

REQUEST FOR TENDERS

RFT: PWP-235-CON
File: AP_6/5/8/4
Date: 18 August, 2023
To: Interested consultants
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders (RFT): Moodle courses development to support PacWastePlus's capacity building activities.

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 support the development of a suite of moodle courses to support the PacWastePlus Programme's capacity building activities.
- 2.2. The Terms of Reference for 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/spreporganisational-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. 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).*
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.
- 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 11 Sep 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 13 Sep 2023.
- 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 – 75%

Criteria	Detail	Weighting
Qualifications	Team to include an officer that at a minimum hold a bachelor’s degree in education or a related discipline	5%

Experience & Expertise	Demonstrated and relevant experience in the design and deployment of online learning tools (preferably moodle).	10%
	Demonstrated experience in utilising participatory approaches to engage government staff in online learning	10%
	Evidence of online course development based from static resources, with firm processes to actively engage with clients to operationalise the resources into an interactive online learning resource	30%
Methodology	Proposed project methodology noting schedule, activities, concurrent or sequential development etc	20%

II. Financial Score – 25%

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: 20 September 2023, 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-235-CON: Moodle courses development to support PacWastePlus capacity building activities.**

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

Development of a suite of Moodle Courses to support PacWastePlus Programme Capacity Building Activities

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.

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).

Countries participating in the PacWaste Plus Programme are: *Cook Islands, Democratic Republic of Timor-Leste, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu.*

PacWaste Plus seeks to engage a suitably qualified contractor to review the online resources developed by PacWaste Plus and convert them into Moodle courses, either stand-alone, or a larger module-based course; enabling practitioners to work through the resources and absorb the information in a more active setting than reading long reports.

2. ACTIVITY BACKGROUND

During the pandemic, PacWaste Plus was forced to modify project deliverables into resource development, due to the inability for travel throughout the Pacific and Timor-Leste. During this period, a significant number of regional resources were developed and distributed to members, and although there is wide understanding of the resource library, it is difficult for all beneficiaries to review and act on the information they now have access to. As such PacWastePlus is keen to translate existing resources into online moodle courses, that make the information a little more 'active' and 'interactive' and potentially more engaging for our audience.

SPREP, through its Pacific Climate Change Centre (PCCC) hosts a Moodle Capacity Building Environment, that the finished courses would be hosted through, enabling practitioners from across the region to access and participate in the materials either at set times, or at their leisure as an online resource.

3. EXPECTED OUTCOME

The outcome of this engagement expects to see the creation of at least nine Moodle courses based on the publicly available resources on the PacWaste Plus website (www.pacwasteplus.org). The successful contractor is expected to utilise these resources, coupled with additional research where needed, to develop courses of suitable length (based on the materials) to make the current passive resources, more active and interactive to facilitate greater knowledge building.

The bulk of the work is expected to be conducted by the contractor with the information included in the materials, although PacWastePlus technical officers will provide assistance and expertise as needed to complete the engagement.

4. SCOPE OF WORK

All resources on the Programme website will in some way add benefit to the PacWaste Plus Moodle suite of courses, however our focus for this initial course design is on the following 9 elements:

Topic Category	Materials available on www.pacwasteplus.org
Organics Management	<ul style="list-style-type: none"> Composting Common Organic Materials in the Pacific and Timor-Leste: Handbook for Compost Operators All associated Fact Sheets Guidelines and Standards for Composting and Compost Quality for Pacific Island Countries and Timor-Leste
Sustainable Financing	<ul style="list-style-type: none"> Sustainable Financing for Waste Management Study Tour: 10 key elements that make a successful scheme Workbook GEDSI Considerations Benefits of a Sustainable financing system Step 1 (and others) guidance documents Pathway for a Sustainable Financing Mechanism
Asbestos Management	<ul style="list-style-type: none"> Model Asbestos Management Code of Practice Asbestos Management Policy Living Safely with Asbestos Asbestos Contaminated Materials Guide for Disaster Debris Removal
Legislative Strengthening	<ul style="list-style-type: none"> Policy Guidance Report: Waste Licensing and Environmental Monitoring Policy – Pacific Island Countries and Territories Template Policy: Waste Licensing Environmental Monitoring Policy – Pacific Island Countries and Territories A Step-by-Step Guide to Implementation: Waste Licensing & Environmental Monitoring
End of life tyres	<ul style="list-style-type: none"> Research Report: Assessment of End-of-Life Tyres in the Pacific End of Life Tyre Management: Options for Mechanical Processing End of Life Tyre Management: Non-Processing Reuse Options End of Life Tyres (ELT)-Community Factsheet
Waste Technology	<ul style="list-style-type: none"> Safe Destruction of Healthcare Waste Other Than Traditional, High Temperature Incineration Waste to Energy Information Booklet Waste to Energy Research Report Waste Technology Management Options: Healthcare Waste Waste Technology Management Options: Plastic Material Waste Technology Management Options: Organic Material
Project Management	<ul style="list-style-type: none"> A Guide to Developing Project Engagement Plans: Stakeholder Education and Awareness Model Regional Education and Awareness Plan PacWastePlus Programme Gender & Social Inclusion (GESI) Guiding Document Situational Analysis of Human Rights Issues in the Waste Management Sector: Literature Review

Topic Category	Materials available on www.pacwasteplus.org
	<ul style="list-style-type: none"> • National Education and Awareness Plans (NEAPs) • A Guide to Developing “SMART” Objectives • A Guide for Developing an Investigative Questioning Process • Developing A Project Logic: A Guide for Project Design • Developing Monitoring and Evaluation Plan: A Guide for Project Designs
Disaster Waste Management	<ul style="list-style-type: none"> • National disaster Waste Management Plans: Benefits of having disaster waste management plans and planning to Pacific islands • Managing Disaster Waste: A Guide for Communities • Asbestos Contaminated Materials Guide for Disaster Debris Removal
Waste Audits	<ul style="list-style-type: none"> • Waste Audit Methodology: A Common Approach

Table 1: Scope of Work

Phase	Description	Documentation SPREP will provide	Consultant Output
<p>Inception</p>	<p>Lead an inception meeting with the PacWastePlus team to discuss the delivery of the project, addressing delivery of the outputs of the project, issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs.</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. The Draft 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. • General description of the methods which the Contractor proposes to adopt for executing the contract • Comprehensive risk plan to ensure effective delivery of services. <p>Any further details and information as SPREP may reasonably require.</p>	<p>Nil</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 consideration and comment. The workplan should provide confirmation of process and timing for the various stages of works described in this table. The workplan should also include details of the proposed methodology to be used to complete the necessary tasks.</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>Moodle User Interface Design</p>	<ul style="list-style-type: none"> • Work with the SPREP project team to understand existing content and to instructionally design the content into storyboards to meet the agreed learning objectives; • In consultation with SPREP, the consultant should present three (3) distinct sample user interface designs for the module(s), each to include an example of a welcome/ main menu screen and a page of sample content. These designs should include color palettes, header and footer sections, navigational and menu buttons and follow PacWastePlus branding guidelines; 	<p>PacWastePlus Branding Guideline and materials</p>	<p>Draft Moodle Interface Designs</p> <p>Development of three (3) distinct sample user interface designs for the module(s), each to include an example of a welcome/ main menu screen and a page of sample content for consideration of SPREP for deployment across all Courses.</p> <p>Final Moodle Interface Design</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<p>SPREP will work with the consultant to refine the designs and select a final interface;</p>		<p>Confirmation of final Moodle design reflecting any comments from SPREP.</p>
<p>Moodle Course Development</p>	<p>The consultant is required to design, develop, and deliver the following:</p> <ul style="list-style-type: none"> • Course structure • Course content for each resource • Online course format (Moodle-based) • Course materials • Formatted course trainer materials guidance notes • Recorded videos for use on e-learning platform • Answers to trainees' questions • Practical Exercises if applicable • Module assignments and assessment guide <p>The consultants need to ensure the following points while developing the e-learning modules:</p> <ul style="list-style-type: none"> • Each module of the training is expected to take no more than 10 hours to complete, which should be further broken down into topics of no more than 1 hour each (we do not expect each course to be 10 hours, length is dependent upon content needs). • Training should direct the learners to Links for additional reading resources • A case study with closed-ended questions will be part of the overall training module • Number of assessment questions "check-for-understanding" embedded in each module • The consultant should be aware of the culture contexts of the learners • Images and references should be culturally appropriate. <p>Content Design and Development</p> <ul style="list-style-type: none"> • Creation of defined storylines or scenarios and will need to be interspersed with quizzes, information nuggets, and case studies to Module Learning Intent Specific Issues to be addressed Deliverables 	<p>All documents on www.pacwastep-lus.org</p>	<p>Draft Moodle Interface Designs</p> <p>Development of three (3) distinct sample user interface designs for the module(s), each to include an example of a welcome/ main menu screen and a page of sample content for consideration of SPREP for deployment across all Courses.</p> <p>Draft Moodle Courses</p> <p>Draft courses with all materials provided for review and comment.</p>

Phase	Description	Documentation SPREP will provide	Consultant Output
	<ul style="list-style-type: none"> • Designing and developing a functional prototype of the online learning modules for review and validation; • Completing development of self-paced and interactive learning modules; • Integrating the learning modules into the learning platforms • SPREP project team and the consultants will validate the selected design. This will ensure that the final product will have: <ul style="list-style-type: none"> ○ An overall design plan and architecture. ○ A consistent look and feel. ○ A common and apparent navigation strategy. ○ Interactive exercises. ○ Required visuals – flow charts/decision trees/sketches/interactive image maps/videos, etc. <p>Any identified deficiencies in the selected design identified during the validation process will be corrected by the consultant and approved and accepted by SPREP.</p>		
Final Moodle Courses	Final Moodle courses developed, with all materials, and loaded into the SPREP Moodle account.	Nil	Final Moodle Courses Final Moodle courses updated with provided comments and loaded into the SPREP Moodle Environment.

Institutional Arrangement

It is expected that this project will not include travel, any introductions to stakeholders will be facilitated by SPREP.

Consultant Responsibilities

The consultant will be responsible for scheduling meetings with relevant stakeholders, taking minutes of meetings and ensuring meeting minutes are distributed for comment prior to finalisation.

5. Project Schedule

Schedule of Work

The activities are to be completed no later than **30 March 2024** 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	Timeline
<i>Contract Signing and Execution</i>	
Inception	Two weeks from date of Contract Execution
Moodle User Interface Design	No later than 2 weeks from Inception Meeting
Moodle Course Development	No later than 18 weeks from date of Contract Execution
Moodle Course Finalisation	No later than 22 weeks from date of Contract Execution

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)
- All applicable taxes
- Prices specific for each of the nine listed courses, progress payments will be provided for completion of each topic area.

Submissions must include an annotated budget listing for each task.

Proposals above USD 100,000 may not be considered.

SPREP reserves the right to proceed only with the Task(s) it deems necessary.

6. 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.

