

Approved by
Jyldyz Moldokulova, PMU Manager

Signature

Date

Kumar Kylychev, EE Chief Dimension

Signature



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Resilient nations.

TERMS OF REFERENCE

INTERNATIONAL CONSULTANT

to provide services in facilitation and development of strategic interventions and regulations, implementation of BAT and BEP and capacity development in the field of healthcare waste management in the Kyrgyz Republic

Project:	UNDP/GEF "Protect human health and environment from unintentional releases of POPs and mercury from the unsound disposal of healthcare waste in Kyrgyzstan" (Project)
Short title of assignment:	International consultant to facilitate BAT/BEP sound implementation in healthcare waste management field
Duty station:	Home-based with 3 missions to Bishkek in February, June, November 2015
Type of Contract:	Individual Contract
Duration:	80 working days (February – December 2015) including 3 missions to Bishkek per 6 days each

BACKGROUND

With ratification of the Stockholm Convention on Persistent Organic Pollutants (Stockholm Convention) on 17 July 2005, the Project on unsound disposal of healthcare waste was designed to mainly provide well elaborated mechanisms for protection of human health and environment from unintentional releases of POPs and mercury in Kyrgyzstan. Waste incineration especially for medical and hazardous waste contribute 30.5 TEQ, of which releases into air accounted for 14.37 TEQ (47.11%), water - 10.87 TEQ (35.63%), and soil - 0.16 TEQ (0.52%). Release of U-POPs (PCDD/F, HCB) from the improper management of healthcare and hazardous waste is widely recognized as a global problem which may only be addressed adopting a holistic approach involving the full life-cycle of material and substances of interest. Among these, the sources of U-POPs and other toxic compounds with the greatest intensity and the greatest relative contribution to overall U-POPs emission are the uncontrolled incineration of medical waste and the open burning of waste, including at landfills. In Kyrgyzstan, the main barriers that need to be addressed are both on the side of lacking knowledge and capacity for the proper management of waste at or before their origin, and on the side of lacking of financial resources and market-based mechanisms. The proper segregation of waste can even generate income for people, at least partially relieving poverty issues.

The main objective of the Project is to adapt and implement Best Environmental Practices (BEP) and Best Available Technologies (BAT) in healthcare facilities (HCF) in Bishkek to improve the management, treatment and disposal of healthcare waste. Number of activities is suggested to achieve the objective one of which is strengthening of the national regulatory framework for health care management.

OBJECTIVE

The key objective of the assignment is to implement BAT and BEP in the field of healthcare waste management to be

both doable in the Kyrgyz context and enforceable sectors wide directly or indirectly dealing with the medical wastes management and disposal issues. International consultant will work in close cooperation with the national team and the partners to improve/strengthen existing regulatory and policy framework in the field of healthcare waste management, to develop capacity and incorporate best available technologies and environmental practices in daily routine of health care waste sound handling. All improvements and changes in healthcares waste management should be elaborated in close consultations with the project key stakeholders and partners.

SCOPE OF WORK

Under the overall coordination of the Dimension Chief, under the direct supervision of the Project Coordinator on Chemicals and in close cooperation with the national partners and project staff, the international consultant will be held liable for the following activities:

1. Regulatory and Policy framework improvement:
 - Provide expert support to the project team in project implementation including planning, procurement, evaluation, and trainings;
 - Finalize National medical wastes management strategy jointly with the lead national advisor (consultations, endorsement and adaptation);
 - Develop National anatomic wastes management strategy jointly with the lead national advisor including formulation of the project proposals on anatomic wastes strategy implementation in Bishkek and Osh cities;
 - Provide expert guidelines to the legal consultant in development of required regulations and by-laws following regulatory gap and needs analysis;
 - Develop in close coordination with stakeholders and potential donors two project proposals to support implementation of the strategies;
2. Best available technologies and environmental practices:
 - Develop individual technical assistance plans for each project beneficiary including plans of procurement (draft of ToRs) and implementation following by IRAT findings and conclusions;
 - Align/adopt existing training modules to the emerging needs in best environmental practices in healthcare waste management with consideration of the WHO/GEF training series on healthcare waste management jointly with the curricular development consultant;
 - Support in updating existing zoning plan (logistics based on global positioning system (GPS) inclusive);
 - Provide master trainings for the designated medwastes management staff and increase expert capacity of the training teams;
 - Lead in procurement of BAT and BEP including development of tender documents, technical evaluation, quality assurance jointly with the PMU procurement team and project team;
 - Contribute to development of medical wastes management plans;.
 - Comment feasibility studies on PVC handling and technologies
3. Mercury containing devices sound handling and disposal:
 - Draft a plan for mercury containing devices phasing out with consideration of the future developments and country priorities jointly with the lead national advisor;
 - Evaluate and finalize staff preference survey where possible with consideration of gender impact both supply and demand sides;
 - Supervise development of Hg phasing out plans at the beneficiary level;
 - Provide TOT for the emergency team of the Ministry of emergency situations in mercury emergencies handling;
 - Research and suggest private investments in mercury containing devices disposal and recycling in Bishkek;
4. Adaptive management and monitoring:
 - Evaluate environmental benefits in project evaluation following reports and observations;
 - Communicate possible risks in implementation, planning and etc. of the project;
 - Provide background findings on project design and possible impact for the midterm evaluation.

PAYMENT SCRUCTURE

Deliverables	Deadline	Payment structure
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Strategy for medical wastes management finalized, consulted and endorsed by the Ministry of Health of the Kyrgyz Republic.	March 5	25%
Individual Technical Assistance plans developed, consulted and agreed upon with the beneficiaries.	March 10	
BAT procurement plan (with draft ToRs) developed and submitted to the PMU procurement unit.	March 15	
Preferences survey developed, conducted and results communicated.	March 30	
Strategy for anatomic wastes management developed and consulted.	April 30	
Training modules on HCWM revisited, finalized and submitted for accreditation.	April 30	
HCWM plans developed and approved by the Ministerial decree.	May 4	25%
Zoning plan developed, agreed upon with the Ministry of Health and approved.	August 8	
Required regulations for HCWM developed and submitted for finalization to the competent authorities.	August 25	
Training package on Hg sound handling for emergency team developed and piloted.	September 20	35%
Recommendations on PVC and shredders developed and communicated.	September 20	
Project proposals (2) to support strategies' implementation drafted, agreed upon and submitted for funding to potential other than GEF donors.	November 5	
Interim environmental benefits calculated and submitted for management review.	November 20	15%
Risks identified, risk management plan drafted and submitted.	November 25	
Final report submitted	December 5	

REPORTING REQUIREMENTS

- The Consultant shall submit the reports based on the results achieved in agreed format stating all actions taken during the assignment in English;
- Reports to be submitted after each deliverable result achieved according to schedule and certified, approved by the UNDP PMU Manager, EE Chief dimension and Project Coordinator which will serve as a justification for payments;
- The Consultant shall be solely liable for the accuracy and reliability of the data provided, links to sources of information used;
- Upon completion of the assignment the Consultant will submit final report in English for the whole assignment for approval of UNDP PMU Manager;
- All materials produced by the Consultant are the property of UNDP, and before its publication can only be used in coordination with the UNDP office.

Eligibility Criteria	
1	Masters degree in the field of environment/chemistry/environmental engineering/medicine/social science
2	At least 10 years of progressive experience in the field of chemicals/waste management, that includes process analysis, supply and logistics management
3	At least two projects designed and implemented in the areas related to the Stockholm and Minamata conventions and other conventions and protocols that govern POPs management, disposal, transportation and handling applying the UNDP and GEF POPs and chemicals focal area

ToR is developed by:
Saltanat Asan, Project Coordinator

ЗЫЛДЫЗ АСАНАЕВА
PROJECT COORDINATOR
CA CRM 00076243

QUALIFICATION REQUIREMENTS

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- At least 10 years of progressive experience in the field of chemicals/waste management, that includes process analysis, supply and logistics management;
- At least two projects designed and implemented in the areas related to the Stockholm and Minamata conventions and other conventions and protocols that govern POPs management, disposal, transportation and handling applying the UNDP and GEF POPs and chemicals focal area policies and procedures;
- Proven experience in development/adaptation of at least two training modules in the field of medical waste management;
- Previous work experience in the CIS region, interacting with medical waste management, environmental issues will be considered as an advantage;
- Language skills: fluency in English, Russian will be an asset.

SUBMISSION OF APPLICATIONS

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

1. Current and complete P.11 form;
2. Confirmation of Interest and Submission of Financial Proposal as per template;
3. At least two recommendation letters;
4. ID card;
5. Copy of diploma.

Documents with a subject "International consultant to facilitate BAT/BEP sound implementation in healthcare waste management field" should be submitted no later than 15:00 (local time), February 04, 2015 to email: procurement@pmu.undp.kg or by post to the address below: Room 709, 6 floor, 101/1, Manas ave., Bishkek, Kyrgyz Republic.

SCOPE OF PRICE PROPOSAL

Contracts based on lump-sum

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

ADDITIONAL REQUIREMENTS FOR THE RECOMMENDED CONTRACTOR

Statement of Medical Fitness for Work

Individual Consultants/Contractors whose assignments require travel and who are over 62 years of age are required, at their own costs, to undergo a full medical examination including x-rays and obtaining medical clearance from UN-approved doctor, prior to taking up their assignment

Where there is no UN office nor a UN Medical Doctor present in the location of the Individual Contractor prior to commencing the travel, either for repatriation or duty travel, the Individual Contractor may choose his/her own preferred physician to obtain the required medical clearance.

Inoculations/Vaccinations

Individual Contractors are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP.

SECURITY CLEARANCE

The Consultant will be requested to undertake the Basic Security in the Field (BSIF) training and Advanced Security in the Field (ASIF). These requirements apply for all Consultants, attracted individually or through the Employer.

TRAVEL REQUIREMENTS

The assignment includes three missions to Bishkek, the Kyrgyz Republic as per the following schedule:

Month/2015	Days	Comments
February	6	Meetings with the national stakeholders, donor community to discuss and finalize Strategy for healthcare wastes (mandatory) in addition to other planned activities
June	6	Validation of healthcare waste management plan
November	6	Validation of training materials, ToTs and discussion of project proposals

Please take this schedule into account when preparing your financial quotations, i.e. include total amount of travel costs into the breakdown, indicated in the financial proposal. Once the breakdown is submitted, it is not subject to any changes during the assignment.

UNDP CONTRIBUTION

UNDP will provide the International Consultant with the following, needed for effective and timely implementation of the assignment tasks:

1. Project related documentation;
2. Contact details of stakeholders;
3. Corporate forms and templates;
4. Workplace in PMU with Internet connection;
5. Transportation for the within Bishkek city field missions;
6. Interpreter for the meetings with national partners and other stakeholders.