## CALL FOR CONSULTANCY

## ENVIRONMENTAL SUSTAINABILITY AND CLIMATE CHANGE ASSESSMENT

Country: Bangladesh

Date: 27th September 2023

#### Introduction

The Fred Hollows Foundation (The Foundation) is a secular non-profit public health organisation based in Australia, which was founded in 1992 by eminent eye surgeon Professor Fred Hollows. The Foundation focuses on strengthening eye health systems and the treatment and prevention of avoidable blindness caused by Cataract, Trachoma, Diabetic Retinopathy, and Refractive Error. The Foundation operates in more than 20 countries across Australia, The Pacific, South and Southeast Asia, and Africa.

The Foundation has been working in Bangladesh since 2008, working with government and non-government partners to implement comprehensive eye care projects that strengthen eye health systems and address gaps in eye health service delivery at the Divisional level. As of 2022, FHF Bangladesh has covered Chattogram, Khulna, Barisal, Dhaka, Sylhet and Mymensingh Divisions under the comprehensive programming approach. In 2024, FHF will commence a new Inclusive Comprehensive Eye Care (ICEC) Services Project, in Chattogram and Khulna Divisions, that will build the capacity of government, private sector and non-profit partners to deliver inclusive, high quality, and effective eye care services that are responsive to the needs of the region.

The Foundation’s *Environmental Sustainability Policy* (endorsed in 2022) articulates commitments to enhance environmental sustainability and climate change action (ESCC) efforts across the organization's business operations, advocacy efforts, and the eye health programming it supports around the world.

In line with this commitment to integrating ESCC within eye health programming, The Foundation will undertake a series of pilots to build the capacity of selected eye care partners (including in Bangladesh) to identify, implement and monitor context appropriate, targeted environmental sustainability interventions in line with the IAPB [Guide for Environmentally Sustainable Practices in the Eye Health Sector](https://www.iapb.org/wp-content/uploads/2021/04/IAPB_CAWG_GUIDE-document.pdf).

This terms of reference outlines a proposed ESCC assessment of one of FHF Bangladesh’s partners, ***Dr. K Zaman BNSB Eye Hospital,*** Mymensingh. The assessment will review the partner’s current ESCC capacities, initiatives and areas for improvement, and provide recommendations and high-level costings for priority investment areas to help them define, plan and advance measurable environmental sustainability goals.

#### Relevant background information

The Foundation is undertaking several pilot initiatives to support selected eye health partner organisations to assess their current ESCC capacities, strengths and areas for improvement, in order to guide development of context-appropriate environmental sustainability goals, plans and initiatives.

Dr. K Zaman BNSB Eye Hospital, Mymensingh has been identified as a key partner for The Foundation to support strengthening ESCC capacity, noting that the former has already implemented several ESCC initiatives, including:

* Solar panels are existed in one of the vision centres
* Waste management system is existed at hospital level

#### purpose

The overarching purpose of this evaluation to undertake an assessment of ESCC within Dr. K Zaman BNSB Eye Hospital’s policies, procedures, operational initiatives and infrastructure, which includes:

* An audit of their existing environmental sustainability initiatives, gaps and areas for improvement.
* A series of evidence informed recommendations on priority intervention areas to strengthen ESCC across within Dr. K Zaman BNSB Eye Hospital’s policies, procedures, systems, operations and infrastructure.

*This assessment is intended to help Dr. K Zaman BNSB Eye Hospital to* *define, budget for, implement and effectively monitor clear and strategic environmental sustainability goals, initiatives and activities that align with global and national ESCC agendas and good practices.*

*The consultancy only includes undertaking the ESCC assessment and providing recommendations on priority intervention areas, and not the implementation of these recommendations.*

The primary audiences for this evaluation report will be:

* Dr. K Zaman BNSB Eye Hospital, Mymensingh management team
* The Fred Hollows Foundation Bangladesh
* The Fred Hollows Foundation Program Leadership Group

*Secondary audiences will be:*

* Other donors (government, domestic or international) who may be interested in supporting future ESCC programming and capacity building in healthcare settings

#### scope of work

The assessment will include the following components:

*Brief context Analysis:*

* 1. Provide an overview of:
     + National ESCC regulatory and compliance frameworks and requirements relevant to the delivery of health services (for example, *Bangladesh’s Medical Waste Management and Processing Rules, 2008*)
     + Key strengths and challenges in their implementation.

*Assessment of Dr. K Zaman BNSB Eye Hospital’s current ESCC capacities and initiatives including:*

* 1. **Governance:** audit of existing accreditations, policies, and procedures as they relate to environmental, social and climate change risk.
  2. **Operational:** assess Dr. K Zaman BNSB Eye Hospital’s current environmental and sustainability initiatives to identify strengths, weaknesses, and gaps. This should include consideration of how current initiatives align with, and where there are opportunities to strengthen current practices in line with the 10 focus areas under [The Global Green and Healthy Hospitals Initiative’s Sustainability Agenda](https://greenhospitals.org/goals), as well as priority investment areas identified by the partner.

This assessment should also highlight key opportunities to strengthen and expand Dr. K Zaman BNSB Eye Hospital’s ESCC impact, that could be incorporated into their business model, future strategic goal setting, and investment proposals.

*Baseline and monitoring:*

* Provide guidance on the systematic monitoring of ESCC impact across existing and future initiatives. This should include:
  + Articulating a high-level **baseline** of Dr. K Zaman BNSB Eye Hospital’s current ES footprint, drawn from the assessment of current ESCC capacities
  + Guidance on appropriate, standardised and measurable M & E indicators, that could be used to monitor and report on ESCC impact (including financial data)

*Recommendations:*

1. Key areas to strengthen ESCC within Dr. K Zaman BNSB Eye Hospital’s practices and strategic goal setting, in the areas of:
   1. ESCC governance from a policy and procedures perspective.
   2. Operations, procurement, clinical services and infrastructure.  
      Priority recommended areas for ESCC investment should be based in consideration of cost, ease of implementation across Dr. K Zaman BNSB Eye Hospital’s work, and potential impact.
2. Provide **high level costings** for recommended priority investment areas, that can guide budgeting, planning and exploration of business development opportunities.

#### information needs and key questions

The assessment will address the following key questions:

1. *Context Analysis:* 
   1. What are the relevant national ESCC regulatory and compliance frameworks (national and sub-national in Bangladesh) that impact on how Dr. K Zaman BNSB Eye Hospital should address ESCC in its work?
   2. Who are the key local stakeholders that Dr. K Zaman BNSB Eye Hospital would need to engage with the design, implementation and monitoring of ESCC initiatives?
2. *Assessment of Dr. K Zaman BNSB Eye Hospital’s current ESCC capacities and initiatives:*
   1. **Governance:** how areenvironmental, social and climate change commitments and risks covered within Dr. K Zaman BNSB Eye Hospital’s existing accreditations, policies and procedures?
   2. **Operational:**
      * What are Dr. K Zaman BNSB Eye Hospital’s current environmental and sustainability initiatives?
      * What are the strengths, weaknesses, gaps and areas for improvement within current ESCC initiatives?
      * What are key areas that Dr. K Zaman BNSB Eye Hospital should expand ESCC in policies, procedures, operations and infrastructure (with consideration of cost, relevance, ease of implementation in current operating context, and potential impact?)
3. *Monitoring:*
   1. What practical, standardised M & E indicators should Dr. K Zaman BNSB Eye Hospital use to systematically monitor ESCC impact across its existing and future initiatives?

#### Approach

Proposed data collection to involve:

* Desk based review for:
  + Relevant national legal, policy and guidance frameworks relevant to the delivery of health services (in order to understand ESCC compliance and best practice requirements relevant to Dr. K Zaman BNSB Eye Hospital’s operations)
  + Brief mapping of relevant key stakeholders operating in the ESCC space in Bangladesh with relevance to healthcare and eye care work
  + Review of relevant Dr. K Zaman BNSB Eye Hospital policies, procedural guidelines and accreditation documentation (to be provided by the partner)
* At least 2 site visits to conduct facility-based audits of:
  + Dr. K Zaman BNSB Eye Hospital’s main facilities and vision centres

These visits will review current environmental and sustainability initiatives and potential areas for expansion, informed by the 10 key goals under [The Global Green and Healthy Hospitals Initiative’s Sustainability Agenda](https://greenhospitals.org/goals).

* Key stakeholder interviews including but not limited to:
  + Key building management, operations and procurement staff within Dr. K Zaman BNSB Eye Hospital (for assessment)
  + Relevant Government contacts, for example the Department of Environment (for context analysis and stakeholder mapping)

*Note: dependent on agreed final methodology presented by the selected consultant, the assessment may require approval by the relevant Ethics Committee prior to commencement of data collection (for example, if data collection involves interviews with or observation of patients and clinical services). This will be assessed based on presented methodology, with approval to be managed by the consultant with support from the Fred Hollows Foundation.*

#### Deliverables

1. A detailed **evaluation plan**, that includes detailed methodology and data collection approaches, a clear workplan and schedule of activities.
2. Presentation of **initial findings for validation** to Dr. K Zaman BNSB Eye Hospital, Mymensingh management team (workshop to present via PowerPoint presentation and/or short summary of findings document), including a high-level baseline of their current environmental impact.
3. A **final assessment report** that responds to the scope and key evaluation questions outlined in this terms of reference, as well as recommendations on priority areas for future ESCC investments and high-level costings. This report should be delivered in the form of both:
   1. An executive summary
   2. Full report
4. Presentation of final report to Dr. K Zaman BNSB Eye Hospital, Mymensingh management team and Fred Hollows Bangladesh (workshop and supporting documentation including PowerPoint presentation outlining **key findings, lessons learned and recommendations.**

#### Schedule

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| **Activity** | **When** | **By whom** | **Deliverables** |
| Open tender | Early September 2023 | FHF Bangladesh | 1. Advertising of tender documentation 2. Open the bids for 3 weeks and share with evaluation panel coordinator (Amelia Pace) for review and shortlisting |
| Consultant selected | Late September 2023 | * Evaluation panel led by FHF with input from Dr. K Zaman BNSB Eye Hospital * Onboarding interview led by FHF technical team and Dr. K Zaman BNSB Eye Hospital staff | 1. Successfully candidate selected and notified 2. Joint FHF- Dr. K Zaman BNSB Eye Hospital onboarding interview with the consultant to ensure shared understanding of the scope of work and expected deliverables. |
| Assessment – submission of methodology and workplan | Mid-October 2023 | Consultant | 1. Preparation of an evaluation plan to Dr. K Zaman BNSB Eye Hospital and FHF, including detailed data methodology, workplan and schedule. |
| *Ethics approval (TBC – as required dependent on proposed data collection methodology)* | *4 weeks (October-November 2023)* | *Consultant with support from FHF evaluation management team* | 1. *Dr. K Zaman BNSB Eye Hospital and FHF to assess whether assessment methodology triggers ethics and provide guidance to consultant* 2. *Consultant to lead on application to relevant ethics committee, with technical support from FHF.* |
| Assessment – data collection | Late October-Late November 2023 | Led by consultant with logistical support from of Dr. K Zaman BNSB Eye Hospital and FHF evaluation Management team | 1. Desk review of Dr. K Zaman BNSB Eye Hospital policies and procedural guidelines 2. Site visits to audit current ESCC initiatives in partner facilities 3. Key stakeholder interviews |
| Validation of initial findings | Early December 2023 | Consultant – presentation to Dr K Zaman and FHF evaluation management team | 1. Presentation of initial findings from data collection and any outstanding questions from consultation for validation 2. Short validation workshop (2 hours) to discuss and receive feedback from findings |
| Submission of final report | End of December 2023 | Consultant | Final assessment report submitted to Dr. K Zaman BNSB Eye Hospital and FHF in line with scope of work set out in ToR and evaluation plan, as well as recommendations |
| Presentation of the findings to Dr K Zaman senior management team | Mid-January 2024 | Consultant & team members | In person presentation to the Dr. K Zaman BNSB Eye Hospital, Mymensingh management team (FHF to attend online)  PPT and hard copies of the final report provided (full and exec summary) |

#### Evaluation team & qualifications

The Foundation seeks to engage the services of an independent consultant, who have the following experience and expertise:

* Significant experience and high levels of technical expertise in the design and monitoring of environmental sustainability initiatives *specifically within the healthcare sector*
* Expertise with development of ESCC monitoring, evaluation and reporting frameworks
* *Preferred* - experience working with global and national coalitions and networks focussed on ESCC in the healthcare sector, such as Healthcare without Harm, The Global Green and Healthy Hospitals Initiative, or similar.

#### Management and logistics

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| Stakeholder | Key Contacts | Responsibility |
| The Fred Hollows Foundation | Amelia Pace – Global Research Coordinator  Ben Murphy – Advocacy Manager  Aminur Rahman- Program Manager  Md. Nurul Siddikqe – Senior Project Officer | Provide commissioning documents, coordinate the evaluation of bids.  Contracting and payments to consultant  Organise onboarding interviews  Coordination with the consultant including scheduling validation workshops, final presentation of findings, and any required periodic check ins |
| Dr. K Zaman BNSB Eye Hospital, Mymensingh | Sharifuzzaman Paragl – Coordinator  Rafat Bandak – Projects Technical and Finance Officer | Focal person to coordinate undertake data collection processes with Dr K Zaman Hospital. assessment.  Provide access to relevant documents.  Introductions to partners and key participants  Logistical support to conduct any field work across the hospital facilities.  Ensure milestones are met.  Coordinate review and approval of deliverables. |
| Consultant |  | Provide quality assessment reports and presentations.  Deliver agreed deliverables on time.  Coordinate with FHF, Dr K Zaman Hospital Eye Hospital in the design and implementation of the assessment  Advise FHF and Dr K Zaman Hospital Eye Hospital on any issues arising that affect the assessment. |

#### APPLICATION PROCEDURES

Interested applicants are requested to submit a technical and financial proposal for conducting the assessment, and supporting information as part of the initial screening.

The following documents should be submitted via email to following contact person, Amelia Pace [apace@hollows.org](mailto:apace@hollows.org):

1. A **Cover Letter**, signed by a duly authorized representative of the Applicant’s organization, mentioning the total bid amount to conduct the assessment.
2. **Profile** (past experience)
3. **Technical Proposal**for conducting the assessment[[1]](#footnote-2)
4. **Financial Proposal / budget**
5. Registration Certificate, and any other relevant document
6. Profile of consultancy firm, CVs of lead and team member(s), and only CVs of persons in case of individuals to carry out assignment.
7. An example of a recent/relevant assignment report

#### Confidentiality

The evaluator/s agree to not divulge confidential information to any person for any reason during or after completion of this contract with The Foundation. Upon completion or termination of this contract, the evaluator/s undertake to return to The Foundation any materials, files or property in their possession that relate to the business affairs of The Foundation. The consultant is responsible for safety, security and administration of primary and secondary data collected from FHF or otherwise.

#### Intellectual Property

All intellectual property and/or copyright material produced by the evaluator/s whilst under contract to The Foundation remain the property of The Foundation and will not be shared with third parties without the express permission of The Foundation. The evaluator/s are required to surrender any copyright material created during the term of the contract to The Foundation upon completion or termination of the contract.

#### Safeguarding People

The Fred Hollows Foundation is committed to ensuring that its activities are implemented in a safe and productive environment which prevents harm and avoids negative impacts on the health and safety of all people, particularly children, vulnerable people, and disadvantaged groups. The Foundation has a zero-tolerance approach to sexual exploitation, abuse, and harassment of any kind. All personnel including contractors/consultants are expected to uphold and promote high standards of professional conduct in line with The Foundation’s [Safeguarding People Policy including Code of Conduct](https://www.hollows.org/au/safeguarding-and-policies). Contractors/consultants will be expected to sign and adhere to The Foundation’s Safeguarding Code of Conduct and provide any background checks as required.

#### INSURANCE

Any consultants involved in this evaluation will be required to have in place insurance arrangements appropriate to provision of the requirements in this Terms of Reference including travel insurance.

#### Ethical and other Considerations

The evaluator and evaluation team are expected to maintain high professional and ethical standards and comply with The Foundation’s **Research and Evaluation Policy**. The Foundation is committed to ensuring a safe environment and culture for all people, including children, with whom we come in contact during the course of our work. All members of the evaluation team will be required to comply with The Foundation’s Safeguarding People Policy and sign the Safeguarding Code of Conduct.

**Ethics approval:** Depending on the agreed final methodology presented by the selected consultant, the assessment may require approval by the relevant Ethics Committee prior to commencement of data collection.   
This would only be required if proposed data collection was assessed to present greater than “negligible risk (defined as research where *where there is no foreseeable risk of harm or discomfort; and any foreseeable risk is not more than inconvenience); for example,* if proposed data collection involves interviews with or observation of patients and clinical services.   
This will be assessed by FHF and Dr K Zaman BNSB Eye Hospital, based on presented methodology and evaluation plan, with Ethics approval to be managed by the consultant prior to commencing data collection.

1. Note: this should include specifying whether data collection involves any methods that could trigger requirement for prior approval by a relevant Ethics Committee - for example, if data collection involves interviews with or observation of patients and clinical services. Any required Ethics approval to be managed by the consultant with support from the Fred Hollows Foundation.

   [↑](#footnote-ref-2)