



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26-09-2019

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**Country: Egypt**

**Description of the assignment: Assessment of air quality in UN offices in Egypt**

**Project name: Air quality assessment in UN offices in Egypt**

**Period of assignment/services (if applicable):**

Proposal should be submitted by email to [procurementnotice.egypt@undp.org](mailto:procurementnotice.egypt@undp.org) no later than **15 October 2019**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP will respond in writing or 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.

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### 1. BACKGROUND

According to WHO, air pollution is one of the biggest environmental threats to health worldwide. In Egypt, the estimated annual deaths attributable to air pollution have reached 65,000 in 2018 (WHO). Long-term exposure to air pollution has serious health effects on the lungs, brain, heart, blood and vasculature, and is a major cause of common diseases such as lung cancer, stroke and heart disease. With the high impact of air pollution on the health of staff in Egypt, the UN in Egypt aims at developing an adjustment strategy by identifying local solutions to address the health impacts of pollution and mitigate occupational safety and health.

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

*[Provide a brief description of the assignment or refer to the Annex covering the TOR]*

For detailed information, please refer to Annex 1

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

Advanced university degree in public health, environmental studies or environmental health and safety,

#### II. Years of experience:

Proven experience in assessing air quality in working environments, with a minimum of two similar types of exercises previously conducted;

#### III. Competencies:

Analytical skills:

- Demonstrates effective written and oral communication skills;

People skills:

- Recognizes and responds appropriately to the ideas, interests, and concerns of others;
- Sets clear performance goals and standards; executes responsibilities accordingly.

Partnering & Networking:

- Seeks and applies knowledge, information, and best practices from within and outside UN.
- Ability to communicate with different UN agencies across all departments/units.

Language requirements:

- Proficiency in English Language is essential

### 4. 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
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal

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

### 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 (including travel, per diems, and number of anticipated working days).

**Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

**6. EVALUATION**

Individual consultants will be evaluated based on the following methodologies:

**2. 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 50 point would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>	70	
<i>Experience in assessing air quality in working environments</i>	30	
<i>Knowledge of UN policy on health, safety and wellbeing</i>	10	
<i>Knowledge of air quality zones in Cairo</i>	10	

<i>Experience in developing recommendations on indoor air quality and air pollution mitigation</i>	20	
<i><u>Financial</u></i>	30	

**ANNEX**

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

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

## **Annex 1**

### **Terms of Reference for an Individual Consultant**

#### **Air quality**

##### **1. Background**

According to WHO, air pollution is one of the biggest environmental threats to health worldwide. In Egypt, the estimated annual deaths attributable to air pollution have reached 65,000 in 2018 (WHO). Long-term exposure to air pollution has serious health effects on the lungs, brain, heart, blood and vasculature, and is a major cause of common diseases such as lung cancer, stroke and heart disease.

With the high impact of air pollution on the health of staff in Egypt, the UN in Egypt aims at developing an adjustment strategy by identifying local solutions to address the health impacts of pollution and mitigate occupational safety and health.

##### **2. Main tasks, responsibilities and expected outcomes**

The consultant will investigate and recommend local solutions for indoor air quality (IAQ) in the workplace and indoor and outdoor precautionary measures for staff living in Egypt.

- a. Conduct a situational analysis of IAQ in all UN offices
  1. Measurement of IAQ in comparison with ambient air;
  2. Investigate heating, ventilating and air conditioning systems and air movement pathways;
  3. Determine the primary staff affected, at what times and where;
  4. Mapping of existing guidelines available from different UN agencies in Egypt and best practice from similar countries;
  5. compare the results with what is being reported by the official ambient air quality monitoring systems.
- b. Identify solutions to improve IAQ in UN offices in Egypt and other measures that can be taken to mitigate outdoor air quality (e.g. air filters in cars);
- c. Develop recommendations for office arrangements to mitigate air pollution with attention to vulnerable staff;
- d. Assess the cost of transforming UN offices into air quality safe zones for all staff members.
- e. Provide guidance on clean areas (less air pollution) in Cairo, which can inform the location and/or relocation of new offices and residences of staff This will be very important for new offices and residences of new staff.

##### **3. Duration**

It is anticipated that the total number of working days will be 15 days. The RCO, supported by WHO, is responsible for the recruitment of the consultant and the management of this assignment.

##### **4. Deliverables**

	<b>Deliverables</b>	<b>Payment: Upon satisfactory performance, this percentage of funding will be released</b>
<b>1</b>	Situational analysis	20%
<b>2</b>	Consultation with UNCT on solutions identified including a solution-cost analysis	30%
<b>3</b>	Final report including an adjustment strategy for the UN with specific recommendations on measures to be taken by the UN in Egypt	50%

## **5. Required competencies, experience and skills**

Education:

- Advanced university degree in public health, environmental studies, environmental health and safety,

Experience:

- Proven experience in assessing air quality in working environments, with a minimum of two similar types of exercises previously conducted;
- Ability to communicate with different UN agencies across all departments/units.

## **6. Competencies:**

People skills:

- Recognizes and responds appropriately to the ideas, interests, and concerns of others;
- Sets clear performance goals and standards; executes responsibilities accordingly.
- Partnering & Networking:
- Seeks and applies knowledge, information, and best practices from within and outside UN.

Communication:

- Demonstrates effective written and oral communication skills;

Language requirements:

- Proficiency in English Language is essential