INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
National Consultant for Regional Research on COVID-19 Medical Waste Management (Nepal)

Reference No.: UNDP/PN/04/2022 Date: 01 February 2022

Country: NEPAL

Description of the assignment: As per the attached Terms of Reference (ToR) – Annex 1.

Project/Unit name: Promoting Green Recovery Project (PGRP)

No. of Consultant: 1 (one)

Period of assignment/services (if applicable): 30 working days during 20 February to 31 May 2022.

Proposal should be submitted by email to procurement.np@undp.org not later than 1700 hours (Nepal Standard Time) on 14 February 2022 mentioning reference No. UNDP/PN/04/2022 – National Consultant for Regional Research on COVID-19 Medical Waste Management (Nepal).

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: query.procurement.np@undp.org mentioning Procurement Notice Ref: UNDP/PN/04/2022 - National Consultant for Regional Research on COVID-19 Medical Waste Management (Nepal), on or before 07 February 2022. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: http://www.np.undp.org/content/nepal/en/home/operations/procurement.html. Inquiries received after the above date and time shall not be entertained.

1. BACKGROUND

Under the supervision of Portfolio Manager, UNDP Nepal and in close coordination with Project Manager and day-to-day supervision of the Technical Expert-HCW of PGRP, international consultants and UNDP BRH, the Consultant is expected to undertake the below roles and responsibilities:

- Supporting the international consultant on baseline and benchmarking assessment to collect relevant data and statistics of Nepal, including coordinating and organizing focus group discussions, stakeholder interviews, questionnaires and consultations etc.;
- Supporting the international consultant on baseline and benchmarking assessment to organize 1 systems thinking workshop with key stakeholders in Nepal, such as government officials, professionals and practitioners of multiple HCW management stages to communicate the research results and facilitate system thinking on the causal dynamics and feedback loops within and between medical waste management stages for more coordinated, coherent and systematic future design and action;
• Supporting the international consultant on HCW behavioral insights to design and implement the behavioral experiment, including collecting relevant data and coordinating stakeholder meetings, experiment activities etc.;
• Supporting the communications of the research in the country, including preparing communications material and products (photos, videos, newsletters, tweets, blogs etc.)
• Any other tasks as assigned by Portfolio Manager, UNDP Nepal and technical experts at BRH.

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

For detailed information, please refer to the Terms of Reference – ToR (Annex 1)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:
• 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

II. Years of experience:
• Minimum seven years of relevant work experience.
• Minimum five years of experience working with relevant public sectors, research institutions, medical waste management agencies or development partners.
• Proven experience and knowledge of medical waste management in the COVID-19 context.
• Proven experience and knowledge of existing medical waste management system and challenges in Nepal.

III. Competencies:
• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
• Displays integrity and fairness - embodies UN values and promotes the well-being of all individuals regardless of gender, religion, race, nationality, or age;
• Results-driven, initiative-taking, ability to work under pressure and to meet deadlines;
• Ability to work under minimum supervision;
• Highly motivated with a positive attitude and problem-solving approach;
• Good interpersonal and networking skills, supports and encourages open communication;
• Fluency in English and Nepali.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

• Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
• Financial Proposal
• A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work
- Personal CV including past experience in similar projects and at least 3 references

Note:
- Applicants of 65 years or more require full medical examination and statement of fitness to work to engage in the consultancy.
- The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

5. 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.

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis
When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and
b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; 70%
* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 49 points in technical evaluation would be considered for the financial evaluation.
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technical:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational Qualification</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>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</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience</td>
<td>20%</td>
<td>20</td>
</tr>
<tr>
<td>Minimum seven years of relevant work experience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum five years of experience working with relevant public sectors, research institutions, medical waste management agencies or development partners</td>
<td>20%</td>
<td>20</td>
</tr>
<tr>
<td>Proven records of experience working in minimum 1 project on medical waste management in the COVID-19 context</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Proven records of experience working in minimum 1 project related to existing medical waste management system and challenges in Nepal</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td><strong>Financial</strong></td>
<td>30%</td>
<td>30</td>
</tr>
</tbody>
</table>

Contract will be awarded to the technically qualified consultant who obtains the highest combined scores (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

\[
\frac{\text{Lowest Bid Offered} \times 30}{\text{Bid of the Consultant}}
\]

* “Lowest Bid Offered” refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

**ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**
National Consultant for Regional Research on COVID-19 Medical Waste Management (Nepal)

TERMS OF REFERENCE

Services/Work Description: Coordinating in-country research activities and support for regional research on COVID-19 Medical Waste Management in 5 countries (Cambodia, Laos, Myanmar, Nepal and Philippines)

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

Consultancy Title: National Consultant for Regional Research on COVID-19 Medical Waste Management (Nepal)

Duty Station: Nepal

Duration: 20 February – May 31 2022 (in total 30 working days)

Expected start date: Feb 20 2022

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 globally\(^1\) 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

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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 (either virtual or virtual/physical hybrid) 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 Nepal 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).

SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Under the supervision of Portfolio Manager, UNDP Nepal and in close coordination with Project Manager and day-to-day supervision of the Technical Expert-HCWM of PGRP, international consultants and UNDP BRH, the Consultant is expected to undertake the below roles and responsibilities:

- Supporting the international consultant on baseline and benchmarking assessment to collect relevant data and statistics of Nepal, including coordinating and organizing focus group discussions, stakeholder interviews, questionnaires and consultations etc.;
- Supporting the international consultant on baseline and benchmarking assessment to organize 1 systems thinking workshop with key stakeholders in Nepal, such as government officials, professionals and practitioners of multiple HCW management stages to communicate the research results and facilitate system thinking on the causal dynamics and feedback loops within and between medical waste management stages for more coordinated, coherent and systematic future design and action;
- Supporting the international consultant on HCW behavioral insights to design and implement the behavioral experiment, including collecting relevant data and coordinating stakeholder meetings, experiment activities etc.;
- Supporting the communications of the research in the country, including preparing communications material and products (photos, videos, newsletters, tweets, blogs etc.)
- Any other tasks as assigned by Portfolio Manager, UNDP Nepal and technical experts at BRH.

EXPECTED OUTPUTS AND DELIVERABLES

<table>
<thead>
<tr>
<th>Deliverables/Outputs</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Support provided to the development of 1 baseline and benchmarking assessment report in terms of in-country data collection, stakeholders coordination, organizing consultation meetings and other necessary research activities;</td>
<td>25 March 2022</td>
</tr>
<tr>
<td>2. Support provided to the organization of 1 systems thinking workshop in Nepal;</td>
<td>13 April 2022</td>
</tr>
<tr>
<td>3. Support provided to the design, implementation and results documentation of 1 behavioral insights experiment in Nepal in terms of in-country data collection, stakeholders coordination, organizing briefings and consultation meetings and other related activities;</td>
<td>15 May 2022</td>
</tr>
<tr>
<td>4. Relevant communications materials and products.</td>
<td>15 May 2022</td>
</tr>
</tbody>
</table>

INSTITUTIONAL ARRANGEMENT
The consultant will work under the guidance of the Portfolio Manager and supervision with the National Project Manager as well as day-to-day supervision with the Technical Expert – HCWM at PGRP. He/She will also work closely with 2 international consultants and DRT, UNDP BRH. The consultant will be responsible for providing his/her own working station (i.e. laptop, internet, phone, printer/scanner etc. and must have access to a reliable internet connection and should be able to participate in virtual meetings as required.

DURATION OF THE WORK
This assignment will start on 20 February 2022 and complete on 31 May 2022, for 30 working days.

DUTY STATION
In Nepal
International travel is not required

EXPERIENCE AND QUALIFICATIONS

Educational Qualifications
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.

**Experience**

- Minimum seven years of relevant work experience.
- Minimum five years of experience working with relevant public sectors, research institutions, medical waste management agencies or development partners.
- Proven experience and knowledge of medical waste management in the COVID-19 context.
- Proven experience and knowledge of existing medical waste management system and challenges in Nepal.

**Language**

Fluency in English and Nepali.

**Competencies**

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Displays integrity and fairness - embodies UN values and promotes the well-being of all individuals regardless of gender, religion, race, nationality, or age;
- Results-driven, initiative-taking, ability to work under pressure and to meet deadlines;
- Ability to work under minimum supervision;
- Highly motivated with a positive attitude and problem-solving approach;
- Good interpersonal and networking skills, supports and encourages open communication.

**SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

The method of payment is output-based scheme. The payments shall be released upon satisfactory submission of the required deliverables by or before the due dates, or as otherwise agreed with UNDP Nepal.

The required review time is between two to four weeks after submission of the deliverables. In the event of unforeseeable travel not anticipated in this ToR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed at actual documented cost.

**Schedule of payments:**

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Deliverables/Outputs</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>First payment of 30%</td>
<td>Upon completion and approval of Deliverable 1</td>
<td>25 March 2022</td>
</tr>
<tr>
<td>Second and final payment of 70%</td>
<td>Upon completion and approval of Deliverable 2, 3 and 4</td>
<td>15 May 2022</td>
</tr>
</tbody>
</table>
OFFEROR’S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

UNDP/PN/04/2022 : National Consultant for Regional Research on COVID-19 Medical Waste Management (Nepal)

Date __________________________

United Nations Development Programme
UN House
Pulchowk,
Lalitpur, Nepal

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of National Consultant for Regional Research on COVID-19 Medical Waste Management (Nepal).

I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;

A) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;

B) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3.

C) I hereby propose to complete the services based on the following payment rate:

☐ A total lump sum of [state amount in words and in numbers, indicating exact currency], payable in the manner described in the Terms of Reference.

D) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
E) I recognize that the payment of the abovementioned amounts due to me shall be based on my
delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's
review, acceptance and payment certification procedures;

F) This offer shall remain valid for a total period of __________ days [minimum of 90 days] after the
submission deadline;

G) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother
or sister) currently employed with any UN agency or office [disclose the name of the relative, the UN
office employing the relative, and the relationship if, any such relationship exists];

H) If I am selected for this assignment, I shall [please check the appropriate box]:

☐ Sign an Individual Contract with UNDP;

☐ Request my employer [state name of company/organization/institution] to sign with UNDP
a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and
details of my employer for this purpose are as follows:

I) I hereby confirm that [check all that applies]:

☐ At the time of this submission, I have no active Individual Contract or any form of
engagement with any Business Unit of UNDP;

☐ I am currently engaged with UNDP and/or other entities for the following work:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for
which I have submitted a proposal:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/ Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

J) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand
and accept that I shall bear all costs associated with its preparation and submission and that UNDP
will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

K) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

L) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

M) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

<table>
<thead>
<tr>
<th>YES ☐ NO ☐</th>
<th>If the answer is &quot;yes&quot;, give the following information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Relationship</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

O) Do you have any objections to our making enquiries of your present employer?

| YES ☐ NO ☐ |

P) Are you now, or have you ever been a permanent civil servant in your government's employ?

| YES ☐ NO ☐ | If answer is "yes", WHEN? |

Q) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

R) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

| YES ☐ NO ☐ | If "yes", give full particulars of each case in an attached statement. |

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: ___________________________ SIGNATURE: ___________________________
NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes [please check all that applies]:

☐ CV shall include Education/Qulification, Processional Certification, Employment Records/Experience

☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

☐ Brief Description of Approach to Work
### BREAKDOWN OF COSTS

**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

A) **Breakdown of Cost by Components:**

<table>
<thead>
<tr>
<th>Cost Components</th>
<th>Quantity</th>
<th>Unit Cost (NPR)</th>
<th>Total for the Contract Duration (NPR)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Personnel Costs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Fees</td>
<td>30 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>II. Travel Expenses to Join duty station</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round Trip Airfares to and from duty station</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Living Allowance in Kathmandu, Nepal</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Travel Insurance</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Terminal Expenses</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Others (pls. specify)</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>III. Duty Travel</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round Trip Airfares</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Living Allowance</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Travel Insurance</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Terminal Expenses</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Others (pls. specify)</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
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</tr>
</tbody>
</table>

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3 The costs should only cover the requirements identified in the Terms of Reference (TOR)

4 Travel expenses are not required if the consultant will be working from home.
### B) Breakdown of Cost by Deliverables*

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Amount in NPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon completion and approval of Deliverable 1</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>Upon completion and approval of Deliverable 2, 3 and 4</td>
<td>70%</td>
<td></td>
</tr>
<tr>
<td>Total in Nepalese Rupees</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

*Basis for payment tranches*