



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 3 Agosto 2015

Country: Colombia

Description of the assignment: International consultant for reviewing document of Project “Reducing UPOPs and Mercury releases from healthcare waste management, e-waste treatment, scrap processing and biomass burning”.

Project name: COL/00092153 “Phase PPG: Reducing UPOPs and Mercury releases from healthcare waste management, e-waste treatment, scrap processing and biomass burning”.

Period of assignment/services: 5 months.

Proposal should be submitted by email to licitaciones.col7@undp.org no later than 19 Agosto, 2015.

Any request for clarification must be sent in writings by standard electronic communication to the e-mail indicated above no later than 8 Agosto 2015. UNDP will announce in the web the responses, including an explanation of the query without identifying the source of inquiry, to all consultants, no later than 10 Agosto 2015.

1. BACKGROUND

In the Rio Summit or Earth Summit, carried out between June the 3rd and 14th of 1992 in Rio de Janeiro city. Representatives from 179 governments agreed to adopt the Agenda 21 program. In its chapter 19 it established the need that countries need to adopt “An Environmentally Rational Management of Toxic Chemical Products.” Likewise, Chapter 20 states that actions need to be taken to make “An Environmentally Rational Management of Hazardous Waste.” This included international illegal traffic.

According to the above, Colombia adopted a series of regulations and policies to perform an adequate management of chemical substances and hazardous waste. Within those, it is important to mention the Stockholm Convention about Persistent Organic Pollutants in year 2002; further ratified by mean of Law 1196 issued on June the 5th of 2008.

From the signature of the Stockholm Convention, the today known as Ministry of Environment and Sustainable Development – MADS has advanced in achieving objectives such as identification, prevention, reduction and elimination of Persistent Organic Pollutants and their waste. This has been achieved with the support of other ministries and the private sector. It is this way as since year 2003 (first phase), a series of activities have been developed and they have allowed to know and analyze the

state of the art of the Colombian national status of Persistent Organic Pollutants (POP). The mentioned actions were coordinated and performed by MADS thanks to the donation resources obtained from the Global Environmental Facility (GEF) and the Canadian Agency for International Cooperation with the support of the World Bank.

As part of the commitments and agreements entered into with the signature and ratification of the Stockholm Convention, Colombia performed during year 2007 the issue of the National Plan of Application of the Stockholm Convention (PNA as in Spanish) through MADS. Since the end of year 2008 and during part of 2009, a process of information and agreement of PNA was carried out with selected sectors in the country in order to facilitate implementation.

Within the framework of PNA, a Dioxins and Furans Action Plan was established to take measures to decrease emissions of such polluting substances and other POP generated unintentionally. Within said measures indicated in the mentioned Action Plan there is the need to implement the best available techniques and best environmental practices in sectors having the higher generation of pollutants such as waste treatment, iron and Steel processes, and biomass burning among others.

Likewise, Colombia entered into the Minamata Convention in October of 2013 related to mercury. This world level treaty is intended to protect human health and environment from emissions and manmade emissions of mercury and mercury compounds. Within the obligations acquired by this country within the framework of such Convention there is the need to eliminate the uses of mercury and handle its waste adequately.

The GEF acts as a financial mechanisms for the Stockholm Convention related to Persistent Organic Pollutants and Minamata Convention on mercury; in the GEF Trust Fund, there are resources to finance activities exercised in developing countries and those with transition economies for the implementation of the mentioned conventions.

In this regard, the GEF awarded resources to the Colombian Ministry of Environment and Sustainable Development for making the Project Preparation Grant (PPG) of a project presented by Colombia having the goal of "Reducing unintentional POP emissions and mercury releases related to waste management generated in health attention and procedures, electric and electronic waste management, metal junk treatment, and biomass burning." For such a purpose, the United Nations Development Programme – UNDP shall act as resource manager and executor.

In 2005, Colombia estimated the Dioxins and Furans generation as part of the preparation of the National Plan of Implementation of the Stockholm Convention. Such an amount was estimated in 790.17 g- TEQ a year. Out of the total of Dioxins and Furans released, the main contributions are associated to uncontrolled biomass combustion processes, waste incineration, thermal power generation, iron and non-iron metal production. The aforementioned justified the request of resources to GEF to establish measures in sectors such as waste treatment generated in health attention, metal junk treatment and biomass burning, especially in processes related to sugar cane crops.

On the other hand, Colombia requires to update the Dioxin and Furan inventories, since 10 years have passed since the first inventory. During this time, new measures have been established such as the issue of regulations that have established limits to the emission of the substances herein mentioned. Many of the sectors generating unintentional POP'S have made their corresponding technological changes and nowadays there is a bigger number of potential POP generating industries. This is a reason why said inventory needs to be updated.

One of the unintentional POP and mercury generating sectors, deemed as important for Colombia, is the sector of health attention such as hospital and other healthcare facilities. This is due to the high waste generation that in a great extent are treated through incineration processes and this corresponds to one of the biggest mercury waste generators.

Electric and electronic waste management in this country is of great interest due to the following reasons: Colombia has issued regulations establishing the obligation of a differentiated and separated waste management. It is important to promote recycling and waste management systems. It is also important to identify and have an adequate management on plastics containing bromide flame retardants. They were recently incorporated into the Stockholm Convention, and also it is required to have adequate management of Electric and Electronic Waste (RAEE as in Spanish) containing mercury.

In Colombia, the main raw material for iron and steel processing industries is metal junk containing several metals such as iron, copper, aluminum, zinc, and others. Such metals come from demolitions of constructions and buildings, electric appliances (fridges, washing machines, etc.), vehicles out of service, industrial equipment and others. Metal junk could be one of the main Dioxin and Furan sources and also, unintentional POP's due to plastic contents and other components that could release chlorine.

Biomass burning has been identified as the main source of Dioxins and Furans in this country. One of the principal sources yielding such emissions are organic matter burnings impacted by the application of chlorine containing compounds, as in the case of sugar cane burning and biomass burning in other sources. As a complement, it would be required to train and strengthen regional environmental authorities that perform controls and monitoring upon Dioxin and Furan generating activities. Keeping in mind the several appointed aspects herein, Colombia needs to prepare a project document to be presented before GEF according to the foreseen activities in Project Identification Form, which was passed by the GEF Council meeting carried out in November of 2014. For the making of the project document it is required the participation of an expert consultant having the knowledge and expertise in formulation and/or review of GEF's funded projects, with knowledge on the GEF's criteria applied on fund programming and approval; It is also required to the expert to prepare the result matrix of the project.

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

1. General Objective:

To review the project document "Reducing UOPs and Mercury releases from healthcare waste management, e-waste treatment, scrap processing and biomass burning" taking into account formats and procedures as GEF has established for such purposes

2. Specific Objectives:

- a) To review the project document and logic framework matrix as required by UNDP, MADS and GEF.
- b) To give advisory to project consultants in filling in the documents in aspects such as Situation Analysis, Strategy, Projects Results Framework and Total Budget and Work Plan.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Professional with graduate level in Sciences or Engineering International experience in issuing and / or reviewing two (2) projects passed by GEF as a minimum.
- Full written and oral command of English language

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- a) ANNEX 2 - Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP. This must include a brief description of why the individual considers him/herself as the most suitable for the assignment, and detail of how candidate meets or exceeds the minimum requirements and financial proposal;
- b) ANNEX 3 - P11 (UNDP Personal CV form), indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.

5. FINANCIAL PROPOSAL

Long Term Agreements

A Long Term Agreement will be made between UNDP and the consultant for the provision of services, setting up a general framework for specific contractual arrangements made afterwards based on specific Terms of Reference.

LTA will establish a maximum of 80 days per year for provision of services related to the terms of reference. Specific Products will be negotiated each time, based on the daily fee and the expected time for its development. Consultancy services will be ordered through an Individual Contract.

Contracts based on daily fee

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

Travel

The consultant will travel to Colombia at least four (4) times during the development of the project; this includes technical assistance in Bogotá D.C. – Colombia. Additional travel requirements will be evaluated during the execution of the project.

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.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Individual consultants will be evaluated based on:

Cumulative analysis

When using this weighted scoring method, 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%*

For selection purposes, the compliance of required profile, weighting / desk review (70%) and economic bid (30%).

Criteria of contract award and proposal assessment:

Summary of the Assessment method		
1. Document review to verify information requested is included according to annexes or attachments 3 and 4 and they are duly formed.	Complied	Not Complied
2. Compliance with minimum requirements.	Complied	Not Complied

Only those candidate consultants that pass or overcome the preliminary examination and comply with the minimum requirements shall be given points or scores as follows:

Criteria	Maximum score possible
Postgraduate studies in environmental sciences or chemistry related topics	20 points
Professional experience in International Convention related topics and those related to hazardous chemicals or waste	20 points
International experience in issuing and / or reviewing two (2) projects passed by GEF shall be awarded with 30 points and 15 more points per additional project in similar conditions shall be awarded upto a maximum of 60 points.	60 points

NOTICR: Experience shall be taken into account from the graduation date. No experience overlaps shall be taken.

THE MINIMUM TECHNICAL SCORE NEEDED TO ASSESS AN ECONOMIC PROPOSAL IS SEVENTY (70) POINTS.

STAGE 2. ASSESSMENT OF ECONOMIC PROPOSALS.

Summary of Assessment Method		
i)	Complete, this means that they include each and all of the costs of the products offered in the technical proposal.	Complied No Complied
ii)	In case of arithmetic errors - should there are any - corrections could be made according to the following basis: a) If there is a discrepancy between unit price and total price obtained by multiplication between unit price and amount of products or units, unit price shall prevail and total prices shall be corrected. b) If the eligible bidder in the first place does NOT accept error correction, his / her proposal shall be discarded.	

The lowest economic value proposal shall be awarded with a score of 100 and the following proposals shall be awarded scores according to the formula as follows:

$$Pe = \frac{\text{Lowest proposal} \times 100}{(\text{Second, third etc.}) \text{ proposal}}$$

ELIGIBILITY ORDER

This order or ranking shall be obtained by classification from highest to lowest results when adding up technical score plus economic score (combined score as a result). Next, there is the details of the procedure to determine eligibility order:

$$(\text{Technical Proposal Score}) \times (70\%) + (\text{Financial Proposal Score}) \times (30\%)$$

The first candidate as ranked in eligible order shall be reviewed in relation to former relevant works related to the purpose or object of this consultant activity herein. Eventually, UNDP shall perform an informal interview, which will have the purpose of validating the total fulfillment of requirements established in this summons herein. The foregoing is part of the selection process to ratify Eligibility Order.

As a final step of the evaluation, UNDP will conduct an interview to the most suitable candidate (1) and will obtain at least two positive references, once this step is completed in a satisfactory manner, UNDP will award the contract.

Only the 3 highest scored candidates obtaining a minimum of 70% of total score of technical criteria (academic background, experience and skills and Languages) will be considered RESPONSIVE and will continue for the Interview and Financial Evaluation stages.

UNDP reserves the right to accept or reject any proposal and to end the process and reject all proposals at any time prior to notification of acceptance to the roster, without thereby incurring any liability in connection the Offeror that looked so affected without having the obligation to inform the affected Offeror or Offerors for such action

How to Apply

The application shall contain and include all information required under section 4 above. Please note files must not exceed 4MB each.

To apply please include all relevant information as indicated under section 4 above and email your application to licitaciones.col7@undp.org. Please include “**PROCESO 2015-0652**” in the subject line of the email. No hardcopy/printed applications will be accepted.

ANNEX

ANNEX 1 - TERMS OF REFERENCES (TOR).

ANNEX 2 - OFFEROR’S LETTER.

ANNEX 3 - CONDITIONS FOR THE SERVICES OF INDIVIDUAL CONTRACTORS.

ANNEX 4 - PERSONAL HISTORY FORM (P11)