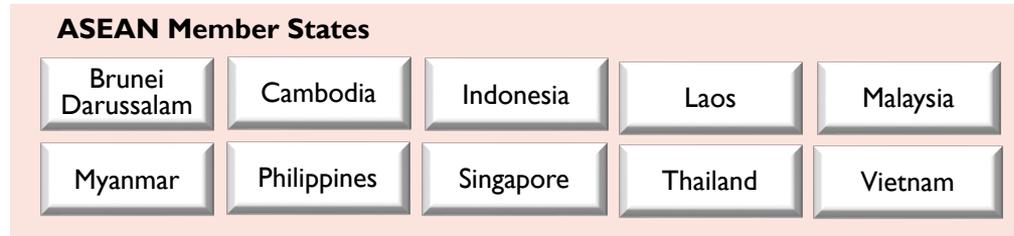
# Project Components

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

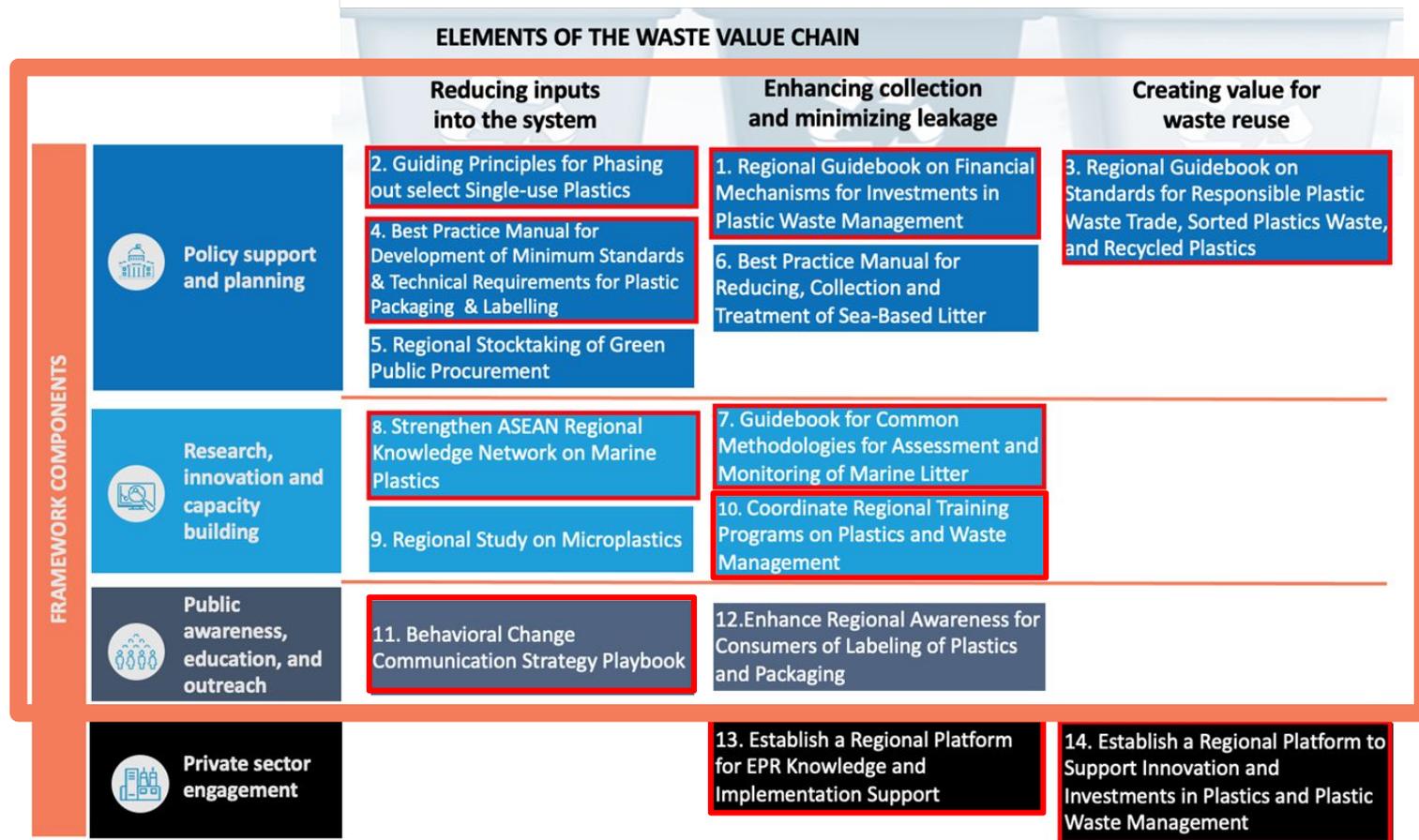
Deliverable 1	Best Practice Manual on Standards for Plastic Packaging
Deliverable 2	Regional Guidebook on Standards for Responsible Plastic Waste Trade, Sorted Plastics, and Recycled Plastics
Deliverable 3	Regional Guidebook on Financial Mechanisms for Investments in Plastic Waste Management
Deliverable 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 Training Programme on Plastic Waste Management

**Duration:** Q4 2024 – Q1 2026

**Objective:** To develop a Regional Training Program on Marine Plastics for the ASEAN Region that includes creating a Best Practices Manual for the Training of Trainers (ToT), containing instructions for building the knowledge and capacities of relevant stakeholders. The Manual will contain an overarching set of courses regarding plastic waste management, developed based on a comprehensive assessment of (1) needs and gaps in the ASEAN region and (2) existing knowledge resources and capacity development (CapDev) programs.

**Outcome:**

- A comprehensive stocktaking
- A compendium of best practice training modules
- A Training Needs Assessment (TNA)
- 7 new (or modified) training modules/courses
  
- Training course materials are developed
- Pilot training sessions are conducted

# Scope of Work

## **Phase 1: Baseline research and reporting**

*Task 1. Stocktaking and enhanced landscape review/assessment of existing/available training courses and resources on marine plastics in the ASEAN Region*

*Task 2. Carry out a large-scale Training Needs Assessment (TNA) to identify which courses are needed for the ASEAN region*

*Task 3. Determine potential courses to be adapted into MOOCs and create a Training Needs Assessment (TNA) tool*

*Task 4. Stakeholder Consultations*

## **Phase 2: Development of courses and manual**

*Task 5. Develop training courses*

*Task 6. Develop a Best Practices Manual for the Training of Trainers*

## **Phase 3: Implementation and refinement**

*Task 7. Pilot implementation of developed courses*

*Task 8. Sustainability plan and handover*



# Selection Criteria

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

# 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. Bidders should be in the business of providing similar services in the past 3 years. The experience needs to be considered as similar services, like consultancy / material development in the field of marine plastic / environment  
*In the case of JV, at least one of the JV members should fulfill this requirement.*
2. Bidder must provide a minimum of two (2) customer references **(including name, email address and/ phone number of the focal point)** from which similar services have been satisfactorily provided, within any of the last 3 years.

*The experience needs to be considered as similar services, like consultancy / material development in the field of marine plastic / environment*

3. Financial Capacity/Financial Stability: Bidder should have a minimum annual turnover of 500,000 USD in any the past two years.

*The liquidity / quick ratio should be a minimum of 1 in the past two years.*

*In the case of a JV, the annual turnover is calculated based on the total annual turnover of the JV members. In the case of a JV, at least one of the JV members should have one liquidity/quick ratio in any of the past two years.*

### 3. Technical Criteria

Part 1: Bidder's Qualification, Capacity and Expertise	20 points
Part 2: Key Personnel proposed	25 points
Part 3: Quality Assurance and Sustainability Requirements	10 points
Part 4: Understanding of the Scope of Work and Implementation Strategy	25 points
<b>Total Technical Proposal Points</b>	<b>80 points</b>

- 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***

## 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



# Common Issues in Previous Proposal Submissions (Part 1)

No.	Common Issue	Implication	Suggestion
1	Bidder proposes personnel who are not meeting the education / experience requirements	Bidder's technical score will be impacted	Bidders are encouraged to double check their personnel's CVs and UNOPS requirements
2	Bidders' CVs does not include complete information of the personnel's credentials and only listed the position and company they worked for	Evaluation panel are not able to verify if the personnel meets the requirements	The CVs should include in-depth information of each personnel's past experience, such as type of activities/tasks performed, degree of responsibilities, duration and location of employment, etc. Bidders are requested to complete <i>Annex 2 - Detailed Personnel Proposed</i> .
3	Bidder overestimates the personnel allocation, resulting in financial proposal being extremely higher than the estimate / available funds	The financial proposal is not as competitive, and might result in the proposal not being selected despite the strong technical component	Bidders are suggested to propose personnel aligned with the Terms of Reference. 1-3 additional personnel might be added, but adding significant number of additional personnel tend to inflate the proposal significantly, making it much higher than it could be.  UNOPS always announces the winner of the bid, as well as the contract value. Bidders are encouraged to check this information to understand how their financial proposal compares with the winning bid.

## Common Issues in Previous Proposal Submissions (Part 2)

No.	Common Issue	Implication	Suggestion
4	Bidder does not elaborate on their relevant experiences	This impacts their technical score on understanding of local context	An in-depth details of the past experience should be provided, for example, scope of works, client name, project results & impacts, etc.
5	Bidder provides a general methodology, and sometimes, copies and pastes from the tender document	This impacts their technical/ methodology score	Bidder should provide a detailed methodology specifically tailored for this project to demonstrate their capability/capacity to deliver the services.
6	Bidder discloses their financial offer in the technical proposal	The bid will be disqualified	Please only mention your financial offer in <i>Form C: Financial Proposal Form</i> .

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