



REQUEST FOR PROPOSAL (RFP) (Consultancy Services of a Firm: Capacity Building for Healthcare Waste Management)

	DATE: April 7, 2021
	REFERENCE: RFP-037-PHL-2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consultancy Services of a Firm on Healthcare Waste Management Capacity Building**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Friday, April 23, 2021, COB Manila, Philippines** and via e-tender below:

Business Unit: PHL10

Event ID: 000008931

Link to e-tender: <https://etendering.partneragencies.org>

Inquiry: procurement.ph@undp.org

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 days

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Alka Aneja
UNDP Procurement Specialist
4/7/2021

Description of Requirements

Context of the Requirement	<i>Capacity Building for Healthcare Waste Management</i>
Implementing Partner of UNDP	Department of Environment and Natural Resources (DENR)
Brief Description of the Required Services	Please see Terms of Reference (TOR)
List and Description of Expected Outputs to be Delivered	Please see TOR
Person to Supervise the Work/Performance of the Service Provider	<i>Focal Programme Officer</i>
Frequency of Reporting	<i>Weekly</i>
Progress Reporting Requirements	Please see TOR
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	7 months
Target start date	June 2021
Latest completion date	Dec 2021
Travels Expected	Please see TOR
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others: Insurance coverage for staff
Implementation Schedule indicating breakdown and timing of	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

activities/sub-activities	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (for International firms/NGO/CSO) <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (for local firms/NGO/CSO)
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	Please see TOR
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Please see TOR
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)

	<input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>Please refer to TOR for the criteria breakdown</p> <p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm (30%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (25%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (45%) <p><u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others
Contact Person for Inquiries (Written inquiries only)	<p><i>UNDP Procurement Unit</i></p> <p><i>Procurement.ph@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

Other Information	<p>e-Tendering Submission:</p> <ul style="list-style-type: none">a) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.a) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive.
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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations.*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement (last 3 years)– income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation (if any) – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Certificate of Satisfactory Performance – at least 3 previous clients*
- g) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP and Terms of Reference, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.
- d) Level of Effort per key personnel (please **do not** indicate the unit cost of personnel here, just the # of days and a short description of the works to be conducted)

D. **Cost Breakdown per Deliverable*** (Please separate the financial proposal from the technical. The financial sheet should be password protected. UNDP will request for the password upon email request)

(Price quotation should be VAT exclusive)

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

*This shall be the basis of the payment tranches

E. **Cost Breakdown by Cost Component** *[This is only an Example]:* (Pls. ensure VAT exclusive costs)

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1	e.g. Php 500	8 days	1	Php 4,000.00
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]

Terms of Reference (TOR)

Capacity Building for Healthcare Waste Management

Project Name: *Learning from China's Experience to Improve the Ability of Response to COVID-19 in Asia and the Pacific Region*

Background Information and Rationale, Project Description

With the continuing spread of COVID-19 globally, impact on human health and the economy intensifies. Confirmed COVID-19 cases, as well as probable and suspected cases, continue to increase in most of the regions in the Philippines, with a high concentration in Metro Manila. Proper management of the significant medical, household, and other hazardous waste being generated is an urgent and essential intervention as it could pose additional risks to health and the environment. The ADB has estimated that in Metro Manila, around 280 tons per day of additional medical wastes will be generated, or 16,800 tons for 60 days. There are currently more than 11,000 metric tons of health care waste issued with special permit to transport by the DENR since the March lockdown.

Health care facilities follow stringent guidelines in waste management issued by the Department of Health (DOH) and Department of Environment and Natural Resources (DENR). However, with the increasing volume of medical and hazardous wastes, including infected face masks, gloves, gowns, coveralls, and other protective equipment, the capacities of hospitals, especially those catering to COVID-19 patients and probable and suspected cases, may soon be not enough. Treatment, storage and disposal facilities and personnel in the country are also limited, mostly located in the National Capital Region. There have been reports that hospital wastes are also being refused by waste management actors due to fear that they might also get infected.

In this context, this regional COVID response project, funded by China's South-South Cooperation Assistance Fund (SSCAF), aims to effectively improve the response to COVID-19 in the areas of healthcare waste (HCW) management and preparedness in the Philippines, with special focus on following strategic areas: 1) improving the medical waste management capacity technically and operationally to prevent the further containment of COVID-19 and to respond the increasing medical waste and enhancing the technical capacities of health care workers and service providers to treat medical waste; 2) provision of capacity development (provision of technical training materials and training courses) on general health precautionary measures to health care professionals, local government staff and others that carry out essential services (transportation, energy, water, waste, food delivery); 3) sharing good practices and experiences at the regional and global level for future responses and preparedness for related pandemics.

Specific Objectives

The objective of this assignment is to build on and add value to China's and UNDP CO's ongoing efforts to support the Philippines to reduce the risks and impacts of COVID-19 by provision of training courses, provision and distribution of technical materials and guidelines, sharing knowledge, and development of long-term resilience plan.

Scope of Work

The contractor will perform the following tasks:

Provision of technical training materials and training courses and knowledge sharing

1. Undertake a quick review of existing training materials available with DOH, DENR and WHO and discuss with DOH, DENR and WHO to identify those that need updating.
2. Conduct assessment of training or capacity development needs of identified participants in coordination with DOH, and target hospitals.
3. Based on assessment of needs of target participants, update existing training materials on proper treatment and sustainable management of healthcare waste, including waste minimization, segregation, collection, treatment, storage and disposal.
4. Localize China's successful experiences, technical guidelines and training materials shared by Chinese experts, and integrate these to existing training materials.
5. Develop a clear and comprehensive training curriculum.
6. Organize six (6) or more on-site training sessions (600 participants in total) for health care facility personnel in total, including personnel from government hospitals and quarantine facilities, waste handlers, and national and local government officials on health care waste management.
 - a. The selected training activities shall be recorded, properly edited and ready to distribute digitally.
 - b. By the end of trainings, participants shall gain the know-how to 1) deliver proper operations on segregation, collection, storage, transportation, treatment, and final disposal of healthcare wastes; 2) implement the waste minimization strategy and understand the importance for the Philippines; 3) recognize protective measures employers should implement applicable to their industry.
7. Document training modules and prepare a print ready copy for dissemination to other hospitals.
8. Produce basic guidelines and materials including China's successful experiences and localized materials for sharing with one hundred (100) other hospitals and facilities in the Philippines.

Medical waste characterization and management study

9. Conduct one medical waste characterization and management study for baseline data construction in two (2) or more selected hospitals and facilities.
10. Organize presentation of results and discuss recommendations.
11. Working with the DOH and management team of the two hospitals, prepare an improved waste management plan to reduce waste generation, replace/minimize use of non-degradable and toxic and hazardous materials.

Development of long-term resilience plan

12. Organize two (2) on-site/online national workshops (50 participants each) on knowledge sharing of long-term resilience of healthcare waste management, involving stakeholders from different levels and aspects, including DOH, DENR, LGUs and healthcare waste managers and operators from hospitals and quarantine facilities.
13. Develop a long-term resilience healthcare waste management plan based on findings above and discussion with stakeholders.

Digital medical waste registry pilot at hospital scale

14. Provide technical support in developing the digital medical waste registry pilot for hospitals

- a. Review existing digital waste management systems and prepare a technical design of the digital registry from the healthcare waste management aspect, including indicators to be collected, frequency and timeline of data collection, integration with hospital's regular operation, and related information
15. Provide technical support in the digital registry pilot in two (2) or more selected hospitals and facilities.
- a. Organize the pilot deployment and monitor the situation
 - b. Analyze the data collected during the pilot deployment
 - c. Organize presentation of results
 - d. Assist DOH in mainstreaming digital waste registry in public hospitals

Communication and visibility

16. Provide general support to UNDP's communication specialist in producing various forms of project promotional materials and media press releases.

Approach and Methodology

The selected consultancy Firm/ CSO/ NGO to perform assigned activities and delivery of outputs outlined in this TOR. Through the submission of an inception report, the selected firm must describe how it will deliver the activities and outputs outlined in this TOR; providing detailed work plan including timelines, activities, outputs, list of stakeholders, data collection methodology appropriate to the work context, reporting condition, and quality assurance mechanism.

Deliverables and Schedules/Expected Outputs

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Inception Report with detailed work plan including timelines, activities, outputs, list of stakeholders, data collection methodology appropriate to the work context, reporting condition, and quality assurance mechanism.	10 working days	14 days after issuance of Notice of Award	UNDP CO Climate Action Programme Team (CAPT) Leader Focal Programme Officer (FPO)
Training curriculum development and updated training materials, integrated with localized China's successful experiences, technical guidelines and training materials	25 working days	Jul 31, 2021	
Organization of six (6) or more on-site/online training sessions (600 participants in total); and	20 working days	Aug 31, 2021	

Training video recorded and edited properly that are ready to share digitally			
Production and distribution of basic guidelines and materials including China's successful experiences and localized materials	25 working days	Sep 30, 2021	
One medical waste characterization and management study for baseline data construction in two (2) or more selected hospitals and facilities; and An improved waste management plan based on the findings above for the selected hospitals and facilities	20 working days	Jun 30, 2021	
Organization of two (2) on-site/online national workshops (50 participants each) on knowledge sharing of long-term resilience of healthcare waste management, involving various stakeholders; and Development of a long-term resilience healthcare waste management plan based on findings above and discussion with stakeholders	40 working days	Nov 30, 2021	
Technical design of digital medical waste registry; and Data analytics report for data collected during pilot deployment	20 working days	Nov 30, 2021	
Final Report with lessons learnt and other findings during project implementation	10 working days	Dec 10, 2021	
Weekly progress report	Weekly	Every Monday after the approval of Inception Report	UNDP CO Climate Action Programme Team (CAPT) Leader Focal Programme Officer (FPO)

*Working days indicated will follow UNDP's schedule of holidays and non-working days.

Key Performance Indicators and Service Level

The Contractor shall continuously monitor the implementation of contract activities according to standard procedures (Inception Phase monitoring, periodic monitoring and final assessment). Project monitoring shall be based on a periodic assessment of progress on delivery of specified project results and towards achievement of the project objectives.

UNDP shall monitor the components of the contract and ensure timely and efficient implementation of the Project, in particular by commenting on the Inception Report and the Final Report and advising on progress towards the delivery of specific project outputs and the achievement of relevant outputs.

UNDP reserves the right to demand following tasks to be repeated by the Contractor in case the Contractor fails to meet minimum standard of services acceptable. The Contractor shall perform the requested tasks at no additional cost to UNDP.

Key services required	Minimum standard of services acceptable	Corrective actions
Training curriculum development and updated training materials, integrated with localized China's successful experiences, technical guidelines, and training materials	<ul style="list-style-type: none"> • Clear and comprehensive curriculum • Technical guidelines and training materials of China's knowledge sharing localized • Existing training materials updated and integrated with China's knowledge sharing • Integrated materials revised in response to TWG's inputs and comments, complying with national laws, rules, and regulations 	<ul style="list-style-type: none"> • Training curriculum and materials will be submitted for acceptance by UNDP. • UNDP will ask for clarifications and revisions if the Contractor fails to meet minimum standard
On-site/online training sessions on health care waste management	<ul style="list-style-type: none"> • 600 trainers were trained in total. • By the end of trainings, participants gained the know-how to 1) deliver proper operations on segregation, collection, storage, transportation, treatment, and final disposal of healthcare wastes; 2) implement the waste minimization strategy and understand the importance for the Philippines; 3) recognize protective measures employers should implement applicable to their industry. 	<ul style="list-style-type: none"> • Evaluation forms will be filled out by participants and the results will be shared with UNDP. • UNDP shall request for repetition if the Contractor fails to meet minimum standard
Production of basic guidelines and materials including China's successful experiences and localized materials, and distribution of guidelines and materials above to one hundred (100) hospitals and facilities in the Philippines.	<ul style="list-style-type: none"> • Basic guidelines and materials developed based on existing technical guidelines and materials of China's knowledge sharing • Basic guidelines and materials revised in response to TWG's inputs and comments, complying with national laws, rules, and regulations 	<ul style="list-style-type: none"> • Basic guidelines and materials will be submitted for acceptance by UNDP. • UNDP will ask for clarifications and revisions if the Contractor fails to meet minimum standard
Distribution of guidelines and materials above to one hundred (100) hospitals and facilities in the Philippines.	<ul style="list-style-type: none"> • Receipts of guidelines and materials 	<ul style="list-style-type: none"> • UNDP shall request for repetition if the Contractor fails to meet minimum

Key services required	Minimum standard of services acceptable	Corrective actions
		standard
One medical waste characterization and management study; and an improved waste management plan based on the findings above for selected hospitals and facilities	<ul style="list-style-type: none"> • A study report was developed to clearly characterize the status and gaps of medical waste management in selected hospitals/ facilities • A comprehensive plan was prepared for improving medical waste management and revised in response to TWG and stakeholder’s inputs and comments, complying with national laws, rules, and regulations 	<ul style="list-style-type: none"> • Study report and an improvement plan will be submitted for acceptance by UNDP • UNDP will ask for clarifications and revisions if the Contractor fails to meet minimum standard
On-site/online national workshop on knowledge sharing of long-term resilience of healthcare waste management	<ul style="list-style-type: none"> • Two national workshops were organized in which stakeholders at different levels attended. • Knowledge sharing of successful experiences and discussion of status and gaps on healthcare waste management and its sustainability were done in the workshops 	<ul style="list-style-type: none"> • Evaluation forms will be filled out by participants and the results will be shared with UNDP. • UNDP shall request for repetition if the Contractor fails to meet minimum standard
Long-term resilience healthcare waste management plan based on findings above and discussion with stakeholders	<ul style="list-style-type: none"> • A Long-term plan developed for building resilience in healthcare waste management in the Philippines based on findings above and discussion with stakeholders • Long-term resilience healthcare waste management plan revised in response to TWG’s inputs and comments, complying with national laws, rules, and regulations 	<ul style="list-style-type: none"> • Long-term resilience healthcare waste management plan will be submitted for acceptance by UNDP • UNDP will ask for clarifications and revisions if the Contractor fails to meet minimum standard
Technical design of digital medical waste registry, and data analytics report for data collected during pilot deployment	<ul style="list-style-type: none"> • Technical design developed including indicators to be collected, frequency and timeline of data collection, integration with hospital’s regular operation, and related information • Exploratory data analytics conducted to characterize the data collected during the pilot deployment • Technical design and data analytics report revised in response to TWG’s inputs and comments, complying with national laws, rules, and regulations 	<ul style="list-style-type: none"> • Technical design and data analytics report will be submitted for acceptance by UNDP • UNDP will ask for clarifications and revisions if the Contractor fails to meet minimum standard

Governance and Accountability

- a) The Contractor will be supervised by Focal Programme Officer (FPO).

- b) The activities of the Contractor will be monitored and assessed by UNDP CO CAPT Team Leader and FPO.
- c) UNDP CO will organize an internal technical working group (TWG) with DOH, DENR and hospital management, as appropriate to review the Outputs/Reports.
- d) All outputs in this TOR will be submitted to the FPO and discussions/ presentations to the TWG will be scheduled.
- e) A final version of the output with implemented revisions from comments and suggestions of the TWG shall be submitted to UNDP CO, and UNDP CO will issue an acceptance letter to the Contractor.
- f) The Contractor is required to submit progress report on weekly meetings with the FPO.
- g) UNDP CO is responsible for liaising and setting up meetings and stakeholder consultations with national agencies, communities, local government units, NGOs, and other identified stakeholders. UNDP CO may provide key persons to contact in these organizations to the Contractor.

Expected duration of the contract/assignment

- a) It is estimated that the work shall involve **7 months** including period for output reviews and approvals; commencing June 2021 and ending in December 2021.
- b) UNDP CO will review and give comments on outputs five (5) working days after presentation.

Facilities to be provided by UNDP

- a) Due to the ongoing COVID 19 pandemic and the restrictions in place for meetings and gatherings, regular meetings could be done through online applications, and on-site trainings and workshops might be changed to fully or partially online ones with written approval from FPO.
- b) UNDP can provide a Zoom account for hosting online meeting and webinar.
- c) The Contractor is expected to provide their own office space and IT equipment, to cover health insurance for its personnel, and to provide other resources that are required and may be needed to conduct activities specified in this Terms of Reference (TOR), including corresponding costs for organizing and hosting six (6) on-site training sessions for 600 trainers in total and two (2) on-site/online workshops (50 participants each). In particular,
 - a. Venue, audio/video recording devices and other facilities for training sessions and workshops shall be provided by the Contractor.
 - b. Expected duration of each on-site training session is 2 days, and the Contractor shall provide 4 meals for each attendee.
 - c. 70% or more of on-site training sessions are expected to be located within Metro Manila. If there are on-site training sessions outside Metro Manila, the Contractor shall cover transportation and accommodation costs for its own experts and staff.
 - d. Expected duration of each on-site workshop is 1-2 days, and the Contractor shall provide 2-4 meals for each attendee and cover transportation and accommodation (3-star hotel) cost for attendees. UNDP may provide support by extending its hotel corporate rates.

To note that these on-site trainings do not require very elaborate set-ups just the basic necessities.

Location of Work

This assignment contains on-site activities in Metro Manila, while the Contractor is recommended to work on work from home basis for online activities and not required to report to office regularly. Status report on the outputs shall be expected from time to time or when per requirement basis.

Regular online meetings shall be conducted for accessibility and availability to allow for discussions and reporting on progress of activities. Schedule of these meeting will be discussed post-award.

Considering the COVID-19 pandemic and declaration of State of Public Health Emergency in the Philippines, all work and travel of the Contractor shall be done within the guidelines and protocols set by the local and national government.

Professional Qualifications of the Successful Contractor and its Key Personnel

Minimum Organization Requirements

The Contractor is expected to meet the following minimum requirements:

The Contractor:

- Minimum three (3) years of experience working on projects in healthcare waste management or treatment, or related fields.
- Minimum three (3) years of experience working with national agencies, local authorities, NGO's, and local communities.
- Proof of successful accomplishment of the contract with the similar nature, minimum of three reference letters.
- Minimum five (5) completed projects to establish reputable track record and robust knowledge of the policies and institutional frameworks relevant to healthcare waste treatment and management.

Three (3) key team members, are listed below. The Contractor is not limited to three members and may propose more as deemed necessary to delivery activities and outputs required in this TOR. For the purpose of evaluating proposals, UNDP shall assess the qualifications of project personnel only for the three (3) roles enumerated above.

Team Members	Qualifications
1. Team Leader	<p>Experience: Must have at least five (5) years of experience on health care, general waste management and treatment, or related fields.</p> <p>Must have satisfactorily completed three projects as Team Leader (liaising, collaborating and co-operating with government officials, local authorities, academic institutions, NGOs and the private sector)</p>
	<p>Education: Bachelor's degree in Project Management, Chemical, Mechanical, Medical or Environmental Sciences or Engineering, Data Science, or related fields</p>
	<p>Skills and Competencies: Fluency in spoken and written English and Filipino.</p> <p>Good knowledge of the policies and institutional frameworks relevant to healthcare waste treatment and management.</p>
2. Healthcare Waste	<p>Experience:</p>

Management Specialist	<p>Must have at least five (5) years of experience in healthcare waste management or treatment, or related fields.</p> <p>Must have satisfactorily completed at least three (3) projects in waste audits, infectious healthcare waste management or treatment, waste minimization, plastic issues, medical waste related knowledge sharing, or related fields.</p>
	<p>Education:</p> <p>Bachelor’s degree in Chemical, Mechanical, Medical or Environmental Sciences or Engineering, or related fields.</p>
	<p>Skills and Competencies:</p> <p>Fluency in spoken and written English and Filipino.</p> <p>Good knowledge of the policies and institutional frameworks relevant to healthcare waste treatment and management.</p>
3. Capacity Building Expert	<p>Experience:</p> <p>Must have at least three (3) years of experience in health care, general waste management and treatment, or related fields.</p> <p>Must have satisfactorily completed at least three (3) completed project related to capacity building and knowledge sharing on health care, general waste management or related fields.</p>
	<p>Education:</p> <p>Bachelor’s degree in Chemical, Mechanical, Medical or Environmental Sciences or Engineering, or related fields.</p>
	<p>Skills and Competencies:</p> <p>Fluency in spoken and written English.</p>

Price and Schedule of Payments

Payments shall only be made upon review, acceptance, and rectification of errors and/or improvement of the work or service as necessary.

Deliverable	Due Date	Percentage of Payment
Upon submission and acceptance of Inception Report with detailed work plan including timelines, activities, outputs, list of stakeholders, data collection methodology appropriate to the work context, reporting condition, and quality assurance mechanism.	14 days after issuance of Notice of Award	20%
Upon submission and acceptance of the following:	Sep 30, 2021	40%

Deliverable	Due Date	Percentage of Payment
<ul style="list-style-type: none"> • Updated training materials, integrated with localized China’s successful experiences, technical guidelines, and training materials; and • Checklist or proof of trainers attended the training sessions; and • Training Video recorded and edited properly that are ready to share digitally; and • Basic Guidelines and Materials including China’s successful experiences and localized materials; and • Proof of receipt of distributed guidelines and materials. 		
<p>Upon submission and acceptance of the following:</p> <ul style="list-style-type: none"> • Check-in List and Minutes of two (2) on-site/online national workshops (50 participants each) on knowledge sharing of long-term resilience of healthcare waste management, involving various stakeholders; and • Summary report of the medical waste characterization and management study for baseline data construction; and • Improved waste management plan based on the findings above for the selected hospitals and facilities; and • Long-term resilience healthcare waste management plan based on findings above and discussion with stakeholders; and • Technical design of digital medical waste registry; and • Data analytics report for data collected during pilot deployment; and • Final Report with lessons learnt and other findings during project implementation 	Dec 10, 2021	40%
	Total	100%

- The agreed and final contract price is a fixed output-based price regardless of extension of the project or changes in cost components.
- The Financial proposal must include professional fees of all team members for the whole duration of engagement; any related costs in data gathering; communication costs; costs of preparing soft copies of outputs; and taxes.
- Final acceptance of Outputs is required for processing and releasing each payment

Criteria for Evaluation

Candidate Firms/ NGOs/ CSOs shall be evaluated in accordance with UNDP’s Combined Scoring Method, whereby the Technical Proposal accounts for 70% and the Financial Proposal accounts for 30%.

The Financial Proposal will be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.

The evaluation of the Technical Proposal will be based on the following three (3) major criteria, as shown in the table below, for a total of 1,000 points. The minimum passing score for the Technical Proposal is 700 points.

Technical Proposal

Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience / Expertise of the Firm/ NGO/ CSO	300
2.	Proposed Methodology, Approach and Implementation Plan	250
3.	Management Structure and Key Personnel	450
Total		1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	50
1.2	Minimum three (3) years of experience working on projects in healthcare waste management or treatment, or related fields. (Minimum 70 points for 3 years of experience, additional points for additional years, maximum of up to 100 points)	100
1.3	Minimum three (3) years of experience working with national agencies, local authorities, NGO's, and local communities. (Minimum 35 points for 3 years of experience, additional points for additional years, maximum of up to 50 points)	50
1.4	Minimum 5 completed projects in health care waste management audit and planning, capability building on health care waste management and treatment, health sector or waste management. Must have at least one (1) completed project in health care waste management audit and planning study, and another one (1) in capability building on health care waste management and treatment. (Minimum 70 points for 5 completed projects, additional points for additional projects, maximum of up to 100 points)	100
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail?	70

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.2	<p>Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference.</p> <p>A methodology where different components of the project adequately weighted relative to one another and service elements organized, controlled and delivered.</p> <p>Proposed implementation plan with activities that are properly sequenced and if these are logical and realistic.</p>	100
2.3	Description of available performance monitoring and evaluation, quality assurance and risk mitigation mechanisms and tools; how they shall be adopted and used for a specific requirement	40
2.4	Demonstration of ability to plan, integrate Gender Equality, Disability and Social Inclusion (GEDSI) in the activities and effectively implement sustainability measures in the execution of the contract	40
Total Section 2		250

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	80
3.2	Qualifications of key personnel proposed	
3.2 a	Team Leader	120
	<p>Education:</p> <p>Bachelor's degree in Project Management, Business Administration, Chemical, Mechanical, Medical or Environmental Sciences or Engineering, Data Science, or related fields</p> <p>(Minimum 21 points for Bachelor's degree, additional points for additional degree, maximum of 30 points)</p>	30
	<p>Experience:</p> <p>Must have at least five (5) years of experience on health care, general waste management and treatment, or related fields.</p> <p>(Minimum 35 points for 5 years' experience, additional points for each additional year, maximum of 50 points)</p>	50
	<p>Must have satisfactorily completed three projects as Team Leader (liaising, collaborating and co-operating with government officials, local authorities, academic institutions, NGOs and the private sector)</p> <p>(minimum 28 points for 3 completed projects, additional points for additional projects, maximum of 40 points)</p>	40

Section 3. Management Structure and Key Personnel			Points obtainable
3.2 b	Healthcare Waste Management Specialist		150
	<p>Education:</p> <p>Bachelor’s degree in Chemical, Mechanical, Medical or Environmental Sciences or Engineering, or related fields.</p> <p>(Minimum 21points for Bachelor’s degree, additional points for each additional degree, maximum of 30 points)</p>	30	
	<p>Experience:</p> <p>Must have at least five (5) years of experience in healthcare waste management or treatment, or related fields.</p> <p>(Minimum 52.5 points for 5 years’ experience, additional points for each additional year, maximum of 75 points)</p>	75	
	<p>Must have satisfactorily completed at least three (3) completed project in waste audits, infectious healthcare waste management or treatment, waste minimization, plastic issues, medical waste related knowledge sharing, or related fields.</p> <p>(minimum 31.5 points for 3 completed projects, additional points for additional projects, maximum of 45 points)</p>	45	
3.2 c	Capacity Building Expert		100
	<p>Education:</p> <p>Bachelor’s degree in Chemical, Mechanical, Medical or Environmental Sciences or Engineering, or related fields.</p> <p>(Minimum 21points for Bachelor’s degree, additional points for each additional degree, maximum of 30 points)</p>	30	
	<p>Experience:</p> <p>Must have at least three (3) years of experience in health care, general waste management and treatment, or related fields.</p> <p>(Minimum 28 points for 3 years’ experience, additional points for each additional year, maximum of 40 points)</p>	40	
	<p>Must have satisfactorily completed at least three (3) completed project related to capacity building and knowledge sharing on health care, general waste management or related fields.</p> <p>(minimum 21 points for 3 projects, additional points for each project, maximum of 30 points)</p>	30	
Total Section 3			450

Financial Proposal

The financial proposal will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

The financial proposal must include professional fees of all team members for the whole duration of engagement; **any related costs in resources that are required and may be needed to conduct activities specified in this Terms of Reference (TOR)**, including corresponding costs for organizing and hosting on-site training sessions and workshops; any related costs in data gathering; communication costs; costs of preparing soft copies of outputs; and taxes.