



SPREP
Secretariat of the Pacific Regional
Environment Programme

REQUEST FOR TENDERS

RFT: PWP-333-CON
File: AP_6/5/8/4
Date: 12 September, 2024
To: Interested consultants
From: PacWastePlus

Subject: Request for tenders (RFT): Design and deliver vocational training for teachers on the use of the PacWastePlus School Curriculum Resource Toolkit

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 design and deliver a half-day training course on the use of the PacWastePlus Curriculum Resource Toolkit to Pacific islands countries.
- 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;

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A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



- 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)



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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 pwprocurement@sprep.org before 04 October 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 07 October 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 education courses for Educators. 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. 4. Utilising externally developed materials to create a training course. | 20% |
| | Demonstrated experience in educating Educators, with specific experience in waste or environmental education. | 40% |
| Technical Proposal 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: 18 October 2024, midnight (Apia, Samoa local time).**



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- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'RFT 2024/PWP-333-CON: **Tender name 'Design and deliver vocational training for teachers on the use of the PacWastePlus School Curriculum Resource Toolkit'**

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

Design and deliver vocational training for teachers on the use of the PacWastePlus School Curriculum Resource Toolkit

1. BACKGROUND

The Secretariat of the Pacific Regional Environment Program (SPREP) is working with the European Union's Delegation to the Pacific, and 14 Pacific Island Countries and Timor-Leste to undertake the PacWastePlus Program (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 program 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 PacWastePlus 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, in partnership with the University of Newcastle, the NSW Education Department, USP, and previous SPREP created curriculum resources, has developed and launched a Curriculum Toolkit for use in Primary and Secondary Schools. The Toolkit assists teachers to emphasise the crucial role of schools as educational agents in sensitising future generations to waste management.

The curriculum toolkit is a resource which empowers teachers by providing knowledge on waste management and supporting the inclusion of toolkit exercises into their class work. The toolkit is not designed to replace current curriculum, but instead offers a series of class exercises, tailored to different ages and skill sets, enabling waste messages to be incorporated into all STEM classes. Teachers and Ministries can easily incorporate the curriculum into standard school subjects based on their ability and intention to do so.

Specific curriculum packages for each PacWastePlus participating countries can be accessed from the PacWastePlus website (<https://pacwasteplus.org/resources/pacific-waste-curriculum-toolkit/>).

3. EXPECTED OUTCOME

The PacWastePlus Programme seeks to engage a suitably qualified consultant to design and deliver a half-day vocational course that leads educators through the various elements of the toolkit, and ensures they have appropriate understanding of the material to be able to utilise the toolkit in designing their lesson plans.

Countries have expressed interest in receiving the training. The details in the following table indicate interest, and not a guarantee that there are sufficient funds to support all requests.

Tenderers are asked in their response to detail which course (and how many courses) can be delivered to each interested country within the funding envelope available.

| Country | Likely No. Attendees |
|------------------------|-----------------------------|
| Cook Islands | 16 |
| Fiji | 30 |
| FSM – Pohnpei | 22 |
| FSM – Chuuk | 5 |
| FSM – Kosrae | 5 |
| FSM – Yap | 5 |
| Kiribati | 8 |
| Nauru | 10 |
| Niue | 15 |
| Palau | 20 |
| PNG | 14 |
| RMI (Majuro) | 22 |
| Samoa | 11 |
| Tonga | 12 |
| Tuvalu | 6 |
| Vanuatu (Efate) | 15 |

As an Optional Extra – we are keen to assist the implementation of a Pilot of the resources in Select schools in Fiji (schools in villages where specific PacWastePlus interventions are occurring), Nauru (through the Ministry of Education), and Nauru (through the Ministry of Education). As such we would like to see a proposal on what, in addition to the vocational training, could be offered in these countries to assist the physical implementation of the toolkit (e.g. printing of resources, additional face-to-face work with teachers, support in classroom delivery, etc.).

4. SCOPE OF WORK

The activity is expected to be developed under several stages, as described in the following table.

| Phase | Description | Consultant Output |
|--|---|---|
| <p>Inception</p> | <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 13 countries in the face of pandemics, weather events, and natural disasters. <p>options or potential solutions that will be taken to ensure effective delivery of services under this contract.</p> | <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> |
| <p>Development of the vocational course</p> | <p>Utilising the Toolkit resources (https://pacwasteplus.org/resources/pacific-waste-curriculum-toolkit/) develop a vocational training courses that, at a minimum:</p> <ul style="list-style-type: none"> Explains the design and intent of the curriculum toolkit Walks through each of the modules included in the toolkit and ensures educators understand and can utilise the toolkit in the classroom. | <p>Draft Training course</p> <p>Draft training course materials to be submitted for review and comment.</p> <p>Final Training course</p> <p>Delivery of final course incorporating feedback from SPREP.</p> |
| <p>Deliver the course to the countries</p> | <p>Deliver approved number of courses to countries as included in Section 3 of this Terms of Reference, noting the “likely No. of Participants” was determined through an expression of interest process and does not guarantee those numbers will attend.</p> | <p>Development of Training delivery Schedule</p> <p>Consultant is to directly arrange the delivery of the courses at each of the listed locations. The proposed delivery schedule (along with copies of responses</p> |

| Phase | Description | Consultant Output |
|-------|---|---|
| | <p>Tenderers should, when compiling their bids, consider issues of:</p> <ul style="list-style-type: none"> • Minimum number and maximum number of participants suitable to attend a course • Potential number of courses at each location • Flight schedules to link delivery into a cost-effective delivery programme • Overall project funds to ensure bids do not exceed available budget. <p>Tenderers should note there may be a need, in their response, to identify where some countries may not receive training, or may not be able to have all identified participants receive training – this should be clearly detailed in tender responses.</p> <p>The Consultant is to arrange (following introduction from the PacWastePlus Team) delivery of the training to select staff from 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>All participants should be assessed for competency and receive a Certificate of Completion (provided by SPREP).</p> <p>The consultant is required to maintain an attendance list that captures details such as:</p> <ul style="list-style-type: none"> • Participant name • Participant Job Title • Participant employer (Ministry / Company) • Participant Gender • Participant competency | <p>from the country representatives) is to be provided to SPREP for final approval prior to deployment.</p> <p>Delivery of the courses (one session) to the 13 countries</p> <p>The consultant is to facilitate the deployment of suitable qualified staff to deliver the training as per the approved delivery schedule.</p> |

| Phase | Description | Consultant Output |
|---|--|--|
| <p>OPTIONAL EXTRA</p> <p>Implementation of Pilot activities</p> | <p>Tenderers are asked to develop a plan / programme to actively pilot the resources in the following areas:</p> <ul style="list-style-type: none"> • schools in villages where specific PacWastePlus interventions are occurring in Fiji (25 Villages available to choose from) details of how many could be used as a pilot location to be included in tender responses. • Nauru (through the Ministry of Education), noting the small number of schools in the country, we would like action in each school. • Niue (through the Ministry of Education), noting the small number of schools in the country, we would like action in each school. <p>Pilot could include the following, but we encourage tenderers to offer additional or different proposals:</p> <ul style="list-style-type: none"> • Additional vocational training to additional teachers and educators • Provision of printed resources to teachers / educators • Delivery of ‘Train-the-trainer’ courses to ensure dissemination information to as many educators as possible • Partnering with educators in the classroom to assist in delivery • Develop and provide monitoring and reporting to review the use and impact of the toolkit resources. • Etc. | <p>Implementation of Pilot</p> <p>Implementation of the approved Optional Extra Activities.</p> |
| <p>Reporting</p> | <p>The contractor shall deliver a training report that accurately documents the delivery of the programmed training including, but not limited to:</p> <ul style="list-style-type: none"> • information on the participants • evaluation of the training • based on first-hand knowledge and student evaluations, confirms the training met the stated outcomes provided in Section 2. <p>The report shall at a minimum contain, but not be limited to, the following topics:</p> <ul style="list-style-type: none"> • Title and place of the training sessions. • Training team names and contact information. | <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 | Consultant Output |
|-------|---|-------------------|
| | <ul style="list-style-type: none"> • 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 (educators, government specialists, 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 ○ 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 March 31, 2025**, 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.

| Activity/Deliverable | Timeline |
|--|---|
| Draft Work Plan | No later than 2 weeks from date of Contract Execution |
| Work Plan | No later than 2 weeks from submission of final SPREP comment on the draft Work Plan |
| Deliver at least-one session of each training in the 13 countries. | No later than 12 weeks from date of approved work plan. |
| Draft training report | No later than 2 weeks from the last training session |
| Final training report | No later than 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
- Travel costs
- All applicable taxes

Submissions must include an annotated budget listing for each task.

Submissions that exceed US\$100,000 for the core elements **will not be considered**.

Optional Extra offers exceeding US\$35,000 **will not be considered**.

Tenderers are encouraged to develop their proposals to ensure they design a delivery schedule that will provide the best value across the region, inside the available funding envelope.

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