

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

National Consultancy to develop M&E framework and document the impact and lessons learned of Environmentally Sustainable, Climate Adapted Interventions at Primary Health Care facilities	Funding Code	Duty Station: Phnom Penh, Cambodia
<p>Purpose of Activity/Assignment:</p> <p>The purpose of this consultancy assignment is to provide expert technical to support Government capacity building and developing of a monitoring and evaluation framework, to support knowledge management and documentation of joint climate resilient Health and WASH and environmentally friendly initiatives for primary healthcare infrastructure. This is in line with the strategic workplan of UNICEF's Health & Nutrition section to support climate resilience in targeted health facilities through better waste management, climate adapted and environmentally friendly measures, solarisation, and infection prevention and control (IPC), including documenting impact and lessons to inform government and partner investments for scale-up.</p> <p>This role involves working closely with UNICEF Health and WASH teams, relevant Ministries, departments, UNICEF contracted private companies and local level stakeholders to illustrate impact and results, identify best practice and lessons, and articulate recommendations for the sustainable adoption of innovative green solutions for safer waste management. The national consultant will also strengthen the capabilities of health authorities and managers, healthcare and frontline personnel in utilizing eco-friendly and secure technologies. Specifically, the consultant will focus on improving local expertise via capacity building in managing immunization waste and electrifying health facilities with solar power, thereby improving climate resilience in targeted healthcare settings.</p>		
<p>Scope of Work:</p> <p>The consultant will be responsible for the following work assignments:</p> <p>1. Technical assistance to conduct the assessment of Health Care Waste Management alongside contracted agency who will lead implementation with Government:</p> <ul style="list-style-type: none"> • Customize the healthcare waste management assessment tool for the Cambodian context to meet local requirements and conditions. Support translation, logistics and local training as required. • Conduct quality assurance, coordinate with governmental and non-governmental organizations for efficient data collection, and provide technical assistance for analysis. • Facilitate and convene relevant stakeholders in Government and partners on planning, implementation, data analysis and findings. Including setting up meetings, supporting necessary documentation. • Support the presentation of findings clearly to provide actionable recommendations to stakeholders. <p>2. Technical assistance to build local capacity on using environmentally friendly technologies:</p> <ul style="list-style-type: none"> • Provide technical support to Ministry of health and local authorities on implementing and maintaining climate adapted, green health care waste management technologies following assessment findings. • Develop user manuals and training materials in the local language for the newly introduced eco-friendly healthcare waste technologies, SOPs. 		

- Facilitate training programs for healthcare workers at targeted health centres and district hospitals to improve sanitation and waste management practices, promoting the uptake of sustainable technologies particularly for immunisation waste management.

3. Monitoring, Quality Assurance and Knowledge Management

- Develop detailed workplans and an M&E framework for the installation and maintenance of climate adapted, green health care waste management (HCWM).
- Support tracking progress of the assessment, costs, procurement, and implementation phases of the recommended technologies, and monitoring key results and impact of HCWM interventions (e.g safe disposal of organic/hazardous waste; quality/quantity of equipment available – as well as other parameters in line with WHO/UNICEF protocols and guidelines)
- Support monthly monitoring, including field visits, for safe Healthcare Environmentally Friendly Technologies (including waste management and health facility solar electrification)
- Support return on investment and sustainable financing analysis for green HCWM interventions.
- Work with UNICEF teams, including Communications, to produce human interest stories, technical/advocacy videos, briefs and case studies to document and share lessons learned and best practices

Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2024	Requesting Section/Issuing Office: Health and Nutrition	Reasons why consultancy cannot be done by staff: Given how complex and technical it is to improve the climate resilience in healthcare facilities, as part of the H&N RWP 24-25, through better waste management, adapting to the environment, installing solar power, and enhancing infection control—it's clear we need the deep know-how of specialized technical expertise that goes beyond current capacities of UNICEF Cambodia teams. As this is a new area, it's also important to have dedicated personnel to support UNICEF and Govt partners to establish strong M&E and KM mechanisms to ensure visibility to donors and reporting. As the consultant will be working hand in hand with UNICEF staff, we expect this to build technical knowledge and capacities of UNICEF staff in the process. There is and the urgency highlighted by the limited timeline for the utilization of the allocated budget of US\$ 2.3 million from reprogrammed DFAT funds, which must be fully utilized before 31 st December 2024.
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify: <i>H&N Output 002, Key result 2. 0660/A0/07/881/002</i> <i>Key Intervention: 2.2 STRENGTHENING LOCAL CAPACITIES TO PREVENT AND ADDRESS NON COMMUNICABLE DISEASES AND INJURIES (NCDIs)</i> <i>Activity 1 Improved climate resilience in targeted health facilities through better waste management, climate adapted and environmentally friendly measures, solarization, infection prevention and control (IPC), including documenting impact and lessons to inform government and partner investments for scale-up</i>		
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Roster <input type="checkbox"/> Informal competitive (Low Value Contract) Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		
If Extension, Justification for extension:		
Supervisor: <i>Health Officer</i>	Start Date: <i>31 May 2024</i>	End Date: <i>31 December 2024</i>

<u>Work Assignments</u> <u>Overview</u>	<u>Deliverables/Outputs</u>	<u>Number of Days</u>	<u>Delivery</u> <u>deadline</u>	<u>Estimate</u> <u>d Budget</u>
1) Technical support to the climate adapted health care waste management (HCWM) assessment	1.1. Comprehensive HCWM assessment report which includes identifying specifications for procurement of HCWM equipment that is feasible and can be sustained in selected facilities assessed.	15 days (Estimated travel: 5 days, most likely Kampong Cham and Kampot)	July 2024	20%
2) Technical support for capacity building of selected facilities on implementation of climate adapted health care waste management	2.1. Training package with SOPs of the recommended Green and Safe Healthcare Environmentally Friendly Technologies (including waste management and health facility solar electrification) developed	15 days (Estimated travel: 5 days, most likely Kampong Cham and Kampot)	October 2024	40%
3) Monitoring, Quality Assurance and Knowledge management	3.1. M&E plan and framework established	20 days (Estimated travel: 5 days, most likely Kampong Cham and Kampot)	Sept 2024	10%
	3.2. Monthly monitoring reports on Safe Healthcare Environmentally Friendly Technologies (including waste management and health facility solar electrification)		December 2024	10%
	3.3. Compilation of human-interest stories and case studies on the deployment of green and safe healthcare environmentally friendly technologies (including waste management and health facility solar electrification) at primary health care facilities		December 2024	10%
	3.4. Comprehensive report highlighting achievements, challenges, best practices to document the impact and lessons of these environmentally sustainable interventions		December 2024	10%
Total:		65 days in total (50 working days & estimated 15 travel days)		100%

<p>Minimum Qualifications required*:</p> <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>At least a university degree in environmental/public health, environmental engineering, biomedical sciences/engineering, or a relevant field, with a minimum of 2 years of professional experience in Project Management and Monitoring & Evaluation (M&E) particularly in health-related or sustainability/climate resilience programmes</p> <p>*Minimum requirements to consider candidates for competitive process</p>	<p>Knowledge/Expertise/Skills required*:</p> <ul style="list-style-type: none"> • Proven expertise/knowledge in Project Management and Monitoring & Evaluation (M&E) particularly in health-related or sustainability/climate resilience programmes for health care facility settings, including assessment tool development, capacity building curriculum development and M&E framework development with a strong emphasis on sustainable and green technologies. • Ability to engage and coordinate with technical working groups, government agencies (such as the Ministry of Health and Ministry of Environment), and other partners, evidenced by a track record of successful project delivery • Experience in developing training materials, standard operating procedures (SoPs), and user manuals, particularly in the context of Green and Safe Healthcare Waste Technologies • Strong project management skills, including monitoring and quality assurance, documenting lessons learned and best practices • Fluency in English with the ability to communicate effectively & proficiency in MS Office <p>*Listed requirements will be used for technical evaluation in the competitive process</p>
<p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p> <p>A two-stage procedure shall be utilised in evaluating proposals, where the evaluation of the technical proposal will be completed prior to any price proposal being reviewed and compared. The Cumulative Analysis Method (weight combined score method) will be used for evaluation and selection in this process. The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview and reference checks.</p> <p>a) Technical Qualification (max. 100 points): weight 70 %</p> <ul style="list-style-type: none"> ▪ At least a bachelor’s degree in environmental/public health, environmental engineering, biomedical sciences/engineering, or a relevant field, with a minimum of 3 years of professional experience in Project Management and Monitoring & Evaluation (M&E) particularly in health-related or sustainability/climate resilience programmes, or a Master’s Degree with 2 years of professional experience (25 points) ▪ Proven expertise/knowledge in Project Management and Monitoring & Evaluation (M&E) particularly in health-related or sustainability/climate resilience programmes for health care facility settings, including assessment tool development, capacity building curriculum development and M&E framework development with a strong emphasis on sustainable and green technologies (30 points) ▪ Ability to engage and coordinate with technical working groups, government agencies (such as the Ministry of Health and Ministry of Environment), and other partners, evidenced by a track record of successful project delivery (25 points) 	

- Experience in creating and delivering training materials, standard operating procedures (SoPs), and user manuals, particularly in the context of Green and Safe Healthcare Waste Technologies (10 points)
- Strong project management skills, including monitoring and quality assurance, documenting lessons learned and best practices (5 points)
- Fluency in English with the ability to communicate effectively & proficiency in MS Office (5 points)

b) **Financial Proposal (max. 100 points): weight 30 %.** The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

¹ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Text to be added to all TORs:

Individuals engaged under a consultancy will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants. Consultants are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected consultant is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected consultant are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. The vaccine mandate, does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.