

TERM OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	Consultancy to support the implementation of Medical Waste Management with focus on the Solid Waste at the target health 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:	International Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Home-based
Expected Place of Travel:	N/A
Contract Duration:	50 working days (August – December 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 5th July 2021, Cambodia has a total of 56,112 confirmed cases of COVID-19, and 779 death.

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 namely National Pediatric Hospital (NPH), Khmer-Soviet Friendship Hospital (KSFH) and Chak Anger Health Center for the successful implementation of the project.

3. Detail Scope of Work

UNDP Cambodia is looking for an International Specialist to support the development of a practical procedure based on the existing guideline of medical waste management of MoH and WHO, providing inputs into communication materials for trainings to target hospitals. The International Individual Consultant is expected to work alongside with a National Consultant recruited by UNDP to jointly deliver the following tasks.

Task 1: In close consultation with MoH and work in hand with National Consultant to develop an applicable procedure for the management of medical waste of the three targeted hospitals namely Khmer-Soviet Friendship Hospital, National Pediatric Hospital, and Chakangre Health center.

- Review the draft practical procedure (either in the form of Standard Operating Procedure or Practical Guide) developed by a National Consultant and provide technical inputs for management of medical waste with the focus on solid medical waste for the target healthcare facilities;
- Seeking comments and feedback from other experts including WHO and other relevant development partners (while the national will seek feedback from MoH and target hospitals) on the proposed draft practical procedure;
- Based on the comments and feedback from MoH and other relevant stakeholders, work with National Consultant to address the comments and feedback, and finalize the SOP/Guideline.

Task 2: Develop communication contents, messages, and operating flow chart (as applicable) to inform the development of communication materials about the collection, storage, treatment and disposal of waste in collaboration with a national consultant

- Based on the drafted SOP/Practical Guide formulated in task 1, work with National Consultant to develop communication contents, messages and operating flow chart (as applicable) to inform the development of communication materials to be applied at healthcare facilities.
- Seeking comments and feedback from other experts including WHO and other relevant development partners (while the national will seek feedback from MoH and target hospitals) on the proposed communication contents/messages/operating flow chart.
- Based on the comments and feedback from MoH and other experts, work with National Consultant to address the comments and feedback, and finalize the SOP/Guideline.

Task 3: Develop training plan including materials and provide training courses as a co-trainer with national consultant to waste collection workers and relevant healthcare professionals for proper management of medical wastes based on the established SOP/Practical guide

- Based on the drafted SOP/Practical Guide, develop the training plan including materials to enable the waste collection workers and relevant healthcare professionals to be able to implement the SOP/Practical Guide;
- Conduct training sessions to 126 participants (virtual sessions) to the following target group but not limited to:
 - Healthcare and non-healthcare professionals who involve in the management medical waste
 - Waste collection workers

- Medical waste equipment operators

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	Output 1: - Completion of the review on the draft document with proposed recommendation of the structure/format of SOP/Practical Guide - Consulted with relevant stakeholders	10 days	11 Aug 2021	Project Coordinator, Program analyst, and ARR-P
2	Output 2: -Completion of draft SOP/Practical Guide presented to UNDP, MoH and target hospitals -Finalized SOP/Practical Guide with taken into account UNDP, MoH and target hospital comments	20 days	09 Sept 2021	
3	Output 3: -Draft communication contents, messages and operating flow chart based on the established SOP/practical guide	10 days	20 Sept 2021	
4	Output 4: -Drafted training plan including materials presented to UNDP and MoH -Finalized training plan and materials with taken account UNDP and MoH's comments	10 days	15 Oct 2021	
Total # of Days:		50 days		

5. Institutional Arrangement

The Consultant will be under supervision by the Project Coordinator. 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 50 working days spreading over the period between August – December 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

This is a homebased consultancy.

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 5 years of relevant experiences in designing guidelines, SOP, and training plan in the areas relevant to medical waste management; • Demonstrate strong knowledge of solid waste/water waste management system; • Familiarity with Cambodia healthcare system is an asset; • Experience in working with government institutions particularly health facilities.
Competencies:	<ul style="list-style-type: none"> • Excellent communication skills (spoken, written, and presentational); • Independent and initiative working • Good report writing skills • Good teamworks
Language Requirement:	Fluency in English (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 5 years of relevant experiences in designing guidelines, SOP, and training plan in the areas relevant to medical waste management;	30
Demonstrate strong knowledge of solid waste/water waste management system;	20
Familiarity with Cambodia healthcare system is an asset;	20
Experience in working with government institutions particularly with health facilities.	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	11 Aug 2021	20%
2	Upon satisfactory completion of output #2	09 Sept 2021	20%
3	Upon satisfactory completion of output # 3	20 Sept 2021	20%
4	Upon satisfactory completion of output # 4	15 Oct 2021	40%