



MINISTRY OF HUMAN RESOURCES, CULTURE, TOURISM & DEVELOPMENT

BUREAU OF HUMAN RESOURCES

3rd Floor, Executive Building, National Capitol, Ngerulmud

P.O. Box 6011, Melekeok, Republic of Palau 96940

Telephone: (680) 767-2415 / Fax: (680) 767-2416

E-Mail: hr@palaugov.org Website: <http://www.palaugov.org/hr>

REQUEST FOR PROPOSAL

Date of Issue: May 15, 2026

RFP No.: PCS-2026-35

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2026-35

Solicitation Title: PEER-TO-PEER YOUTH TRAINING WORKSHOP

Date of Issue: May 15, 2026

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: May 21, 2026 (Thursday) 4:00 pm Palau Time

Answers/ Response: May 29, 2026 (Friday) 11:00 am Palau Time

Expression of Interest: June 4, 2026 (Thursday) 4:00 pm Palau Time

Proposal Due Date and Time: June 15, 2026 (Monday) 4:00 pm Palau Time

Proposals Opening Date: June 17, 2026 (Wednesday) 10:00 am Palau Time

Anticipated Contract Award: By July 17, 2026

Terralyn R. Nobeyama
Director/Procurement Officer

SECTION A – RFP INFORMATION

I. RFP Purpose, Type, Process

- a. **Purpose.** The Bureau of Human Resources of the Government of Palau is soliciting proposals from interested, qualified individuals, business agencies, or institutions **to assist the Ministry of Health and Human Services by delivering a Peer-to-Peer Youth Training Workshop in Palau.**
- b. Interested vendors may obtain copies of specifications by contacting the Bureau of Human Resources Procurement website <http://palaugov.pw/rfp-bids/> or calling 680-767-2415/1126.
- c. **Type of RFP.** This is a *competitively negotiated contract in which evaluation is based on various criteria.*
- d. **Funding.** This project will be fully funded by the **Health Resources and Services Administration federal fund.** Offers or proposals may also be rejected, and no contract may be awarded by the Procurement Officer pursuant to the Republic of Palau Procurement law.
- e. **Inspection.** Offeror acknowledges that the submission of a proposal provides the Republic of Palau the right to inspect at a reasonable time the part of the plant or place of business of a contractor or subcontractor which is related to the performance of any contract awarded by the government. Failure to allow inspection may result in the proposal/offer being rejected.
- f. **Business Laws and Taxes.** The successful contractor shall comply with all applicable laws of the Republic of Palau and shall be responsible for all applicable taxes, duties, and fees. As a condition of award, the vendor shall provide proof of any required Republic of Palau Business License and shall be in good standing with the Bureau of Revenue and Taxation. However, a non-resident vendor providing services under a short-term contract, and having no business premises or other physical presence in the Republic of Palau, shall not be required to obtain a Republic of Palau Business License. In such a case, ten percent (10%) of payments under the contract shall be automatically withheld as tax and remitted to the Bureau of Revenue and Taxation.
- g. **Potential finalist interviews/demonstrations:** If necessary, the Procurement Officer will **notify vendors to request additional information and/or hold discussions.** However, **proposals must include all information needed for the ROP to determine the best proposal.**
- h. **Award.** It is anticipated that a vendor will be awarded within 30 days of the Bid opening unless otherwise approved by the Procurement Officer.

II. Preparation/Submission of Proposal

- a. **Intention to Bid.** In order for your business to be considered for this RFP, you **MUST** submit a written Expression of Interest (EOI) to the Procurement Officer by **June 4, 2026,** by emailing hr@palaugov.org or providing a written EOI to the Bureau of

Human Resources Office located at the 3rd Floor Executive Building in Ngerulmud, Melekeok. The email or letter shall include Business or organization Name, Point of Contact or Authorized Representative, phone number, email address, and statement of your interest to bid.

- b. Vendors are invited to participate in the competitive selection process for the Services outlined in this RFP. Responding parties shall review their Proposal submissions to ensure the following requirements are met.
- c. Required Submittal Details and Quantities. ***Proposals must and shall be submitted as follows: one (1) original printed proposal, three (3) printed hard copies, and one (1) electronic copy saved on a USB/Flash Drive. All proposal materials must be enclosed in a sealed envelope, clearly addressed to the above office, with the applicable RFP Number indicated on the outside of the envelope. The electronic copy must contain the complete and finalized proposal in Microsoft Office, Microsoft Office-compatible, or PDF format, and must be an exact mirror image of the hard-copy submitted.*** Proposals must be received by the Bureau of Human Resources Office in Capitol by **4:00pm (Palau Time) June 15, 2026**, which is the closing date of this RFP. Proposals received before the issuance date and after the closing date of this RFP will not be considered.
- d. Proposal Format. Please comply with the following format:
 - i. Section 1 – Provide the Company Information – Name and contact information of authorized representative, copy of Business License, other information relevant to the service.
 - ii. Section 2 – Description services, schedules, etc.
 - iii. Section 3 – Total Cost of Proposal.
- e. Responsibility of Bidders and Offerors

Awards shall be made only to responsible bidders or offerors who:

- (1) Have adequate financial resources to perform the contract or the ability to obtain the finances;
- (2) Be able to comply with required delivery or performance schedule;
- (3) Have the necessary organization, experience, and skills required to perform the contract or have ability to obtain them;
- (4) Have the necessary production, construction, and technical equipment facilities or the ability to obtain them; and
- (5) Be qualified and eligible to receive the award under applicable laws and rules.

If you meet or can meet the above criteria, ensure to:

- i. examine the entire RFP,
 - ii. seek clarification of any item or requirement that may not be clear,
 - iii. check all responses for accuracy before submitting a Proposal and,
 - iv. submit the entire Proposal by the Proposal Due Date and Time.
- f. Cost of Proposal Preparation. The ROP does not reimburse the cost of developing, presenting or providing any response to this solicitation. Proposals submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner. The Vendor is responsible for all costs incurred in responding to this RFP. All materials and documents submitted in response to this RFP become the property of the ROP and will not be returned.

III. Inquiries

- a. All Inquiries and Clarification shall be received by email hr@palaugov.org no later than 4 pm (Palau Time) **May 21, 2026**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/rfp-bids/>- COB on **May 29, 2026**.

IV. RFP Timeline:

Bidding Period	May 15, 2026 – June 15, 2026
Inquiries/Clarification Due	May 21, 2026 (4pm Palau Time)
Answers/Responses Posted by COB	May 29, 2026 (11am Palau Time)
Expression of Interest	June 4, 2026 (4pm Palau Time)
RFP Closing Date	June 15, 2026 (4pm Palau Time)
Proposals Opening Date	June 17, 2026 (10 am Palau Time)
Anticipated Contract Award	By July 17, 2026

V. Scope of Work

Purpose Objectives:

To deliver a Peer-to-Peer Youth Training Workshop in Palau that equips youth with the knowledge and skills to support their peers, promote mental health awareness, and strengthen youth-led engagement within the PMHCA network. This activity will enhance youth participation in pediatric mental health programs and services.

Project Alignment:

This activity supports the approved project goal:

- Retain experts to train and support the development of pediatric mental health programs and services by August 2026.

Objectives:

1. Build youth capacity in peer-to-peer advocacy, support, and effective communication.
2. Strengthen youth ability to identify, access, and share mental health and community resources.
3. Promote youth leadership and engagement in mental health and wellness initiatives.
4. Encourage safe, supportive, and strengths-based approaches to peer support.

Scope of Services:

The selected consultant/vendor will be responsible for the following:

1. Pre-Workshop Preparation

- Conduct approximately 20 hours of pre-workshop preparation, including coordination with project staff and partners.
- Develop and customize training agenda, modules, and facilitation approach tailored to youth participants.
- Prepare youth-friendly training materials, activity guides, and resource tools.
- Support participant registration and preparation of evaluation tools.

2. Workshop Delivery (In-Person – Palau)

- Deploy one (1) qualified consultant to deliver the training.
- Deliver an in-person workshop over 4 days of on-site facilitation, consistent with travel and per diem coverage.
- Facilitate interactive and youth-engaging sessions, including role-plays, group discussions, and practical exercises.
- Provide training on:
 - Peer advocacy and helping skills
 - Communication, boundaries, and ethical peer support
 - Resource identification and referral pathways
 - Youth leadership and engagement strategies
- Coordinate with the project team on logistics, including venue, materials, and participant engagement.

3. Post-Workshop Activities

- Conduct approximately 50 hours of post-workshop activities, including evaluation analysis and reporting.
- Compile and analyze participant feedback and evaluation results.
- Prepare a workshop summary report outlining key outcomes, lessons learned, and recommendations.
- Provide technical input to support continued youth engagement and peer support initiatives.

Deliverables

The consultant/vendor will submit:

1. Final training agenda and workshop materials (slides, handouts, and youth resource guides)
2. Completed **4-day Peer-to-Peer Youth Training Workshop**
3. Participant attendance records and evaluation summaries
4. Post-workshop summary report, including key findings and recommendations

Period of Performance

- Anticipated implementation: **August 2026**
- Includes pre-workshop preparation, 4-day workshop delivery, and post-workshop reporting

Location

- Republic of Palau (in-person delivery)

Target Participants

- Youth participants
- PMHCA partners and youth-serving organizations

Evaluation Criteria

No	Criteria	Percentage
1	Organizational Profile and Capacity	40%
2	Feasibility and appropriateness of Proposal	20%
3	Proposed Implementation and Timeline	20%
4	Cost and Pricing	20%
TOTAL		100%

The maximum possible total combined score for a proposal is 5 weighted points. Each Major category is assigned a weight, and each evaluator will rate the categories with the following points:

Points	Description
0	Fails
1	Poor
2	Fair
3	Good
4	Very Good
5	Excellent

Proposals will be evaluated based on the following formula:

Criteria 1 Points x Weight % = Criteria 1 Score

Criteria 2 Points x Weight % = Criteria 2 Score

Criteria 3 Points x Weight % = Criteria 3 Score

Criteria 1 + Criteria 2 + Criteria 3 = TOTAL SCORE