



TERMS OF REFERENCE

1. General Information

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| Position Title: | Knowledge Management Expert |
| Unit: | Communications, Advocacy, and Knowledge Management |
| Contract period: | 6 months |
| Project: | Reduction of Unintentionally Produced Persistent Organic Pollutants and Mercury through an Environmentally-Sound Approach on Healthcare Wastes Management in the Philippines with a Special Focus on the Pandemic |
| Reporting to: | Communications Manager |
| Duty Station: | Quezon City |
| Employment status: | Project-term employee (output-based) |

II. Background

Organizational Context

The project is funded by the Global Environment Facility (GEF) and is being implemented by the United Nations Industrial Development Organization (UNIDO) with the Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB) as lead agency and BAN Toxics as executing entity.

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The Directorate of Technical Cooperation and Sustainable Industrial Development (TCS), headed by a Managing Director, ensures the Organization's application of strategies and interventions for sustainable industrial development related to environment, energy, Micro, Small and Medium-Enterprises (MSMEs), and digitalization. The Directorate of Technical Cooperation and Sustainable Industrial Development (TCS), and in close coordination with other organizational entities within UNIDO, the Division of Circular Economy and Green Industry (TCS/CEG) contributes to greener and more circular industries and products by minimizing both resource use along value chains and the emission of pollutants to the environment. The Responsible Materials and Chemicals Management Unit (TCS/CEG/RMC) is responsible for supporting Member States to implement the chemicals and wastes obligations and requirements under the Basel, Minamata, Rotterdam, and Stockholm Conventions and other emerging relevant agreements, in particular where it relates to larger and formalized industries and sectors, and to leverage its experience to address industrial pollution mitigation in general as well as other emerging compliance mechanisms

DENR-EMB is a national authority responsible for pollution prevention and control, and environmental impact assessment. EMB is guided by the vision of a nation empowered to protect its finite natural resources in pursuit of sustainable development, to ensure a healthy environment that enhances the Filipino quality of life for present and future generations. Its mission is to restore, protect, and enhance environmental quality towards good public health, environmental integrity, and economic viability.

Particularly, EMB is mandated to implement the following national environmental laws: Presidential Decree 1586 (Environmental Impact Statement System), Republic Act 6969 (Toxic Substances and Hazardous and Nuclear Waste Control Act of 1990), Republic Act 8749 (Clean Air Act of 1999), Republic Act 9003 (Ecological Solid Waste Management Act of 2000), Republic Act 9275 (Philippine Clean Water Act of 2004), and Republic Act 9512 (Environmental Awareness and Education Act of 2008).

BAN Toxics is an independent non-government environmental organization that works for the advancement of environmental justice, health, and sustainable development in the area of chemicals and wastes with a special focus on women, children, and other marginalized sectors.

BAN Toxics' intervention approach emphasizes how the mismanagement of toxic chemicals can impact us. Chemicals are a part of daily life and they play an important role in society. However, their mismanagement can potentially impact various aspects of human life. As such, the organization views toxic chemicals issues as important human rights issues.

PROJECT CONTEXT

Reduction of unintentionally produced persistent organic pollutants (uPOPs) and Mercury through an environmentally-sound approach on health care wastes management” or the HCW project.

This project aims to achieve the protection of human health and the environment from the impacts of improper medical wastes management. It also focuses on the avoidance and reduction of the releases of unintentionally produced persistent organic pollutants (POPs) and mercury in the health care waste sector. Below are the major components of the project:

- Component 1: Unintentionally produced POPs release reduction in the healthcare waste sector*
- Component 2: Management of mercury, mercury-added products (MAPs) and mercury wastes in the health sector according to the Minamata Convention on Mercury and the Philippine National Action Plan for MAPs phase-out.*
- Component 3: Capacity-building, awareness raising, and knowledge management*
- Component 4: Monitoring and Evaluation*

The project is going to be implemented in three major sites in the country covering hospitals, health care facilities, and various communities in Region 2, Region 8, and the National Capital Region.

III. Scope of Work

In relation to Output 1.2.1, “Technologies and procedures upgraded to be BAT/BEP compliant,” specific details of the engagement include:

- In coordination with the EMB, develop a database for mercury-added products (MAPs)
- In coordination with BAN Toxics and the EMB, prepare and execute a knowledge management plan in relation to the MAPs database
- In coordination with the EMB, improve and streamline data collection mechanisms, tools, and related items

IV. Qualifications

- A degree in web development, knowledge management, communications, or related courses
- At least 5 years of experience in developing websites with proven experience in data and/or knowledge management, and systems development and expertise in python-based programming languages
- Based locally and able to conduct site visits when necessary

V. Expected Outputs

| Target Timeline of Activities | | | | |
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| # | Activity | Projected Timeline | Description and Expected Output | Payment Tranche |
| 1 | Consultation with stakeholders (HWMS, DENR-EMB, etc.) | Month 1 to Month 2 | Initial consultations for the preparation of work plans in relation to the target outputs a. Knowledge Management Plan for Mercury-Added Products, outlining specific guidelines for data categorization, data presentation, data validation activities, and including guidelines for data requirements, structure and flow for the development of the MAPs module and database b. Guidelines for Data Collection Mechanisms and Tools c. Database for Mercury Added-Products | 10% |
| 2 | Drafting of strategy document outlining technical recommendations based on | Month 2 to Month 3 | Presentation to TWG members of consultancy strategy document based on outputs identified in Activity 1 | 20% |

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| | initial consultations | | | |
| 3 | Preparation of MAPs database and related outputs | Month 3 to Month 5 | Based on approved interventions by TWG, includes consultations with relevant agencies based on work plan | 20% |
| 4 | Presentation and demonstration of MAPs database and related outputs | Month 6 | Presentation to TWG of OPMS MAPs module and database identified in Activity 1 | 25% |
| 5 | Endorsement of results of activity | Month 6 | Endorsement of OPMS MAPs module and database to TWG | 25% |