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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 22/01/2015

Country: KYRGYZSTAN/PMU 15/004

Description of the assignment: International consultant to facilitate BAT/BEP sound implementation in healthcare waste management field

Project name: UNDP/GEF "Protect human health and environment from unintentional releases of POPs and mercury from the unsound disposal of healthcare waste in Kyrgyzstan"

Period of assignment/services: 80 working days (February – December 2015) including 3 missions (6 days each) (in February, June, November 2015)

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| Proposal Submission Address | UNDP PMU office, 101/1, Manas avenue, room 709, 6th floor, Bishkek, Kyrgyzstan Subject: PMU 15/004: "International consultant to facilitate BAT/BEP sound implementation in healthcare waste management field". Incomplete proposals will be rejected at the moment of evaluation! |
| Deadline of Submission | Date and Time : 04 February 2015, 15:00 (+6 GMT, Bishkek time) |
| Allowable Manner of Submitting Proposals | <input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Electronic submission of Bid ^[1] |
| Conditions and Procedures for electronic submission and opening | <input checked="" type="checkbox"/> Official Address for e-submission: procurement@pmu.undp.kg <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only. The Proposal should be protected with separate password (please see instructions on http://www.images.adobe.com/content/dam/Adobe/en/products/acrobat/pdfs/adobe-acrobat-xi-protect-pdf-file-with-permissions-tutorial-ue.pdf) |

^[1] Security features (e.g., encryption, authentication, digital signatures, etc.) are strictly required and must be enforced to ensure confidentiality and integrity of contents.

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| | <p>☑ Password <u>must</u> not be provided to UNDP until the date and time of Bid Opening as indicated in Section "Instruction for Electronic Submission" below</p> <p>☑ Max. File Size per transmission: <i>10 MB</i>;</p> <p>☑ Max. No. of transmission: unlimited</p> <p>☑ Mandatory subject of email for the Technical proposal: "International consultant to facilitate BAT/BEP sound implementation in healthcare waste management field".</p> <p>☑ Virus Scanning Software to be Used prior to transmission;</p> <p>☑ Time Zone to be Recognized: Kyrgyzstan (GMT+6);</p> <p><u>Instruction for Electronic Submission</u></p> <p>The Proposer may choose to submit the proposal by e-mail to procurement@pmu.undp.kg. Having prepared the Proposal in paper format the entire Technical Proposal should be scanned into .pdf (Adobe Acrobat) format file and attached to one or more e-mail(s).</p> <p>Please set-up a password to secure your Technical Proposal which the Proposer should provide via e-mail on 04 February 2015, from 15:00 to 16:00 local time (GMT+6).</p> |
| Date, time and venue for opening of Proposals | <p>Date and Time: 04 February 2015, 16:00 local time (GMT+6)</p> <p>Venue : UNDP PMU office, 101/1, Manas avenue, room 709, 6th floor, Bishkek, Kyrgyzstan</p> |

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above procurement@pmu.undp.kg. 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

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.

1. MAIN OBJECTIVES OF THE PROPOSED ANALYTICAL WORK.

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 healthcare waste management should be elaborated in close consultations with the project key stakeholders and partners

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED 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.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Masters degree in the field of environment/chemistry/environmental engineering/medicine/social science;
- 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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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.

Incomplete proposals will be rejected at the moment of evaluation!

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). 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).

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.

The Individual Contractor under the terms of this Contract, includes his/her travel:

- 3 missions per 6 days each (in February, June, November 2015)

6. EVALUATION

Individual consultant will be evaluated based on the methodology of cumulative analysis.

The award of the contract of individual consultant should be made to the person 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.

Total score=Technical Score + Financial Score

Technical Criteria weight - 70%, 700 scores maximum

Financial Criteria weight - 30%. 300 scores maximum

Only candidates obtaining a minimum of 490 from 700 point in the Technical part of evaluation would be considered for the Financial Evaluation

The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$P=Y*(L/Z)$, where

P=points for the financial proposal being evaluated

Y=maximum number of points for the financial proposal

L= price of the lowest price proposal

Z=price of the proposal being evaluated

The selection of candidates will be done in 3 stages:

1st stage: Prior to detailed evaluation, all applications will be thoroughly screened against eligibility criteria (minimum qualification requirements) as set in the present TOR in order to determine whether they are compliant/non-compliant.

| 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 policies and procedures |

2nd stage: Technical Evaluation/Desk review

Short-listed candidates will be evaluated based on the following criteria:

| Criteria | Weight | Max. Point |
|--|--------|--------------------------------|
| Technical: | 70% | 700 |
| Education, including: | | Maximum 150 points: |
| Masters degree in the field of environment/chemistry/environmental engineering/medicine/social science | | 150 |
| | | |
| Experience, including: | | Maximum 550 points, including: |

| | | |
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| 10 years of progressive experience in the field of chemicals/waste management, that includes process analysis, supply and logistics management <i>For experience more than 10 years - 10 points per every extra year but not more than 50 points in total</i> | | 150 50 |
| 2 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 <i>For experience more than 2 projects – 12.5 points per every extra projects but not more than 25 points in total</i> | | 100 25 |
| Proven experience in development/adaptation of at least two training modules in the field of medical waste management <i>For experience more than 2 modules - 12.5 points per every extra modules but not more than 25 points in total</i> | | 50 25 |
| Previous work experience in the CIS region, interacting with medical waste management, environmental issues | | 50 |
| English language <i>40-50 points- excellent 20-30 points – good 0 points– poor</i> | | 50 |
| Russian language <i>40-50 points- excellent 20-30 points – good 0 points– poor</i> | | 50 |
| Only candidates obtaining a minimum of 490 points from 700 points at the Technical Evaluation/Desk review would be considered for the Financial Evaluation. | | |
| Financial | 30% | 300 |

3rd stage: Financial evaluation (according to the method described above)

The candidate achieving the highest cumulative score for both Technical and Financial evaluations will be recommended by the Evaluation Committee for contracting.

ANNEXES

ANNEX 1- INDIVIDUAL CONSULTANT TERMS OF REFERENCES

ANNEX 2 – CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL

ANNEX 3 – SAMPLE CONTRACT FOR THE SERVICES OF AN INDIVIDUAL CONTRACTOR

ANNEX 4 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITION