

Terms of Reference



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GENERAL INFORMATION

Title: Expert for the Development of PIF and Project Document concerning Sound Management of Chemicals and Waste in Health and Environment Sectors to Prevent the Impacts of Unintentional Releases of Persistent Organic Pollutants (UPOPs) and Mercury (National Expert)

Project Name: Project Initiation Plan: Strengthening Chemicals Management (PIP: SCM) - Project ID: 00086683

Report to: UNDP Indonesia Programme Officer

Duty Station: Home-based

Expected Places of Travel: N.A.

Duration of Assignment: 50 days within 4 (four) months

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input checked="" type="checkbox"/>	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select : 1. Junior Consultant 2. Support Consultant 3. Support Specialist 4. Senior Specialist 5. Expert/ Advisor CATEGORY OF INTERNATIONAL CONSULTANT , please select : 6. Junior Specialist 7. Specialist 8. Senior Specialist
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

- ☒ Partial (project related meeting/workshop)
☐ Intermittent
☐ Full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☐ Yes ☒ No
Equipment (laptop etc.): ☐ Yes ☒ No
Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services: N/A

Signature of the Budget Owner:

I. BACKGROUND

Chemicals bring many benefits to societies and represent a vital element of human development. However, without proper management and disposal practices, chemical substances as well as wastes have the potential to pose significant risks to human health and the environment, with the poorest members of the global community, particularly women and children, most vulnerable to their negative effects. Therefore Indonesia has to consider the importance of strategic approach in order to implement chemicals management.

The use of mercury-containing equipment devices in healthcare facilities are still widely used in Indonesia. This practice could release mercury into the environment due to the breakage and leakage of the mercury-containing medical devices, or in the case of dental care, evaporates when it was being formed or casted as dental fillings.

Studying these information and data, it is necessary for relevant stakeholders to start considering the efforts to protect human health and the environment from the impacts of unintentional releases of persistent organic pollutants (UPOPs), Mercury and other relevant substances through a more sound management of chemicals and wastes in Health Care Facilities (HCF) that should be available in Indonesian hospitals.

UNDP will mainly work together with Ministry of Health, World Health Organization (WHO), and BaliFokus Foundation in coordination with other stakeholders to prepare the document. Activities under this initiative will be in compliance with the Minamata Convention on Mercury and Stockholm Convention on Persistent Organic Pollutants (POPs)¹.

Objective

The objective of this activity is to develop a Project Identification Form (PIF) and Project Document (Prodoc) on Sound Management of Chemicals and Waste in Health and Environment Sectors to Prevent the Impacts of Unintentional Releases of Persistent Organic Pollutants (UPOPs) and Mercury.

References

- Results of discussion facilitated by UNDP.
- http://balifokus.asia/balifokus/wp-content/uploads/2012/04/ISIP2_Report_BALIFOKUS_YI_080311.pdf

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

1. To complete the Project Identification Form (PIF) in compliance with the GEF guideline.²
2. To complete the Project Document in compliance with the UNDP guideline.³
3. To review the results of discussion facilitated by UNDP and other stakeholders concerning relevant issues.
4. To discuss with UNDP and relevant stakeholders regarding the relevant issues.
5. To analyze data/ information regarding the relevant issues in websites.
6. To provide analytical data/ information regarding relevant issues as required by UNDP and GEF.

¹ Adopted on 22 May 2001 and entered into force on 17 May 2004.

² See Annex 1.

³ See Annex 2.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Expected Outputs and Deliverables:

Deliverables/ Outputs	Estimated Number of Working Days	Completion Dateline	Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)
1. Work Plan	3 working days	30 July 2015	UNDP Indonesia Programme Officer
2. Draft of PIF and Prodoc	29 working days	30 September 2015	UNDP Indonesia Programme Officer
3. Finalized PIF and Prodoc	18 working days	30 October 2015	UNDP Indonesia Programme Officer

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant is mainly expected to provide his/her expertise on relevant issues.

Duration of the Work

The total number of man-days is estimated to be 50 days within 4 (four) months

Duty Station

Home-based

Travel Plan

N.A.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultant is expected to have the following qualifications:

1. Has at least Master (S-2) degree on relevant focus area.
2. Has good understanding concerning Stockholm Convention on Persistent Organic Pollutants (POPs) and Minamata Convention on Mercury (Hg).
3. Has good understanding regarding Global Environment Facility (GEF).
4. Has at least 5 years of experience in data/information analysis.
5. Has experience in completing a project proposal.
6. Has good understanding regarding the multi-stakeholders engagement.
7. Has good understanding concerning the interlink of Medical Wastes, UPOPs and Mercury.
8. Has excellent communication skills (written and verbal) in English.
9. Has excellent communication skills in Bahasa Indonesia.
10. Should not have current assignments from UNDP for providing consultancy or any other inputs to this project.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

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 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
Technical	65%	
<ul style="list-style-type: none"> Criteria A: qualification requirements as per TOR: 		
1. Has at least Master (S-2) degree on relevant focus area.		15
2. Has good understanding concerning Stockholm Convention on Persistent Organic Pollutants (POPs) and Minamata Convention on Mercury (Hg).		10
3. Has good understanding regarding Global Environment Facility (GEF).		10
4. Has at least 5 years of experience in data/information analysis.		5
5. Has experience in completing a project proposal by providing list of completed project proposals		10
6. Has good understanding regarding the multi-stakeholders engagement.		5
7. Has good understanding concerning the interlink of Medical Wastes, UPOPs and Mercury.		10
<ul style="list-style-type: none"> Criteria B: Brief Description of Approach to Assignment 	25%	25
<ul style="list-style-type: none"> Criteria C: Further Assessment by Interview (if any) 	10%	10

Attachments:

- Attachment 1: template of Project Identification Form (PIF)
- Attachment 2: template of Project Document (prodoc) of UNDP Indonesia