

Request for Quote for a Review of National Packaging Covenant Funded Projects

Part of the Mid-Term Review of the National Packaging Covenant

Background

The National Packaging Covenant (Covenant) is the voluntary component of a co-regulatory arrangement for managing the environmental impacts of consumer packaging in Australia. It is an agreement based on the principles of shared responsibility through product stewardship, between key stakeholders in the packaging supply chain and all spheres of government – Australian, State, Territory and Local. Its overall success will be measured by the extent to which it meets the overarching targets and environmental goals as laid out in the Covenant.

The current Covenant covers the period 2005-2010. It has a greater emphasis on data and capture of recyclables in the away from home sector than the previous Covenant which expired in 2004.

A mid-term review of the Covenant is required by the end of 2008. This is partially in response to EPHC consultation feedback in which stakeholders expressed a desire to see a higher level of accountability for the Covenant. Key Performance Indicators and standardised reporting were included in the improved Covenant to provide greater certainty about progress. The mid-term review will allow for any necessary corrective action to be taken before the Covenant expires in 2010.

Specifically, the Covenant (P.9) states “In addition to the Annual reports provided during this period, Covenant Council will report the findings of a comprehensive, independent evaluation of the progress of the Covenant against its overarching targets by 31 December 2008”

If the mid-term review indicates that insufficient progress is being made towards Covenant targets the EPHC has given a commitment to give consideration to implementing complementary mechanisms to address any gaps found in the review. A preliminary investigation into potential Complementary Mechanisms is currently underway.

Due to the broad range of performance parameters the Covenant Council has agreed will be evaluated, the mid-term review has been broken down into a series of discrete projects, each to provide specific information for the overall review report. This RFQ relates to only ONE of these discrete projects. The findings of this project will be incorporated with those from the other discrete projects into an overall Mid-Term Review Report.

Objective of the Covenant

The objective of the Covenant is to reduce environmental degradation arising from the disposal of used packaging and conserve resources through better product design and production and the re-use and recycling of used packaging materials. Covenant performance against this objective will be assessed by reference to five specific Performance Goals that encompass environmental, social and economic performance.

Covenant Performance Goals & Targets

The Goals set out below address specific environmental, social and economic goals.

1. Packaging optimised to integrate considerations about resource efficiency, maximum resource re-utilisation, product protection, safety and hygiene.
2. Efficient resource recovery systems for consumer packaging and paper.
3. Consumers able to make informed decisions about consumption, use and disposal of packaging of products.
4. Supply chain members and other signatories able to demonstrate how their actions contribute to Goals 1 to 3 above.
5. All signatories demonstrate continuous improvement in their management of packaging through their individual Action Plans and Annual Reports.

In order to measure the achievement of each of the goals identified, specific overarching targets have been established:

- 1. Increase in the amount of packaging recycled*

Signatories will work together to increase the amount of post consumer packaging recycled from its current rate of 48% (2003 baseline) to 65% by 2010.

Packaging made from specific materials will make a contribution to the overarching target as follows:

- paper & cardboard 70–80% (baseline 64%)
- glass 50–60% (baseline 35%)
- steel 60–65% (baseline 44%)
- aluminium 70–75% (baseline 64%)
- plastics 30–35% (baseline 20%)

2. Increased recycling rate for 'non-recyclable' packaging

Industry signatories will work to increase the recycling of some specific materials that are currently either not recycled or recycled at very low rates due to their design, lack of collection/processing infrastructure or lack of markets. These materials are plastics coded (4) to (7) and non-recyclable paper & cardboard packaging.

The recycling rate of packaging manufactured using these materials will be increased from 10% (2003 baseline data) to 25% by 2010.

Composite packaging is another packaging type with very low recovery rates. No baseline data is currently available for composites.

3. No increase in the amount of packaging disposed to landfill.

It is recognized that through increased consumption and population growth the amount of packaging disposed to landfill could still increase substantially.

To address this, a target has been established of no new packaging to landfill (against 2003 baseline data). This means that any additional packaging will need to be recovered for recycling and not disposed to landfill.

The Mid Term Review

The mid term review will use both qualitative and quantitative approaches to evaluate the progress of the Covenant in a number of key areas that combined, will demonstrate the extent to which the Covenant is on track to achieve its performance goals and overarching targets by 2010. This project is one component of the review.

Review of National Packaging Covenant Funded Projects

This project will focus on the national and jurisdiction projects funded through the Covenant. It will primarily focus on assessing their contribution to the Covenant's targets.

The project will also consider the effectiveness and efficiency of the current arrangements for managing and monitoring project performance against the deliverables outlined in the project proposals.

It is intended that this project will be supported by a range of documentation relating to the projects and by those involved in managing the funded projects (see methodology below).

Scope of the Project

This project is to review current and completed national and jurisdiction projects, funded under Covenant Mark II and evaluate their contribution to the National Packaging Covenants targets. Contribution to specific goals can be considered if applicable. The project will also assess the adequacy of the current process of evaluating funding applications and monitoring project performance.

Specifically, the consultant is to:

1. Provide an overview of the national and jurisdiction projects funded by the National Packaging Covenant by identifying:
 - (i) The number of funded projects and their total \$ value since the commencement of NPC Mark II.

- (ii) The coverage of funded projects, including, but not restricted to, geographic breakdown; material efficiency; landfill diversion; and economic benefits to industry and the community of funded projects. Include case studies where appropriate.
 - (iii) The effectiveness of the National Project Group and Jurisdiction Project Group processes in directing Covenant funds to areas that best support delivery of the Covenant targets.
 - (iv) Key areas to which funded projects are contributing, for example, infrastructure; research and development; data collection; away from home recycling; and reprocessing. Include case studies where appropriate.
 - (v) The improvements made in post-consumer collection infrastructure as a result of the projects.
2. Briefly assess the current process of evaluating and managing funded projects including:
 - (i) the criteria used to determine which applications receive Covenant funding to ensure effective projects are funded.
 - (ii) the effectiveness and transparency of decision making to ensure consistency in the assessment process, including feedback provided to unsuccessful applicants.
 - (iii) ongoing project monitoring, including the performance regime established in the contract.
 - (iv) project evaluation procedures and the efficiency of the acquittal process at the completion of a project.
 3. Provide an expert opinion on the extent to which funded projects are generally achieving their objectives and make recommendations on any areas that should be addressed to improve delivery of quality outcomes.
 4. Provide an estimation of the overall contribution that the funded projects will make to each of the Covenant targets by June 2010 and contribution to any of the goals, as appropriate.

Reporting Requirements

General

The report for this project will be one of a number contributing to an overall mid-term review report. The successful consultant will be required to submit their report in both Word and PDF formats to facilitate the incorporation of their findings into the overall mid-term review report. Further clarification may be sought from the successful consultant after the final report for this project has been submitted for the purposes of integrating this work into the overall mid-term review report.

Specific

The report for this project must cover each of the areas listed under Scope of the review (above)

Methodology

A possible methodology for this project that includes both desktop research and key stakeholders responses to a structured questionnaire is outlined below. Applicants are encouraged to develop or refine this methodology.

- Stage 1 - Resource and Stakeholder Identification

The consultant will work with the NPC Project Manager to identify key stakeholders and resources relevant to the project (see also “principal information sources” below). Stakeholders will include the individual project managers from government and industry.

The consultant will be required to seek stakeholder input to help inform Stage 3 of the project.

- Stage 2 – Preliminary Review

The consultant will conduct a preliminary review of funded projects through:

- Collecting qualitative and quantitative data relating to the number, coverage and contribution of funded projects; and
- Reviewing the current performance management process used to ensure funded projects meet their objectives.

This preliminary review will help to inform the development of a structured questionnaire identified in Stage 3.

- Stage 3 - Structured Questionnaire

The consultant will develop, in consultation with the NPC Project Manager and from information gathered in Stage 2, a structured questionnaire to be provided to each funding recipient and other stakeholders as agreed with the Steering group. The structured questionnaire to assist Stage 4 and is intended to offset the need for the consultant to read in detail all project reports and related documentation by gathering data on projects and their deliverables from the actual project managers instead.

- Stage 4 – Review and Analysis

The consultant will conduct a thorough review and analysis of funded projects and their deliverables in contributing to the Covenant's targets and goals (where applicable). This will include identifying:

- The extent to which funded projects are delivering tangible results consistent with the project objectives and Covenant targets
- The extent of the benefit to the (broad) community, including economic benefits and improvements made in post-consumer collection infrastructure;
- An estimate of the overall (primarily quantitative) contribution that the funded projects will make to the Covenant targets by June 2010.
- Recommendations on any issues that should be addressed by the Covenant Council to increase delivery of quality outcomes;

- Stage 5 - Preparation of Draft Report

The consultant will prepare a draft report outlining the examination of national and jurisdiction projects funded through the Covenant and their contribution to the Covenant's targets and goals.

The Mid-term Review Steering Group will provide feedback on the draft report.

- Stage 6 - Delivery of Final Report

Based on feedback on the draft report from the Mid-term Review Working Group, the consultant will prepare a final report. The consultant may be required to provide a presentation at a time and location to be negotiated.

Project Management

The manager of this project will be NPC Senior Project Officer.

A Mid term review Steering Group has been formed by the NPCC and comprises representatives from all respective sectors. This Steering Group advises on the evaluation process and assists in the management of the discrete projects. The Consultant will report directly to this Group that will in turn report to the NPCC.

Deliverables and Milestones

Deliverables

1. Draft report presented to the Mid-term Review Steering Group, 16 May 2008
2. Final report presented to the Mid-term Review Steering Group, 6 June 2008

Timeline

Milestone	Date
Signing of contract and project commencement	3 March 2008
Draft report due	16 May 2008
Final report due	6 June 2008

Information and Consultation

The successful consultant must draw on all relevant sources and liaise with all relevant stakeholders in conducting comprehensive research and analysis of the evaluation of the Covenant. We envisage that the successful Consultant will draw on existing material (such as listed below), information from other relevant sources and, will liaise with various stakeholders in gathering and analysing information and views relevant to the project.

The successful consultant must also ensure that any legislation or regulation cited is the most current. The consultant is also to present information as concisely as possible using diagrams or tables where appropriate.

Principal Information Sources

The following reports and information will be provided to the successful consultant to inform their analysis:

- The National Packaging Covenant
- NPC Annual Reports for 05-06 & 06-07
- Full project proposals for currently funded projects
- Project Managers progress reports
- NPC Financial reports
- NPC Funding Guidelines

Key Selection criteria for the project

The successful applicant will be assessed on the following:

1. Understanding of the background to the Covenant and of Covenant objectives and processes.
2. Demonstrated experience in analysing qualitative and quantitative data and to assess likely future trends.
3. Provision of a clear methodology for undertaking the analysis and ability to deliver the objectives of the project within timelines, within budget and to a high quality.
4. The adequacy of the resources which the consultant will make available for the project, including the qualifications and skills of key personnel and their demonstrated experience in the performance of comparable projects.
5. Demonstrated capacity to work independently with a diverse range of stakeholders including Government and industry sectors.
6. Demonstrated experience working with commercial in confidence data.
7. The extent to which the proposal represents value-for-money.

Conflict of Interest

The tender received should nominate whether the contractor or their personnel have any potential conflict of interest.

Confidentiality and Ownership of Intellectual Property

The contractor will be required to keep all material sighted, handled, or produced in connection with this project confidential, including this brief. The contractor must not disclose any information without the prior written permission of the NPCC.

Unless otherwise agreed in writing by the NPCC, all outputs produced by the contractor in undertaking this assignment will remain the property of the NPCC and must not be used by the contractor in connection with any other project.

Absence of Legal Obligation

In inviting or receiving responses the NPCC make no representation nor do they intend to create any legal relationship with potential parties who choose to respond to the invitation by the NPCC. The NPCC has no obligation or liability to any organisation if they decide not to proceed with the proposal outlined in this document.

Submissions

Tenders may be delivered by hand, mail, facsimile or email but must be submitted by close of business on Tuesday 5 February 2008 and addressed to:

Mr Edward Cordner

Chief Executive Officer
National Packaging Covenant
Level 6, 457 St Kilda Road
Melbourne VIC 3004

For further inquiries, please contact the above on (03) 9861 2323 or ecordner@packagingcovenant.org.au