INDIVIDUAL NATIONAL CONSULTANT PROCUREMENT NOTICE

Date: [December 24th, 2021]

Country: Egypt

Post level: National Hazardous Waste Consultant

Estimated No. of Working Days:
The total estimated number of working days are 40 days over the duration of 20 weeks (20 January 2022 through 25 May 2022).

Description of the assignment:
The National Consultant (NC) shall accelerate, facilitate, supervise, monitor and provide technical support to the implementation of a project entitled “Protect human health and the environment from unintentional releases of POPs originating from incineration and open burning of healthcare and electronic waste”, as per UNDP rules and regulations, in order to achieve the deliverables described in the 2. Scope of Work.

Project name: Protect human health and the environment from unintentional releases of POPs originating from incineration and open burning of healthcare and electronic waste/Rapid Financing Facility UNDP COVID-19

Period of assignment/services (if applicable): 20 weeks

Proposal should be submitted by email to, procurementnotice.egypt@undp.org no later than 16 January 2022

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail address indicated above. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

UNDP Egypt has received Rapid Financing Facility funds to support the recovery efforts in Egypt from COVID-19 pandemic. UNDP Egypt will utilize the funds to promote the utilization of non-incineration medical waste treatment facilities in Egypt and training of Healthcare Waste Management Officers in public and private hospitals. This activity will upscale the outputs of the UNDP-GEF project on Healthcare Waste Management in order to open investment opportunities in autoclave systems through available funding mechanisms and establish a cadre of Healthcare Waste Management Officers in the medical sector in Egypt.
2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The Healthcare Waste Management Consultant will work in close collaboration with UNDP Country Office (CO) and Ministry of Environment to perform the following:

a. Supervise, monitor and support training and certification mechanism for Healthcare Waste Officers in public, private and university hospitals through physical and E-learning digital training platform developed under UNDP-GEF project

b. Support development of an accreditation system for Healthcare Waste Management Officers in healthcare facilities in Egypt

c. Supervise, monitor and support implementation of a pilot project for a small-scale medical waste treatment facility in a private hospitals including but not limited to providing technical specifications, monitoring of implementation, authorize payments based on work progress, ensure quality of implementation, and report on the progress

d. Develop business model and proposed incentives to encourage investments in establishing medical waste treatment facilities inside private sector hospitals while capitalizing on funding offered by the World Bank Cairo Air Improvement Project

e. Supervise, monitor and support initial operation of the central medical waste treatment using autoclaving in Gharbia to ensure a sustainable operation of the facility and identifying needs of the facility to ensure smooth operations by Ministry of Health and Population

f. Advocate and accelerate Implementation of HCWM plans, policies and guidelines in healthcare facilities

g. Draft ToRs for all the above activities, technical final reports, management reports as needed in UNDP project cycle

h. Provide recommendation for the improvement of all activities

i. Follow up with the counterparts and responsible entities regarding the implementation of the scope of work

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<tr>
<th>#</th>
<th>Deliverable</th>
<th>Description</th>
<th>Timing &amp; Due Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Technical Report of first half of the Training Programme</td>
<td>Submit a technical report to document the first half of training of Healthcare Waste Officers assigned by hospitals in 27 governorates</td>
<td>28 Feb 2022</td>
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<tr>
<td>2</td>
<td>Technical Report of second half of the Training Programme</td>
<td>Submit a technical report to document the second half of training of Healthcare Waste Officers assigned by hospitals in 27 governorates</td>
<td>31 March 2022</td>
</tr>
<tr>
<td>3</td>
<td>Technical Report of implementation of small scale autoclave systems</td>
<td>Submit a technical report to document the process and results of implementing a pilot small scale autoclave system in a private sector hospital including development of the associated business model for replication</td>
<td>15 April 2022</td>
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Submit a technical report documenting the operationalization of the autoclave facility in Gharbia Governorate including performance assessment and challenges facing operation, management structure of the facility and recommendations for improvement

15 May 2022

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

▪ Advanced degree (preferably at PhD level) in a relevant field Environmental Science, Engineering, Environmental Health, Public Health or related field

II. Years of experience:

▪ At least 10 years of work experience in hazardous waste management preferably in the medical waste management

III. Competencies:

▪ Proven communication and analytical skills
▪ Sound experience on Basel and POPs Stockholm Convention is an asset
▪ Experience in developing and delivering capacity development programmes of waste management
▪ Experience in managing a UN project is desirable
▪ Good English and Arabic language skills, both spoken and written.
▪ Excellent inter-personal skills as well as working well within a team environment.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

a) Letter of Confirmation of Interest and Availability using the template provided by UNDP;
b) CV and a Personal History Form (P11 form);
c) Brief description of approach to work/technical proposal of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)
d) Financial Proposal that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template.

5. FINANCIAL PROPOSAL and TERMS OF PAYMENT

• Contracts based the all-inclusive fixed total fee

The financial proposal should indicate the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem etc) supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template.
**Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

- Payment will be made to the NC upon the achievement of measurable results and related deliverables as described below.
  - 25% Upon approval of the technical report after the first half of the training courses for Healthcare Waste Officers are conducted.
  - 25% Upon approval of the technical report after the second half of the training courses for Healthcare Waste Officers are conducted.
  - 25% Upon approval of the technical report describing the full smooth operation for the Gharbia autoclave and completing procurement of the spare parts.
  - 25% Upon approval of the technical report describing the full implementation of pilot project for small scale autoclave system in a private hospital and associated business model is developed.

### 6. EVALUATION

Offers will be evaluated according to the Combined Scoring method, where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh as 30% of the total scoring. The applicant receiving the Highest Combined Score that has also accepted UNDP’s General Terms and Conditions will be awarded the contract.

**Combined Scoring method**

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
  - Technical Criteria weight; [70%]
  - Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation.

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<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td>Technical</td>
<td>70%</td>
<td>Please add criteria as many as needed and put weights and Maximum points for each of them according to your preference.</td>
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<tr>
<td>Criteria</td>
<td>Description</td>
<td>Percentage</td>
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<tr>
<td><strong>Criteria A</strong></td>
<td>Relevant educational background in Environmental Science, Engineering, Environmental Health or Public Health &amp; Community Medicine or related fields</td>
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<td><strong>Criteria B</strong></td>
<td>Professional experience in hazardous waste management preferably in the medical waste management</td>
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<td><strong>Criteria C</strong></td>
<td>Experience in developing and delivering capacity building programmes</td>
<td>20%</td>
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**Financial** | 30% | 70 |