# TERMS OF REFERENCE

## National Consultant To Conduct an Environmental Analysis of the BERANI Project

<table>
<thead>
<tr>
<th>Purpose of consultancy:</th>
<th>To conduct an Environmental Analysis of the UNFPA components of the BERANI Project under the thematic areas of sexual and reproductive health, adolescent sexual and reproductive health, and prevention and response of gender-based violence and harmful practices from 2018-2020.</th>
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</table>
| Background:            | Global Affairs Canada (GAC) has engaged UNFPA Indonesia to have a better understanding of how the project they are funding has impacted the environment, particularly through UNFPA commitment to GAC on medical waste management through the work that is done in health service points. This information is required for GAC to report to the Government of Canada.  
As part of efforts to provide a comprehensive report to Global Affairs Canada, as the donor for the UNFPA-UNICEF Joint Programme on Better Sexual and Reproductive Health and Rights for All in Indonesia (BERANI), UNFPA Indonesia will be recruiting a national consultant in order to conduct an environmental analysis of all UNFPA components of the BERANI Project in the thematic areas of Sexual and Reproductive Health (SRH), Adolescent Sexual and Reproductive Health (ASRH), and prevention of GBV and harmful practices (child marriage and FGM/C). In accordance with the activity schedule specified in the following section, the primary requirement of this consultancy service is to develop an Environmental Analysis report of the BERANI Project.  
The purpose of this consultancy is:  
1. To provide a comprehensive description of how the UNFPA Indonesia components of the BERANI Project have impacted the environment since the start of the project in 2018.  
2. To see potential shortcomings in current practices on medical waste management through the project in order to enable corrective action and improvement of implementation and monitoring practices.  
3. To lay the foundations for annual reporting of the BERANI Project until the end of the project in 2022. |
| Scope of work:         | Specific Consultancy Objectives are:  
1. To conduct an analysis of compliance towards environmental regulations of health service points, specifically under the BERANI project.  
2. To review the project environmental management efforts from 2018 to 2020, particularly UNFPA Indonesia initiatives in SRH, ASRH, and prevention of GBV and harmful practices.  
3. To propose recommendations and corrective actions in the implementation of the programmes under BERANI project, within |
the context of environmental management.

4. To develop proposed monitoring tools and compliance checklist for waste management in health service points for UNFPA monitoring purposes for GAC reporting.

**Outputs and deliverables:**

1. Inception presentation and report
2. Powerpoint presentation of initial findings of the environmental analysis
3. Document: monitoring tools and compliance checklist for UNFPA monitoring purposes of BERANI on waste management in the context of health work and service points
4. Environmental Analysis Report

**Intended audience:**
The Environmental Analysis is intended for GAC, UNFPA Indonesia teams, national partners, as well as the public (in the form of annual reports). It is also hoped that through the consultations with health workers, this environmental analysis will increase health worker awareness of compliance to environmental management regulations for health service points.

**Scope of the consultancy**
The analysis aims to increase understanding of the knowledge of health providers in waste management and compile information on compliance to national waste management standards.

The BERANI Project covers around 70 health centers and 5 midwifery schools in around 7 districts, as listed below. The consultant will be required to estimate an adequate number of midwives and health workers, and propose this in the inception report.

1. UNALA model, a youth friendly ASRH model.
   a. Sleman district, Yogyakarta Province, 4 private clinics, 4 private midwifery practices.
   b. Yogyakarta district, Yogyakarta Province, 4 private clinics, 4 private midwifery practices.
   c. Kulon Progo, Yogyakarta Province, 2 private clinics, 3 private midwifery practices.
   d. Bantul, Yogyakarta Province, 3 private clinics, 3 private midwifery practices.
   e. Gunung Kidul, Yogyakarta Province, 4 private clinics, 2 private midwifery practices.

2. GBV in Health Sector: 1 Government Hospital and 40 Puskesmas/ Public Health Centers in Cirebon District

3. SRH/Midwifery:
   a. Centers of Excellence (COE) in Jakarta, Lampung, Makassar, Surabaya, and Jayapura
   b. Coaching and supervision in Jakarta, Lampung, Makassar, Surabaya, and Jayapura
   c. Private practicing midwives supported by UNFPA in
Covid19 affected areas in Jakarta (South Jakarta), West Java (Depok), Banten (Tangerang).

Methodology
Due to movement restrictions and physical distancing as part of the preventive protocols for COVID-19, the consultancy will be conducted through virtual/telephone interviews with the selected beneficiaries of the BERANI initiative (midwives, health workers in service points under the BERANI project). The consultant will be required to estimate an adequate number of midwives and health workers, and propose this in the inception report. The analysis will also involve a review of relevant documents that will be provided by UNFPA Indonesia to the consultant as part of the desk review process. Interviews with stakeholders will also be conducted, namely officials from district and provincial health offices, as well as programme managers of medical waste management in health service points specifically in Puskesmas (community health centers).

Assessment Questions
1. What are the current regulations in Indonesia (national and subnational) that are pertinent for compliance in health service points and for health workers?
2. To what extent is medical waste management integrated into the project, considering the nature of the project which is mainly advocacy and capacity building to enhance SRH service delivery in clinics?
3. UNFPA has confirmed that standard international protocols will be followed for medical waste management. To what extent are international biomedical waste management standards are followed (at minimum, WHO guidelines)?
4. To what extent has UNFPA provided technical and financial resources for compliance of medical waste regulations?
5. To what extent is environmental waste management implemented and monitored?
6. How can UNFPA Indonesia link existing performance indicators with environmental waste management in health service points with the BERANI Performance Measurement Framework? If not sufficient, how can UNFPA further improve this?
7. How has BERANI impacted medical waste management in health service point and in the knowledge of beneficiaries?

Duties and Responsibilities:
The scope of work of the consultant, within the context of the BERANI Project, will include the following:
1. Conduct desk reviews of regulations, SOPs, and any required certificates and/or reports related with medical waste management.
2. Present an inception plan and submit an inception report that responds to the terms of reference.
3. Interview health care providers, clinic owners and relevant government officials who are related with medical waste management.
4. Develop and submit first and final drafts of the environmental analysis report.
   a. **Proposed outline of the report:**
      I. Executive summary
      II. Purpose & Objectives, methodology and its limitations
      III. Context on health service points and environmental regulations in Indonesia
      IV. Situation Analysis of environmental management efforts through Berani
      V. Achievements and gaps
      VI. Recommendations (technical and strategic)

5. Develop and submit monitoring tools and checklists on medical waste management that is relevant to the context of the BERANI project.

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<thead>
<tr>
<th>Duration and working schedule</th>
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<tr>
<td>Duration of the consultancy is 34 (thirty-four) working days, commencing on 1 October 2020 and to be completed on 30 November 2020.</td>
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**Work Plan Overview**

1. **Design Stage:**
   a. Desk review
   b. Inception report development
   c. Presentation of inception plan to BERANI Team and Senior Management.

2. **Data Collection Stage:**
   a. In-depth interview and FGDs
   b. Review of documents, modules, and protocols (content analysis)

3. **Report Write-up:**
   a. Presentation of initial findings
   b. Submission of first draft
   c. Obtain feedback from UNFPA (2-day turnaround time)
   d. Revision of draft
   e. Submission of Final report.

[Please see annex for Gantt Chart]

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<th>Place where services are to be delivered:</th>
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<tr>
<td>Home-based</td>
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<tr>
<th>Delivery dates and how work will be delivered (e.g. electronic,</th>
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<tr>
<td>General requirements</td>
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The consultant is to develop the Environmental Analysis Report, as well as
the monitoring tools for the BERANI Project in English. In relation to copyright, all materials or documents resulting from this consultation services will remain the property of UNFPA. The consultant is obliged to provide soft copies of the deliverables, including all annexes, so that all results can be independently verified for their accuracy before the reports are finalized and released.

<table>
<thead>
<tr>
<th>No</th>
<th>Deliverables</th>
<th>Deadlines</th>
<th>Terms of Payment</th>
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<tbody>
<tr>
<td>1</td>
<td>Presentation of inception plan</td>
<td>12 October 2020</td>
<td></td>
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<tr>
<td>2</td>
<td>Submission of inception report based on feedback obtained during presentation of inception plan to UNFPA</td>
<td>16 October 2020</td>
<td></td>
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<tr>
<td>3</td>
<td>(a) Submission of the first draft of the Environmental Analysis report of the BERANI Project in English for UNFPA feedback (b) Submission of draft monitoring tools for UNFPA feedback</td>
<td>13 November 2020</td>
<td></td>
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<tr>
<td>4</td>
<td>(a) Submission of the final Environmental Analysis report of the BERANI Project in English (b) Submission of final monitoring tools and checklist</td>
<td>30 November 2020</td>
<td>100% total payment</td>
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Please see the detailed timeline in the annex.

Monitoring and progress control, including reporting requirements, periodicity format

The Strategic Partnerships and Resource Mobilization (SPRM) Specialist of UNFPA will provide directions and review the deliverables in consultation with the BERANI Team (SRH, ASRH and Gender team leaders) and the Monitoring and Evaluation Analyst. Every two weeks, UNFPA will conduct intensive discussions and a number of coordination meetings with the consultant to ensure that the deliverables meet UNFPA
and deadline: quality standards.

**Supervisory arrangements:** Under overall guidance of the Representative, the consultant will report to and be supervised by the SPRM Specialist, with quality assurance from the Assistant Representative, and in collaboration with the technical programme units. The consultant is expected to report the progress to the SPRM Specialist every two weeks. The SPRM Specialist will facilitate the communication between the consultant and different units in UNFPA.

**Expected travel:** No expected travel

### Required expertise, qualifications, and competencies, including language requirements:

1. **Competencies:**
   - a. Background in Public Health, Environmental Health, preferably on issues related to medical waste management
   - b. Strong background in research particularly on health service management, medical waste management
   - c. Strong background in programme design and evaluation, particularly for waste management.
   - d. Excellent communication and interpersonal skills and experience in working with the governments, health care providers and programme managers of hospitals, puskesmas and private clinics.
   - e. Excellent analytical skills.

2. **Required Skills and Experience**
   - a. Education: A Master’s degree in one of the following fields: public health, medicine, or environmental health with a minimum of 5 years of relevant experience in the area of public health; Familiarity on issues related to medical waste management is an advantage.
   - b. Has minimum 3 (three) years of experience in conducting situation analysis, programme evaluation or developing policy brief or background study, particularly on medical waste management; demonstrated through national/international publications.

3. **Language:**
   - a. Fluent in spoken and written Indonesian Language and English.

### Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:

1. UNFPA will assist in facilitating consultative meetings to beneficiaries through its implementation partners (to be organized by SRH, ASRH, and Gender Teams). The meetings will be conducted virtually via an online meeting platform or by phone.

2. UNFPA will provide the necessary documents to conduct the analysis of UNFPA interventions through the BERANI project. UNFPA will not be providing documents pertaining to medical waste management regulations, as this is expected from the consultant.
Annex: Timeline:

<table>
<thead>
<tr>
<th>Activities</th>
<th># days</th>
<th>Oct</th>
<th>Nov</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>I</td>
<td>II</td>
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<tr>
<td>1. Design Stage:</td>
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<td></td>
<td></td>
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<tr>
<td>Desk review</td>
<td>3</td>
<td>x</td>
<td></td>
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<tr>
<td>Presentation of inception plan to BERANI Team and Senior Management.</td>
<td>1</td>
<td>x</td>
<td></td>
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<tr>
<td>Development of inception report (based on feedback during presentation of inception plan)</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>2. Data Collection Stage:</td>
<td></td>
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<tr>
<td>Interviews and FGDs</td>
<td>12</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Review of secondary data and documents</td>
<td>7</td>
<td>x</td>
<td>x</td>
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<tr>
<td>3. Report Write-up:</td>
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<tr>
<td>Presentation of initial findings</td>
<td>1</td>
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<tr>
<td>Development of First draft report</td>
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<tr>
<td>Obtaining feedback from UNFPA (2-day feedback from UNFPA BERANI Team)</td>
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<tr>
<td>Revision of draft based on UNFPA Feedback</td>
<td>2</td>
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<tr>
<td>Submission of the Final report</td>
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<tr>
<td>Total days</td>
<td>34</td>
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