INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2022/UNDP-MMR/PN/001

Date: 12 January 2022

Country: Myanmar

Description of the assignment: National Consultant for Regional Research on COVID-19 Medical Waste Management

Duty Station: Home-Based, Myanmar

Period of assignment/services: 30 working days

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs site http://jobs.undp.org) no later than Wednesday 17:00 (Myanmar Time), 26 January 2022. Email submission should state procurement notice number (2022/UNDP-MMR/PN/001) 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

COVID-19, with its highly contagious and transmissible nature, has led to the exponential increase of healthcare waste generated in healthcare and quarantine facilities, medical laboratories and biomedical research facilities. Additionally, the increase in the amount of personal protective equipment (PPE) used during the COVID-19 pandemic, compared to normal circumstances, has further contributed towards the increase in healthcare solid waste. For example, recent research estimated that every minute 3 million facial masks are thrown away globally¹ and in some cities in the Asia and the Pacific the volume of medical waste has been increased by 500% on average compared with before COVID-19 figures.²

If not properly treated and managed, such large amount of waste will pose serious risks of disease transmission to waste pickers, waste workers, health workers, patients, and the community in general through exposure to infectious agents. In addition, unmanaged or poor-managed waste will also cause pollution and create new environmental risks.


COVID-19 has put significant additional burden on all phases of medical waste management systems, from segregation, collection, storage, transportation, treatment to final disposal. In light of the serious issue, international organizations such as WHO have developed a series of guidelines to support the countries manage healthcare waste resulting from the current pandemic. Many countries have also formulated policies, plans and SOPs on COVID-19 medical waste management at national and local levels. However, institutional and capacity gaps continue to persist, such as shortage of waste treatment equipment and facilities, lack of technologies for safe transportation and disposal, lack of professional workers and expertise for safe operations and the need for awareness-raising and behavioral changes towards better management of COVID medical waste etc.

UNDP, in partnership with the Government of China, is undertaking a regional project to support COVID-19 medical waste management capacity building in 5 countries: Cambodia, Laos, Myanmar, Nepal and Philippines. Under the project, the Disaster Risk Reduction and Resilience Building Team at UNDP Bangkok Regional Hub (BRH), in collaboration with Country Offices in the project countries, aims to conduct a series of research to better understand the most pressing issues of medical waste management in 5 project countries through the systems approach, fostering changes in mindset, perceptions, behaviors and actions, towards more systematic and risk-informed medical waste management practices.

The research will take a phased approach, with baseline and benchmarking assessment as the initial step to map out the pinpoints that call for most attention and efforts of interventions, accompanied by a systems thinking workshop for each country to facilitate systems thinking and design among stakeholders supervising or working on multiple medical waste management stages. Based on the findings of baseline and benchmarking assessment, a research and experimentation will be conducted by applying behavioral insights (BI) to nudge for better changes in COVID medical waste management.

UNDP Myanmar is hiring a national consultant to support 1) an international consultant working on Health Care Waste (HCW) baseline and benchmarking assessment, and 2) an international consultant working on HCW behavioral insights, in terms of in-country data collection, stakeholder coordination and other research-related activities in close coordination with UNDP Bangkok Regional Hub (BRH).

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.

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 Points] x [USD lowest] / [USD other] = points for other proposer’s fees.

Technical Criteria for Evaluation – 70% (Maximum 70 points)
• **Criteria 1**: Bachelor’s Degree or above in public administration, international relations, political science, development studies, medical science, environmental science, public health, medical waste management, or relevant – *(Max 10 points)*
• **Criteria 2**: Minimum seven years of relevant work experience – *(Max 20 points)*
• **Criteria 3**: Minimum five years of experience working with relevant public sectors, research institutions, medical waste management agencies or development partners – *(Max 20 points)*
• **Criteria 4**: Proven records of experience working in minimum 1 project on medical waste management in the COVID-19 context – *(Max 10 points)*
• **Criteria 5**: Proven records of experience working in minimum 1 project related to existing medical waste management system and challenges in Myanmar – *(Max 10 points)*

**Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.**

**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