

INVITATION FOR OPEN TENDER

CONSULTATION ANALYSIS SERVICE FOR SOLID WASTE MANAGEMENT IN ST. KITTS AND NEVIS

Job Number: TTMSKN 20260205

Procuring Entity: Taiwan Technical Mission in St. Kitts and Nevis.

Issue Date: February 9th, 2026

Closing Date for Tender Submission: February 15th, 2026

1. Contact Person of Procuring Entity.

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1. Project Overview.

The Government of Saint Kitts and Nevis, in collaboration with the Taiwan Technical Mission, intends to procure professional consulting services to support the analysis and planning of the national waste management and resource recovery system.

The objective of this project is twofold:

1. to conduct a comprehensive operational analysis of existing waste management facilities, including landfills and recycling

facilities, to identify system bottlenecks, operational constraints, and optimization opportunities; and

2. to develop practical and implementable resource recovery policy recommendations grounded in operational realities and informed by international best practices.

Through this consultancy, the project seeks to strengthen the technical foundation for evidence-based policymaking, promote resource recovery and circular economy development, and support the formulation of feasible short-, medium-, and long-term strategies for sustainable waste management in Saint Kitts and Nevis.

For further background, objectives, and contextual information, please refer to the attached Terms of Reference (TOR).

1. Scope of Supply and Deliverables.

The selected consultant shall be responsible for providing professional analysis, reporting, and advisory services covering, but not limited to, the following scope:

- Conduct data collection planning and review of existing waste management, landfill, and recycling facility data;
- Perform operational analysis of waste generation, collection, treatment, disposal, and recycling systems;
- Assess recycling facility operations, material flows, and potential export or downstream treatment channels;
- Carry out comparative analysis of international resource recovery systems and policy frameworks;
- Develop integrated recommendations and a draft resource recovery policy, aligned with local operational conditions and regulatory context;
- Facilitate stakeholder engagement and present findings through an online seminar.
- Prepare and submit bilingual (English and Chinese) reports and presentation materials.

The consultant shall deliver all outputs in accordance with the project milestones and requirements specified in the TOR, including draft and final reports, presentation materials, and supporting documentation.

Detailed scope of work, deliverables, implementation schedule, and

technical requirements are specified in the attached Terms of Reference (TOR) and related annexes.

1. Conditions and Payment Terms

Payment for the consultancy services shall be made on a milestone basis, subject to satisfactory completion and acceptance of deliverables by our side, in accordance with the following schedule:

1. **Advance Payment (10%)** Ten percent (10%) of the total contract amount shall be paid upon contract signing.
2. **Interim Payment (50%)** Seventy percent (50%) of the total contract amount shall be paid upon completion and submission of the analysis reports for both consultancy components:
 - Consultant Analysis Report – Resource Recovery Facility Operations Analysis; and
 - Consultant Analysis Report – Resource Recovery Policy Planning, and upon confirmation by our side that the submitted reports meet the requirements specified in the Terms of Reference (TOR).
3. **Final Payment (40%)** The remaining twenty percent (40%) of the total contract amount shall be paid upon:
 - completion of the online seminar presenting the analysis results and recommendations; and
 - submission and acceptance of the final revised and approved reports (final versions), incorporating feedback received during the seminar and review process.

All payments shall be made in accordance with the contract conditions and upon receipt of a valid invoice.

1. Address for Receipt of Tender

Taiwan Technical Mission Office, Wellington Road, Needy's Must (opposite FLOW playground), Basseterre, St. Kitts.

1. Time limit for Tender Submission

Tender quotations, including a detailed price breakdown, must be submitted to the Taiwan Technical Mission Office from February 9th 2026, to February 15th 2026.

Late submissions will not be accepted.

The selected bidder must adhere to the project's timeline. Failure to meet deadlines may result in penalties.

1. Opening of Tender

Open bidding will take place at 10 am on February 16th,2026. Tenderers or their authorised representatives are invited to attend the opening session at the Taiwan Technical Mission Office.

We look forward to receiving your proposals.

TERMS OF REFERENCE

[A] Resource Recovery Facility Operations Analysis

[A]I. Project Background

Saint Kitts and Nevis currently faces multiple challenges in waste management, including limited landfill space, insufficient recycling system efficiency, and a lack of comprehensive information on waste composition and flow. This project aims to engage professional consultants to establish a thorough understanding of the current waste generation, collection, final disposal, and reuse practices. Based on this, the project will provide actionable recommendations for operational optimization and resource circularity, serving as a reference for government policy decisions and the development of recycled products.

[A]II. Project Objectives

1. Conduct a comprehensive inventory and analysis of current waste generation, composition, quantity, and source characteristics in Saint Kitts and Nevis.
2. Assess the current operation and management of existing landfills and recycling facilities, identifying key bottlenecks and improvement needs.
3. Integrate and analyze the overall waste system (generation—collection—treatment—final disposal) and propose concrete, implementable optimization measures.
4. Share analysis findings and recommendations through an online seminar to facilitate government decision-making and cross-agency discussions.
5. Deliver a complete bilingual (Chinese and English) consultant report as the final project output.

[A] III. Scope of Work

Item	Main Activities	Deliverables
(1) Problem Definition & Data Collection Planning	Our side will provide existing data, including waste composition results, landfill operational records, recycling facility data, and government policy documents. The consultant will specify the required data formats and prepare a checklist.	Data requirement checklist; interview and supplementary data plan
(2) Waste Generation and Composition Analysis	Based on existing data and literature, analyze main waste categories, source distribution, estimate quantities and composition ratios, and evaluate seasonal variations and trends.	Waste generation and composition analysis report (including charts)
(3) Landfill Operations and Management Assessment	Assess landfill facilities and clarify operational challenges and improvement directions.	Landfill management assessment summary report
(4) Recycling Facility Operations and Reuse Analysis	Analyze current recycling workflows, material handling volumes, disposal channels, and reuse potential; inventory technical and human resources.	Recycling facility operations analysis report
(5) Stakeholder & Community Perspective Collection	Conduct structured stakeholder engagement activities, such as targeted interviews, online surveys, or small-group consultations, with relevant government agencies, recycling operators, community representatives, and key waste generators. The objective is to capture operational challenges, behavioral barriers, and practical insights from stakeholders to complement technical analysis.	Stakeholder consultation summary and key findings report
(6) Systematic Integrated Analysis & Recommendations	<p>Integrate the above results from a systems perspective and provide specific optimization recommendations for the entire waste management system, including optimal disposal methods and treatment channels for various waste types, Identify and evaluate at least three feasible export channels for current recyclable materials. Feasibility shall be assessed based on clearly defined criteria, including but not limited to:</p> <ul style="list-style-type: none"> ● Economic viability (transportation and processing costs) ● Logistical practicality (shipping routes, handling requirements, volume thresholds) ● Market demand and price stability ● Regulatory and contractual considerations <p>Improvements to collection systems, landfill management enhancements, recycling facility upgrades, and directions for recycled product development.</p>	Draft optimization recommendations report and export channel feasibility assessment matrix
(7) Results Presentation & Online Seminar	Compile research findings and hold a 1.5-hour online presentation to explain analysis results and recommendations and collect feedback.	Seminar presentation PPT; meeting summary
(8) Final Report Writing & Revision	Consolidate all stage outputs, prepare a complete Chinese report (with summary, charts, and proposed measures), and revise once according to our feedback.	Final bilingual (Chinese and English) report (PDF & Word)

Consultant Analysis Service for Solid Waste Management in St. Kitts and Nevis

[B]Consultant Analysis Report – Resource Recovery Policy Planning

[B]I. Project Background

Saint Kitts and Nevis' current waste management is primarily landfill-based, with an underdeveloped resource recovery system and a lack of clear policy framework or legal support. To promote a circular economy and sustainable development, this project will engage a professional consultant team to conduct a comprehensive analysis of the country's current waste management practices, collect and compare international resource recovery systems and approaches, and assist in drafting a feasible resource recovery policy. The project will also connect with relevant Taiwanese consultants and technical providers to establish long-term policy advisory and technical collaboration channels.

[B]II. Project Objectives

1. Conduct a comprehensive inventory and analysis of the current waste management and recycling operations in Saint Kitts and Nevis.
2. Collect and compare resource recovery systems and promotion mechanisms from other countries, including Taiwan, the OECS Caribbean region, and other large-scale nations.
3. Draft a preliminary resource recovery policy and recommendations report for Saint Kitts and Nevis.
4. Facilitate connections between Taiwanese resource recovery consultants and technical providers to establish a long-term cooperation and policy advisory platform.
5. Share findings and recommendations through an online seminar and deliver a complete bilingual (Chinese and English) consultant report as the final output.

[B]III. Scope of Work

Item	Main Activities	Expected Deliverables
(1) Problem Definition & Data Collection Planning	<p>Our side will provide existing waste management and recycling operation data. The consultant will specify required data and confirm the research framework and analysis direction.</p>	Data requirement checklist and research outline
(2) Saint Kitts and Nevis Current Situation Analysis	<p>Assess existing waste collection, sorting, recycling, and final disposal systems; Analyze policy gaps, implementation challenges, and the current regulatory framework, including a legal and regulatory gap analysis to identify missing instruments, enforcement weaknesses, and areas requiring amendment or new legislation.</p> <p>Analyze policy gaps, implementation challenges, current regulatory framework, and stakeholder perspectives collected from consultations conducted under [A], with particular attention to institutional capacity and public acceptance.</p>	Saint Kitts and Nevis current situation and legal gap analysis report
(3) International System Comparative Study	<p>The Consultant shall collect and conduct a comparative analysis of the recycling systems and promotion mechanisms of at least ten (10) small tourism-oriented island countries or territories, to serve as reference inputs for policy design in Saint Kitts and Nevis.</p> <p>The selection of comparison cases shall, in principle, prioritize island countries or territories that meet the following criteria:(i) a population size of fewer than 200,000 residents;(ii) a high level of tourism activity (with several hundred thousand or more visitors annually); and(iii) a level of maturity in recycling or solid waste management systems that exceeds that of Saint Kitts and Nevis, in order to ensure comparability and practical transferability of policy experience.</p> <p>The scope of comparison countries or territories shall include, but not be limited to, the following regions:• The Caribbean region (e.g., OECS Member States and other small island states)• The Pacific region (including island diplomatic allies)• Small island states in the Indian Ocean region</p> <p>The comparative analysis shall, at a minimum, cover the following aspects:• Institutional frameworks and division of responsibilities among competent authorities• Recyclable materials covered and waste separation/classification systems• Policy implementation mechanisms and incentive designs (including regulatory instruments, economic incentives, and public participation measures)• Financial and operational models• Key success factors and practical implementation constraints</p> <p>Based on the above analysis, the Consultant shall further assess the applicability of these systems and policy designs to Saint Kitts and Nevis, taking into consideration local constraints and conditions, including scale limitations, tourism-related pressures, logistical challenges, and administrative capacity.</p>	Comparative Analysis Report on Recycling Systems in Small Tourism-Oriented Island Countries(Including Comparative Tables and Key Case Studies)
(4) Policy Draft & Implementation Recommendations	<p>Based on the operational findings and system-level recommendations from [A], combined with local conditions and international experience, draft preliminary policy proposals. The policy draft shall explicitly reference constraints, opportunities, and priorities identified in the facility operations analysis, including collection systems, treatment capacity, export channels, and recycling market readiness.</p>	Resource recovery policy draft and recommendations report

	<p>Policy recommendations shall include an assessment of legal feasibility and regulatory alignment, with clear identification of required legal instruments, responsible authorities, and implementation pathways.</p>	
(5) Consultant & Technical Provider Matching	<p>Based on the policy needs and strategic direction for recycling development in Saint Kitts and Nevis, the Consultant shall assist in compiling and organizing potential types of advisory and technical cooperation in the fields of recycling, solid waste management, and the circular economy. This shall include an overview of areas of expertise, division of professional roles, and possible cooperation models, to serve as reference inputs for subsequent policy implementation and technical collaboration.</p> <p>This task shall not involve the designation, recommendation, or establishment of any exclusive or preferred vendor list. Instead, the focus shall be placed on:</p> <ul style="list-style-type: none"> • Different cooperation models corresponding to various types of technologies or services (e.g., policy advisory services, system planning and design, equipment supply, capacity building and public education, etc.) • Recommended procedures and communication mechanisms for initiating cooperation • Suggested approaches for the Government to independently conduct open calls, public solicitations, or partner matchmaking in future stages <p>The objective of this task is to reduce potential risks of conflicts of interest and to ensure fairness, transparency, and openness in future cooperation opportunities.</p>	Guidance Document on Advisory and Technical Cooperation Models for Recycling
(6) Results Presentation & Online Seminar	Compile research findings and policy recommendations and conduct a 1.5-hour online seminar to collect feedback.	Seminar presentation PPT; meeting summary
(7) Final Report Writing & Revision	Consolidate outputs from all stages, prepare a complete bilingual report (including summary, charts, and proposed measures), and revise once according to our feedback.	Final bilingual (Chinese and English) report

IV. Expected Outputs

1. Complete data analysis and bilingual consultant reports: [A] One report covering waste generation, landfill and recycling facility status, and optimization recommendations. [B] One report covering local situation analysis, international system comparison, policy draft, and recommendations.
2. Final Consultant Report Content and Acceptance Criteria

1) Executive Summary

- Key research findings
- Core problem diagnosis
- Summary of main recommendations

2) Analysis of Current Waste and Recycling Systems in Saint Kitts and Nevis [A]

- Analysis of waste generation and composition (including annual and seasonal variations)
- Assessment of landfill facilities and operational management
- Analysis of recycling facility operations and reuse potential
- Stakeholder and community opinion analysis

3) System Integration Analysis and Operational Optimization Recommendations [A]

- Integrated system analysis and overall optimization strategy (technical perspective)
- Analysis of optimal treatment and final disposal strategies for different waste streams
- Feasibility assessment of export pathways for recyclable materials
 - At least three (3) alternative disposal/export options
 - Analysis of cost-effectiveness, logistics, market demand, and regulatory considerations
 - Identification of risks and operational constraints
- Review and recommendations for improvements to the waste collection, transportation, and treatment system
- Recommendations for strengthening landfill operations and management
- Recommendations for upgrading recycling facilities and operational processes
- Analysis and recommendations for recycled product development and applications

4) Policy and Institutional Analysis [B]

- Analysis of current waste management and recycling policies in Saint Kitts and Nevis
- Legal and institutional gap analysis
- Comparative analysis of recycling systems in small tourism-oriented island countries
 - Basic background table of comparison countries/territories
 - Comparative matrix of institutional frameworks
 - Key lessons and limitations applicable to Saint Kitts and Nevis

5) Policy Draft and Implementation Roadmap [B]

- Draft policy for recycling in Saint Kitts and Nevis and implementation recommendations
- Short-, medium-, and long-term implementation strategies
- Recommendations for improvements to waste collection, recycling, and landfill management
- Recommendations for international and Taiwan-based advisory and technical cooperation models

6) Conclusion and Recommended Next Steps

Required Figures and Tables (at minimum)

- Waste composition analysis charts
- System flow diagrams
- International recycling system comparison tables
- Recommended policy implementation timeline / roadmap

1. **Online results presentation seminar: One online session with presentation materials and meeting summary, with report revisions based on feedback.**

V. Implementation Schedule

The implementation period shall be 100 working days from the date of contract signing. The implementation schedule of this project shall be based on the key work milestones specified in this proposal, which serve as the basis for ensuring the timely completion and delivery of project outputs. Should the contractor consider that a more appropriate implementation approach requires an adjustment to the schedule, the contractor shall submit a written explanation together with a revised schedule proposal. Any such adjustment shall be implemented only upon review and approval by our side.

Phase	Key Activities	Estimated Duration
Phase 1	Data collection planning & stakeholder engagement	Day 1–20
Phase 2	Operational and system analysis ([A])	Day 21–45
Phase 3	Integrated analysis & draft recommendations	Day 46–65
Phase 4	Policy drafting & international comparison ([B])	Day 66–85
Phase 5	Online seminar, feedback incorporation & final reporting	Day 86–100

VI. Collaboration Requirements

1. Our side will provide existing data, government policy documents, and waste management data.
2. Consultants will be responsible for data consolidation, system analysis, policy draft preparation, report compilation, and recommendation drafting.
3. Meetings and communications will be conducted online.
4. All documents must be prepared in both Chinese and English, with presentations primarily in English and Chinese translations provided.

VII. Vendor Qualification Criteria

1. At least 5 years of experience in waste management or environmental consulting projects, having executed at least two related analyses or planning projects (including waste composition studies, landfill assessment, recycling system design, waste resource planning, etc.).
2. Consultant team must include professionals in the following areas (individuals may hold multiple roles):
 - Waste management expert (Master's degree or above in Environmental Engineering or related field, or 15+ years of relevant experience)
 - Data analysis specialist (background in statistics, environmental engineering, resource management; proficient in Excel or other analysis tools)
 - Report writing and presentation consultant (experience in preparing bilingual technical reports and presentations preferred)
3. International or regional collaboration experience (e.g., with governments, development banks, international organizations, or technical cooperation projects) is preferred.
4. Bidders must provide proof of qualifications and a project schedule plan with the proposal submission.