INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

NATIONAL AUTOCLAVES INSTALLATION AND MANAGEMENT CONSULTANT

PROCUREMENT NOTICE No. UNDP/IC/2015/001 Date: 28 January 2015

Country: Liberia

Duty Station: Monrovia

Description of the assignment: National Autoclaves installation and management Consultant

Project name: Building national and local capacity for the treatment of healthcare waste in countries impacted by the Ebola epidemic

Period of assignment/services: 6 Months, with 11 days per month on average

Proposals should be submitted at the following address: by email to consultants.lr@undp.org (Please include procurement notice number in the subject area) no later than 12:00 Noon (GMT), Wednesday, 4 February 2015

Any request for clarification must be sent by standard electronic communication to the address or e-mail indicated above. The Elections office will respond 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.

1. BACKGROUND & OBJECTIVE

Liberia is experiencing its worst epidemic of any kind in recorded history – the Ebola Virus Disease (EVD). The government is however committed to halting the spread of the deadly Ebola virus from eroding the modest development gains it has achieved over the years. Exposure of health-care workers (HCWs) to EVD continues to be an alarming feature of this outbreak. One of the routes through which Ebola Virus can be transmitted is by exposure to infected medical equipment and wastes. Inadequate and inappropriate handling of health-care waste may have serious public health and environmental consequences. The proper management of healthcare waste is therefore considered a crucial component in the global response to the Ebola epidemic.
The UNDP Liberia Country Office (CO) as a valued, trusted and reliable partner, is providing support as a response to the National Ebola strategy of the GoL. This support has been channeled in the form of technical and financial support, and is leading partners in the Early Recovery cluster to ensure that the impact of the EVD on Liberia is reduced to the extent possible. The overall objective of the proposed project is to support Governments of Ebola epidemic affected countries in improving their capacity to manage and treat healthcare waste resulting from the care for Ebola infected patients, using environmentally safe solutions.

A major component of the project will deal with reducing the likelihood of Ebola Virus Disease (EVD) transmission by improving the capacity of countries and healthcare facilities to manage and treat Ebola infected waste. The project is also expected to provide sustainable long-term ability for these countries’ health sectors to implement healthcare waste treatment strategies for key health programmes such as those focusing on HIV, TB, Hepatitis B and C and other infectious diseases.

In the countries most impacted by the EBV epidemic, the management and treatment of healthcare waste (HCW) was challenging at best prior to its onset. HCW management and treatment poses particular challenges for such countries because infectious waste treatment technologies that meet international guidelines and fit local circumstances, are simply not available at prices that facilities and governments can afford. As a result, HCW treatment has often been underdeveloped or even neglected due to budget constraints and competing development priorities.

For the past few decades, these countries have therefore been relying on the burning of infectious HCW in open pits, burn barrels, or inexpensive brick oven-type “incinerators”. However, since infectious healthcare waste has high moisture content, some portions of the waste may not burn at all and hence may still contain infectious pathogens. Burning also releases many different types of pollutants that could impact patients, health and waste workers, and communities nearby and far away. Some of these pollutants are considered to be among the most harmful, persistent, and bio-accumulative global pollutants in the world.

With the onset of the Ebola epidemic, waste volumes have been growing exponentially, not only due to the rapid spread of the EBV and an increasing number of patients requiring care, but also because large quantities of personal protection equipment and disposable items are being used by healthcare workers taking care of the sick and infected.

2. SCOPE OF WORK:

The key outputs of the project are:

2. Local and international aid staff trained in safe healthcare waste management and treatment.
3. Technologies and approaches embedded/integrated into long-term health programmes, infrastructures, policies and plans.

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1 They are referred to as Persistent Organic Pollutants (POPs) and are controlled under the Stockholm Convention on POPs. Each of the Ebola epidemic impacted countries is a signatory to the Stockholm Convention.
2 On average 7 sets of Personal Protection Equipment are used per patient per day.
3. **EXPECTED OUTPUT**

Under the overall supervision of the Deputy Country Director/Programme and direct supervision of the Head of Medical Services of the Ministry of Health, the consultant will liaise with the CO Ebola focal person to undertake the following key deliverables:

I. Work with the UNDP CO focal point and Ministry of Health (MOH), in consultation with the international consultants, to identify potential ETUs or HCFs to receive the waste treatment autoclaves, evaluate these ETUs and HFCs using various tools provided by the international experts, and identify which ones will need power generators.

II. Identify storage areas for the crates upon arrival of the equipment.

III. Learn how to install, operate and maintain the autoclaves, power generators and shredders.

IV. Monitor the installation, organize and deliver training sessions on operation and maintenance.

V. Train hospital/ETUs/HFCs staff in Health Care Waste Management (HCWM).

VI. Learn to conduct microbiological testing and validation of waste treatment autoclaves.

VII. Assist the international consultants and manufacturers technicians in activities iii), v), and vi) described above during their missions.

VIII. Monitor and document the operation, usage, maintenance, and need for troubleshooting (if necessary) of the waste treatment system.

IX. Collect data and write several reports:

   ✓ a report on the trainings delivered during missions of international consultants.
   ✓ a report on the monitoring of the operation, usage, maintenance, and need for troubleshooting (if necessary) of the waste treatment system.
   ✓ a report on the installation of waste shredders and power generators (where needed).
   ✓ An evaluation on the ETUs and HCFs using the rapid assessment tool and interviews of the ETU and HCF staff.
   ✓ a compilation of data on operation, usage, maintenance, repairs, feedback from the ETU and HCF staff.
   ✓ a report on data and documentation requested by the National Coordinator and the international consultants for the final reports.
   ✓ any corrections or addenda to any previous reports and any additional information and/or reports.

4. **INSTITUTIONAL ARRANGEMENTS**

The contractor will be supervised by the director of Health services of the Ministry of Health who is responsible to approve and accept outputs and performance on behalf of the UNDP and the IMS with guidance from the international expert technical Team. During the contract period, the contractor is expected to interact with the various working groups sectors in the IMS, especially the WASH team, the Monrovia City Corporation as well as specific national and UN agencies where necessary.
5. **DURATION OF THE WORK:** The contract will run over a period of six (6) Months, 6 days a month.

6. **DUTY STATION:** Monrovia, Liberia with travel to UN joint field offices at the county level where necessary. UNDP applicable DSA per night will apply for travel in the counties.

7. **REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

Interested candidates must have the following competencies, qualifications, required skills and experience:

**Competences:**

**Professional Competencies:**

- **Professionalism:** Knowledge and understanding medical services operational context in Liberia, particularly in the fields of waste management. Ability to identify key procedures and issues, conduct data collection, operational analyses and discussions with decision-makers to propose solutions to these issues. Ability to apply sound judgment in the context of assignments given, and work under pressure. Shows persistence and remains calm in stressful situations. Shows pride in work and achievements, demonstrates professional competence and mastery of the subject matter. Responds positively to feedback and different points of view. Conscientious and efficient in meeting commitments, observing deadlines and achieving results.

- **Planning and Organizing:** Develops clear goals that are consistent with the terms defined here. Identifies priority activities and assignments, and adjusts them as required. Allocates appropriate time and resources for completing work by foreseeing risks and developing contingency plans accordingly. Monitors and adjusts plans as necessary, and uses time effectively.

- **Accountability:** Takes ownership of responsibilities and honors commitments. Delivers assigned tasks within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Takes personal responsibility for his/her shortcomings.

**Functional Competencies:**

- Expertise in operational support activities required to ensure high-quality and cost-effective delivery, and excellent interpersonal and communication skills, including the ability to work well with national and local partners such as managers and staff of ETUs and HCFs.

- Experience with holding operational analyses to identify benchmarks on quality and efficiency for inter-agency operations activities, and monitor and implement these activities accordingly.

**Required Skills and Experience**

**Education:**

- Baccalaureate degree in a health-related or environment-related field, science or engineering, with preference to candidates with advanced degrees.
• Training/Certificate in infection control or waste management is a plus but not required

Experience:

• At least 3 years’ experience working with hospitals, clinics, or other healthcare facilities and/or with the Ministry of Health
• Experience working with internationally projects is a plus

General Skills:

• Computer skills using Microsoft Word, Excel and PowerPoint, including the ability to develop reports electronically, send reports and photos electronically, and communicate via email
• Ability to effectively gather, analyze and report on data
• Commitment to the Project’s objective and outcome
• Commitment to work and focus on attaining results
• Professional interest in specializing in healthcare waste management, autoclave waste treatment technologies, and/or infection control and prevention
• Demonstrated ability to design, plan, and execute projects

Language Requirement:

• Fluency in written and spoken English is compulsory

8. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Proposal:
   
   (i) Explaining why they are the most suitable for the work (1 page)

   (ii) Provide a brief methodology on how they will approach and conduct the work

   (iii) Writing Sample: an unedited writing sample in English of sole-authored work. Preference given to past evaluation reports.

2. Financial proposal

3. Personal CV (P11) including past experience in similar projects and at least 3 references

12. FINANCIAL PROPOSAL

9. The financial proposal shall specify a daily fee. Payments will be made to the Individual Consultant based on the number of days worked and based on specific and measurable deliverables as specified in the TOR upon completion of all deliverables.
10.

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