**TERMS OF REFERENCE**

**FOR A CONSULTING FIRM TO PROVIDE ENVIRONMENTAL CONSULTANCY SERVICES FOR THE FOLLOWING SERVICES:**

# 1. Nampula – Nampula province - Obtain the Environmental Licenses for medical waste incinerator

# 2. Chongoene – GAZA PROVINCE - Obtain the Environmental Licenses for medical waste incinerator

**3. Beira City- Sofala Province - Preparation of environmental management plan for Beira medical warehouse**

# 1. GENERAL BACKGROUND

In Mozambique, the Health Portfolio has been expanding since February 2019, being currently a multi donor funded Portfolio.

Under the Health Portfolio, UNDP’s intervention contributes to the implementation of the CMAM

Strategic Plan for Pharmaceutical Logistics (PELF). UNDP technical support contributes to the CMAM and NTP efforts to improve treatment outcomes for MDR-TB, infectious disease control, and storage conditions of the medicines, vaccines and other health products. New financing agreement includes intervention in Beira city (Sofala Province) Medical Warehouse, and also comprehends the procurement and installation of incinerators for North and South Regions of the country for end-user MoH/Central Medical Stores.

As part of the ONE UN Health Plan and the MoH Emergency Response Plan, and through the partnership with the Government, National Health Institute, UNDP is strengthening laboratory capacity for decentralized COVID19 testing, ensuring adequate health infrastructure, including through rehabilitation and installation of prefabricated modules. For COVID-19 response is planned the continued establishment of Laboratories for testing and respective equipment. As well, new scope of works were requested for rehabilitation of Regional Health Infrastructures (Maputo, Nampula, Beira) for end-user National Health Institute. Through Health projects, UNDP

Mozambique is also establishing hospitalization centers for COVID-19 patients; and entering in Cabo Delgado to support re-establishment of basic social services through community health centers.

UNDP also supports the Ministry of Health to strengthen the capacities of the national drug supply system. This specific project includes the installation of two medical waste incinerators, in order to reduce the environmental and public health impacts that can be caused by the inappropriate disposal of expired medicines. Each incinerator comprises four main areas, namely the Waste disposal Area, Selection/Preparation Area, Ashes and cement stabilized blocks Area and Incineration Area, where the incinerator will be located, as well as the outdoor works. It is important to notice that the incinerators will be purchased in a separate process, including its installation

To accomplish this task, UNDP aims to hire a consulting firm qualified to carry out the environmental consultancy services for the Nampula and Chonguene regional medical waste incinerators and preparation of environmental management plan for Beira medical warehouse in the Republic of Mozambique

**Environmental Licensing process:**

The environmental licensing is necessary to start any infrastructure project in Moçambique. The process to obtain the environmental license starts by the preparation of an environmental assessment. Using this information, the Environmental study is prepared and submitted to the relevant environmental authorities. Once the relevant documentation is approved, and the mitigation measures have been identified and included in the construction project, the environmental license is issued.

In this line, UNDP Mozambique is seeking the services of a qualified consulting firm to provide environmental consultancy services and ensure that the two Environmental Licenses are granted for the Nampula and Chonguene Medical Waste Incinerators, and an Environmental Management Plan for Beira medical warehouse, considering that the Environmental License for this was already obtained.

# 2. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to elaborate an environmental Study and any other required documents to allow UNDP Mozambique to obtain the Environmental Licenses for the Nampula and Chonguene Medical Waste Incinerators, in accordance with the laws and regulations of Mozambique, and the Environmental Management Plan for operation of Beira medical warehouse.

# 3. SCOPE OF SERVICES

The Consulting firm shall elaborate the documents required as per Mozambican Decree 54/2015 of 31 December to obtain the Environmental Licenses for the Nampula and Chonguene Medical Waste Incinerators and an operation’s Environmental Management Plan for Beira warehouse.

The Consulting firm will produce their schedule of activities and deliverables, According to their understanding of these terms of reference. The following is expected to feature in the schedule:

* Briefing and debriefing meetings with the UNDP team.
* Site assessments.
* Submission of process instruction.
* Consultation and approval meetings with key stakeholders and authorities (Ministry of Health, Ministry of Environment and other key authorities; CMAM; Provincial authorities of different key sectors; National Logistics Working Group partners; Partners with experience with waste management; Others, as proposed after the situation analysis).
* Development of the Environmental study and Environmental Management Plans (PGA) and other related documentation.

## 3.1. ENVIRONMENTAL STUDY FOR NAMPULA AND CHONGOENE MEDICAL WASTE INCINERATORS

The classification of the activity (A, B or C) defined by the Provincial Directorate of Land, Environment and Rural Development of Nampula and Gaza provinces, after submission of Process Instruction will determine the process to follow and the documentation required.

The Consulting firm shall conduct an environmental analysis in both areas of influence of the Nampula and Chongoene Medical Waste Incinerators, considering the existing waste management legislation, regulations, and plans.

The consulting firm shall liaise with key stakeholders to collect relevant information such as, but not limited to, type of environmental impacts expected, as well as the methodology of waste collection and transportation.

The Consulting firm is responsible to produce the above-mentioned documents until achieve final approval from the Environmental Authority. Furthermore, the Consulting firm shall coordinate all logistics related to the Public Consultation if required.

Each Medical Waste Incinerator project includes the purchasing and installation of a medical waste incinerator with the following specifications:

* i8-M250 Medical Incinerator – Waste Oil Fired
* C/W Heavy Oil Burners & Magnetic Filters
* Containerization – Pre-installed within 20ft ISO Container C/W Lighting & Flooring
* 1600L Waste Oil Tank C/W Heater

Both projects will comprise also the civil works, including the hard-walled buildings for the expired products warehouse, preparation area, waste treatment and deposit buildings and incinerator shelter and foundation, as well as all the installation (MEP) to make it serviceable the waste incinerators. The construction activities, as well as the operation of the incinerator, would have environmental and public health impacts. Hence, the Consulting firm shall conduct a comprehensive analysis of the areas of influence of the Nampula and Chongoene Medical Waste Incinerators, considering the existing waste management legislation, regulations, and plans. Based on this information, the Consulting firm shall develop the Environmental study, including the Waste Management Plan, in compliance with national directives and international standards.

Location of regional medical waste incinerators:

|  |  |  |
| --- | --- | --- |
| **Province** | **Project** | **GPS coordinates** |
| Nampula | Nampula Medical Waste Incinerator | 15o04'14"S 39o12'48"E. |
| Gaza | Chongoene Medical Waste Incinerator | 25o04'00"S 33o44'40"E. |

## 3.2. ENVIRONMENTAL MANAGEMENT PLAN FOR BEIRA WAREHOUSE

The Consulting firm is responsible to produce the above-mentioned document. Furthermore, the Consulting firm shall coordinate all logistics related to the Public Consultation if required.

Location of Beira regional medical warehouse:

|  |  |  |
| --- | --- | --- |
| **Province** | **Project** | **GPS coordinates** |
| Sofala | Beira Medical Warehouse | 19o49'40"S 34o50'35"E. |

# 4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

|  |  |
| --- | --- |
| Expected Starting Date | **30/04/2022** |
| Man-days | Up to 30 man-days |
| Duty Station | Home based |
| Expected places of travel | Nampula, Nampula Province, Mozambique  Chongoene, Gaza province, Mozambique  Beira, Sofala province, Mozambique |

**Note: All envisaged travel costs must be included in the financial proposal. (Lump sum)**

# 5. REQUIRED OUTPUTS

 **Two Environmental Studies: Nampula and Chongoene Medical Waste Incinerators**

The consulting firm shall develop the Environmental Studies, the Emergency Plans and any other required documentation, presenting all information required, in accordance Decree 54-2015, in order to obtain the Environmental License.

##  One Environmental Management Plans (PGA): Beira medical Warehouse

The consulting firm shall develop one Environmental Management Plans (PGA), presenting actions to manage the negative impacts and enhance the positive ones, resulting from the implementation of the activity. It shall also address the specific requirements from Environmental Authority that includes to present environmental management actions with respective periodicity and responsibility, object, and monitoring parameters and one Emergency Plan for Beira medical Warehouse, to a better operation and implementation regarding environmental requirements.

All documents to be submitted to the national authorities are subject to previous validation by UNDP Mozambique. The consulting firm is responsible to conduct all revisions requested by the Environmental Authority, until obtaining the final approval.

All documents prepared under this assignment is required in Portuguese only.

# 6. REQUIRED EXPERTISE AND QUALIFICATIONS

## Required expertise: one (1) Consulting firm

Key qualifications and expertise of the environmental firm:

Experience:

* Minimum of 5 years of experience in Environmental Assessments in Mozambique; (mandatory)
* Demonstrated experience in completing a minimum of 5 environmental licensing projects of infrastructure works in Mozambique, and at least 2 similar assignments; (mandatory)
* Demonstrated experience in Mozambique in the areas of quality, environment, health, and safety at work; (mandatory)
* Sound background undertaking in Mozambique activities to evaluate environmental impact and risks; (mandatory)
* Language:
* Fluency in written and spoken Portuguese is required. (mandatory)
* Fluency in written and spoken English will be considered an asset.

Competencies:

* Duly registered by Ministry of Land, Environment and Rural Development (MITADER), and have valid License; (mandatory)
* National certifications issued by MITADER valid by the time of submission of the expression of interest (mandatory): “Certificado de Consultor de AIA”; “Certificado de Auditor Ambiental”.
* Knowledge of current legislation of Mozambique.
* Facilitation and reporting skills highly desirable.
* Excellent public speaking and presentation skills.

# 7. LINE OF REPORTING

The consulting firm reports to the Project Lead Architect, under the overall guidance of Health Portfolio Programme Manager.

The consulting firm will submit each output to UNDP. UNDP Mozambique will endeavor to review and approve the output within ten (10) working days following which the document will be transmitted to the Environmental Authority for approval, which deadline to convey decisions is specified in Decree 54/2015.

**The consulting firm presence is not required in UNDP Mozambique premises. The consulting firm is responsible to secure all its work equipment and materials.**

# 8. SCHEDULE OF PAYMENT

UNDP Mozambique will proceed with instalment as detailed below:

1. Nampula

|  |  |  |
| --- | --- | --- |
| **Output** | **Percentage payment** | **Approval** |
| Submission of process instruction and Class certifications by the Environmental authorities | 10% |  |
| Environmental Study and other required documentation prepared and submitted to  Environmental authorities | 60% | validated by UNDP |
| Obtainment of the Environmental License for the Nampula Medical Waste Incinerator projects. | 30% | Following formal approval by the  Environmental Authority |

|  |  |  |
| --- | --- | --- |
| **Output** | **Percentage payment** | **Approval** |
| Submission of process instruction and Class certifications by the Environmental authorities | 10% |  |
| Environmental Study and other required documentation prepared and submitted to  Environmental authorities | 60% | validated by UNDP |
| Obtainment of the Environmental License for the Chongoene Medical Waste Incinerator projects. | 30% | Following formal approval by the  Environmental Authority |

1. Chonguene
2. Beira

|  |  |  |
| --- | --- | --- |
| **Output** | **Percentage payment** | **Approval** |
| Environmental Management Plan prepared and discussed with UNDP | 70% | Validated by UNDP |
| Approval of the final EMP version | 30% | Following formal approval by the Environmental Authority |

**9. EVALUATION**

**Evaluation criteria table**

|  |  |
| --- | --- |
| **Technical evaluation criteria** | **Points** |
| Bidder’s General experience: Minimum of 5 years of experience in  Environmental Assessment in Mozambique (10 points for 5 years’ experience; 2 points per additional year of experience up to a maximum total of 10 years of experience) | 20 |
| Understanding of the TOR and the Overall Quality of the Proposal Send comments to the TOR. | 10 |
| Bidder’s Specific experience in at least two (2) similar assignments in similar institutions (bidder should provide attestations duly signed by the companies for which the bidder provided similar services. The document should include signatory name, email and telephone)  (5 points per relevant experience up to a maximum of 10 points) | 10 |
| Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference, with proposed implementation plan supporting the different tasks under the present assignment | 30 |
| Demonstrated experience in Mozambique with works in the fields of consultancy, auditing, outsourcing, and training. | 5 |
| Demonstrated experience in Mozambique in the areas of quality, environment, health and safety at work. | 15 |
| Sound background undertaking in Mozambique activities to evaluate environmental impact and risks. | 5 |
| Proficiency in Portuguese language | 5 |
| **Total** | **100** |

# 10. FINANCIAL PROPOSAL

## Cost Breakdown per Deliverable for Financial Proposal

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables** | **Percentage of Total Price**  ***(Weight for payment)*** | **Price**  ***(Lump Sum,***  ***All Inclusive)*** |
| 1 | Environmental studies, any other required documentation and obtainment of the Environmental License for the Nampula Medical Waste Incinerator projects. |  |  |
| 2 | Environmental studies, any other required documentation and obtainment of the  Environmental License for the Beira Medical  Waste Incinerator |  |  |
| 3 | Environmental Management Plan for implementation and operation of Beira  medical warehouse |  |  |
|  | **Total** | **100%** |  |

**Cost Breakdown by Cost Component for each LOT [This is only an Example]:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |  |  |  |  |
| 2. Services from Field Offices |  |  |  |  |
| a. Expertise 1 |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
| 1. Travel Costs |  |  |  |  |
| 2. Daily Allowance |  |  |  |  |
| 3. Communications |  |  |  |  |
| 4. Reproduction |  |  |  |  |
| 5. Equipment Lease |  |  |  |  |
| 6. Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |