



**Norwegian People's Aid**

**Request for Proposals  
for  
Medical Assessment and Training Services in  
Mine Action Programmes**

**Reference no.: INTDEP-RFP-2601**

**Norwegian People's Aid, Oslo**

**Tuesday 27 January 2026**



## Request for Proposals

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### Table of Contents

1.	About NPA.....	3
2.	Consultancy Services.....	3
3.	Selection Process and Timing .....	3
4.	Proposal Format.....	3
4.1.	Executive Summary .....	3
4.2.	ICPs Training Approach and Methodology .....	3
4.3.	Training Team .....	4
4.4.	Company Profile .....	4
4.5.	Fees and Timing of Services.....	4
5.	Proposal Submission .....	4
5.1.	General .....	4
5.2.	Errors or Omissions .....	5
5.3.	Intent to Respond and Clarifications .....	5
5.4.	Submission Instructions.....	5
6.	Evaluation Criteria and Procedure.....	6
7.	Conditions of Contract.....	6
8.	Appendix 1 – Terms of Reference (ToR) .....	8



# Norwegian People's Aid

## 1. About NPA

Norwegian People's Aid (NPA) is a Norwegian humanitarian and development non-governmental organization (NGO), with global operations. NPA was founded in 1939 as the labour movement's humanitarian solidarity organisation. Our vision is Solidarity in Action, and we aim to improve people's living conditions and to create societies that are more just and more democratic. We have around 17,000 members in Norway and 3,000 employees working in 36 other countries around the world.

NPA's core areas are Humanitarian Mine Action and Disarmament (MAD), International Development, Humanitarian Assistance, First Aid and Rescue Services and International Solidarity, Anti-Racism & Inclusion. In all our interventions, we work continuously to reduce our climate- and environmental impact.

## 2. Consultancy Services

NPA is issuing this request to solicit proposals from eligible companies for provision of the Medical Assessments and Training Services in accordance with the standards described in IMAS to selected Mine Action and Disarmament (MAD) programmes globally.

The intent is to establish at least one long-term service agreement (LTA) for the initial period of one year, extendable annually to up to five years in total duration.

The Consultant shall render the Service in accordance with the Appendix 1 – Terms of Reference (ToR) for Medical Assessment and Training Services.

The Medical Assessment and Training Services shall be delivered in NPA country of operation.

## 3. Selection Process and Timing

The planned schedule for the procurement process:

RFP issued	January 27 <sup>th</sup>
Written intent to respond within RFP deadline due	February 20 <sup>th</sup>
Written questions for clarification due	February 20 <sup>th</sup>
Receipt of proposals due	February 27 <sup>th</sup>
Contract award*	March 6 <sup>th</sup>
Contract signing*	March 13 <sup>th</sup>
(*estimates)	

If changes or questions relevant to all participants occur, all confirmed respondents in the process will be informed on such changes in written form.

## 4. Proposal Format

The structure of the proposal shall include, but not being limited by, the below information:

### 4.1. Executive Summary

Include a summary stating major points of why your company is best suited to providing Medical Assessments and Training Services to NPA.

### 4.2. ICPs Training Approach and Methodology

Please provide an overview and key aspects of your training approach including:

1. Pre-deployment activities.



# Norwegian People's Aid

2. In country preparation and assessment.
3. Training methods, key elements and tools.
4. Expected participation from NPA level.
5. The most important success criteria which will be important for overall best results.
6. Post-training.

## 4.3. Training Team

1. Please describe your proposed training team.
2. Provide brief resumes including qualification, and general and specific NGO's/humanitarian mine action experience of the team key members.

## 4.4. Company Profile

Please describe your company, key resources and relevant experiences:

1. Provide a summary of the resources and organisation of your company, and specifically the resources within your company that may be of value to us as a non-profit mine action actor.
2. Describe the number of staff and expertise relative to humanitarian mine action work in your offices. Please also include international expertise your company has relative to requested services with overview of their location.
3. How does your company identify and share best practices with clients/organisation such as ours?
4. Provide at least three international client references, and contacts within those organisations.

## 4.5. Fees and Timing of Services

Please in your financial proposal include the following:

- Price and time schedule for the **ICPs Training** delivery including medical assessment/review, during the single visit of a NPA country office with:
  - Seven or less training participants.
  - Eight to 18 participants.
- Fee for provision of advisory support services to NPA Head Office as required.
- Price for the ICPs kit (and other required equipment and drugs) to be provided after the training delivery.
- We value long-term collaboration with our partners. Please indicate any *pro bono* hours or knowledge-sharing activities you can offer as part of your services.

## 5. Proposal Submission

### 5.1. General

Proposals, all correspondence and documents related to this Request for Proposals exchanged by the bidder and the NPA shall be written in English.

Proposals arriving after the deadline will not be considered.

The proposal shall be valid for 30 days after the submission deadline.

Bidders will be expected to acknowledge and abide to [The Code of Ethical Conduct for NPA Suppliers and the NPA's Ethical Standards for Procurement, Investment and Fundraising](#).



# Norwegian People's Aid

Please note that **NPA will give priority** to firms certified by an environmental management system, such as Eco-Lighthouse, ISO 14001 or EMAS.

All proposals received will be considered the property of NPA. We will fully protect the confidentiality of all information you provide to us, as we expect you to do the same with all NPA information we provide to you.

Proposal costs or any resources expended by a bidder in responding to this RFP, including any costs incurred in proposal preparation, presentation or meetings are the sole responsibility of the bidder.

NPA reserves the right to change or cancel this RFP without prior notice or responsibility for any bidder if deemed necessary. NPA makes no commitment to contract for any products or services, or to award a contract to any company submitting the proposal.

Any amendments will be communicated in writing to all involved parties.

## 5.2. Errors or Omissions

NPA shall not be responsible for, or held liable for, any errors or omissions that may exist in this RFP. NPA retains the right to amend this RFP to correct any errors or omissions.

A proposal may be withdrawn or amended prior to the proposal due date. To withdraw or amend a proposal, authorized representatives of the bidder must submit a written request to the RFP contact. After withdrawing a proposal, the bidder may submit another proposal at any time up to the defined proposal due date. Bidder shall not be permitted to alter its proposal after the proposal due date.

## 5.3. Intent to Respond and Clarifications

Bidders are required to notify NPA contact person for this contract Mr Aksel Steen-Nilsen via email address [akst@npaid.org](mailto:akst@npaid.org) of their intent to respond to this RFP no later than EOB Friday 20 February 2026.

The Intent to respond must provide the name, title and contact details of the single point of contact within the bidder's organisation that should be contacted in the event NPA has questions or for other communications regarding this RFP or the bidder's proposal.

Equally, any questions to clarify any details of the RFP must be communicated in writing via email address [akst@npaid.org](mailto:akst@npaid.org) before the same deadline.

## 5.4. Submission Instructions

Proposals shall be sent to the email address [tenders@npaid.org](mailto:tenders@npaid.org) no later than **Friday 27 February 2026, 23.00 CET**. The technical and the financial elements of the proposal shall be sent in separate emails and shall include the following:

a) Technical proposal email(s):

- Executive summary.
- ICPs Training Approach and Methodology.
- Training Team.
- Company profile.
- A written acknowledgement of The Code of Ethical Conduct for NPA Suppliers and the Norwegian People's Aid Ethical Standards for Procurement, Investment and Fundraising.



## Norwegian People's Aid

- Proof of certification for delivery of requested Medical Assessment and Training services as per IMAS.
- Proof of certification by an environmental management system, such as Eco-Lighthouse, ISO 14001 or EMAS.

The technical proposal shall be attached in PDF format in the technical proposal submission email with the following text in the subject line: **"INTDEP-RFP-2601 Technical Proposal"**. If more than one email is required to send all attachments, please add email number to the subject line, i.e. email X of Y.

*b) Financial proposal email*

- Fees and Timing of Services as described under 4.5. *Fees and Timing of Services*

The financial proposal shall be attached in PDF format in the financial proposal submission email with the following text in the subject line: **"INTDEP-RFP-2601 Financial Proposal"**.

## 6. Evaluation Criteria and Procedure

NPA's opening and evaluation committee will score the technical evaluation of the bids with the following criteria and weighting:

Organisation and methodology	Maximum points
Medical assessment and training approach and methods	40
Company profile and support functions	20
<b>Total score for organisation and methodology</b>	<b>60</b>
Training/Service Team	Maximum points
Qualifications and skills	(15)
General professional experience	(15)
Specific professional experience within NGO/humanitarian Mine Action	(10)
<b>Total score for Client Service Team</b>	<b>40</b>
<b>Overall technical score</b>	<b>100</b>

Only proposals with the average overall technical score of 75 points or more will be considered technically acceptable and will qualify for the financial evaluation.

The best value for money will be established by weighting technical quality against price on a 70/30 basis.

The contract will be awarded to the firm achieving the highest combined technical and financial score.

NPA may contact bidders for follow-up and clarification, may request bidders to provide additional professional references, and NPA may interview bidders/ proposed experts as a part of the evaluation process.

NPA reserves the right to award contract to more than one bidder, to reject any or all bids, to suspend or cancel the solicitation in whole or in part without incurring any liability whatsoever. The NPA shall not have any obligation to provide any reasons for such actions.

## 7. Conditions of Contract

Before entering into a consultancy contract, NPA may request bidders to provide the following additional documents for verification:



## Norwegian People's Aid

- a copy of the diplomas mentioned in consultant CVs;
- a copy of employer certificates or references, or signed copies of consultancy or labour contracts, proving the professional experience indicated in their CVs.

The admissibility of any other supporting documents to prove the work experience indicated in the CV will be subject to the discretion of the NPA. Only diplomas and documented experience (i.e. not self-statement from the consultants) will be considered. Previous experience which caused breach of contract and termination shall not be used as reference.

**Provision and replacement of expert(s):** Where the contract involves the provision of experts, the contractor is expected to provide the experts specified in the bid and the expert(s) to be provided by the contractor must be identified and named in the consultancy services contract.

During the implementation of a consultancy services contract, where an expert must be replaced, the replacement must possess at least equivalent qualifications and experience, and the fee/rate may in no circumstances exceed that of the expert replaced.

It will be solely responsibility of the Consultant to ensure all necessary insurances for the duration of the service contract. No life, health, disability or other insurance can be provided by NPA to the consultant in connection with the service contract.

The Consultant will be required to comply with NPA security guidelines and instructions for the duration of the service contract.



## 8. Appendix 1 – Terms of Reference (ToR)

Norwegian Peoples's Aid (NPA) humanitarian Mine Action and Demining (MAD) programme is operational in over 20 countries globally. Given the hazardous nature of Mine Action and the requirements for medical support laid out in International Mine Action Standards (IMAS), NPA wishes to: (i) improve overall mine action safety by ensuring rapid, competent medical response in remote or hazardous locations, and (ii) ensure a consistent, high-quality approach to medical preparedness across its mine action programmes globally, as outlined in International Mine Action Standards and Technical Notes for Mine Action and NPA's internal standards.

Since more than a decade NPA discontinued a global medical focal point position within its portfolio, NPA has relayed on provision of Medical Assessment and Trainings Services by qualified external providers.

NPA is looking to establish at least one Long-Term (framework) Agreement for delivery of Medical Assessment and Trainings Services to its MAD programmes globally.

### **The services to be provided by Consultant include:**

- Intermediate Care Providers (ICPs) training preparation and delivery.
  - Assessment of NPA medical resources in selected countries thorough assessment of existing facilities, the skills of medically trained personnel, and the availability of drugs and equipment:
    - Conducting and documenting a 'baseline' assessment of medical resources within the planned area of operation prior to the commencement of demining activity.
    - Reviewing prior assessment of medical resources.
    - Updating medical SOPs and guidelines.
  - Deliver tailored Intermediate Care Providers (ICPs) training in accordance with the findings of the assessments/review to bring the NPA ICPs to the adequate and up-to-date level of competence.
  - Provide required equipment and material for training delivery.
  - Provide ICPs kits (and other required equipment and drugs) post training delivery.
  - Provide a plan for each country medical assessment and training activity.
  - Deliver a post activity report at the completion of each country assessment and training visit.
- Review and update of NPA's global medical SOPs and provision of advisory support services to NPA Head Office (as required).

### **NPA will provide the following:**

- Annual work plan to include planned medical assessments and trainings up to maximum eight country visits per calendar year.
- Provide access to all standards, SOPs and other relevant documents pertaining to medical support to NPA mine action and demining operations.





## Norwegian People's Aid

- Provide access to all relevant staff.
- Facilitate post activity meetings between NPA Head Office and Service provider.
- Cover the travel cost to/from and within the NPA country of operation and accommodation during the country visits.

### **NPA estimates the following needs in 2026:**

- Vietnam ICP training for 7 medics.
- Iraq (Anbar) ICP training for 10 medics.
- Iraq (Basra) ICP training for 11 medics.
- Syria ICP training for 7 medics.
- Ukraine ICP training for 7 medics.
- Ukraine ICP training for 7 medics.