INDIVIDUAL NATIONAL CONSULTANT PROCUREMENT NOTICE

Country: Egypt

Post level: National Medical Waste Training Consultant
“Consultancy Service to Conduct Training of Healthcare Waste Management Officers (WMOs) in public, private and university hospitals in Northern Egypt”

Estimated No. of Working Days:
The total estimated number of working days are 20 days over the duration of 10 weeks (1 March 2022 through 15 May 2022).

Description of the assignment:
The National Consultant (NC) shall Conduct Training of Healthcare Waste Management Officers and hospital managers or their representatives (WMOs) in public, private and university hospitals, 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): 10 weeks

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

The MEWM Project has updated the Healthcare Waste Management (HCWM) guidelines and developed HCWM policy on the level of the Health Directorate, general HCF plan and HCF training materials based on training modules developed by the UNDP, GEF, WHO, Healthcare Without Harm society and the School of Public Health in University of Illinois, which were adapted to the Egyptian conditions, to get the HCWM Officers in healthcare services trained on its implementation.
2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

a) Get acquainted with:
   I. The new regulations controlling the management of HCW according to the mandates of the law No: 202 for the Year 2020
   II. National strategy for healthcare waste management (April 2010).
   III. Integrated plan for management of healthcare waste in Egypt (November 2014).
   V. The HCF Training modules developed and customized by the Project (Annexes 1 & 2)
   VI. The HCWM policy, general HCF plan and updated HCWM guidelines developed by the MEWM Project

b) Conduct training of Healthcare Waste Management Officers (WMOs) in public, private, and university hospitals, using the 25 Training modules developed and customized by the Project (Annex 1) for about 40 trainees per round from 13 Governorates, (The round will be for 1 day).

c) Deliver the developed HCF training modules (Annex 2), to the WMO of MoHP Healthcare Facilities in the mentioned governorates.

d) Present and train the WMO of MoHP HCFs in the mentioned governorates on the implementation of the developed policy, plan and their related guidelines / procedures.

e) Prepare and submit the trainings reports including training evaluation forms, photos and all documentations

f) Prepare and submit training summary report including statistics, selected photos, documentations and forms.

**Note:** The project will provide the training modules and materials including PowerPoint presentations that will be used for the training and also will be responsible for all training logistics and its related costs (such as printing training materials and evaluation forms, training venue, and catering).

**Venue of the Training:**

<table>
<thead>
<tr>
<th></th>
<th>Alexandria Governorate</th>
<th>8</th>
<th>Suez Governorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Matrih Governorate</td>
<td>9</td>
<td>Port Said Governorate</td>
</tr>
<tr>
<td>3</td>
<td>Beheira Governorate</td>
<td>10</td>
<td>Damietta Governorate</td>
</tr>
<tr>
<td>4</td>
<td>Sharqia Governorate</td>
<td>11</td>
<td>Kafr El Sheikh Governorate</td>
</tr>
<tr>
<td>5</td>
<td>Dakahlia Governorate</td>
<td>12</td>
<td>South Sinai Governorate</td>
</tr>
<tr>
<td>6</td>
<td>Gharbia Governorate</td>
<td>13</td>
<td>Red Sea Governorate</td>
</tr>
<tr>
<td>7</td>
<td>Ismailia Governorate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**The exact locations and dates will be determined later**

**Deliverables expected from the assignment**

The main deliverables of the NC are:

- The trainings report including list of participants, agenda, evaluation forms (for trainer and trainees), photos and all documentations (feedback, outcomes etc....)
- Conduct one day trainings in 13 governorates for WMO for government and non-government hospitals
- The Training summary final report including assessment analysis, gaps to be covered by the ministry of health, universities schools of medicin and privet sector hospitals to insure the sustainability of the data feed to the site of the project dedicated for hospitals to feed their data about their generated hospital wastes, selected photos, documentations and
evaluation forms for the training.

<table>
<thead>
<tr>
<th>#</th>
<th>Deliverable</th>
<th>Description</th>
<th>Timing &amp; Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Work plan and methodology of the training to be undertaken and timelines</td>
<td>Upon signing of the contract, the consultant is expected to produce a detailed work plan of the training to be undertaken and timelines, in line with the TOR. Get acquainted with the required documents</td>
<td>7 March 2022</td>
</tr>
<tr>
<td>2</td>
<td>Technical Report of first half of the Training Programme</td>
<td>Conduct training and submit a technical report to document the first half of training of Healthcare Waste Officers assigned by hospitals in 7 governorates</td>
<td>30 March 2022</td>
</tr>
<tr>
<td>3</td>
<td>Technical Report of second half of the Training Programme</td>
<td>Conduct training and submit a technical report to document the second half of training of Healthcare Waste Officers assigned by hospitals in 6 governorates</td>
<td>14 April 2022</td>
</tr>
<tr>
<td>4</td>
<td>The Training summary final report</td>
<td>Prepare and submit the training summary final report including assessment analysis, selected photos, documentations and forms.</td>
<td>30 April 2022</td>
</tr>
</tbody>
</table>

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:

- **Letter of Confirmation of Interest and Availability using the [template](#) provided by UNDP;**
- **CV and a Personal History Form (P11 form);**
- **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)
- **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 separated from the fees of the consultant. 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 Work plan and methodology of the training to be undertaken and timelines
  - 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 training summary final report.
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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technical</strong></td>
<td>70%</td>
<td>70</td>
</tr>
<tr>
<td>• <strong>Criteria A</strong> Relevant educational background in Environmental Science, Engineering, Environmental Health or Public Health &amp; Community Medicine or related fields</td>
<td>25%</td>
<td>25</td>
</tr>
<tr>
<td>• <strong>Criteria B</strong> Professional experience in hazardous waste management preferably in the medical waste management</td>
<td>25%</td>
<td>25</td>
</tr>
<tr>
<td>• <strong>Criteria C</strong> Experience in developing and delivering capacity building programmes</td>
<td>20%</td>
<td>20</td>
</tr>
<tr>
<td><strong>Financial</strong></td>
<td>30%</td>
<td>30</td>
</tr>
</tbody>
</table>
Annex 1

The TOT Program Modules

The developed training materials provide information, strategies, and activities for the development, implementation, and evaluation of waste management programs in healthcare settings. The materials provide a basic but comprehensive introduction to hazardous waste in healthcare settings and how to deal with them. The materials were designed in the form of the following modules:

Module 1 Definition, Sources, and Characteristics of Healthcare Waste
Module 2 Health and Environmental Impacts of Healthcare Wastes
Module 3 International and National HCWM Laws
Module 4 National Healthcare Waste Management Planning
Module 5 HCWM Planning in a Healthcare Facility
Module 6 Occupational Health and Safety
Module 7 Walkthrough of a Healthcare Facility
Module 8 Walkthrough a Healthcare Waste Treatment Facility
Module 9 Classification of Healthcare Waste
Module 10 Segregation of Healthcare Waste
Module 11 Healthcare Waste Minimization
Module 12 Labeling, Handling, and Collection of Healthcare Waste
Module 13 Onsite Transport and Storage of Healthcare Waste
Module 14 Offsite Transport and Storage of Healthcare Waste
Module 15 Non-Incineration Treatment and Disposal
Module 16 Incineration of Healthcare Waste and the Stockholm Convention Guidelines
Module 17 Management of Specific Infectious Wastes
Module 18 Management of Chemical Cytotoxic Pharmaceutical and Radioactive Wastes
Module 19 Rationale for Mercury Free Health Care
Module 20 Management and Storage of Mercury Waste
Module 21 Non-Mercury Alternatives
Module 22 Contingency Planning and Emergency Response to Healthcare Waste Spills
Module 23 Management of Healthcare Wastewater
Module 24 Institutionalization of HCWM – Organization, Training, Financing and Quality Improvement
Module 25 Hospital Hygiene, Infection Control and Healthcare Waste Management
Annex 2

The HCF Training Curriculum

A. Basic training package: (to be covered in 2 hours)
   • Introduction
     1. Definitions, sources and characteristics of HCW (Module 1)
     2. Classification of HCW (Module 9)
   • Waste cycle (including special waste – Module 17 and 18)
     1. Segregation (Module 10)
     2. HCW minimization (Module 11)
     3. Labelling, handling and collection of HCW (Module 12)
     4. Onsite transfer and storage (Module 13)
     5. Offsite transfer and storage (Module 14) – should be covered as an overview
   • Treatment of HCW
     1. Non-incineration treatment and disposal (Module 15)
     2. Incineration of HCW (Module 16)
     3. Management of HC wastewater (Module 23)

B. Special cases in HCWM: (to be covered in 2 hours)
   • Contingency planning and emergency response to healthcare waste spills (Module 22)
   • Mercury containing waste
     1. Rationale for mercury free healthcare (Module 19)
     2. Management and storage of mercury waste (Module 20)
     3. Non-mercury alternatives (Module 21)
   • Formats (Audits, checklists...etc.) (Module 26)

C. Occupational safety, health and the environment (to be covered in 2 hours)
   1. Health and environmental impacts of HCW (Module 2)
   2. Occupational health and safety (Module 6)
   3. Hospital hygiene, infection control and HCWM (Module 25)

D. Governance and Planning (to be covered in 1 hours)
   1. The Stockholm convention guidelines, international and national HCWM legislation (Module 3)
   2. Institutional aspects of HCWM: Organization, training, financing and quality improvement (Module 24)
   3. National HCWM planning (Module 4)
   4. HCWM planning in a HCF (Module 5)
   5. Guidelines