



SPREP

Secretariat of the Pacific Regional
Environment Programme

REQUEST FOR TENDERS

RFT: PWP-126-CON
File: AP_6/5/8/4
Date: 3 June, 2022
To: Interested consultants
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders (RFT): Healthcare waste management training to Timor-Leste: Development, Translation and Delivery

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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 develop, translate and deliver a healthcare waste management training to Timor-Leste
- 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://www.sprep.org/attachments/Publications/Corporate_Documents/sprepororganisational-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;

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- iii. Provide examples of past related work outputs;
 - iv. 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*).
For the Technical and Financial proposals you may attach these separately.
 - v. Submissions must include a **TECHNICAL PROPOSAL** that includes a detailed work plan, methodology schedule of activities, and other items deemed necessary by the tenderer.
 - vi. Submissions must include a **FINANCIAL PROPOSAL** that has an annotated budget listing for each task as required of the scope of works
 - vii. Provide a copy of valid business registration/license.
- 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*).
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** which outlines the costs involved in successfully delivering the project submitted in United States Dollars (USD) and inclusive of all associated taxes.



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- 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 24 June 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 27 June 2022.
- 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%

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Criteria	Detail	Weighting
Qualification & Experience	Demonstrated expertise in the development and delivery of train the trainer courses. Specifically: <ul style="list-style-type: none"> proven facilitative skills to promote learner engagement, reflective practice, critical thinking, and skill acquisition. mastery in delivering key training strategies commonly used, such as, brainstorming, roleplays, and practice sessions. use of appropriate levels of intervention when managing difficult training situations, including disruptive learner behaviors. 	25%
	Demonstrated expertise in healthcare waste management processes, and the development and implementation of healthcare waste management plans	25%
Methodology	Proposed Project methodology noting schedule, activities, engagement with country representatives etc	20%
	Risk plan – detailing ability to execute work on schedule considering current COVID19 restrictions	10%

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.



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- 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: 04 July 2022, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'RFT 'PWP-126-CON: **Healthcare waste management training to Timor-Leste: Development, Translation & Delivery**'

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

Healthcare Waste Management Training to Timor-Leste: Development, Translation, and Delivery.

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**); solid wastes (specifically **recyclables, organic waste, disaster waste, and bulky waste**); and related aspects of **wastewater** (water impacted by solid 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.

In particular, PacWastePlus is supporting the Democratic Republic of Timor-Leste to improve healthcare waste management by investing in a series of inter-connected activities that will serve to strengthen governance of healthcare waste management, 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.

This tender is seeking to engage a suitably qualified consultant to

- Develop short quizzes and /or exercises for each of the seven sections that test/practice existing knowledge from each section while stimulating interest in learning the subject matter
- Develop an exercise for the development of in-hospital healthcare waste management plan consistent with the healthcare waste management training material previously developed for the PacWaste project and recently updated under PacWastePlus.
- Translate the HCWM Training Sections and the Healthcare Waste Management Education Resource Manual – 2021 into Tetum,
- Provide the training to Timor-Leste Ministry of Health staff and others [note: the training is designed to be the equivalent of a one-day training course (may though be undertaken over several days with one or two sessions per day),
- Oversee the training by the previously trained personnel to staff in five (5) regional hospitals and
- Document that training effort and any outcomes.

3. EXPECTED OUTCOME

The PacWastePlus Programme seeks to engage a consultant to deliver the following:

1. Develop short quizzes and /or exercises for each of the seven sections that test/practice existing knowledge from each section while stimulating interest in learning the subject matter.

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2. Develop an exercise for the development of in-hospital healthcare waste management plan consistent with the healthcare waste management training material previously developed for the PacWaste project and recently updated under PacWastePlus.
3. Update the Training Resource Manual with new additions to the materials.
4. Translate the HCWM Training Sections and the Healthcare Waste Management Education Resource Manual into Tetum.
5. Deliver training to Timor-Leste Ministry of Health staff and others [note: the training is designed to be the equivalent of a one-day training course (may though be undertaken over several days with one or two sessions per day)]
6. Provide on-site oversight and support to the Ministry of Health when they deliver the training to the five (5) Timor-Leste hospitals:
 - Baucau Referral Hospital, (Baucau)
 - Guido Valadares National Hospital (Dili)
 - Maliana Referral Hospital (Maliana)
 - Suai Referral Hospital (Suai)
 - Maubisse Referral Hospital (Maubisse)
7. Develop a training report that documents the training, provides information on the participants, 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

Component	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 within Timor-Leste in the face of COVID-19, weather events and natural disasters. • options or potential solutions that will be taken to ensure effective delivery of services under this contract. 	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>
Create HCWM Training Section 8, and update	1) Develop short quizzes and /or exercises for each of the seven sections that test/practice existing	HCWM Training Sections 1-7	Draft HCWM training Section 8 and re-source manual

Component	Description	Documentation SPREP will provide	Consultant Output
Resource training manual	<p>knowledge from each section while stimulating interest in learning the subject matter</p> <p>Any quiz should be a short test of knowledge, typically around 10 questions in length, with question formats that may include multiple choice, fill in the blanks, true or false and short answer</p> <p>2) Develop an exercise for the development of hospital healthcare waste management plan consistent with the healthcare waste management training material previously developed for the PacWaste project and recently updated under PacWastePlus.</p> <p>The exercise shall enable participants to develop a Facility Healthcare Waste Management Plan outline for their individual health care facility. Participants who work in smaller facilities may be able to create a plan for their workplace in its entirety.</p> <p>The exercise shall include all critical components of a Healthcare Waste Management Plan, but not be limited to the following: onsite handling, storage, and processing; waste collection; transfer and transport of waste; and final disposal.</p> <p>3) update the associated training resource manual with all newly created material</p>	Healthcare Waste Management Education Resource Manual	<p>Draft plan to address all items identified under the description of this Phase.</p> <p>Final HCWM training Section 8 and resource manual</p> <p>Final plan incorporating revisions and addressing all comments by reviewers on the draft work plan</p>
Translation	<p>The translation of the HCWM Training Sections 1-8 and Resources Manual into the local language of Timor-Leste (Tetum).</p> <ul style="list-style-type: none"> Both documents shall be provided in digital format in English and Tetum. Documents are required to be provided in both MS Word and MS PowerPoint. 	<p>HCWM Training Sections 1 – 7</p> <p>Healthcare Waste Management Education Resource Manual – 2021</p>	<p>HCWM Training Sections 1-8 & Resources Manual in Tetum</p> <p>HCWM Training Sections 1 through 8, , and the Healthcare Waste Management Education Resource Manual translated into Tetum and MS Word and MW PowerPoint files provided in English and Tetum.</p>

Component	Description	Documentation SPREP will provide	Consultant Output
<p>Deliver the HCWM train the trainer Course to Timor-Leste Ministry of Health staff</p>	<p>i. Deliver one training session of the HCWM “train the trainer” course to the Timor-Leste Ministry of Health staff. Note that the course is designed to be presented over one-day, however it may though be undertaken over several days with one or two sessions per day to accommodate worker’s schedules.</p>		<p>Deliver train the trainer course to Timor-Leste Ministry of Health Deliver the approved training course to staff of the Timor-Leste Ministry of Health.</p>
<p>Support Timor-Leste Ministry of Health to deliver training</p>	<p>Attend and provide training advice to the Ministry of Health staff engaged in the delivery of training to the five (5) identified hospitals:</p> <ul style="list-style-type: none"> • Baucau Referral Hospital, • Guido Valadares National Hospital (Dili) • Maliana Referral Hospital • Suai Referral Hospital • Maubisse Referral Hospital <p>Attend one full presentation of the HCWM modular training provided by the Timor-Leste Ministry of Health staff at each hospital.</p> <p>Note that this training will be delivered in Tetum therefore a working knowledge of English and Tetum, or the engagement of an interpreter to assist is required.</p> <p>Provide training advice and feedback to the trainers. This will include, but be not limited to:</p> <ul style="list-style-type: none"> • Advising training staff on appropriate logistical considerations to optimize participant learning • Provide input to the trainers to build their capacity to engage with the participants • If needed, provide technical answers to questions brought forth by the participants that the trainers are unable to answer 		<p>Deliver assistance to Timor-Leste Ministry of Health for five hospitals Deliver assistance as outlined in the description of this phase.</p>

Component	Description	Documentation SPREP will provide	Consultant Output
Reporting	<p>Oversee the exercise module and provide feedback to participants on the quality of the created HCWM plans/outlines.</p> <hr/> <p>The contractor shall provide a training report that documents the training, provides information on the participants, evaluates the training and based on first-hand knowledge and student evaluations, opines on whether it met the objectives of the training</p> <p>The report shall contain, but not be limited to the following topics</p> <ul style="list-style-type: none"> • Title and place of the training sessions, both to Ministry of Health staff and to the regional hospitals. • 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.) • Provide an evaluation: <ul style="list-style-type: none"> ○ Summarise participants' evaluation of the training. Evaluation whether the expected outputs were achieved. ○ Highlighting points where sessions were particularly useful for participants or where there were difficulties and how these were addressed, e.g., was all the 	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>

Component	Description	Documentation SPREP will provide	Consultant Output
	<p>material covered, are any changes necessary to the training program. Provide details of suggested changes and the rationale for those changes.</p> <ul style="list-style-type: none"> ○ Provide reflection on the training (for example, consider if there are gaps that need to be filled) and give recommendations to support further implementation and to improve future training. ○ Any lessons learned and best practice. ○ Recommendations by the trainers ● Annexes attached to the report shall include: <ul style="list-style-type: none"> ○ List of participants with titles, address, phone number, e mail ○ 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 that this project will include both on-ground and desktop work. Introductions to stakeholders will be facilitated by SPREP.

Consultant Responsibilities

The consultant will be responsible for scheduling meetings, country representatives, and SPREP, taking minutes, and distributing draft documents for comment prior to finalising.

5. SCHEDULE OF WORK

The activities are to be completed no later than **01 April 2023** with a preference for the activities to be completed much earlier.

Expected project activity is detailed in Table 2, it is expected that tenderers will detail how and when each of these steps will be delivered.

Table 2: Project Schedule

Activity/Deliverable	Timeline
1. Draft Work Plan	No later than two (2) weeks from date of Contract Execution
2. Work Plan	No later than two (2) weeks from submission of final SPREP comment on the draft Work Plan
3. Draft of the HCWM Exercise (Section 8) and short quizzes and /or exercises to imbed in each of the seven training sections	No later than four (4) weeks from date of an approved Work Plan
4. HCWM Exercise (Section 8) and short quizzes and /or exercises to imbed in each of the seven training sections (Final)	No later than two (2) weeks from submission of final SPREP comment on the Draft of the HCWM Exercise (Section 8) and short quizzes and /or exercises to imbed in each of the seven training sections
5. HCWM Training Sections 1-8 & Healthcare Waste Management Education Resource Manual – 2021 in the Tetum language	No later than eight (8) weeks from date of approval of the HCWM Exercise (Section 8) and short quizzes and /or exercises to imbed in each of the seven training sections (Final)
6. Deliver train the trainer course to Timor-Leste government personnel, e.g., Ministry of Health (one training day)	No later than twelve (12) weeks from date of completed translation the HCWM Training Sections 1-8 & Healthcare Waste Management Education Resource Manual – 2021 into the Tetum language
7. Support Timor-Leste Ministry of Health to deliver training to five hospitals (one training day per hospital)	No later than twenty-six (26) weeks from date of completed translation the HCWM Training Sections 1-8 & Healthcare Waste Management Education Resource Manual – 2021 into the Tetum language
8. Draft training report	No later than two (2) weeks from that date of the last training session
9. Final training report	No later than two (2) weeks from submission of final SPREP comment on the draft training report

6. BUDGET

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

- Salary costs (hourly rate)
- Travel costs
- Translation costs
- All applicable taxes

Submissions must include an annotated budget listing for each task.

Proposals above \$40,000 will not be considered.

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 Protection and Gender and Social Inclusion