



Strengthening Climate Resilience of the Lao People's Democratic Republic (PDR) Health System

Annex 8: Procurement Plan

Accredited Entity: Save the Children Australia
Version: Final - 2023/00/22



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I. General

1. **Project information:** Strengthening Climate Resilience of the Lao People's Democratic Republic (PDR) Health System
2. **Version of the Plan:** 1
3. **Approval Date of the procurement Plan:** To be confirmed
4. **Date of General Procurement Notice:**
5. **Period covered by this procurement plan:** 18 months from project start
6. **General Arrangements** SCA will undertake procurement for evaluation and monitoring services, as applicable and required. As part of the Accredited Entity's Executing Entity and Implementing Partner due diligence processes Save the Children determined that SCI Laos and WHO's procurement policies and procedures are sufficiently equivalent to the AE's procurement policies and procedures. There was also evidence to demonstrate they are consistently implemented for both SCI Laos and WHO. For these reasons and to ensure project efficiency, all other procurement related to project implementation will be undertaken by SCI Laos as the executing entity, and WHO as set out under 7. below. Other partners are not expected to engage in procurement. For all procurement undertaken by an entity other than the AE, the AE will monitor and engage in oversight of the procurement process, in line with its normal procedures and clarified in the subsidiary agreement.
7. **Other Arrangements:** Accredited Entity's approved Procurement and Consultant Guidelines reviewed and accepted by the GCF will apply. Procurement carried out by WHO will apply WHO Guidelines for the Procurement of Goods and Services. Currently there is no procurement planned to be carried out by the government of Lao PDR.
8. This project includes the procurement of solar PV systems. Save the Children understands the risk of forced and child labour with procurement of these systems. Save the Children will manage this risk through the procurement process. Suppliers are assessed against set criteria and as Save the Children are committed to the sustainability of our supply chain, sustainability assessment criteria (including modern day slavery) are included in the supplier selection process. Whilst these criteria are broader than forced labour alone, they include criteria such as "diversity, inclusion and equal opportunity" of staff they hire; the health and safety and working conditions of staff; the commitment to source local labour from communities where possible (specifically for construction) and policies and practice on road safety training.

II. Goods, Works, Independent Partners and non-consulting services.

The Save the Children thresholds for procurement values are listed below and will be used to determine the procurement procedure to be applied where Save the Children is performing procurement (see Embedded Attachment 1 for Accredited Entity Procurement and Consultant Guidelines approved by the Fund).

1. Prior Review Threshold:

Procurement Decisions subject to Prior Review by the Accredited Entity

The following thresholds shall apply where the Executing Entity Save the Children Lao PDR is performing the procurement in line with the procurement policies and guidelines (see embedded attachment 1 at bottom of document):

	Procurement Method	Threshold for use of method (USD)	Prior Review Threshold	Comment
1.	Open Tender – Competitive Bidding	> \$100,001	> \$100,001	
2.	Formal Quotation (min 3)	\$10,001–100,000	> \$50,001	
3.	Simple Quotation (min 3)	\$1,001–\$10,000	none	
4.	Single Quotation (min 1)	\$ 101–1,000	none	
5.	Cash and Receipt	< \$100	none	

The following thresholds shall apply where the WHO is performing the procurement in line with the procurement policies and guidelines (see embedded attachment 2 at bottom of document):

Bidding threshold (in US\$)	Solicitation method	Adjudication report justifying the proposed selection of the supplier	Submission to CRC
I. ≤ 2,500	II. Goods and Services <i>Small-value procurement</i> Offers from three suppliers are not mandatory, however, Procurement Initiators are encouraged to seek more than one quotation.	III. Goods and Services Justification of the selected offer in writing.	V. Goods and Services No
V. >2,500 to ≤ 25,000	VI. Goods <i>Request for Quotation (RFQ)</i> VII. It is recommended to seek offers from at least three suppliers in writing. Services <i>Request for Proposal (RFP)</i> It is recommended to seek offers from at least three suppliers in writing.	VIII. Goods An adjudication report stating the reasons for the selection is mandatory (template available from Procurement Handbook - Chapter 8). A costing should be included as part of the submission. In case of procurement for emergencies an adjudication report is not required. Services An adjudication report stating the reasons for the selection is mandatory (template available from Procurement Handbook - Chapter 8). A costing should	X. Goods and Services No

		be included as part of the submission and as part of the contract, with clear terms of reference and relevant background. In case of procurement for emergencies an adjudication report is not required.	
X.> 25,000 to ≤ 200,000	<p>XI. Goods</p> <p>XII. Invitation to Bid (ITB) Bids from at least three suppliers must be sought in writing.</p> <p>XIII. Services Request for Proposal (RFP) Proposals from at least three suppliers must be sought in writing.</p>	<p>IV. Goods An adjudication report stating the reasons for the selection is mandatory (template available from Procurement Handbook - Chapter 8). A costing should be included as part of the submission.</p> <p>Services An adjudication report stating the justification for the selection, and detailing the selection criteria and cost comparison is mandatory (template available from Procurement Handbook - Chapter 8).</p>	<p>V. Goods and Services</p> <p>A waiver from competitive bidding needs to be approved by the HQ or Regional CRC or by the DAF, who will report this to the Regional CRC, except in the case of emergency procurement where the CRC must be informed post facto (see XVII.9.3.4 Procurement for Emergencies).</p>
VI.>200,000	<p>II. Goods</p> <p>II. Invitation to Bid (ITB) through sealed bidding procedure via the electronic tendering platform The competitive bidding and evaluation stages of the procurement process are managed by a Major Office Procurement Expert.</p> <p>X. Posting of ITB on the UNGM. Obtain as many valid bids in writing as possible with a minimum of three valid bids.</p> <p>X. Services Request for Proposal (RFP) through sealed bidding procedure via the electronic tendering platform The competitive bidding and evaluation stages of the procurement process are managed by a Major Office Procurement Expert.</p>	<p>V. Goods An adjudication report stating the justification for the selection, and detailing the selection criteria and cost comparison is mandatory (template available from Procurement Handbook - Chapter 8).</p> <p>Services An adjudication report stating the justification for the selection, and detailing the selection criteria and cost comparison is mandatory (template available from Procurement Handbook - Chapter 8).</p>	<p>II. Goods and Services</p> <p>CRC approval is mandatory. A waiver from competitive bidding needs to be approved by the HQ or Regional CRC or by the DAF, who will report this to the CRC, except in the case of emergency procurement where the CRC must be informed post facto (see XVII.9.3.4 Procurement for Emergencies).</p>

	KI. Posting of RFP on the UNGM. II. Obtain as many valid proposals in writing as possible with a minimum of three valid proposals. II. Goods and Services The use of the electronic tendering platform is not mandatory in case of procurement for Emergencies.		
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2. Prequalification (for complex Civil Works)

Not Applicable

3. Procurement Packages with Methods and Time Schedule

All procurement dates are based on the planning assumption that the project will have the FAA in place and ready to start by 01 April 2024. The table below includes only the procurement of goods planned for the first 18 months of the project.

*** the 'Estimated Cost' column of the table has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.****

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Annex 8: Procurement Plan

1	2	3	4	5	6	7	8	9	10	11	12	13
Ref. No.	Contract Description	Source of Funds	Planned vs Actual	Estimated Cost in US\$	Procurement Method	Pre qualification (yes/no)	Domestic Preference (yes/ no)	Review by AE (Prior /	Date of issuance of doc' s	Bid- Opening Date	Date of contract /Order signature	Comments
1a.	Project vehicles	GCF	Planned		Open Tender	No - Any supplier	Yes	Prior	01 Apr 2024	15 Apr 2024	15 May 2024	
			Actual									
1b.	Project motorcycles	GCF	Planned		Open Tender	No - Any supplier	Yes	Prior	01 Apr 2024	15 Apr 2024	15 May 2024	Motorcycles (including safety gear)
			Actual									
1c 5b. 9b 13	IT Equipment	GCF			Open Tender	No - Any supplier	Yes	Prior	01 Apr 2024	15 Apr 2024	15 May 2024	PIU IT Equipment: Laptops, Printers, Copier, Tablets; Including laptops for 27 gov. focal points & 10 tablets; MONRE staff laptops; & laptops for Health Facility upgrades
			Actual									
1d	Office equipment and supplies	GCF			Formal Quotation	No - Any supplier	Yes	Prior	01 Apr 2024	15 Apr 2024	1 May 2024	<ul style="list-style-type: none"> • desks • chairs • office supplies
			Actual									

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2	Data management subscription	GCF			Formal Quotation	No - Any supplier	No	Prior	01 Apr 2024	15 Apr 2024	15 May 2024	Total contract value over life of project (~\$12,400/ year)
			Actual									
3	Service provider to provide printing, supplies, and audio/visual support to Activity 1.1.2 workshop	GCF	Planned		Single quotation	No - Any supplier	Yes	Prior	15 Oct 2024	31 Oct 2024	5 Nov 2024	
			Actual									
4	Professional services provider to provide logistical assistance and conduct assessment and support for developing policy recommendations and dissemination of assessment results	GCF	Planned		Formal quotation	Post		Prior	01Jul 2024	10 Jul 2024	12 Jul 2024	Activity 1.1.2
			Actual									
5a	Activity 1.1.3 Workshop printing, supplies, and audio/visual costs	GCF	Planned		Simple quotation	No - Any supplier	No	Prior	1 Oct 2024	15 Oct 2024	25 Oct 2024	
			Actual									
5b	Professional services provider to translate policy documents and facilitate dissemination meetings & trainings at subnational level and develop guidelines and handbooks as well as training plans and materials.	GCF	Planned		Formal quotation	Post	Yes	Prior	15 Nov 2024	15 Dec 2024	20 Dec 2024	Activity 1.1.3
			Actual									
6	Activity 2.1.1 Workshop printing, supplies, and audio/visual costs	GCF	Planned		Simple quotation	No - Any supplier	Yes	Prior	1 Dec 2024	15 Dec 2024	20 Dec 2024	
			Actual									

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Ref. No.	Contract Description	Source of Funds	Planned vs Actual	Estimated Cost in US\$	Procurement Method	Pre qualification (yes/no)	Domestic Preference (yes/ no)	Review by AE (Prior /	Date of issuance of doc' s	Bid- Opening Date	Date of contract /Order signature	Comments
7	Professional services provider to provide 8 SSAs for data management and conducting an RHIMS training	GCF	Planned		Open Tender	No - Any supplier	Yes	Prior	15 Nov 2024	15 Dec 2024	15 Jan 2025	Activity 2.1.1
			Actual									
8	Activity 2.2.2 Workshop printing, supplies, and audio/visual costs	GCF	Planned		Simple quotation	No - Any supplier	Yes	Prior	15 Oct 2024	31 Oct 2024	01 Nov 2024	
			Actual									
9	Activity 2.2.3 Workshop printing, supplies, and audio/visual costs	GCF	Planned		Single quotation	No - Any supplier	No	Prior	15 Nov 2024	30 Nov 2024	05 Dec 2024	
			Actual									
10	Health Facility Upgrade technology and equipment package (i.e., , Wifi router, Refrigeration units, Medical storage units, Hand washing stations, Discharge counseling materials, Sharps waste containers, projector)	GCF	Planned		Open Tender	No - Any supplier	Yes	Prior	01 Jan 2025	01 Feb 2025	1 Mar 2025	To establish preferred supplier for health technology and equipment packages
			Actual									
			Actual									
11 12 13	Turnkey Construction Contract for Facility	GCF	Planned		Open Tender	Yes	Yes	Prior	01 Dec 2024	15 Feb 2025	01 Apr 2025	Activity 3.2.2, 3.2.3, 3.2.4

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Ref. No.	Contract Description	Source of Funds	Planned vs Actual	Estimated Cost in US\$	Procurement Method	Pre qualification (yes/no)	Domestic Preference (yes/ no)	Review by AE (Prior /	Date of issuance of doc' s	Bid- Opening Date	Date of contract /Order signature	Comments
	Upgrades Note: For complex and large procurements such as this . Save the Children follows two stages: 1) setting up the criteria for prequalification and, 2) going for the open tender. During the process we review the technical quality and financial proposal on three levels (Country Office, Regional Office and HQ). After selection of the contractor, we go to the vetting.		Actual									
14	Subscriptions to access telecom or other media platforms in Y2-5	GCF	Planned		Formal Quotation	No - Any supplier	Yes	Prior	10 Dec 2024	15 Dec 2024	15 Jan 2025	Activity 4.1.2
			Actual									

III. Selection of Consultants

1. Prior Review Threshold:

Selection decisions subject to Prior Review by Accredited Entity:

	Selection Method	Threshold for use of method (USD)	Prior Review Threshold	Comment
1.	Single Quotation (min 1)	< \$ 1000	none	
1.	Simple Quotation (min. 3)	\$1,001- \$10,000	none	
2	Formal Quotations (min 3)	\$ 10,001- 50,000	none	
3.	Open Tender	> \$ 50,001	\$50,001	

Competitive Methods are the following:

- Quality Cost Based Selection method (QCBS)
- Quality Based Selection (QBS)
- Fixed Budget Selection (FBS)
- Least Cost Selection (LCS)
- Consultants Qualifications Selection (CQS)

The following thresholds shall apply where WHO is selecting consultants.

Bidding threshold (in US\$)	Solicitation method	Adjudication report justifying the proposed selection of the supplier	Submission to CRC
I. ≤ 2,500	II. Services <i>Small-value procurement</i> Offers from three suppliers are not mandatory, however, Procurement Initiators are encouraged to seek more than one quotation.	III. Services Justification of the selected offer in writing.	No
IV. >2,500 to ≤ 25,000	Services <i>Request for Proposal (RFP)</i> It is recommended to seek offers from at least three suppliers in writing.	Services An adjudication report stating the reasons for the selection is mandatory (template available from Procurement Handbook - Chapter 8). A costing should be included as part of the submission and as part of the contract, with clear terms of reference and relevant background. In case of procurement	No

		for emergencies an adjudication report is not required.	
V.> 25,000 to ≤ 200,000	VI. Services <i>Request for Proposal (RFP)</i> Proposals from at least three suppliers must be sought in writing.	Services An adjudication report stating the justification for the selection, and detailing the selection criteria and cost comparison is mandatory (template available from Procurement Handbook - Chapter 8).	II. Services A waiver from competitive bidding needs to be approved by the HQ or Regional CRC or by the DAF, who will report this to the Regional CRC, except in the case of emergency procurement where the CRC must be informed post facto (see XVII.9.3.4 Procurement for Emergencies).
II.>200,000	X. Services <i>Request for Proposal (RFP) through sealed bidding procedure via the electronic tendering platform</i> The competitive bidding and evaluation stages of the procurement process are managed by a Major Office Procurement Expert. X. Posting of RFP on the UNGM. XI. Obtain as many valid proposals in writing as possible with a minimum of three valid proposals. II. Goods and Services The use of the electronic tendering platform is not mandatory in case of procurement for Emergencies.	Services An adjudication report stating the justification II. Services An adjudication report stating the justification for the selection, and detailing the selection criteria and cost comparison is mandatory (template available from Procurement Handbook - Chapter 8).	V. Services CRC approval is mandatory. A waiver from competitive bidding needs to be approved by the HQ or Regional CRC or by the DAF, who will report this to the CRC, except in the case of emergency procurement where the CRC must be informed post facto (see XVII.9.3.4 Procurement for Emergencies).

2. Any Other Special Selection Arrangements

Not applicable.

3. Consultancy Assignments with Selection Methods and Time Schedule

All procurement dates are based on the planning assumption that the project will have the FAA in place and ready to start by 01 April 2024. The table below includes only the procurement of services planned for the first 18 months of the project.

*** the 'Estimated Cost' column of the table has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.****

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1	2	3	3	4	5	6	7	8	9	10	11	12
Ref. No.	Description of Assignment	Source of Funds	Estimated Cost USD	Selection Method	Review by AE (Prior / Post)	Issuance of Expression of Interest	Finalize shortlist and issue RFP	Proposals Submission Date	Complete Technical Evaluation	Complete Financial Evaluation	Negotiate and Award	Comment
1	Baseline assessment	GCF		QCBS Open Tender Firms will be required to submit both technical and financial proposal in two separate sealed envelope	Prior	01 Apr 2024	01 May 2024	01 June 2024	10 June 2024	10 June 2024	30 June 2024	
2	Professional service provider to be contracted to support delivery of Health National Adaptation Plan workshop with government stakeholders	GCF		QCBS Open Tender Firms will be required to submit both technical and financial proposal in two separate sealed envelope	Prior	01 Jul 2024	20 Jul 2024	15 Aug 2024	25 Aug 2024	25 Aug 2024	25 Sep 2024	Activity 1.1.1

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3	Professional service provider contracted to develop information products on EWS for climate sensitive diseases and integration of RHIMS; climate data for Component 2; and help establish data exchange between meteorological Department systems and RHIMS	GCF		QCBS Open Tender Firms will be required to submit both technical and financial proposal in two separate sealed envelope	Prior	01 Nov 2024	1 Dec 2024	15 Dec 2024	15 Jan 2025	15 Jan 2025	15 Feb 2025	Activity 2.1.1
4	Professional services provider to support translating warnings into effective risk comms tools, climate change adaptation support, and develop and roll out response protocols	GCF		QCBS Open Tender Firms will be required to submit both technical and financial proposal in two separate sealed envelope	Prior	01 Nov 2024	20 Nov 2024	15 Dec 2024	15 Jan 2025	15 Jan 2025	15 Feb 2025	Activity 2.2.1
5	Professional service provider to support dissemination of training material and conducting trainings; provide climate change adaptation support; health worker training materials;	GCF		QCBS Open Tender Firms will be required to submit both	Prior	01 Feb 2025	01 Mar 2025	10 Mar 2025	20 Mar 2025	10 Mar 2025	10 Apr 2025	Includes full cost of contract over the life of the project.

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	and develop materials for EWS			technical and financial proposal in two separate sealed envelope								
6	Professional service provider to conduct GHG emissions and infrastructure quality assessments at climate-vulnerable health facilities	GCF		QCBS Open Tender Firms will be required to submit both technical and financial proposal in two separate sealed envelope	Prior	01 Jun 2024	15 Jul 2024	10 Aug 2024	20 Aug 2024	20 Aug 2024	20 Sep 2024	Activity 3.2.1
7	Support development of a community climate and health resilience action planning guide	GCF		QCBS Open Tender Firms will be required to submit both technical and financial proposal in two separate	Post	01 April 2024	01 May 2024	01 Jun 2024	01 Aug 2024	10 Aug 2024	15 Sep 2024	Activity 4.1.1

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				sealed envelopes								
8	Conduct formative research to inform effective early warning messages segmented for various age, gender, social audience segments	GCF		QCBS Open Tender Firms will be required to submit both technical and financial proposal in two separate sealed envelope	Prior	01 April 2024	01 May 2024	01 Jun 2024	01 Aug 2024	10 Aug 2024	15 Sep 2024	Activity 4.1.2
		GCF										

Attachment 1 – Save the Children Procurement Policy and Manual

*** this attachment has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.***

Attachment 2 – World Health Organization Procurement Guidelines

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