

# REQUEST FOR TENDERS

File: AP\_6/5/8/4  
Date: 6 November, 2019  
To: Interested contractors  
From: Sela Soakai-Simamao, PacWastePlus Finance & Procurement Officer

**Subject: Request for tenders: Timor-Leste Healthcare Management Training for the PacWaste Plus Programme**

## 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. For more information, see: [www.sprep.org](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants who can offer their services to deliver healthcare management training to Timor-Leste's Ministry of Health for the PacWaste Plus programme.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.

## 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
  - Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel.
  - Provide at least 3 references as part of the tender application.
  - Provide examples of past related work outputs
  - Complete the **tender application form** – (note you are required to complete all areas in full as requested, particularly the statements to demonstrate you meet the selection criteria. **DO NOT** refer us to your CV or Technical proposal. Failure to do so will result in the application **NOT** being considered)
  - Financial Proposal should provide a schedule of priced tasks in accordance with tasks outlined under the Terms of Reference's Project Delivery section.

## 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above 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 outline the interested consultant's complete proposal :
  - Personnel (individual CV's which highlight relevant qualification and experience)
  - Technical Proposal (details to achieve tasks outlined in Annex A)
  - Financial Proposal (include timeframe and costs, proposal to remain valid for 90 days and quoted in USD)

- 4.3 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

## 5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Siniva Tuuau-Enosa on [sinivat@sprep.org](mailto:sinivat@sprep.org) and copy [selas@sprep.org](mailto:selas@sprep.org) before 14th November 2019. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 18th November 2019.

## 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 tenderer satisfies the following criteria:
- (a) Demonstrated skills and experience of each member of the proposed team (outline for each person) in the management of healthcare waste and hospital processes or related topics. Previous experience in healthcare waste management in the Pacific or in Timor-Leste would be an advantage.
  - (b) Demonstrated experience in the development and delivery of training (including development of resources) relevant to healthcare waste management or related topics.
  - (c) Detailed methodology for how the project is proposed to be delivered (including timeframe and team responsibilities where applicable and details of subcontractors to be utilised where required)
  - (d) Detailed financial proposal (specific itemised proposal for each task).

## 7. Deadline

- 7.1. **The due date for submission of the tender is: 22<sup>nd</sup> November 2019**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'TENDER: Timor-Leste Healthcare Management Training for the PacWaste Plus Programme' to one of the following methods:

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

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

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

## TERMS OF REFERENCE

### Healthcare Management Training in Timor-Leste for the PacWaste Plus Programme

#### 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 PacWaste Plus Programme, 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.

PacWaste Plus 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.

A key result area (KRA) of the PacWastePlus programme is to address outstanding issues carried over from the PacWaste Project. Healthcare Waste as one of the focus areas of the project, and in addressing healthcare waste management issues in project countries, healthcare waste management training was delivered in select hospitals of project countries. In Timor-Leste, PacWaste conducted a healthcare waste management baseline survey in April 2014, through which information was collected on current waste management processes. The survey identified the need for improved storage, treatment and disposal solutions for healthcare waste across the country.

#### 1. PROJECT OBJECTIVES

The objectives of this engagement are to:

- (i) Review and Update training material
- (ii) Translate all materials into local language of Timor-Leste (Tetun)
- (iii) Deliver training as "train the trainer" to the Ministry of Health, Timor-Leste

#### 2. PROJECT SCOPE

##### 3.1 Project Delivery

The required project activities covered under this project are as follows:

##### Task 1

Review, and where necessary, update and adapt course material resources previously prepared in PacWaste Healthcare waste training pilots delivered during the period 2014-2017.

As part of the training resources, the consultant is to formulate an action plan that includes audit processes to implement as part of a monitoring process.

Additionally, a course practical activity and/or an assessment activity will be developed to address the course being delivered as a 'train the trainer' style delivery.

Course material will be submitted to the PacWastePlus Project Management unit for approval.

### **Task 2**

Have all approved course material (documents, worksheets and presentations) translated into the local language of Timor-Leste (Tetun).

### **Task 3**

Deliver a healthcare management training, utilising the approved course material, to staff from the Timor-Leste Ministry of Health. The training course may be required to run for several days depending on the needs and requirements of the Ministry of Health. The training will require a translator to be part of the delivery team and to be present at all sessions.

The training is to follow a “train the trainer” style delivery of applied learning, utilising a combination of PowerPoint presentations/classroom discussions, as well as ward walk-throughs to observe the waste system (site visits to Dili – based hospital to be undertaken). The training must ensure the inclusion of a full range of hospital/clinic staff, including – doctors, senior nurses, infection control officers, incinerator operators and others as identified by the hospital as required.

The training should include some type of practical activity or assessment to ensure the participants are skilled enough to deliver the training to their colleagues in the various hospitals throughout Timor-Leste when they return, following the training. A certificate of course completion should also be provided to those officers that successfully complete the course assessment activity (certificate to be provided by SPREP).

### **Task 4**

Develop a report on the engagement, which should address, at a minimum, the following:

- a) Details of the assessment of the training materials, and identification of what improvements or modifications were made, noting why modifications were required
- b) An attendance sheet, name, hospital, role, address, gender, age
- c) List of any issues or highlights noted during the training (ie. Logistics, issues observed)

### **Additional / Optional**

Consultants are to provide separately a proposed submission to address the following tasks:

- (i) Delivery of a one (1) day training to the four identified hospitals (below). The consultant is to undertake an assessment and include findings of each hospital's needs for materials and equipment required to adequately manage healthcare waste.  
As part of the process of undertaking the hospital assessment, the consultant is to design an assessment template for hospitals to complete, which will be used to determine hospital's needs for personal protective equipment (PPE). Itemise quotations for delivery to each of the listed hospitals is required:
  - Guido Valadares National Hospital (Dili)
  - Maliana Referral Hospital (Maliana)
  - Suai Referral Hospital (Suai)
  - Maubisse Referral Hospital (Suai)

## **3.2 Project Schedule**

The activities are to be completed no later than **1 May 2020** with a preference for the activities to be completed much earlier.

Expected project activity is detailed in Table 1, it is expected that tender responses will detail how and when each of these steps will be delivered.

Table 1: Project Schedule

Activity
<i>Notification of Successful Consultant</i>
1. Commencement Meeting (remote) between Successful Consultant and PacWaste Plus Team
2. Approval of Workplan & Methodology
<i>Contract Signing</i>
3. Development of Training Plan, Resources, Course Material
4. Submission of Course Material to PacWastePlus team for approval
5. Translation of Approved Course Material into local language of Timor-Leste (Tetun)
6. Delivery of “Train the Trainer” Style Training (and possible hospital training sessions)
7. Submission of Reports and final documents
8. Review of final documents by PacWastePlus team and the Ministry of Health and other relevant departments, Timor-Leste.

### 3.4 Budget

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

- Travel Costs & other disbursements
- All applicable taxes
- Proposed Payment Schedule (please note an initial payment on contract signing cannot exceed 30% of the contract value).

It would be appreciated if proposals can provide itemised costs for each task and the optional activities. Lump sum proposals may not be assessed.

Please note: All proposals are to provide the project budget in **USD**.

### Other Information

The successful consultant will be provided with any appropriate documents identified and saved by the PacWastePlus project team as part of the preparation for the activity. It is hoped this will assist with reducing the burden of the initial literature review.

Please note, SPREP will make initial contact and introductions to key personnel in Timor-Leste as well as in hospitals prior to direct engagement by the consultant.

