

**MOF/PEMSEA ODA PROJECT**  
**REDUCING MARINE PLASTICS IN THE EAST ASIAN SEAS REGION**

VA/PILOT PROJECTS-ODA/2025-001

Title	Consultancy Services for the Development of Detailed Pilot Project Designs for the Project Sites
Type	National (Filipino or Company registered in the Philippines)
Duration	5 months (March – July 2025)
Closing Date	21 February 2025

## BACKGROUND

The Marine Plastics ODA Project, funded by the Ministry of Oceans and Fisheries (MOF) of the Republic of Korea, is a collaborative initiative under Partnerships in Environmental Management for the Seas of East Asia (PEMSEA). The project aims to reduce marine plastic pollution in the East Asian Seas Region by enhancing local governance, demonstrating innovative solutions, strengthening capacities, and fostering partnerships among stakeholders.

The project spans six years (2023–2028) and involves six pilot project sites in the Philippines and four sites in Timor-Leste. These pilot sites serve as focal areas for implementing solutions to address ocean-bound plastic pollution through local interventions, capacity-building activities, and cross-sectoral collaboration.

The objectives of the ODA project are to: i) improve local governance on marine plastic management, ii) demonstrate best practices and innovative solutions for reducing marine plastics and marine plastic management, iii) conduct beach monitoring on marine plastics and litter, and iv) raise capacity and awareness and improve communication among stakeholders and public on the impact of marine plastics on the environment, human health, and economy.

Component 2 Demonstration of Good Practices and Innovative Solutions aims to showcase and test some of the best available solutions to reduce marine plastic pollution and implement effective marine plastic management. It seeks to:

- Demonstrate technologies and practices that address various aspects of the plastic lifecycle, including prevention, collection, segregation, recycling, and upcycling.
- Develop site-specific interventions to tackle unique local challenges in marine plastics management.

- Foster partnerships among local government units (LGUs), private sectors, and civil society organizations to enhance the replicability and scalability of the solutions.

The six pilot project sites in the Philippines—Bulan Municipality (Sorsogon), Puerto Princesa City (Palawan), Calbayog City (Samar), Daanbantayan Municipality (Cebu), Dipolog City (Zamboanga del Norte), and Tandag City (Surigao del Sur)—were selected based on their distinct challenges and opportunities for improving marine plastic management.

To assist Local Government Units (LGUs) in developing pilot project concepts, a National Consultant was engaged in 2024. These concepts were proposed by project focal points at the respective project sites, in collaboration with local experts. The National Consultant consolidated relevant data and information into comprehensive concept documents. The Pilot Project Concepts were subsequently reviewed and approved during the 2<sup>nd</sup> Regional Steering Committee meeting held in December 2024, paving the way for further development. The six approved Pilot Project Concepts are provided in Annex 1<sup>1</sup> of this TOR.

This Terms of Reference (TOR) calls for consultants/consulting firms to develop Detailed Pilot Project Designs for the six sites under Component 2 based on the approved Pilot Project Concepts. These designs will form the foundation for implementing sustainable and impactful interventions at the local sites, ensuring that the pilot projects deliver tangible benefits and lasting impact while contributing to the broader objectives of the Marine Plastics ODA Project.

## **OBJECTIVES**

The overall objective of this engagement is to support the successful implementation of the Pilot Projects by developing **comprehensive and implementable** pilot project designs for six sites in the Philippines.

Specifically, the objectives of this TOR are to:

1. Develop Site-Specific Pilot Project Designs for each of the six pilot sites.
2. Prepare all necessary documentation to support project implementation, including technical blueprints, operational plans, Memorandums of Agreement (MOAs) between PEMSEA and Local Government Units (LGUs), and lists of required equipment, among others.
3. Conduct consultations with LGUs, community stakeholders, and other relevant parties to ensure that the designs are inclusive, feasible, and address the priorities of key stakeholders.

The outputs of this consultancy will serve as a critical foundation for the implementation of the pilot projects, ensuring that they are well-designed, financially sound, and capable of delivering measurable impacts in the fight against marine plastic pollution.

## **SCOPE OF WORK**

---

<sup>1</sup> The proposed budgets in the Pilot Project Concepts are preliminary estimates. The consultants/consulting firm is expected to determine and propose the accurate budgets required for each pilot project as part of this consultancy assignment.

The consultants/consulting firm will undertake the following tasks to ensure the successful development of comprehensive pilot project designs for the six sites under the Marine Plastics ODA Project:

## **1. Review and Analyze Existing Materials**

The consultants/consulting firm will conduct an in-depth review of the project document, the National Baseline Assessment Report of the Philippines, and Pilot Project Concepts for each pilot site. This includes analyzing solid waste management plans, plastic analysis and characterization studies (PACS), and stakeholder consultation reports. The consultants/consulting firm will identify specific challenges, gaps, and opportunities at each site to inform the design of the pilot projects.

## **2. Develop Detailed Pilot Project Designs**

The consultants/consulting firm will develop detailed pilot project designs, which should include, at a minimum, the following components:

### **Project Description**

Each pilot project will include a comprehensive overview outlining its objectives, key components (such as infrastructure, equipment, and operations during and post project to ensure sustainability), and expected benefits and outcomes. Technical components will be detailed, including blueprints of facilities (if applicable), technical specifications for equipment, lists of vendors (at least three vendors), and operational workflows tailored to each site's specific needs. The designs will also align with the local context, ensuring that they reflect local conditions, capacities, and stakeholder priorities, with a focus on practicality and sustainability.

### **Implementation Plan**

A detailed timeline will outline key activities, milestones, and deadlines for pilot project implementation. Stakeholder roles and responsibilities, including those of LGUs, local communities, private partners, and PEMSEA, will be clearly defined to ensure accountability. Risk management strategies will also be incorporated to address potential challenges during the implementation phase and post project.

### **Budget and Financial Plan**

A comprehensive cost breakdown will be provided including: expenses for facility construction (e.g., materials, and labor), equipment procurement and installation, and operational costs (e.g., labor, maintenance, fuel, and utilities). The financial plan will also identify and propose funding sources, such as LGU budgets, private partnerships, and PEMSEA contributions, ensuring alignment with financial regulations.

### **Sustainability Plan**

A concrete plan to transition pilot projects into permanent, self-sustaining initiatives should be developed in agreement with the LGUs. These strategies will include approaches for securing long-term funding through partnerships with private entities and integration into LGU budgets. Mechanisms to maintain stakeholder engagement and ensure operational continuity will also be recommended.

## **Feasibility Assessments**

The consultants/consulting firm will conduct basic feasibility assessments, including: technical feasibility to evaluate the suitability of proposed sites vis a vis the proposed solution, infrastructure design, procurement and equipment requirements; financial feasibility to assess funding availability and long-term cost implications; operational feasibility to analyze resource requirements, organizational structures, and workflows; and environmental and social safeguards (including observance of core labor standards, gender and social inclusion (informal settlers, workers etc.) and risks (political operational, technical, environmental) to identify potential impacts and recommend mitigation measures.

### **3. Conduct of Stakeholder Consultations**

In coordination with the LGU focal points at the sites, the consultants/consulting firm will conduct at least two site visits per project site to engage with LGUs, local stakeholders, and community representatives. These consultations will aim to gather inputs for validating project designs, ensuring inclusivity, and building local ownership of the proposed interventions. Consultation reports will be prepared, summarizing discussions, feedback, and agreed-upon actions.

### **4. Develop Supporting Documents**

#### **Memorandum of Agreement (MOA) Between PEMSEA and LGUs**

The consultants/consulting firm will draft MOAs for each of the six pilot sites. These MOAs will formalize the agreement between PEMSEA and the respective LGUs for the implementation of the pilot projects. Each MOA must include, among others,

- A commitment to implement the agreed-upon pilot project document during the ProJet duration and beyond.
- Clear delineation of the roles and responsibilities of PEMSEA and the LGU in project implementation, including addressing environmental and social safeguards and risk mitigation measures.
- Financial arrangements detailing funding contributions, cost-sharing, and resource allocation between PEMSEA and the LGU in the operationalization of the proposed solutions.

The MOA should be developed in consultation with the LGUs and agreeable to LGUs. It should adhere to local legal frameworks and provide a clear, actionable foundation for collaboration between PEMSEA and the LGUs.

#### **Terms of Reference (TOR) for Contractors**

The consultants/consulting firm will prepare specific TORs for contractors to be engaged in the implementation phase of each pilot project. Each TOR must detail the scope, deliverables, and expectations for contractors, ensuring alignment with the detailed pilot project designs. Components of the TOR should include, at a minimum,

- Scope of Work  
Clear definition of the tasks to be completed, such as facility construction, equipment installation, and operational support.

- **Deliverables**  
Specific outputs expected from the contractor, including construction blueprints, completed infrastructure, or installed equipment.
- **Qualifications**  
Required skills, expertise, and experience of contractors.
- **Timeline**  
Expected start and completion dates for contracted tasks.
- **Payment Terms**  
Payment schedule and conditions based on deliverables.

## **DELIVERABLES**

The consultants/consulting firm is expected to deliver the following outputs:

1. Pilot project design for six sites
2. Memorandum of Agreement (MOA) Between PEMSEA and LGUs
3. Terms of Reference (TOR) for Contractors

## **WORKING ARRANGEMENTS**

The consultants/consulting firm will be coordinating regularly with the Marine Plastics ODA Regional Project Management Unit (RPMU), the National Project Coordinator, focal points of the LGUs at the project sites to report on progress, address emerging challenges and in seeking approval and acceptance of the above-mentioned outputs.

## **DURATION OF THE WORK**

Expected duration of work is from March – July 2025

## **DUTY STATION**

The consultants/consulting firm will be home-based with regular coordination with the RPMU.

## **QUALIFICATIONS OF THE CONSULTANTS/CONSULTING FIRM**

The consultants/consulting firm must include a multidisciplinary team of experts to successfully execute this TOR. Each team member will have defined responsibilities aligned with their expertise to ensure the quality and feasibility of the deliverables. The team composition should include:

### **Team Leader**

Responsibilities:

- Oversee the overall execution of the TOR and ensure that all deliverables are met within the agreed timeline and quality standards
- Serve as the primary liaison between PEMSEA, LGUs, and stakeholders
- Coordinate and manage the team, ensuring effective collaboration and integration of outputs
- Prepare progress reports and ensure timely submission of all deliverables
- Facilitate stakeholder consultations and validate the outputs with LGUs and communities
- Lead the preparation of the final comprehensive report consolidating all outputs

Qualifications:

- At least 15 years of work experience in solid waste management, environmental science, or a related field
- Proven leadership experience in managing complex environmental or waste management projects involving LGUs
- Strong communication and stakeholder engagement skills

### **Solid Waste Management Expert**

Responsibilities:

- Conduct site-specific assessments of waste management systems and marine plastic pollution challenges
- Analyze technical component of the pilot project for aligning with waste collection, segregation, recycling, and upcycling processes of the LGUs
- Provide input on sustainable waste management practices and innovative technologies for each pilot project design
- Support the preparation of blueprints for facility construction and equipment installation related to the pilot project design
- Provide technical input for the TOR for contractors to ensure clarity on plastics and solid waste management system of the local site
- Contribute to the work planning, ensuring metrics for waste management performance are included.

Qualifications:

- At least 10 years of experience in solid waste management, recycling, and marine pollution mitigation
- Familiarity with innovative waste management technologies and practices
- Experience working with LGUs or community-based waste management systems

### **Civil Engineer**

Responsibilities:

- Design technical blueprints and construction plans for facilities required in the pilot projects.
- Select proper Engineering or Architecture Office if the blue prints are to be outsourced
- Assess the technical feasibility of the proposed designs and ensure they align with site-specific conditions
- Specify the requirements for equipment and construction materials
- Provide technical input for the TOR for contractors to ensure clarity on engineering tasks
- Conduct on-site assessments and supervise the technical aspects of stakeholder consultations

Qualifications:

- At least 10 years of experience in project implementation in civil engineering
- Professional engineering license or equivalent qualifications
- Expertise in infrastructure design and construction, particularly for waste management systems
- Experience with environmental engineering projects

## **Financial Expert**

### Responsibilities:

- Develop detailed financial plans, including cost breakdowns for infrastructure, construction, equipment, and operational expenses
- Conduct cost-benefit analyses and financial feasibility assessments for each pilot project
- Identify potential funding sources, including LGU budgets, private sector contributions, and PEMSEA support
- Propose financial mechanisms and models to ensure the sustainability of the pilot projects
- Ensure alignment of financial arrangements in the MOAs with PEMSEA and LGUs

### Qualifications:

- Expertise in financial planning, cost analysis, and project financing
- Experience with development projects, particularly those involving public-private partnerships
- Strong analytical and budgeting skills

## **Legal Expert**

### Responsibilities:

- Review and draft legal documents, including MOAs between PEMSEA and LGUs
- Ensure compliance with local, national, and international laws and regulations relevant to the pilot projects
- Advise on legal frameworks that may impact project implementation, including land use, environmental, waste management, construction and procurement related laws and regulations
- Provide legal input for the contractor TORs, ensuring all contractual obligations and compliance requirements are addressed
- Support stakeholder consultations by addressing legal concerns raised by LGUs or other parties

### Qualifications:

- Professional law degree and expertise in environmental law or public-private partnerships
- Experience drafting and reviewing legal agreements for development or environmental projects
- Familiarity with local governance structures and legal requirements in the Philippines

## **Optional/Additional Experts**

Depending on the complexity of specific pilot sites, the team may also include:

- Environmental Specialist may be included to assess and mitigate potential environmental impacts of the pilot projects.
- Social Development Specialist may be included to address social feasibility and ensure community engagement and acceptance.

## **FINANCIAL PROPOSAL**

Bidders/applicants should detail the budget plan based on expected outputs, clearly showing a logical framework or activity plan to achieve the outputs. The travel budget should be included for 2 trips per site during the assignment.

### **SUBMISSION OF TENDER/APPLICATION**

Applicants are requested to submit:

1. Duly accomplished Letter of Confirmation of Interest and Availability;
2. Detailed Curriculum Vitae, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the team.
3. Brief description of why the consultants/consulting firm is considered as the most suitable for the assignment.
4. A description of the methodology, on how they will approach and complete the assignment.
5. Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

Applicants are requested to submit the tender and requirements via email to [recruitment@pemsea.org](mailto:recruitment@pemsea.org). Kindly indicate the vacancy reference number and title of requirement when applying (in the subject line) by email.

### **ADDITIONAL CONSIDERATIONS**

Bid applications received after the closing date will not be considered. Only those candidates that are shortlisted will be notified. For more information on IRBM, please visit [www.pemsea.org](http://www.pemsea.org).

\*\*\*