

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	Needs Assessment on Medical Waste Management at Healthcare-based Facilities
Cluster/Project:	Learning from China's Experience to Improve the Ability of Response to COVID-19 in Asia and the Pacific Region (Medical Waste Management)
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh
Expected Place of Travel:	N/A
Contract Duration:	20 days (February – Mar 2021)

2. Project Description

Since 27 January 2020 when Cambodia confirmed the first case of COVID-19, the Royal Government of Cambodia (RGC) has implemented numerous measures to prevent its possible spread with technical support from the World Health Organization (WHO). As of 1 February 2021, Cambodia has a total of 466 confirmed cases of COVID-19.

The Cambodian Ministry of Health (MoH) has played a central role in overseeing and containing the response to COVID-19 and providing medical advice and training to hospitals and health workers. The MoH has authorized three hospitals in Phnom Penh and 25 Provincial Referral Hospitals to order tests for and treat cases of COVID-19.

Governmental efforts with extensive aid support from China and other countries have significantly improved the country's overall capacity to handle the COVID 19 pandemic. However, proper and safe treatment of medical waste infected by COVID-19, areas in which Cambodia has limited resources, expertise, and experience are one of the remaining, critical challenges. Particular challenges which the COVID response designated hospitals experience include:

- Lack of a full set of equipment and operational guidelines for a full treatment of infectious waste (solid waste)
- Lack of equipment and guidelines for treating wastewater
- Lack of guidelines to ensure proper operation of incinerators to minimize health and environmental hazards
- An insufficient amount of Personal Protective Equipment (PPEs).
- The prevalent mix of waste types, which heighten the risk of infections among waste collectors

This project aims to overcome these challenges and to support the RGC to strengthen its ongoing efforts to manage infectious medical waste and protect Phnom Penh's population and the urban environment against the threat of COVID-19. Within the 12 month timeline, the project aims to achieve the following three outputs.

- 1) The increasing volume of medical waste and wastewater in the three hospitals in Phnom Penh working with COVID-19 patients, as well as in the city's communities properly managed

- 2) The technical capacities of health care workers and service providers to treat solid waste and wastewater developed and strengthened
- 3) Project results and best practices on medical waste management timely and widely disseminated

UNDP will work closely with the WHO and MoH as well as the target three hospitals for the successful implementation of the project.

3. Scope of Work

The objective of the assignment is to conduct a needs assessment with three targeted healthcare facilities in Phnom Penh that are designated to provide medical treatment to COVID-19 patients, including Khmer-Soviet Friendship Hospital, National Pediatric Hospital, and Chakangre Health center. UNDP Cambodia in collaboration with UNDP China has developed two sets of questionnaires (Annex) to assess the following needs from the aforementioned health facilities: 1) to assess the capacity and needs of the three target health facilities in handling medical waste management ; and 2) to assess the condition and needs of the local disease control departments, healthcare professionals and relevant administration staffs to inform the development the training curriculum materials relevant to medical waste management.

The Individual Contractor will need to design data collection methods and define sample size based on the aforementioned project objectives and provided questionnaires with taking into consideration of the above timeframe (the suggested timeframe above is relatively fixed). The assessment should also include the literature review to see if the provided questionnaires could be answered using second data or any study that may already available in Cambodia. The result of the individual consultant's work is to produce an assessment report which responds to the above three objectives. The report shall include the following outlines: A brief executive summary and methodology, findings classified by each set of questionnaires and health facility sides, and conclusion/recommendation. The report should be maximum 10 pages excluding Annexes (if any).

The assessments will be conducted with a sample of intended target groups which include Ministry of Health, WHO, and relevant healthcare and non-healthcare workers who directly engage in response to COVID-19 responses and medical waste management in three targeted healthcare facilities which are estimated to be between 30-70 personnels per each healthcare facility. .

4. Expected Outputs and Deliverables

The outputs and specific deliverables in sequence, corresponding to the work and their corresponding target delivery dates are presented in the table below.

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Design methodology including sampling, data collection tools, and detailed work plan	2 days	10 Feb 2021	Program analyst, and ARR-P
2	Literature review and data collection at the field completed	12 days	22 Feb 2021	
3	First draft assessment report submitted	5 days	26 Feb 2021	
4	Final assessment report finalized	1 day	1 Mar 2021	

with reflect comments obtain from UNDP and relevant stakeholders			
Total # of Days:		20 days	

5. Institutional Arrangement

The Consultant will be under supervision by the Programme Analyst. The deliverables will be reviewed by the Programme Analyst and subsequently approved by the Head of Programme Unit of UNDP based on confirmation of satisfactory outputs from the reviewers.

6. Duration of the Work

The timeframe is for 20 working days spreading over the period between Feb – Mar 2021. A more detailed work plan of the assignment will be further elaborated by the selected consultant and in collaboration with UNDP focal team.

7. Duty Station

The duty station of the work is Phnom Penh with no field travel to the province is required.

8. Minimum Qualifications of the Individual Contractor

Education:	Master's degree (or equivalent) in public health, environmental health, development studies, social science, or other relevant fields.
Experience:	<ul style="list-style-type: none"> • Minimum 3 years of relevant experiences in designing and conducting research or survey; • Demonstrate strong knowledge of solid waste/water waste management system; • Familiarity with Cambodia healthcare system; • Experience in working with government institutions particularly health facilities is an asset.
Competencies:	<ul style="list-style-type: none"> • Excellent communication skills (spoken, written, and presentational); • Independent and initiative working • Good report writing skills
Language Requirement:	Fluency in English and Khmer language (spoken and written)

9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
Master's degree (or equivalent) in public health, environment, development studies, social science, or other relevant fields.	20
Minimum 3 years of relevant experiences in designing and conducting research or survey;	30
Demonstrate strong knowledge of solid waste/water waste management system;	20
Familiarity with Cambodia healthcare system;	20

Experience in working with government institutions particularly with health facilities is an asset.	10
Total Obtainable Score:	100

10. Payment Milestones

The consultant will be paid on a lump sum basis under the following installments.

N	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of output #1 &2	22 Feb 2021	60%
2	Upon satisfactory completion of output #3 and #4	1 Mar 2021	40%

11. Annexes

Questionnaires.