



Empowered lives.
Resilient nations.

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

PMU IC 16/050 (re-announcement)

Date: 06/10/2016

Country: KYRGYZSTAN

Description of the assignment: International consultant to conduct Mid-Term Evaluation of MedWaste Project, re-announced.

Project name: UNDP-GEF "Protect human health and the environment from unintentional releases of POPs and mercury from the unsound disposal of healthcare waste in Kyrgyzstan" Project (00088593).

Period of assignment/services (if applicable): Estimated 25 effective person-days during November – December 2016 (18 effective person-days home based and 7 effective person-days field mission to Bishkek).

Proposal Submission Address	United Nations Development House, 160, Chuy Avenue, Bishkek, Kyrgyz Republic Receipt of bids will be made only during working hours from 09.00 – 17.00PM Subject: PMU IC 16/050: "International consultant to conduct Mid-Term Evaluation of MedWaste Project Incomplete proposals will be rejected at the moment of evaluation!
Deadline of Submission	Date and Time : 19 October 2016, 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] , please refer to Conditions and Procedures for electronic submission and opening.
Conditions and Procedures for electronic submission and opening	<input checked="" type="checkbox"/> Official Address for e-submission: procurement@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-

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

	<p>acrobat-xi-protect-pdf-file-with-permissions-tutorial-ue.pdf)</p> <p>☒ Password must 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: “Tender for International consultant to develop a GEF-project document”;</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@undp.kg. Having prepared the Proposal in paper format the entire Proposal should be scanned into .pdf (Adobe Acrobat) format file and attached to one or more e-mail(s). Please set-up a password to secure your Proposal which the Proposer should provide via e-mail on 19 October 2016, from 15:00 to 16:00 local time (GMT+6).</p>
Date, time and venue for opening of Proposals	<p>Date and Time: 19 October 2016, 16:00 (+6 GMT, Bishkek time)</p> <p>Venue : United Nations Development House, 160, Chuy Avenue, Bishkek, Kyrgyz Republic</p>

Any request for clarification must be sent in writing, or by standard electronic communication to e-mail **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

A. Project Title

UNDP-supported GEF-financed “Protect human health and the environment from unintentional releases of POPs and mercury from the unsound disposal of healthcare waste in Kyrgyzstan” Project

B. Project Description

This is the Terms of Reference for the UNDP-GEF Midterm Review (MTR) of the medium-sized project titled “Protect human health and the environment from unintentional releases of POPs and mercury from the unsound disposal of healthcare waste in Kyrgyzstan” (PIMS#5155) implemented by UNDP through the Ministry of Health of the Kyrgyz Republic and the State Agency on Environment Protection and Forestry under the Government of the Kyrgyz Republic, which is to be undertaken in 2016. The project started on July 3, 2014 and is in its second year of implementation. In line with the UNDP-GEF Guidance on MTRs, this MTR process was initiated before the submission of the second Project Implementation Report (PIR). The MTR process must follow the guidance outlined in the document [Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects](#).

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 mainly to provide well-elaborated mechanisms for protection of human health and environment from unintentional releases of POPs and mercury in Kyrgyzstan. 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 objective of the project is to implement and adopt Best Environmental Practices (BEP) and Best Available Technologies (BAT) in healthcare facilities throughout the City of Bishkek to improve the management, treatment, and disposal of healthcare waste, as well as support a number of rural health posts (~ 100) in Chui and Issyk-Kul Oblast.

The project will assist Kyrgyzstan in meeting its obligations under the Stockholm Convention on Persistent Organic Pollutants (POPs) by adopting environmentally friendly treatment options for healthcare waste, which will lead to a reducing in UPOPs emissions controlled under the Convention (currently unintentionally POPs (UPOPs) are produced when healthcare waste are incinerated or burned in the open).

Another project objective is to reduce mercury releases from the health sector (generally caused by the breakage of Mercury containing thermometers), by supporting the phase out of Mercury containing medical equipment and the introduction of Mercury-free alternatives. This activity will assist Kyrgyzstan in meeting its obligations to the Minamata Convention on Mercury once it enters into force.

The project consists of four main components:

Component 1: Strengthening of the National Regulatory and Policy Framework for Health Care Waste Management

Component 2: Implementation of Best Available Technologies (BAT), Best Environmental Practices (BEP) for HCWM Systems.

Component 3: Implement Mercury Waste Management and Reduction Activities for the City of Bishkek.

Component 4: Monitoring, Adaptive Feedback, Outreach and Evaluation.

It can be safely assumed, that when the GEF project comes to an end, thanks to joint efforts of the Swiss Red Cross, the GEF and the Global Fund and 95% of HCW in Kyrgyzstan, will be treated by non-incineration. In combination with import restriction on certain PVC containing medical supplies and improved recycling of disinfected waste materials (plastics), the GEF project is expected to result in a reduction of UPOPs emissions of about 3 g-TEQ/yr. By putting import restrictions on Mercury containing thermometers and adopting the use of Mercury-free thermometers in healthcare facilities, the project could result in reducing Mercury emissions from the healthcare sector by 160 kg/yr.

DUTIES AND RESPONSIBILITIES

C. Scope of Work and Key Tasks

The MTR team will consist of one independent consultant who will conduct the MTR and be supported with an Interpreter (Russian-English-Russian).

The MTR consultant will first conduct a desk review of the project documents (i.e. PIF, Project Document, AWP, Project Inception Report, PIRs, Finalized GEF focal area Tracking Tools, Project Board meetings' minutes, Financial and Administration guidelines used by Project Team, project operational guidelines, manuals and systems, etc.) provided by the Project Team and Commissioning Unit. A list of documents that the project team will provide to the evaluator for review is included in Annex A of this Terms of Reference. Then they will participate in an MTR inception workshop to clarify their understanding of the objectives and methods of the MTR, producing the MTR

inception report thereafter. The MTR mission will consist of several interviews with local stakeholders and site visits to local healthcare facilities in Bishkek.

The MTR consultant will assess the following four categories of project progress and produce a draft and final MTR report. See the [Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects](#) for requirements on ratings. No overall rating is required.

1. Project Strategy

Project Design:

- Review the problem addressed by the project and the underlying assumptions. Review the effect of any incorrect assumptions or changes to the context to achieving the project results as outlined in the Project Document.
- Review the relevance of the project strategy and assess whether it provides the most effective route towards expected/intended results.
- Review how the project addresses country priorities
- Review decision-making processes

Results Framework/Logframe:

- Undertake a critical analysis of the project's logframe indicators and targets, assess how "SMART" the midterm and end-of-project targets are (Specific, Measurable, Attainable, Relevant, Time-bound), and suggest specific amendments/revisions to the targets and indicators as necessary.
- Examine if progress so far has led to, or could in the future catalyse beneficial development effects (i.e. income generation, gender equality and women's empowerment, improved governance etc...) that should be included in the project results framework and monitored on an annual basis.

2. Progress Towards Results

- Review the logframe indicators against progress made towards the end-of-project targets; populate the Progress Towards Results Matrix, as described in the *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects*; colour code progress in a "traffic light system" based on the level of progress achieved; assign a rating on progress for the project objective and each outcome; make recommendations from the areas marked as "not on target to be achieved" (red).
- Compare and analyse the GEF Tracking Tool at the Baseline with the one completed right before the Midterm Review.
- Identify remaining barriers to achieving the project objective.
- By reviewing the aspects of the project that have already been successful, identify ways in which the project can further expand these benefits.

3. Project Implementation and Adaptive Management

Using the *Guidance For Conducting Midterm Reviews of UNDP-Supported, GEF-Financed Projects*; assess the following categories of project progress:

- Management Arrangements
- Work Planning
- Finance and co-finance
- Project-level monitoring and evaluation systems
- Stakeholder Engagement
- Reporting
- Communications

4. Sustainability

Assess overall risks to sustainability factors of the project in terms of the following four categories:

- Financial risks to sustainability
- Socio-economic risks to sustainability
- Institutional framework and governance risks to sustainability
- Environmental risks to sustainability

The MTR consultant will include a section in the MTR report setting out the MTR's evidence-based **conclusions**, in light of the findings.

Additionally, the MTR consultant is expected to make **recommendations** to the Project Team. Recommendations should be succinct suggestions for critical intervention that are specific, measurable, achievable, and relevant. A recommendation table should be put in the report's executive summary. The MTR consultant should make no more than 15 recommendations total.

D. Expected Outputs and Deliverables

The MTR consultant shall prepare and submit:

- MTR Inception Report: MTR consultant clarifies objectives and methods of the Midterm Review no later than 1 week before the MTR mission. To be sent to the Commissioning Unit and project management. Approximate due date: (November 11, 2016)
- Presentation: Initial Findings presented to project management and the Commissioning Unit at the end of the MTR field mission. Approximate due date: (November 25, 2016)
- Draft Final Report: Full report with annexes within 2 weeks of the MTR mission. Approximate due date: (December 9, 2016)
- Final Report*: Revised report with annexed audit trail detailing how all received comments have (and have not) been addressed in the final MTR report. To be sent to the Commissioning Unit within 1 week of receiving UNDP comments on draft. Approximate due date: (December 16, 2016)

*The final MTR report must be in English. If applicable, the Commissioning Unit may choose to arrange for a translation of the report into a language more widely shared by national stakeholders.

E. Institutional Arrangement

The principal responsibility for managing this MTR resides with the Commissioning Unit. The Commissioning Unit for this project's MTR is the UNDP Country Office in the Kyrgyz Republic.

The Commissioning Unit will contract the consultant, and ensure the timely provision of due payments and travel arrangements within the country for the MTR consultant. The Project Team will be responsible for liaising with the MTR consultant to provide all relevant documents, set up stakeholder interviews, and arrange field visits.

The Certifying Officer of this assignment is Sustainable Development Dimension Chief.

F. Duration of the Work

The total duration of the MTR will be approximately 25 effective person-days over a period of 7 weeks starting 7 November 2016. The tentative MTR timeframe is as follows:

- 3 days: Desk review and preparing MTR Inception Report;
- 2 days: Finalization and Validation of MTR Inception Report- latest start of MTR mission;
- 7 days: MTR mission: stakeholder meetings, interviews, field visits (including Mission wrap-up meeting & presentation of initial findings- earliest end of MTR mission);
- 8 days: Preparing draft report;

- 2 days: Incorporating audit trail on draft report;
- 3 days: Finalization of MTR report/Expected full MTR completion.

2. QUALIFICATION REQUIREMENTS

Qualifications
Master's degree or higher in natural or chemical sciences or other closely related field
At least 3 years of work experience in environment protection/sound chemical management/healthcare waste management
Experience with results-based management evaluation methodologies and/or experience applying SMART targets and reconstructing or validating baseline scenarios, confirmed with at least two project evaluations
At least one project evaluation/review experiences within United Nations system is an asset
Experience working with the GEF or GEF-evaluations, confirmed with at least one project is an asset
Knowledge of priorities and basic principles of POPs management and relevant international best-practices, confirmed with at least one project is an asset
Demonstrated understanding of issues related to gender and the Chemicals Focal Area, and/or experience in gender sensitive evaluation and analysis, confirmed with at least one project is an asset
Excellent English communication skills (written and oral), knowledge of Russian is an asset

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- Completed Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- Personal CV or a P11 Personal History form, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate;
- Copy of ID card;
- Copy of diploma;
- Brief description of approach to work/technical proposal of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. See Letter of Confirmation of Interest template for financial proposal template.

The bid should be submitted no later than **15:00 on 19 October 2016** by post/email to the address below: United Nations Development House, 160, Chuy Avenue, Bishkek, Kyrgyz Republic or by electronic submission to procurement@undp.kg, please refer to **Conditions and Procedures for electronic submission and opening**.

4. FINANCIAL PROPOSAL

- **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).

Preferred Currency of Offer: United States Dollars (US\$).

Travel: Estimated 25 effective person-days during November – December 2016 (18 effective person-days home based and 7 effective person-days field mission to Bishkek).

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 and daily allowance exceeding UNDP rates. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel, the respective Business Unit and the Individual Contractor should agree upon the manner in which travel costs including tickets, lodging and terminal expenses are to be paid prior to travel.

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

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	Master's degree or higher in natural or chemical sciences or other closely related field
2	At least 3 years of work experience in environment protection/sound chemical management/healthcare waste management

2nd stage: Technical Evaluation

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

Criteria	Weight	Max. Point
----------	--------	------------

Technical:	70%	700
Education, including:	15%	Maximum 150 points, including:
Minimum requirement Master's degree or higher in natural or chemical sciences or other closely related field		150
Experience, including:	55%	Maximum 550 points, including:
Minimum requirement At least 3 years of work experience in environment protection/sound chemical management/healthcare waste management		155
<i>Additional scores (to be granted only if an offeror/candidate meets all minimum requirements)</i> <i>For experience more than 3 years - 5 points per every extra year of experience but not more than 30 points in total.</i>		30
Minimum requirement Experience with results-based management evaluation methodologies and/or experience applying SMART targets and reconstructing or validating baseline scenarios, confirmed with at least two project evaluations		150
<i>Additional scores (to be granted only if an offeror/candidate meets all minimum requirements)</i> <i>For each additional evaluations - 5 points but not more than 30 points in total.</i>		30
<i>Additional scores (to be granted only if an offeror/candidate meets all minimum requirements)</i> At least one project evaluation/review experiences within United Nations system is an asset		35
<i>Additional scores (to be granted only if an offeror/candidate meets all minimum requirements)</i> Experience working with the GEF or GEF-evaluations, confirmed with at least one project is an asset		35
<i>Additional scores (to be granted only if an offeror/candidate meets all minimum requirements)</i> Knowledge of priorities and basic principles of POPs management and relevant international best-practices, confirmed with at least one project is an asset		35
<i>Additional scores (to be granted only if an offeror/candidate meets all minimum requirements)</i> Demonstrated understanding of issues related to gender and the Chemicals Focal Area, and/or experience in gender sensitive evaluation and analysis, confirmed with at least one project is an asset		30
Minimum requirement Language skills: Fluency in English <i>31-35 points- proficient</i> <i>20-30 points – working knowledge</i> <i>05-19 points-limited</i>		35

<i>Additional scores (to be granted only if an offeror/candidate meets all minimum requirements)</i> Language skills: Knowledge of Russian <i>11-15 points- proficient</i> <i>05-10 points – working knowledge</i> <i>01-04 points-limited</i>		15
Only candidates obtaining a minimum of 490 points from 700 points at the Technical Evaluation 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.