

# Chemical Safety Capacity Building: Beta Testing of Training

## *Request for Proposals – Local Providers for Chemical Safety Training*

August 13, 2024

### **About CEPN & Toward Zero Exposure**

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The [Clean Electronics Production Network](#) (CEPN) is a multi-stakeholder innovation leadership network that is working collectively to address complex workplace health and safety challenges in the electronics supply chain and proactively move the electronics industry to safer and cleaner production to reduce worker exposure to process chemicals<sup>1</sup>.

CEPN was established in June 2016 and comprises more than 20 member organizations. Membership includes brands Apple, Dell, HP, Cisco, and Fairphone; suppliers Intel and Seagate; and other stakeholder representatives from academia, labor justice and environmental NGOs, including Electronics Watch, labor and worker representatives, ecolabels, and governmental and regulatory agencies.

CEPN members commit to working together in the service of a shared goal of moving toward zero exposure of workers to toxic process chemicals in electronics manufacturing.

During the summer of 2021 CEPN launched the [Toward Zero Exposure program](#), a commitment program to help electronics brands and suppliers protect workers from exposure to hazardous process chemicals utilizing tools and resources developed by CEPN as well as the Responsible Business Alliance (RBA). The development of this chemical safety training program is designed to support the Toward Zero Exposure program as well as the entire global electronics industry.

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<sup>1</sup> Process Chemicals (individual chemicals or mixtures) can be used during the manufacture and/or finishing of a product and/or maintenance of related production equipment that are not intentionally fully incorporated into the product. Examples of process chemicals include cleaning agents, lubricants, photochemicals, plating agents, refrigerants, hydraulic fluids, and solvents, including volatile chemicals emitted from adhesives, inks and coatings during manufacturing.

## Context and Project Objectives

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This project, financed through a grant from the Initiative for Global Solidarity, a program of the Deutsche Gesellschaft für internationale Zusammenarbeit (GIZ) GmbH, is focused on developing an easily accessible, deployment-ready, training program on process chemical safety and management. The design elements of the program seek to educate workers and managers in safe, sustainable chemical management as the first step, while providing the tools and support to build a strong workplace culture where managers recognize the benefits of informing, consulting and actively engaging with workers. The project's objectives are to:

- Disseminate best practices in process chemical management to upstream suppliers;
- Reduce worker exposures to hazardous chemicals in the electronics industry;
- Strengthen worker safety and engagement; and
- Develop capacity for local providers to deliver impactful and cost-effective training.

During Phase 1 of the project (now completed), a series of chemical safety trainings designed for workers and managers were created in three modalities – in-person, webinar and interactive digital.

Phase 2 – the current phase of the project – is to “beta test” the training with a sample of supplier facilities in Vietnam and collect feedback from participants on training aspects such as duration, content and delivery. This feedback will be used to refine and improve the training materials before they are finalized and widely disseminated.

## Proposal Content & Process

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CEPN seeks third party partner(s) (i.e., Local trainer(s)) to deliver training to supplier facilities selected by CEPN to participate in the beta test. Table 1 below summarizes the training developed and translated into Vietnamese during Phase 1 of the project. The training program primarily focuses on workers. However, manager training was also developed to supplement and ensure sustained use of the program. The manager training complements the worker training and ensures a holistic approach to building a culture of workplace safety.

This RFP is for support on delivery of the in-person and webinar training in Vietnam. In addition to these modalities, CEPN will engage with a separate digital training platform provider for beta testing of the interactive digital training, which will be conducted in Vietnam and Malaysia.

We are seeking one or more organizations with staff located in Vietnam who have experience in chemical management and/or environmental, health and safety (EHS) training delivery, especially to workers in manufacturing settings.

**Table 1. Summary of Training Content**

Module	Modality & Approx. Duration	
	In Person	Webinar
<b>Worker</b>		
Module 1: Introduction to Chemical Safety in the Workplace	60 minutes	30 minutes
Module 2: Chemical Hazards and Exposures	60 minutes	30 minutes
Module 3: Control Approaches and Emergency Responses	60 minutes	30 minutes
Module 4: Hazard Communication	60 minutes	30 minutes
Module 5: Your Participation in Chemical Safety	60 minutes	45 minutes
<b>Manager</b>		
Module 1: Introduction to Chemical Safety Management		45 minutes
Module 2: Your Responsibilities in Chemical Safety Management		60 minutes
Module 3: Strategies to Strengthen Worker Participation in Chemical Safety		45 minutes

Local trainer(s) will attend a Train the Trainer session presented by CEPN to familiarize themselves with the training content and expectations for delivery. In addition to the designed content, trainers will be expected to add local regulatory context and perspective during training delivery as appropriate. Local trainers will also schedule training sessions with selected supplier facilities, administer post-training surveys developed by CEPN and help address questions and communicate with supplier facilities as needed to ensure successful training implementation.

## Project Deliverables and Timelines

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Local trainer(s) will provide the following deliverables:

- Attend a two-day Train the Trainer session organized and presented by CEPN and hosted in Vietnam (exact location to be determined);
- Support CEPN on the development of a detailed training deployment workplan, including identifying training timing, roles and responsibilities, and how communication with supplier facilities will be managed;
- Liase with selected supplier facilities to schedule in person and webinar training sessions; perform follow-ups as needed to secure the schedule and ensure attendance;
- Perform in person and webinar chemical safety training in the local language:

- **Group 1 Facilities: In-Person Worker Training and Webinar Manager Training**

Local trainer(s) will provide in-person worker training and live webinar manager training at select supplier facilities. The in-person training for workers consists of five sessions, with approximately 1 hour of content to present. The live webinar training for managers consists of three sessions, with approximately 45-60 minutes of content to present. Supplier facilities will be clustered to the maximum extent possible to reduce time required for travel.

- **Group 2 Facilities: Webinar Worker and Manager Training**

Although the focus of the worker training is in-person, live webinar training for workers will also be deployed at select supplier facilities in combination with live webinar training for managers. There are five live webinar sessions for workers, with approximately 30-45 minutes of content to present. The number of supplier facilities receiving live webinar training for workers and managers will be based on interest from brands and supplier facilities and overall program cost. One webinar series for workers and managers will be recorded such that it is available for viewing at any time (and will be free and publicly available).

- Local trainer(s) will administer and grade quizzes included as part of the training material and provide certificates to participants at successful training completion.

- It is anticipated that training sessions will be delivered on an approximately weekly cadence, e.g., in person worker training will occur over an approximately five-week period.

- Administer surveys alongside the training to collect feedback from participants. Surveys will be developed by CEPN in consultation with the local trainer(s) and digital training platform provider. The surveys will be deployed electronically by the digital training platform provider (e.g., using a link and/or QR code). In some cases, hard copy surveys may need to be distributed and collected by local trainer(s) as part of training sessions.

- Provide feedback to CEPN on aspects of the training such as content, duration, exercises, and ideas for training improvement in a summary report of five pages or less.

In addition, local trainer(s) will meet with CEPN weekly to review project status and identify and solve any issues related to training delivery according to plan.

This is a grant funded project with a tight timeline. Our goal is to have contract(s) in place by September 13, 2024. To ensure that the project is on track, the deliverables include interim mid-project submittals as follow:

- **Early October 2024:** Training deployment plan developed
- **Mid-October 2024:** Train the Trainer session – in Vietnam (exact location to be determined), two days in length

- **November 2024 – January 2025:** Training delivery and participant surveys completed according to training deployment plan
- **Early February 2025:** Provide feedback to CEPN on training.

## RFP Requirements

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CEPN requests simple, straightforward and efficient proposals with the following contents:

- Organization’s qualifications and mission as they relate to this project, including:
  - Qualifications of staff proposed for training delivery
  - Experience delivering training on chemical safety management and/or EHS training for workers in a manufacturing setting
  - Experience with suppliers in the electronics supply chain
  - Location of staff proposed for training delivery
- Examples of past relevant projects (optional)
- Ability to meet the timeline to complete this project
- Budget, including the following scenarios:
  - Cost for delivering in-person worker and live webinar manager training to 12 supplier facilities (Group 1) and cost for each additional supplier facility.
    - For in-person worker training, assume selected supplier facilities will be geographically clustered such that multiple facilities can be trained per day.
  - Cost for delivering live webinar worker and live webinar manager training (Group 2) to 12 supplier facilities and cost per each additional supplier facility.
  - Include travel expenses and any other expenses in the estimated costs.
- Main contact at the organization that will be managing the project as well as additional team members participating in the project

Please aim to keep proposals under 10 pages.

## Selection Criteria

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- **Strength of Overall Proposal.** Overall quality of the proposal that specifically addresses project goals and objectives while also delivering the project on time and within budget.

- **Team & Experience.** The ability, capacity, and experience of team, as well as relevant project experience with chemical management, delivery of training materials for both workers and managers, and working with both NGOs and companies in the electronics supply chain.
- **Scope & Approach.** Proposed approach, methodology, etc. for completing the work to ensure alignment with the overall objective of the project, with clear and measurable deliverables.
- **Timeline.** Ability to meet the required timeline.
- **Budget.** Budget amounts for each deliverable/task.

## Submission Information and CEPN Contact Information

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We are happy to answer any questions you may have about the project that might help you prepare your proposal. Please direct questions to CEPN Senior Fellow, Michelle Turner at [mturner@cleanelectronicsproduction.org](mailto:mturner@cleanelectronicsproduction.org) and Pamela Brody-Heine, CEPN Senior Director at [pbrody-heine@cleanelectronicsproduction.org](mailto:pbrody-heine@cleanelectronicsproduction.org).

Please submit proposals by email to CEPN Senior Fellow, Michelle Turner at [mturner@cleanelectronicsproduction.org](mailto:mturner@cleanelectronicsproduction.org) **by 5 pm Pacific Time on Wednesday, August 28, 2024.**