



REQUEST FOR TENDERS

RFT: PWP-285-CON
File: AP_6/5/8/4
Date: 23 April, 2024
To: Interested consultants
From: PWP Finance and Procurement Officer

Subject: Request for tenders (RFT): Provide healthcare waste management training to 13 Pacific island countries.

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - We value the Environment
 - We value our People
 - We value high quality and targeted Service Delivery
 - We value Integrity
- 1.3. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to provide healthcare waste management training to:
 - Cook Islands
 - Federated States of Micronesia
 - Fiji
 - Kiribati
 - Nauru
 - Niue
 - Palau
 - Republic of Marshall Islands
 - Samoa
 - Solomon Islands
 - Tonga
 - Tuvalu
 - Vanuatu
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://library.sprep.org/sites/default/files/sprep-organisational-values-code-of-conduct.pdf>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable



3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
- i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iii. Complete the **tender application form** provided (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.
 - iv. Must meet local registration requirements
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall **into** any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
- a) **SPREP Tender Application form and conflict of interest form.** (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.
 - b) **Honour form**
 - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.



- e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
 - f) Where relevant provide:
 - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to pwp.procurement@sprep.org before 15 May 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 20 May 2024.
- b. **The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.**
 - c. **SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.**
 - d. **Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.**
 - e. **If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.**

6. Evaluation criteria

- 6.1. SPREP will select a preferred consultant on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

I. Technical Score – 80%

Criteria	Detail	Weighting
Qualification & Experience	Demonstrated expertise in the development and delivery of train the trainer courses. Specifically: <ol style="list-style-type: none"> 1. proven facilitative skills to promote learner engagement, reflective practice, critical thinking, and skill acquisition. 2. mastery in delivering key training strategies commonly used, such as, brainstorming, roleplays, and practice sessions. 3. use of appropriate levels of intervention when managing difficult training situations, including disruptive learner behaviours. 	30%
	Demonstrated expertise in healthcare waste management processes, and the development and implementation of healthcare waste management plans	30%
Methodology	Proposed Project methodology noting schedule, activities, engagement with country representatives etc.	20%

II. Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

- 7.1 a. **SPREP may amend, suspend or terminate the RFT process at any time.**



- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

8. Deadline

- 8.1. **The due date for submission of the tender is: 27 May 2024, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3. Please send all tenders clearly marked '**PWP-285-CON: Provide healthcare waste management training to 13 Pacific island countries**'

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA
Email: tenders@sprep.org (MOST PREFERRED OPTION)
Fax: 685 20231
Person: Submit by hand in the tenders' box at SPREP reception,
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>

Annex A: Terms of Reference

Provide Healthcare Waste Management Training to Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Republic of Marshal Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu

1. BACKGROUND

The Secretariat of the Pacific Regional Environment Programme (SPREP) is working with the European Union's Delegation to the Pacific, and 14 Pacific Island Countries and Timor-Leste to undertake the PacWastePlus Programme (the Project) which seeks to improve and enhance waste management activities and the capacity of governments, industry, and communities to manage waste to reduce the impact on human health and the environment.

PacWastePlus seeks to generate improved economic, social, health and environmental benefits for Pacific Island Countries arising from stronger regional economic integration and the sustainable management of natural resources and the environment. The programme activities will be designed to assist Countries to ensure the safe and sustainable management of waste with due regard for the conservation of biodiversity, reduction of marine litter, health and well-being of Pacific Island communities, and climate change mitigation and adaptation requirements.

Activities for PacWaste Plus will focus on targeted priority waste streams which are: hazardous wastes (specifically **asbestos, e-waste and healthcare waste**); and solid wastes (specifically **recyclables, organic waste, disaster waste, and bulky waste**).

2. INTRODUCTION TO PROJECT

PacWastePlus is investing in projects that support positive waste management and environment outcomes for businesses, community groups, and social enterprises.

PacWastePlus is supporting PICTs to improve healthcare waste management by investing in a series of inter-connected activities that will serve to strengthen governance of healthcare waste management (HCWM), build capacity of staff to ensure systems and processes are implemented to protect human health and reduce disease transmission through unsafe waste management practices, and to support investment and maintenance of healthcare waste management infrastructure.

The PacWastePlus has developed a "train the trainer" course on healthcare waste management for Timor Leste. That course consists of eight (8) modules, each with quizzes and exercises. In addition to the training modules the PacWastePlus program has developed a resource manual that is provided to the trainers to support their training and facilitation work.

This tender is seeking to engage a suitably qualified consultant to

- Update and regionalise the provided training modules,
- Deliver the PacWastePlus HCWM Training Modules and the Healthcare Waste Management Education Resource Manual, train the trainer course to Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Republic of Marshal Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu local Department of Health and health care staff,
- Document the training effort and all outcomes.

3. EXPECTED OUTCOME

The PacWastePlus Programme seeks to engage a consultant to deliver these specific activities:

1. Incorporate recommendations provided in the Final Training Report prepared by Engineers Without Borders New Zealand, January 2024 into the PacWastePlus HCWM Training Modules and the Healthcare Waste Management Education Resource Manual developed for Timor Leste to create an updated set of resources for Regional Delivery.



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Environment Programme

2. Deliver the train-the-trainer modules to Ministry of Health officials in Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Republic of Marshal Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu [note: the training is designed to be the equivalent of a one-day training course, though may be undertaken over several days with one or two sessions per day],
3. Develop a training report that documents the training, provides information on the participants (name, contact details, positions, gender), evaluates the training, and based on first-hand knowledge and student evaluations, opines on whether it met the objectives of the training.

4. SCOPE OF WORK

The expected delivery of this consultancy will be developed in stages and is described in the following table:

Table 1: Scope of Work

Phase	Description	Documentation SPREP will provide	Consultant Output
Inception	<p>Lead an inception meeting with the PacWastePlus team to discuss the delivery of the project, addressing all issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs.</p> <p>Inception meeting minutes must include a confirmation of activities, and scope of work to be developed and agreed by meeting participants prior to commencement of any activities.</p> <p>The Contractor shall create and submit to SPREP a Work Plan that shall upon execution ensure effective delivery of services under this contract.</p> <p>Work plan shall contain at a minimum:</p> <ul style="list-style-type: none"> • proposed time schedule and sequence of events that the Contractor shall use to meet the contract deliverables, including preparation stages, drafting and review, and training sessions. • contingency planning for travel to the thirteen (13) PICTs in the face of COVID-19, weather events and natural disasters. <p>options or potential solutions that will be taken to ensure effective delivery of services under this contract.</p>	Nil	<p>Inception meeting</p> <p>Minutes of the inception meeting with confirmation of activities, and scope of work to be developed and agreed by meeting participants prior to commencement of any activities.</p> <p>Draft Work Plan</p> <p>The Draft Work Plan shall be delivered to SPREP for its consideration and comment.</p> <p>Final Work Plan</p> <p>Final work plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
Update the PacWastePlus HCWM Training Modules and the Healthcare Waste Management Education Resource Manual	Update the PacWastePlus HCWM Training Modules and the Healthcare Waste Management Education Resource Manual based on recommendations provided by the Final Training Report prepared by Engineers Without Borders New Zealand, January 2024. To create an updated regional training package (removes specific references to Timor-Leste).	<p>PacWastePlus HCWM Training Modules and the Healthcare Waste Management Education Resource Manual developed for Timor Leste</p> <p>Healthcare Waste Management Training to Timor-Leste: Development, Translation and Delivery - Final Training Report Engineers Without Borders New Zealand, January 2024</p>	<p>Draft Training Package.</p> <p>The consultants will provide a draft of the updated materials that utilize recommendations from Engineers Without Borders and removes specific reference to Timor-Leste, for review and comment by SPREP.</p> <p>Final PacWastePlus HCWM Training Sections and the Healthcare Waste Management Education Resource Manual for PICTs.</p> <p>Final plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p>
Deliver the HCWM “train the trainer” Course of Health and others	<p>Deliver one training session of the HCWM train-the-trainer modules to Ministry of Health staff in the following countries / locations:</p> <ul style="list-style-type: none"> • Cook Islands (Rarotonga) • Federated States of Micronesia [Note sessions in all four states: Yap, Chuuk, Pohnpei, and Kosrae] • Fiji (Suva) • Kiribati (Tarawa) • Nauru (Yaren) • Niue • Palau (Koror) 	Nil	<p>Development of Training delivery Schedule</p> <p>Consultant is to directly arrange the delivery of the train-the-trainer course at each of the listed locations. The proposed delivery schedule (along with copies of responses from the country representatives) is to be provided to SPREP for final approval prior to deployment.</p> <p>Delivery of the HCWM “train the trainer” course (one session) to the thirteen (13) PICTs</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<ul style="list-style-type: none"> • Republic of Marshal Islands (Majuro) • Samoa (Apia) • Solomon Islands (Honiara) • Tonga (Nuku'alofa) • Tuvalu (Funafuti) • Vanuatu (Port Vila) <p>[note: the training is designed to be the equivalent of a one-day training course, though may be undertaken over several days with one or two sessions per day].</p> <p>The Consultant is to arrange (following introduction from the PacWastePlus Team) delivery of the training to select staff from the Ministries of Health in each County. A training delivery schedule is to be develop and approved by SPREP and the receiving countries.</p> <p>The consultant will deploy appropriately qualified staff to each of the locations identified and deliver the train-the-trainer course, ensure competency is assessed and participating officers have the knowledge and confidence to deliver the training without supervision of the consultant staff.</p> <p>The consultant is to include the travel and DSA costs of staff into the proposal, noting travel should be managed at Economy fares at Flexi-fare rates.</p>		<p>The consultant is to facilitate the deployment of suitable qualified staff to deliver the training as per the approved delivery schedule.</p>
Reporting	<p>The contractor shall develop and deliver a training report that documents the delivery of the works including: information on the participants, evaluates the training and, based on first-hand knowledge and student evaluations, confirms the training met the stated objectives and each of the attendees is capable of delivering the training to Healthcare workers without supervision.</p> <p>The report shall at a minimum contain, but not be limited to, the following topics:</p>	Nil	<p>Draft training report</p> <p>Draft training report to address all items identified under the description of this Phase.</p> <p>Final training report</p> <p>Final training report incorporating revisions and addressing all comments by reviewers on the draft training report</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<ul style="list-style-type: none"> • Title and place of the training sessions. • Training team names and contact information. • Agenda (1) prior to the training-workshop approved by the participants, and (2) any adjustments made to the agenda. • A discussion on the number and representation of participants (non-specialists' doctors, general practitioners, nurses, technicians, paramedical staff, waste management staff, etc.) • Annexes attached to the report shall include: <ul style="list-style-type: none"> ○ List of participants with titles, address, phone number, e mail, gender ○ Assessment of each student's capacity to deliver the training without supervision. ○ List of all staff involved in planning and coordinating of the training. with titles, address, phone number, e-mail. ○ Details of any teaching /training materials used as reference materials including local adaptation or translation. ○ Programme agenda. 		

Institutional Arrangement

It is expected this activity will include both on-ground and desktop work. Introductions to stakeholders will be facilitated by the PacWastePlus team.

Contractor Responsibilities

The Contractor will be responsible for scheduling meetings with stakeholders, and SPREP, taking minutes, and distributing these for comment prior to finalising, arranging all flights, accommodation, and catering for training delivery.

5. SCHEDULE OF WORK

The activities are to be completed **no later than December 1, 2024**, with a preference for the activities to be completed much earlier.

Expected project activity is detailed below, it is expected that tenderers will detail how and when each of these steps will be delivered.

Table 2: Project Schedule

Activity/Deliverable	Timeline
Draft Work Plan	No later than two (2) weeks from date of Contract Execution
Work Plan	No later than two (2) weeks from submission of final SPREP comment on the draft Work Plan
Draft Training Package.	No later than four (4) weeks from date of an approved Work Plan
Final PWP HCWM Training Sections and the Healthcare Waste Management Education Resource Manual for PICTs	No later than two (2) weeks from submission of final SPREP comment on the Draft Revised PWP HCWM Training Modules and the Healthcare Waste Management Education Resource Manual for PICTs.
Development and Acceptance of Proposed Training delivery Schedule	No later than six (6) weeks from date of an approved Work Plan
Deliver one training session of the HCWM “train the trainer” course to thirteen (13) PICTs’ Department of Health staff and others	No later than twelve (16) weeks from date of completed Final PWP HCWM Training Sections and the Healthcare Waste Management Education Resource Manual for PICTs
Draft training report	No later than two (2) weeks from the date of the last training session
Final training report	No later than two (2) weeks from submission of final SPREP comment on the draft training report
Activity/Deliverable	Timeline

6. BUDGET

Submissions are required to itemise all financial elements of their proposal in USD, including, but not limited to, the following:

- Salary costs
- Travel costs
- Translation costs
- All applicable taxes

Submissions must include an annotated budget listing for each task.

SPREP reserves the right to withdraw this tender at any time, to accept or reject any or all bids and to waive any formal defects or irregularities in this bid, when deemed to be in the interest of SPREP.

7. Other Information

The successful consultant will be provided with any relevant project documentation.

The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct

https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf.

Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud prevention & Whistleblower