



TERMS OF REFERENCE

Assignment Title	National Consultant to develop Standard Operating Procedures for COVID-19 waste management
Project	Strengthening COVID-19 Recovery and Resilient Livelihoods
Type of Contract	Individual Contract
Contract Period	1 October 2021 – 15 January 2022
Supervisor	Project Manager, Strengthening COVID-19 Recovery and Resilient Livelihoods Project
Location	Home based
Country	Myanmar

A. BACKGROUND

While Myanmar has a National Guideline on Health Care Waste (HCW) Management in response to COVID-19, the extent of compliance by health care workers and waste operators have not been documented and is presumably constrained by limited awareness on HCW handling, and lack of appropriate technologies for treatment and disposal of waste including Personal Protective Equipment (PPE) for those directly handling the waste.

The increasing volume of COVID-19 HCW is expected to quickly overwhelm an already struggling and inefficient waste management system in the country and exacerbate transmission risks. The latter is further heightened with the inadequate handling, treatment and disposal of medical masks used by increasing number of people outside of the health care facilities, and for which no SOPs exist. While there is almost no credible data on the HCW generated in Myanmar, it is assumed that at least 70% of the waste collected from the hospitals and clinics are infectious waste.

Myanmar's health care systems have unique challenges that are structural and cannot be resolved in the short term. One emerging challenge, that has not yet been fully recognized is the management of health care waste (HCW) (whether generated from hospitals, homes or by individuals). At present, there is limited basic awareness on HCW management in Myanmar at all levels further exacerbated by lack of an enabling policy and regulatory framework, capacities, facilities and information.

Poorly managed health care waste exposes everyone coming into the contact with the waste such as patients, home based care givers, health care workers, and waste handlers to infections, toxic effects and injuries and risks polluting the environment. Safe handling and the final disposal of the waste is critical in the prevention and further transmission of COVID-19. Effective management health care waste requires appropriate identification, separation, collection, storage, transportation, treatment and disposal as well as training of health personnel.

UNDP will leverage its regional experience to contribute to strengthening the management of COVID-19 waste in non-health care facilities through the development of targeted Standard Operating Procedures (SOP) or Guidelines in line with WHO recommendations for the management of COVID-19 waste management. These facilities include homes, community managed funeral/crematorium facilities, waste recyclers etc.

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

UNDP seeks the services of a National Consultant to develop the SOPs. The consultant will:

- Conduct a review of existing Guidelines and SOPs on COVID-19 waste management in Myanmar
- Analyze the Guidelines and SOPs in line with WHO's recommendations and guidance on COVID-19 waste management
- Identify and propose at least 3-4 non-healthcare facilities for which SOPs are needed in order of priority
- Draft the SOPs for facilities agreed with UNDP
- Develop training slides based on the SOPs
- Conduct Training of Trainers (TOT) programme for 3 days to at least 15 participants

Key deliverables:

- Inception Report with methodology and approach
- Draft SOPs for COVID-19 waste management for non-health care facilities agreed with UNDP
- Final SOPs and matrix by target group/facility
- TOT programme conducted for at least 15 participants

C. EXPERTISE AND QUALIFICATIONS REQUIRED

Academic Qualifications/Education:

- At least a Master's Degree or higher in Medical Studies, Environment Science or related field

Experience:

- Minimum of recent 5 years of demonstrable experience in the following areas of waste management: audits, policy review, development of roadmaps, strategies, guidelines and regulations etc.
- Experience in health care waste and chemical waste management will be considered as an added advantage
- Documented previous experience of similar assignments in Myanmar and/or in the ASEAN region
- Advanced IT skills, excellent analytical, report writing and presentation skills.

Language skills:

- Fluency in English required.

D. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

- The Consultant will directly report to the Project Manager, Strengthening COVID-19 Recovery and Resilient Livelihoods Project
- The consultant is also required to comply with the UN security directives set forth under <http://dss.un.org>

- The consultant will be given access to relevant information and administrative support necessary for execution of the tasks under this assignment;
- Payments will be made upon assessment of number of days worked, submission/completion of prescribed deliverables and certification of payment form, and acceptance and confirmation by the supervisor.

E. DUTY STATION AND DURATION OF ASSIGNMENT

The consultancy will be from 1 October 2021 – 15 January 2022

F. PAYMENT ARRANGMENT

Interested persons are requested to submit their financial proposals quoting their **fees** noting the following conditions:

1. The contract price is fixed regardless of changes in the cost components.
2. Payments will be made upon assessment of quality and timely submission of deliverables and certification of payment form, and acceptance and confirmation by the supervisor.

N.	Description of deliverables	Timeline	Payment
1	Upon satisfactory submission and acceptance of Inception Report with methodology and approach	10 October 2021	20%
2	Upon satisfactory submission and acceptance of draft SOPs for COVID-19 waste management	30 November 2021	20%
3	Upon satisfactory submission and acceptance of the final SOPs and matrix by target group/facility	15 December 2021	30%
4	Upon satisfactory completion of training of trainers programme for at least 15 participants	31 December 2021	30%

G. RECOMMENDED PRESENTATION OF OFFER

Interested persons are requested to submit the following documents as part of their application:

1. **Brief description/ cover letter** of why the individual considers him/herself as the most suitable for the assignment. Please paste the letter into the 'Resume and Motivation' section of the electronic application
2. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP
3. **P11 Form** indicating all relevant experience as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references. Please use the P11 form provided by UNDP
4. **Financial Proposal** that indicates the lumpsum fees as per the template provided by UNDP

H. CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria shall serve as basis for evaluating offers:

Combined Scoring Method:

Where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%

Technical Evaluation of Proposals:

All applications comprising the information/documentation provided will be evaluated to ascertain the suitability of the applicants to carry out the assignment. Candidates who obtain the minimum of 49 points of the full mark (70 points) will be considered technically compliant and their financial evaluations will be evaluated thereafter. Applications will be scored as per the following breakdown (Total 70 points):

Educational background: 10 points

- At least a Master's Degree or higher in Engineering, Environment Science or related field

Relevant Experience: 55 points

- Minimum of recent 5 years of demonstrable experience in the following areas of waste management: audits, policy review, development of roadmaps, strategies, guidelines and regulations etc.
- Experience in health care waste and chemical waste management will be considered as an added advantage
- Documented previous experience of similar assignments in Myanmar and/or in the ASEAN region
- Advanced IT skills, excellent analytical, report writing and presentation skills

English language skills: 5 points

- Fluency in English required

Financial Evaluation of Proposals:

The financial proposals of all the applicants who pass the technical evaluation will be scored.

The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points}$ for other proposer's fees

The contract shall be awarded to the applicant who receives the highest cumulative score.

Cleared by:

Pem C Wangdi OIC/Programme Specialist Sustainable and Inclusive Growth Unit UNDP Myanmar	
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Approved by:

Mohammad Younus Deputy Resident Representative a.i UNDP Myanmar	
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