Request for Proposals (RfP)

Consultancy: Plastics material flow quantification, brand audits and technical activities for the reduction of plastic pollution in sensitive coastal and marine ecosystems in Vanuatu and Samoa

IUCN Global Ocean Team, Centre for Conservation Action, Headquarters

RfP Reference: IUCN-25-08-P04473-1

Welcome to this Procurement by IUCN. You are hereby invited to submit a Proposal. Please read the information and instructions carefully because non-compliance with the instructions may result in disqualification of your Proposal from this Procurement.

1. REQUIREMENTS

1.1. A detailed description of the services and/or goods to be provided can be found in Attachment 1.

2. CONTACT DETAILS

2.1. During the course of this procurement, i.e., from the publication of this RfP to the award of a contract, you may not discuss this procurement with any IUCN employee or representative other than the following contact. You must address all correspondence and questions to the contact, including your proposal.

IUCN Contact: Gabriela Allen, Global Programme Operations Unit, gabriela.allen@iucn.org

3. PROCUREMENT TIMETABLE

3.1. This timetable is indicative and may be changed by IUCN at any time. If IUCN decides that changes to any of the deadlines are necessary, we will publish this on our website and contact you directly if you have indicated your interest in this procurement (see Section 3.2).

DATE	ACTIVITY
07 August 2025	Publication of the Request for Proposals
20 August 2025	Deadline for submission of questions
22 August 2025	Planned publication of responses to questions
04 September 2025	Deadline for submission of proposals to IUCN ("**Submission Deadline**")

DATE	ACTIVITY
05 September 2025	Planned clarification of proposals
10 September 2025	Planned date for contract award and start

3.2. Please email the IUCN contact to express your interest in submitting a proposal by the deadline stated above. This will help IUCN to keep you updated regarding the procurement.

4. COMPLETING AND SUBMITTING A PROPOSAL

4.1. Your Proposal must consist of the following four separate documents:

- Signed Declaration of Undertaking (see Attachment 2)
- Pre-Qualification Information (see Section 4.3 below)
- Technical Proposal (see Section 4.4 below)
- Financial Proposal (see Section 4.5 below)

Proposals must be prepared in English.

4.2. Your Proposal must be submitted by email to the IUCN Contact (see Section 2). The subject heading of the email shall be [RfP Reference – bidder name]. The bidder's name is the name of the company/organisation on whose behalf you are submitting the proposal, or your own surname if you are bidding as a self-employed consultant. Your proposal must be submitted in PDF format. You may submit multiple emails suitably annotated, e.g., Email 1 of 3, if attached files are too large to suit a single email transmission. You may not submit your Proposal by uploading it to a file-sharing tool.

IMPORTANT: Submitted documents must be password-protected so that they cannot be opened and read before the submission deadline. Please use the same password for all submitted documents. After the deadline has passed and within 12 hours, please send the password to the IUCN Contact. This will ensure a secure bid submission and opening process. Please DO NOT email the password before the deadline for Proposal submission.

4.3. *Pre-Qualification Criteria*

IUCN will use the following Pre-Qualification Criteria to determine whether you have the capacity to provide the required goods and/or services to IUCN. Please provide the necessary information in a single, separate document.

	Pre-Qualification Criteria
1	3 relevant references of clients similar to IUCN and for similar work
2	Confirm that you have all the necessary legal registrations to perform the work
3	State your annual turnover for each of the past 2 years
4	How many employees does your organisation have who are qualified for this work?
5	Confirm that your organisation has formal policies and/or procedures for the following: - Procurement, - Code of conduct, - Accounting report.

4.4. *Technical Proposal*

The technical proposal must address each of the criteria stated below explicitly and separately, quoting the relevant criteria reference number (left-hand column).

Proposals in any other format will significantly increase the time it takes to evaluate, and such Proposals may therefore be rejected at IUCN's discretion.

Where CVs are requested, these must be of the individuals who will actually carry out the work specified. The individuals you put forward may only be substituted with IUCN's approval.

IUCN will evaluate technical proposals with regards to each of the following criteria and their relative importance:

No.	Description	Information to provide	Relative weight
1	Strong qualifications, expertise and experience of the team	Description of the work experience that is relevant to the tasks within the scope of this contract, including (but not limited to): • Composition, calibre and qualifications of team members in your organisation relevant to the scope of this assignment (see Annex 1), with strong preference for engagement of Pacific regional and, ideally, local in-country experts and stakeholders (demonstrated by CVs, relevant publications, references, etc.); • Portfolio and a number of years of experience in the plastic waste management sector in the Pacific region (experience in the project countries a strong plus); • Design and/or application of the relevant methodologies and toolkits, in particular, in the context of Pacific SIDS (experience in the project countries a strong plus); • Conducting plastic waste audits, quantification and brand audit assessments at national and sub-national levels, in particular, in the context of Pacific SIDS (experience in the project countries a strong plus); • Ability to research, analyse, evaluate and synthesize complex information and present it in a user-friendly and visually appealing format; • Ability to translate complex data into accessible and actionable recommendations for policy and decision-makers at national and sub-national level and relevant sectors (e.g. fisheries, tourism, waste management, etc), backed by solid data, insights from the ground and knowledge/assessments. • Fluent ability to communicate in English; fluency in languages spoken in the project countries is considered a strong plus.	30%
2	Technical quality of the proposal	Clear, concise, and compelling description of how the organisation will undertake and deliver the work, including (but not limited to):	50%

		• Compelling description of the proposed approach and methodology on how you will contribute to meeting the objectives outlined in Annex 1, and importantly significant contribution to achievement of outcomes of the project; • Proposed work plan to deliver required scope of work and activities, results and technical products, including the stakeholder engagement plan (Annex 1); • Alignment/compatibility with work conducted under the previous Plastic Waste Free Islands (PWFI) project and relevant methodologies; • Resources (human, finance and operational set up) to deliver the expected outputs and results clearly aligned with the Financial Proposal (see section 4.5. below); • Any relevant references, recommendations, or lessons learnt from similar undertakings.	
3	Feasibility and quality of the proposed workplan	• Gantt chart detailing activities to be implemented and respective timelines, as well as delivery of technical products to ensure timely, cost-effective and efficient delivery of the expected deliverables and achieve the objectives of the consultancy.	20%
			100%

4.5. *Financial Proposal*

4.5.1. The financial proposal must be a fixed and firm price for the provision of the goods/services stated in the RfP in their entirety.

4.5.2. *Prices include all costs*

Submitted rates and prices are deemed to include all costs, insurances, taxes (except VAT, see below), fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the Terms of Reference or Specification of Requirements. IUCN will not accept charges beyond those clearly stated in the Financial Proposal. This includes applicable withholding taxes and similar. It is your responsibility to determine whether such taxes apply to your organisation and to include them in your financial offer.

4.5.3. *Applicable Goods and Services Taxes*

Proposal rates and prices shall be exclusive of Value Added Tax.

4.5.4. *Currency of proposed rates and prices*

All rates and prices submitted by Proposers shall be in USD.

4.5.5. *Breakdown of rates and prices*

For information only, the price needs to be broken down as follows:

	Description	Quantity	Unit Price	Total Price
1				
2				
3				
4				
5				
6				
	TOTAL			

4.6. Additional information not requested by IUCN should not be included in your Proposal and will not be taken into account in the evaluation.

4.7. Your proposal must remain valid and capable of acceptance by IUCN for a period of 90 calendar days following the submission deadline.

4.8. *Withdrawals and Changes*

You may freely withdraw or change your proposal at any time prior to the submission deadline by written notice to the IUCN Contact. However, in order to reduce the risk of fraud, no changes or withdrawals will be accepted after the submission deadline.

5. EVALUATION OF PROPOSALS

5.1. *Completeness*

IUCN will firstly check your proposal for completeness. Incomplete proposals will not be considered further.

5.2. *Pre-Qualification Criteria*

Only proposals that meet all of the pre-qualification criteria will be evaluated.

5.3. *Technical Evaluation*

5.3.1. *Scoring Method*

Your proposal will be assigned a score from 0 to 10 for each of the technical evaluation criteria, such that ‘0’ is low and ‘10’ is high.

5.3.2. *Minimum Quality Thresholds*

Proposals that receive a score of ‘0’ for any of the criteria will not be considered further.

5.3.3. *Technical Score*

Your score for each technical evaluation criterion will be multiplied with the respective relative weight (see Section 4.4) and these weighted scores added together to give your proposal’s overall technical score.

5.4. *Financial Evaluation and Financial Scores*

The financial evaluation will be based upon the full total price you submit. Your financial proposal will receive a score calculated by dividing the lowest financial proposal that has passed the minimum quality thresholds (see Section 5.3.2) by the total price of your financial proposal.

Thus, for example, if your financial proposal is for a total of CHF 100 and the lowest financial proposal is CHF 80, you will receive a financial score of 80/100 = 80%

5.5. *Total Score*

Your proposal's total score will be calculated as the weighted sum of your technical score and your financial score.

The relative weights will be:

Technical: 70%
Financial: 30%

Thus, for example, if your technical score is 83% and your financial score is 77%, you will receive a total score of 83 * 70% + 77 * 30% = 58.1% + 23.1% = 81.2%.

Subject to the requirements in Sections 4 and 7, IUCN will award the contract to the bidder whose proposal achieves the highest total score.

6. EXPLANATION OF PROCUREMENT PROCEDURE

6.1. IUCN is using the Open Procedure for this procurement. This means that the contracting opportunity is published on IUCN's website and open to all interested parties to take part, subject to the conditions in Section 7 below.

6.2. You are welcome to ask questions or seek clarification regarding this procurement. Please email the IUCN Contact (see Section 2), taking note of the deadline for submission of questions in Section 3.1.

6.3. All proposals must be received by the submission deadline in Section 3.2 above. Late proposals will not be considered. All proposals received by the submission deadline will be evaluated by a team of three or more evaluators in accordance with the evaluation criteria stated in this RfP. No other criteria will be used to evaluate proposals. The contract will be awarded to the bidder whose proposal received the highest Total Score. IUCN does, however, reserve the right to cancel the procurement and not award a contract at all.

6.4. IUCN will contact the bidder with the highest-scoring proposal to finalise the contract. The timetable in Section 3.1 gives an estimate of when we expect to have completed the contract award, but this date may change depending on how long the evaluation of proposals takes.

7. CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT

7.1. To participate in this procurement, you are required to submit a proposal, which fully complies with the instructions in this RfP and the Attachments.

7.1.1. It is your responsibility to ensure that you have submitted a complete and fully compliant proposal.

7.1.2. Any incomplete or incorrectly completed proposal submission may be deemed non-compliant, and as a result you may be unable to proceed further in the procurement process.

7.1.3. IUCN will query any obvious clerical errors in your proposal and may, at IUCN's sole discretion, allow you to correct these, but only if doing so could not be perceived as giving you an unfair advantage.

7.2. In order to participate in this procurement, you must meet the following conditions:

- Free of conflicts of interest;
- Registered on the relevant professional or trade register of the country in which you are established (or resident, if self-employed);
- In full compliance with your obligations relating to payment of social security contributions and of all applicable taxes;
- Not been convicted of failing to comply with environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection
- Not bankrupt or being wound up;

- Never been guilty of an offence concerning your professional conduct;
- Not involved in fraud, corruption, a criminal organisation, money laundering, terrorism, or any other illegal activity.

7.3. You must complete and sign the Declaration of Undertaking (see Attachment 2).

7.4. If you are participating in this procurement as a member of a joint venture, or are using sub-contractors, submit a separate Declaration of Undertaking for each member of the joint venture and sub-contractor, and be clear in your proposal which parts of the goods/services are provided by each partner or sub-contractor.

7.5. Each bidder shall submit only one proposal, either individually or as a partner in a joint venture. In case of joint venture, one company shall not be allowed to participate in two different joint ventures in the same procurement nor shall a company be allowed to submit a proposal both on its behalf and as part of a joint venture for the same procurement. A bidder who submits or participates in more than one proposal (other than as a subcontractor or in cases of alternatives that have been permitted or requested) shall cause all the proposals with the bidder's participation to be disqualified.

7.6. By taking part in this procurement, you accept the conditions set out in this RfP, including the following:

- It is unacceptable to give or offer any gift or consideration to an employee or other representative of IUCN as a reward or inducement in relation to the awarding of a contract. Such action will give IUCN the right to exclude you from this and any future procurements, and to terminate any contract that may have been signed with you.
- Any attempt to obtain information from an employee or other representative of IUCN concerning another bidder will result in disqualification.
- Any price fixing or collusion with other bidders in relation to this procurement shall give IUCN the right to exclude you and any other involved bidder(s) from this and any future procurements and may constitute a criminal offence.

8. CONFIDENTIALITY AND DATA PROTECTION

8.1. IUCN follows the European Union's General Data Protection Regulation (GDPR). The information you submit to IUCN as part of this procurement will be treated as confidential and shared only as required to evaluate your proposal in line with the procedure explained in this RfP, and for the maintenance of a clear audit trail. For audit purposes, IUCN is required to retain your proposal in its entirety for 10 years after then end of the resulting contract and make this available to internal and external auditors and donors as and when requested.

8.2. In the Declaration of Undertaking (Attachment 2) you need to give IUCN express permission to use the information you submit in this way, including personal data that forms part of your proposal. Where you include personal data of your employees (e.g. CVs) in your proposal, you need to have written permission from those individuals to share this information with IUCN, and for IUCN to use this information as indicated in 8.1. Without these permissions, IUCN will not be able to consider your proposal.

9. COMPLAINTS PROCEDURE

If you have a complaint or concern regarding the propriety of how a competitive process is or has been executed, then please contact procurement@iucn.org. Such complaints or concerns will be treated as confidential and are not considered in breach of the above restrictions on communication (Section 2.1).

10. CONTRACT

The contract will be based on IUCN's template in Attachment 3, the terms of which are not negotiable. They may, however, be amended by IUCN to reflect particular requirements from the donor funding this particular procurement.

11. ABOUT IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,400 Member organisations and around 17,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

www.iucn.org

12. ANNEXES

Annex 1 – Specification of Requirements / Terms of Reference (see below)

Annex 2 – Declaration of undertaking

Annex_2a_declaration_-_company_0 (3).docx
Annex_2b_declaration_-_self-employed_0 (2).docx

Annex 2 – Template consultancy contract
Annex_3a_Consultancy_Agreement_Company_Template_Nov2024.docx
Annex_3b_Consultancy_Agreement_Self-Employed_Template_Nov2024.docx

ANNEX 1 – TERMS OF REFERENCE

Consultancy: Plastic material flow quantification, brand audits and technical activities for the reduction of plastic pollution in sensitive coastal and marine ecosystems in Vanuatu and Samoa

Background

Plastic pollution is detrimental to marine ecosystems and to the livelihoods and economies of Pacific Small Island Developing States (SIDS). Plastic accounts for up to 17% of waste generated in the Pacific region, second only to organic material, with an estimated 311,000 tonnes produced annually near coastlines, of which approximately 73% is at risk of leaking into the ocean through littering, dumping, or being carried by the wind (APWC, 2020). Each year, the world produces 400 million tons of plastic waste, of which up to 14 million enter the ocean, devastating marine biodiversity and undermining community well-being and economic resilience. Urgent, systemic action is needed to address the full plastic lifecycle from production to post-consumer waste.

Many efforts on minimising and mitigating impacts of plastic pollution include a strong interest in developing sustainable, upstream circular solutions that address the life cycle of plastic. These solutions must have climate, environmental, and financial benefits including increased biodiversity outcomes, and be based on innovative economic models. The Global Plastics Treaty currently being negotiated will require mainstreaming of such solutions while engaging with stakeholders across the value chain.

The Kunming-Montreal Global Biodiversity Framework adopted in December 2022 has 23 action-oriented global targets for urgent action over the decade to 2030. The actions set out in each target need to be initiated immediately and completed by 2030. In relation to reducing threats to biodiversity, Target 7 of the framework states:

> *"Reduce pollution risks and the negative impact of pollution from all sources, by 2030, to levels that are not harmful to biodiversity and ecosystem functions and services, considering cumulative effects, including: reducing excess nutrients lost to the environment by at least half including through more efficient nutrient cycling and use; reducing the overall risk from pesticides and highly hazardous chemicals by at least half including through integrated pest management, based on science, taking into account food security and livelihoods; and also preventing, reducing, and working towards eliminating plastic pollution."*

The direct impact of plastic pollution on marine biodiversity and coastal ecosystems is widely recognised. However, the impact of marine litter on Coastal and Marine biodiversity links to Target 7 of the Global Biodiversity Framework are yet to be addressed comprehensively.

In response, IUCN has embarked on the implementation of a new project "Solutions to Reduce Plastic Pollution Affecting Marine Biodiversity and Sensitive Coastal Ecosystems: Asia Pacific" in Tonga, Vanuatu and Samoa with the support of the Ministry of Oceans and Fisheries (ROK) of the Republic of Korea.

The goal of the new project is that governments, businesses, and individuals adopt circular solutions to reduce plastic pollution for key sectors impacting biodiversity and ecosystems, with the core of the project centered around action in 2 priority sites per country for representative biodiversity and sensitive ecosystems by the end of December 2028.

The overall project aims to bring expertise on biodiversity, ecosystems, and waste management to address the impact of plastic pollution on marine biodiversity and coastal ecosystems, and to contribute to the future Global Plastics Treaty.

It builds on the work between 2019 and 2023 that IUCN led in Fiji, Vanuatu, and Samoa to address plastic pollution in the fisheries, waste management and tourism sectors in the framework of the project on "Plastic Waste-Free Islands" that was implemented in the Pacific and Caribbean with the support of the Norwegian Agency for Development Cooperation (Norad)[1]. Addressing these challenges requires a holistic approach. To this end IUCN has collated its knowledge into a Blueprint to guide the way to address marine plastic pollution.[2] The Blueprint is designed to guide practitioners to move from the status quo to a Plastic Waste-Free Island based on seven main intervention areas. Each intervention area details actions to take, and promote to speed up change. The blueprint can be used to find existing upstream and downstream solutions and inform future developments and investments.

The new project in Tonga, Samoa and Vanuatu will build on the blueprint framework to address the impact of plastic pollution on marine biodiversity and coastal ecosystems, as well as build on, enhance and integrate the data and knowledge base from the Plastic Waste-Free Islands project, now also adding a new country - Tonga.

The premise of the project is that a precautionary approach to minimising impacts of plastic pollution on important marine biodiversity and coastal ecosystem hotpots requires coupling biological and ecosystem information with plastic waste flows. Using the derived information, locally applicable solutions that are sustainable can be identified. To do so, requires an understanding of the problem which can be used to develop participatory action plans for those target areas of interest, and ensure those actions can be implemented and sustained through investment and maintained through behavioural changes among the key stakeholders. By using a participatory and inclusive process, it is expected that key biodiversity and environmental benefits can be achieved.

The expected outcomes are improved societal benefits to communities in select coastal regions through the reduction of land-based plastic pollution from problematic plastic packaging sources that reduce coastal clean-up costs, minimize secondary impacts on marine natural resources and ecosystems and result in income and job generation opportunities for coastal populations based on circularity principles.

The proposed program focuses on plastic sources impacting the marine biodiversity and ecosystems of importance by addressing five components: 1) Private Sector Engagement, 2) Enabling Regulatory and Policy Environment, 3) Behaviour and Social Changes, 4) Mobilizing Finance, and 5) Knowledge, Capacity and Reporting. This integrated approach is founded on an understanding of the nature of the problem and taking greater consideration of biodiversity and ecosystem benefits into decision making.

The overall expected outcomes and outputs of the project are as follows:

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[1] https://www.iucn.org/our-work/region/oceania/our-work/deploying-nature-based-solutions/climate-change-mitigation/plastic-waste-free-islands-pwfi

[2] https://www.iucn.org/story/202303/our-relationship-plastic-needs-rethinking-blueprint-journey-zero-plastic-waste

Outcome 1: Improved knowledge on plastic pollution impacts

- Output 1.1 Plastic pollution in key biodiversity and ecosystems protocols established and mapped.

- Output 1.2. Toolkit integrating economic, social and environment aspects of managing plastic pollution at localised scales produced.

Outcome 2: Existing Sub-national/Local strategic and/or operational action plans are enhanced with key actions for reducing plastic pollution threats to biodiversity and ecosystems

- Output 2.1 Integrated Plastic Action plans for marine biodiversity and sensitive coastal ecosystems developed for six representative ecosystems (2 per country).

- Output 2.2. Knowledge and guidance for implementing the action plan is created.

Outcome 3: Governments, businesses, and individuals adopt circular solutions to reduce plastic pollution for key sectors affecting biodiversity and ecosystems

- Output 3.1 Cloud Research Facility promoting stakeholder knowledge & capacity to shift behaviour practices towards a circular plastics economy established.

- Output 3.2 National Innovation Hubs for circularity established.

- Output 3.3 The delivery of the integrated plastic action plan is supported by a dedicated grant mechanism.

This assignment will specifically focus on **Vanuatu and Samoa** and IUCN is now seeking an experienced consultant team in plastic waste management and pollution in the region to carry out plastic pollution mapping and site baseline assessments, including the plastics material flow quantification at the selected site/hotspot level, brand audits at the national and selected site/hotspot level and associated training and capacity building for the toolkit development, as well as provision of technical advice on reduction of plastic pollution in sensitive coastal and marine ecosystems in Vanuatu and Samoa.

Project site / hotspot selection

Vanuatu
The project sites confirmed by the Vanuatu Department of Environmental Protection and Conservation (DEPC) are:

- The Port Vila Bay & Erakor Lagoon and Emten Lagoon on the main island, which is an urban pollution hotspot affecting coastal ecosystems such as mangroves, corals and seagrasses and has also greatly suffered after the recent devastating earthquake in December 2024.

- The Reef Island (also known as Rowa Island) in the Torba Province, which is a remote and only atoll island between Vanuatu and Solomon Islands and home to pristine coral reefs, coastal vegetation sea grass, lagoon, turtle nesting site and other marine species. Also, it has been listed as one of the national biodiversity priority sites for Torba and Vanuatu.

Samoa
The Samoa Ministry of Natural Resources and Environment is still in the process of selecting the project sites and IUCN will communicate the final section accordingly. For the proposal development and estimate budget purposes in response to this Request for Proposals, the interested bidders are asked to consider one site provisionally being on the main island and another site provisionally being on an outer island.

Consultant's tasks and deliverables

Work to be performed by the Consultant team in support of the delivery of the associated outputs under the Outcome 1 specifically for the plastic pollution mapping and assessments in Vanuatu and Samoa that will be the basis for the contribution to the Outcome 2 and Outcomes 3 are outlined below.

The Consultant team will work closely with the IUCN Global Ocean Project Manager and relevant global thematic and Oceania regional colleagues, as well as engage any locally-based staff and stakeholders. IUCN will provide relevant project documentation to the Consultant team to enable their performance of tasks and deliverables.

DELIVERABLE LOT 1: PLASTICS MATERIAL FLOW QUANTIFICATION – SITE LEVEL

Deliverable 1.1. Plastics material flow quantification – site level in Vanuatu

Deliverable 1.2. Plastics material flow quantification – site level in Samoa

One of the major technical inputs required by the project is a plastic waste data mapping and baselines, specifically **plastic influx and outflux mapping** for each hotspot chosen by the country to identify sources, quantities and pathways of plastic waste generated and leaked **per hotspot**.

The proponent will be expected to work and liaison with the participating country government focal points, IUCN Global Ocean Team (Centre for Conservation Action, Headquarters) and Oceania Regional office staff, as well as stakeholders to deliver the expected outputs.

GEOGRAPHIC SCOPE:

This Plastic Waste Quantification and Sectorial Material Flow Analysis of plastic for hotspots will be carried out in Vanuatu and Samoa. Two hotspots will be assessed for each country.

MATERIALS SCOPE:

Plastic categories to be quantified/audited for this project are:

1. Plastic 1: Polyethylene Terephthalate (PET)
2. Plastic 2: High Density Polyethylene (HDPE)
3. Plastic 3: Polyvinyl Chloride (PVC)
4. Plastic 4: Low Density Polyethylene (LDPE)
5. Plastic 5: Polypropylene (PP)
6. Plastic 6: Polystyrene (PS)

7. Plastic 7: Other (Polycarbonate, Polylactide)

ACTIVITIES:

To support the project's objectives of improved knowledge of plastic waste generation in three SIDS and enhanced adaptation of plastic leakage reduction measures and value chain development in the countries the following activities are required to be conducted.

1. **Quantification and Assessment of Plastic at the hotspot**: To achieve consistent outcomes across the islands, quantify at hotspot level all inputs and outputs of plastic including imports and exports at national level (tons/year) for three SIDS integrating locally-sourced, field-level data complemented with national data sets and other relevant sources.

2. **Protocols for Sampling**: Develop a stratified sampling strategy across the waste management, fisheries and tourism sectors for Tonga and produce robust estimates of plastic use, for the seven plastic categories listed under materials scope.

3. **Assessment: Perform a material flow analysis per sector** (for the three sectors mentioned above) of plastic by category of plastic, resulting in identification of total amount of plastic waste generated, leakage and plastic stock.

4. **Analysis**: Based on the results of the assessments, provide evidence-based guidance on which to take informed actions in order to reduce plastic waste across value chains assessed. The project requires to ensure that the data generated is comparable to the work undertaken for six SIDS as a part of the previous Plastic Waste Free Islands (PWFI) project in the Pacific and Caribbean, as well as being able to be used by the IUCN economics team for further economic analysis.

DELIVERABLE LOT 2: BRAND AUDITS – SITE LEVEL AND COUNTRY LEVEL

- **Deliverable 2.1. Brand audits – site level and country level - in Vanuatu**
- **Deliverable 2.2. Brand audits – site level and country level - in Samoa**

One of the major technical inputs required by the project is a brand audit to be undertaken at both the national level and the hotspot level to identify sources, quantities and pathways of plastic waste by brand type generated and leaked **per hotspot and at the national level**.

The proponent will be expected to work and liaise with the participating country government focal points, IUCN Global Ocean Team (Centre for Conservation Action, Headquarters) and Oceania Regional office staff, as well as stakeholders to deliver the expected outputs.

GEOGRAPHIC SCOPE:

Brand audits for plastic for hotspots and at the country level will be carried out in Samoa and Vanuatu. Two hotspots will be assessed for each country.

MATERIALS SCOPE:

Plastic categories to be quantified/audited for this project are:

1) Plastic 1: Polyethylene Terephthalate (PET)
2) Plastic 2: High Density Polyethylene (HDPE)
3) Plastic 3: Polyvinyl Chloride (PVC)
4) Plastic 4: Low Density Polyethylene (LDPE)
5) Plastic 5: Polypropylene (PP)
6) Plastic 6: Polystyrene (PS)
7) Plastic 7: Other (Polycarbonate, Polylactide)

Packaging format must be identified for each polymer type.

Each polymer and product must be identified by brand.

ACTIVITIES:

1) *Methodology Development:* Design a methodology to effectively collect and record data that supports the identification of brands responsible for materials found at the national level and at the hotspot level. The methodology will require to be designed to understand the following, where possible:
    - Plastic material (by packaging format, polymer type, brand) entering the country;
    - Plastic material (by packaging format, polymer type, brand) currently being managed through collection and disposal systems;
    - Plastic material (packaging format, polymer type, brand) currently leaking into the environment through environmental sampling eg. inland areas, rivers, beaches;
    - Plastic material (packaging format, polymer type, brand) potentially entering the country through ocean currents and debris.

    A long-term strategy should be constructed into the methodology to be able to monitor changes, if any over time due to interventions by brand members or other organizations.

2) *Data Collection Tool:* Develop a data collection tool that can be deployed to collect all relevant data in the field, regardless of the type of site/source. The key requirement of the tool is that it should be easy to use, functional in remote locations without internet access, and robust enough to be deployed across different geographies as the project progresses.

3) *Analysis and Reporting:* Once the data has been collected, analysis should be undertaken as a minimum to present information on:
    - Packaging percentage in overall waste found by brand, location, site type and managed/mismanaged;
    - Packaging type (PET, HDPE, LDPE) by brand, location, type and managed/mismanaged;
    - Packaging format (rigid, soft, bottle, tray, bag) by brand, location, type, managed/mismanaged;
    - Top 10 brands by packaging type and format, managed and mismanaged waste;
    - All data should be provided as detailed annexes and as an excel spreadsheet.

DELIVERABLE LOT 3: TRAINING AND CAPACITY BUILDING - TOOLKIT DEVELOPMENT FOR ABOVE DELIVERABLE LOTS 1-2

- **Deliverable 3.1. Training and capacity building – toolkit development in Vanuatu**
- **Deliverable 3.2. Training and capacity building – toolkit development in Samoa**

The consultant is required to build in training and capacity development into the baseline data collection process for deliverables 1-3 and propose a protocol / plan for subsequent follow-up periodic monitoring to be led by local stakeholders until the end of the project in 2028. For all countries and data collection processes:

e) Identify national and local level stakeholders that should be involved in the data collection and monitoring processes;
e) Develop a protocol for working with these stakeholders over the 3+ year period (until end of 2028);
e) Include budgets and resource allocation for the monitoring effort (strongly preferred with or empowering local stakeholders) or provide backstopping for any in-country monitoring officer (options to be agreed with the county Focal Points);
e) Ensure the identified stakeholders are trained to undertake this work on an ongoing basis and after the project has finished;
e) Contribute to the design of a **toolkit in collaboration with the IUCN marine biodiversity team**, to support ongoing data collection and monitoring efforts. The toolkit should be robust and replicable across the region and for different hotspots. Ideally also include the data collection advice and backstopping related to the harmonised system codes from the Comtrade database and trade flows from UNCTAD Stat to support collection work.

OVERALL TIMELINE FOR ABOVE DELIVERABLE LOTS 1 & 2:

The planned duration of this consultancy is September 2025 – June 2026.

The exact timeline and workplan will be agreed between IUCN and the Consultant, in close consultation with the country Focal Points, including the following expected milestones:

For baseline and data collection:

- Field work (data collection): **September - October 2025**
- Provisional data for stakeholder consultation and validation: **November 2025**
- Stakeholder consultation and validation: **November 2025**
- Final reports for September-October baseline: **December 2025**
- Final reports (including monitoring results and toolkit): **June 2026** (based on follow up periodic monitoring / data collection; with the frequency to be defined and agreed with IUCN and aiming for up to a one-year baseline data ideally, subject to budget), as well as support and advice depending on stakeholder feedback and needs).

As a part of the process, the Consultant team will be expected to present the findings to the stakeholders, including development and presentation of actionable recommendations, including policy and regulatory needs and any potential circular solutions to inform the action plan development and support decision making, as well as contribute to the design of a small grant facility call to support the actions and solutions that may be identified. An alignment with similar work undertaken in Tonga would be desirable.

Specific to continued monitoring support, ideally the Consultant team would be expected to provide ad-hoc backstopping and training of local project staff and stakeholders for on-going monitoring as may be required until end of the project 2028 (to be discussed and agreed with IUCN as may be required), as well as support interpretation of the data collected by the Consultant and local teams.

The Consultant team is required to adhere to the IUCN Environmental and Social Management System (ESMS) and standards available at https://iucn.org/about-iucn/accountability-and-reporting/project-accountability/environmental-and-social-management-system, which provide a systematic procedure to check IUCN projects for potential adverse environmental and social impacts. Its purpose is to ensure that negative impacts are avoided or minimized to the extent possible while positive impacts are promoted.

Budget

TOTAL BUDGET FOR ALL DELIVERABLE LOTS 1-3

The maximum total budget should not exceed 200,000 – 250,000 USD.

In the proposal, the Consultant team must consider the contingency for any modification of some deliverables during the execution of the contract, should that be necessary, to adapt some results, without affecting the amount of the original contract.