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MINISTRY OF HEALTH AND MINISTRY ENVIRONMENT AND FORESTRY

Terms of Reference

Consultancy To Conduct Training Of Healthcare Workers On Hcwm Individualized Rapid Assessment Tool(I-RAT) And WHO Blue Book On Safe Management Of Waste In Line With GEF4/UNDP Global Projects

1. BACKGROUND

Kenya has received a grant from the Global Environment Facility(GEF) towards mainstreaming sound chemicals management and reduction of unintentionally produced persistent organic pollutants from open burning of waste and thermal disposal of health care waste. The project intends to protect human health and the environment by managing the risks posed by production, use, import and export of chemicals and reducing /preventing the release of U-POPs and toxic compounds originating from the unsafe management of waste in two key sectors: Health Care Waste and Municipal Waste. These sectors are among the highest priorities identified in the reviewed and updated National Implementation Plan.

However, the consultant is encouraged to read the project document (Prodoc) on the linkages between sound chemicals management, waste management in general and health care waste in particular and how open burning of waste leads to emissions of unintentionally produced persistent organic pollutants (UPOPs).

The Prodoc is available at <http://www.environment.go.ke/wp-content/uploads/2017/02/Kenya-ProDoc-Fin-cleared-revised-Jan2016.pdf> and additional information is available in the convention website www.pops.int

The consultancy objective will be achieved through the following project outcomes:

Outcome 1: Personnel of hospital facilities and control authorities at central and county levels have enough capacity guidance and equipment to manage healthcare waste in an Environmentally Sound Manner.

2. THE PROJECT GOAL:

The GEF/UNDP/ME&F/MOH project's goal is the reduction of production of UPOPs through mainstreaming sound management of chemicals in selected health facilities in Kenya.

3. PURPOSE

The purpose of the training is to provide health workers with necessary skills to understand the I-RAT tool and its application on healthcare waste management as well as gain understanding of the WHO blue book on healthcare waste management. This will also provide opportunity for health workers to reflect on skills, knowledge, practice and attitudes in delivering sound management of chemicals and healthcare waste.

4. SCOPE OF WORK

1. Generate a concept note detailing how the above training will be successfully conducted (i.e. methodology).
2. Training approaches suggested should ensure core competencies in applying the I-RAT tool.
3. Develop high quality training materials based on the WHO blue book for safe and appropriate management of health care waste and based on the results of consultancy .
4. Generate pre- and post-tests for learners.
5. Generate a post training plan for follow- up on tool application related activities within respective counties.
6. Working together with the MoH officials, conduct a post-training evaluation of outcomes within the four beneficiary counties focusing mainly on ability of trained personnel to apply the I-RAT tool.
7. Make recommendations on how best the training program can be scaled up to national level.

5. Deliverables

1. Concept note/proposal detailing how the training will be successfully carried out/completed.
2. Training materials Manual
3. Guideline on training for the 13 HCF
4. Pre and Post test template
5. County and HCF -specific post-training follow-on activity plan.

6. Qualifications

1. A Master's Degree in either Public Health, Environmental Health, Health Systems Management, environmental sciences/engineering from a recognized university.
2. Specialized training in health care waste management either as a trainer, field or health services manager.

6.1: Experience and skills

1. Five years of experience in training/facilitating health workers in health care waste or solid waste management.
2. Experience in applying the I-RAT tool and WHO blue book

3. Previous experience in conducting health facility assessments.
4. Skilled in writing comprehensive and accurate reports.
5. Excellent communication skills.
6. Previous related engagement/assignment work on health care waste will be an added advantage.

7. Program of Work

The Consultant shall split time to cover the work schedule as follows:

Activity	Time-frame (in Days)
Preparation/Concept	4
Training Materials	9
Post and Pretest plan	3
Total number of days	16

8. Reporting Modalities

The Consultant will work under the overall guidance of the Director Public Health, Ministry of Health, with day to day supervision by the Project implementation Unit in the Ministry of Environment and Forestry.

9. Evaluation Criteria (See table overleaf)

<i>Only candidates obtaining a minimum of 70 points will be considered</i>		
Criteria	Weight	Max. Point
<u>Technical</u>	100%	100
Academic qualifications, experience and relevance.	20%	20
Experience in health care management	25%	25
Knowledge of and experience	25%	25
Analytical and report writing skills	20%	20
Experience in result-based management	10%	10

10 Remuneration

- The successful consultant will be paid on GOK and conditions for the relevant contract modality.

- Payment will be done against a disbursement schedule as will be outlined in the contract and based on receipt of clearly defined deliverables with a specific timeline.
- Transport for field work will be provided by the Ministry
- DSA will be provided to the consultant and or his team while in the field.

11: Application process

Interested and qualified candidates should submit their applications which should include the following:

- Technical proposal explaining why you are the most suitable for the work
- Provide a brief methodology on how they will approach and conduct the work.
- Financial proposal indicating break down of activities/ tasks and the the daily rates, total amount per each task and the lump sum amount for the total deliverables.
- Personal CV including past experience in similar projects and at least 3 references.

Please submit your applications to reach us not later than **11am 26th March 2018.**