

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2021/UNDP-MMR/PN/039

Date: 07 October 2021

Country:	Myanmar
Description of the assignment:	National Consultant to develop Standard Operating Procedures for COVID-19 waste management
Duty Station:	Home based
Period of assignment/services:	October 2021 – January 2022

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site <http://jobs.undp.org>) no later than **Sunday 17:00 (Myanmar Time), 17 October 2021**. Email submission should state procurement notice number (2021/UNDP-MMR/PN/039) in the subject line.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail to mmr.procurement@undp.org, [5] days before the deadline for submission of proposal. Procurement Unit 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.

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.

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

For detailed information, please refer to Annex-1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Please see Terms of Reference

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP; (Please see Template attached at Annex- 3)
- b) **Personal CV or P11**, indicating the past experience relevant to the assignment, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references; (Please see Template attached at Annex- 4)
- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how he/she will approach and complete the assignment.

Financial Proposal

**** Consultant/Contractor** whose assignment require travel and who are over 62 years of age are required, at their own expense, to undergo a full medical examination, including x-rays after they are selected.

5. FINANCIAL PROPOSAL

Fees

Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror 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 Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Travels

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty

station/repatriation travel. In general, **UNDP will not accept travel costs exceeding those of an economy class ticket.**

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses will be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed. (Please see Template attached at Annex- 4)

6. EVALUATION

Individual consultants will be evaluated based on the cumulative analysis of the technical evaluation (weight: 70%) and financial criteria (weight: 30%). Only candidates obtaining a minimum of 70 points from the technical evaluation would be considered for the financial evaluation.

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. $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points for other proposer's fees}$.

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

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

ANNEX

- ANNEX 1- TERMS OF REFERENCES (TOR)
- ANNEX 2 -GENERAL CONDITIONS OF CONTRACT
- ANNEX 3 - P 11/CV for ICs
- ANNEX 4 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT