



Request for Proposals (RfP)
Consultancy Services for the Identification of Alternate
Value Chains and Innovative Solutions to Repurpose Plastic
Waste in St. Kitts and Nevis and St. Vincent and the Grenadines
for the Project “Closing the Caribbean Plastic Tap”

**International Union for Conservation of Nature and Natural Resources
Regional Office for Mexico, Central America and the Caribbean**

Country: St. Kitts and Nevis

Name of the Project: Closing the Caribbean Plastic Tap

Budget Line: PA04015.O1-DR04015.CS

AOP Code: 24-PT07

*Interested Proposers are hereby invited to submit a technical and financial proposal for the
aforementioned Consultancy Service. Please read the information and instructions carefully because
non-compliance with the instructions may result in disqualification of your Proposal from this
Procurement.*

1. ABOUT IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-

of plastic waste enter the ocean worldwide every year. Throughout the years many efforts on minimising impacts of plastic waste have focused on tackling the sources on continental land, rivers, and coastal areas.

The purpose of this project is to demonstrate effective, quantifiable solutions to address recyclable and unrecyclable plastic waste and plastic leakage from Caribbean Small Island Developing States (SIDS). This is envisaged through building on the momentum already created from other initiatives within the Caribbean region. Closing the Caribbean Plastic Tap brings the fight against plastic pollution to the region as part of the IUCN's initiative to 'Close the Plastic Tap' around the globe.

The main objective of the project is to support reduction in plastic waste generation and leakage within the planned project timeframe of three years (2023-2026) in prioritised Caribbean SIDS.

The main project outcomes are:

1. Identified solutions for recyclable polymers in project countries implemented.
2. Non-recyclable polymer solutions implemented for project countries.
3. Advance policy/legislative actions for effective management of plastics and plastic waste at national and regional levels.
4. Improved knowledge of plastic footprint of each country.

The prioritised Caribbean SIDS in the Closing the Caribbean Plastic Tap project are:

Antigua and Barbuda
Grenada
Saint Kitts and Nevis
Saint Lucia and
Saint Vincent and the Grenadines.

Under this project it is intended that stakeholders from government, private sector and civil society will come together to develop and implement demand responsive solutions to plastic waste throughout the islands. These solutions will include policy changes and improvements in business operations as well as stimulate behaviour change of the public. These priorities were emphasised by country government representatives in the initial project discussion and design meeting held in November 2021. The activities identified in this project also highlight the priorities agreed to by the five participating countries.

It is anticipated the project will support the reduction of waste generation on the islands through the utilisation and re-purposing of plastic waste into commercially viable products for sale. In this light, it is expected that project outcomes will lead to job opportunities and income generation activities for the population with special emphasis on women, youths, and community groups.

3. REQUIREMENTS

- 3.1. A detailed description of the services to be provided can be found in Annex 1 (Terms of Reference)

4. CONTACT DETAILS

- 4.1. During the course of this RfP, from its publication to the award of a contract, you may not contact or 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: Procurement Office procurement.ormacc@iucn.org

- Role and responsibility in the activities/products of each member in accordance with the TOR

C. FINANCIAL PROPOSAL:

Signed by the Proposer, indicating the value of professional services in USD - in numbers and letters.

- i. It will be considered that the prices presented include all the costs of fees, insurance, taxes, obligations and risks that must be considered for compliance with the Terms of Reference.

The relative weights will be:

Technical: 70%
Financial: 30%

Subject to the requirements in Sections 5 and 7, IUCN will award the contract to the Proposer whose proposal achieves the highest total score.

12. EXPLANATION OF PROCUREMENT PROCEDURE

- 12.1. IUCN is using the Open Process for this procurement. This means that proposers are required to submit a proposal which fully complies with the instructions in this RfP and the attachments.
- 12.2. 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. 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 in this RfP. No other criteria will be used to evaluate proposals. The contract will be awarded to the Proposer whose proposal received the highest Total Score. IUCN does, however, reserve the right to cancel the procurement and not award a contract at all.
- 12.3. IUCN will contact all Proposers who submitted their proposal to inform them of the outcome of the evaluation. The timeline in Section 3.1 gives an estimate of when the contract award is expected to be completed, however this date may change depending on how long the evaluation of the proposals takes.

13. CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT

- 13.1. To participate in this procurement, the Proposers are required to submit a proposal,

Version 0.2. June 2022

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2. OBJECTIVES OF THE CONSULTANCY

2.1. General:

		<p>d. Concept / product composition</p> <ul style="list-style-type: none">i. Types of plastic included, amount of plastics used, and amount of plastic waste divertedii. Source of used plastic types <p>Additionally, three (3) prototypes of products that could be built using locally recycled material.</p> <ul style="list-style-type: none">i. Cost-benefit analysis of alternate product value chain vs product value chain it is intended to replaceii. Sample of prototype products developediii. Business Plan
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4. INTELLECTUAL PROPERTY

All Intellectual Property rights conceived or made by the Consultant / Consulting Firm in the course of providing the Services will belong to IUCN.

5. SCHEDULING AND TIMETABLE FOR DELIVERING PRODUCTS

5.1. Activities and programming

Objective	Activities	Month																							
		Oct				Nov				Dec				Jan				Feb							
To identify waste reducing measures through the value chain	<p>Conduct a comprehensive analysis and mapping of the existing plastic waste value chain, from production to disposal.</p> <p>Identify and engage with key stakeholders to determine processes, and points of waste generation within the value chain and</p>																								

	findings of the waste reduction assessment and provide actionable recommendations for stakeholders to adopt and integrate these measures into the existing value chain																				
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	<p>Prepare a comprehensive report or presentation detailing the proof of concept for each product.</p>																					
	<p>Present the prototypes and business plans to key stakeholders, including potential investors, manufacturers, and policymakers. Gather feedback and suggestions for further refinement or potential partnerships.</p>																					

To develop best practice guidelines for the value chains.

5.2. Timetable for delivery of products:

Products	Expected date of delivery	Percentage of pay
1) Inception Report	5 weeks after signing of the contract	20%
2) National Action Plan	10 weeks after signing of the contract	40%
3) Proof of concepts and three Prototypes of products	16 weeks after signing of the contract	40%

- *satisfaction.*
- *Disbursements will depend on the availability of funds from the donor.*
- *The consultant / consulting firm must consider in the technical proposal the modification of some deliverables during the execution of the contract, if it is necessary, to adapt some results, without affecting the amount of the original contract.*

6. TECHNICAL PROFILE

For the development of this consultancy, the following profile is required:

- A minimum of five years of professional experience in value chain analysis, particularly in waste management and recycling sectors.
- Ability to work effectively with diverse teams and build partnerships with local communities, governments, and private sector stakeholders
- Experience in developing and implementing innovative solutions for repurposing waste materials, particularly plastics.
- Familiarity with existing technologies and processes for plastic recycling and waste repurposing.
- In-depth knowledge of circular economy principles and sustainable waste management practices
- Expertise in identifying and analyzing alternative value chains for waste materials, with a focus on plastics.
- Sand

ATTACHMENT 3a – SELF-EMPLOYED PROPOSER

DECLARATION in relation to RfP < Consultancy Service >

I, the undersigned, hereby confirm that I am self-employed and able to provide the service independent of any organisation or other legal entity.

Full name (as in passport):

Home or Office (please delete as appropriate) Address (incl. country):

I hereby authorise IUCN to store and use the information included in the attached Proposal for the purpose of evaluating Proposals and selecting the Proposal IUCN deems the most favourable. I acknowledge that IUCN is required to retain my 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.

I further confirm that the following statements are correct:

1. I am legally registered as self-employed in accordance with all applicable laws.
2. I am fully compliant with all my tax and social security obligations.
3. I am free of any real or perceived conflicts of interest with regards to IUCN and its Mission.
4. I agree to declare to IUCN any real or perceived emerging conflicts of interests I may have concerning IUCN. I acknowledge that IUCN may terminate any contracts with me that would, in IUCN sole discretion, be negatively affected by such conflicts of interests.
5. I have never been convicted of grave professional misconduct or any other offence concerning my professional conduct.
6. I have never been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation.
7. I acknowledge that engagement in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation will entitle IUCN to terminate any and all contracts with me with immediate effect.
8. I am not included in the UN Security Council Sanctions List, EU Sanctions Map, US Office of Foreign Assets Control Sanctions List, or the World Bank listing of ineligible firms and individuals. I agree that I will not provide direct or indirect support to firms and individuals included in these lists.
9. I have not been, am not, and will not be involved or implicated in any violations of Indigenous Peoples' rights, or injustice or abuse of human rights related to other groups or individuals, including forced evictions, violation of fundamental rights of workers as defined by the International Labour Organization's (ILO) Declaration on the Fundamental Principles and Rights at Work, child labour, sexual exploitation, sexual abuse, or sexual harassment.

<Date and Signature>

ATTACHMENT 4: HUMAN RESOURCES QUESTIONNAIRE

- World Commission on Protected Areas
- International Law Commission
- Species Survival Commission
- Commission on Ecosystem Management
- Commission on Education and Communication
- Commission on Environmental, Economic and Social Policy

For Consultant Companies:

Is the Company/Organization an IUCN Member?

Yes No

Consultant Signature: _____

Date: _____