

UN AGENCY TO UN AGENCY CONTRIBUTION AGREEMENT

A. SUMMARY OF ACTIVITIES

Title:	New Incinerator for the General Hospital, Grenada
Start/End Dates:	Activities start date: July 2020 Activities end date: May 2021
Location:	Grenada
Contribution Amount:	US \$100,000.00 ¹
Contributing Agency:	United Nations Development Programme (UNDP) through the United Nations Office for South-South Cooperation (UNOSSC)
Recipient Agency:	Pan American Health Organization (PAHO)
Nature of Activities:	<ul style="list-style-type: none">- Preparation and approval of project document- Procurement and shipment of Incinerator- Construction of the housing for the Incinerator- Installation of Incinerator- Training for operators and maintenance persons
Purpose	To procure an incinerator for the General Hospital, Grenada, for the safe disposal of medical waste, thus reducing harmful impacts on health workers and the environment
Annexes:	In the event that the terms contained in Annex(es) are incompatible with those contained in this Agreement, then the latter shall govern and prevail. <u>Annex A: Project Document</u>
Expected outcome:	The procurement of an incinerator for the General Hospital, Grenada, will provide the Government with the facilities

¹ The total amount that will be transferred to PAHO is US\$ 97,087 as UNDP GMS is not transferable.

odispose of medical waste and therefore ensuring the following:

- Safe and efficient disposal of medical waste through safe and comprehensive incineration
- Reduction in the risk of injury to health workers from contact with sharps and other objects in medical waste
- The elimination of human and animal/livestock exposure to toxic and infectious medical waste from indiscriminate disposal
- Reduced environmental contamination
- Reduced negative effects on ecosystems from exposure to infectious medical waste

The Recipient Agency will be fully responsible for administering the Contribution in accordance with its financial regulations, rules, policies and procedures, and administrative instructions, and proceedings, including procurement, and carrying out the Activities efficiently and effectively.

B. BUDGET

The total budget of UNOSSC contribution for the Project (Activities) is \$100,000 in USD, as summarized below. More details including the budget breakdown, are described in Annex A, which is an integral part of this Agreement.

Summary of activities and BUDGET	Currency	Amount
Total programmable amount, including direct costs	USD	90,735.87
Program Support Costs (PSC) (7% of total budget cost)	USD	6,351.51
PAHO- Total	USD	97,087.38
UNDP/UNOSSC GMS	USD	2,912.62
Total Budget Approved	USD	100,000.00

UNOSSC will not be responsible for any financial commitment or expenditure made by the Recipient Agency that exceeds the budget for the Activities. PAHO will promptly advise the UNOSSC any time when the PAHO is aware that the budget to carry out these Activities is insufficient to fully implement the Activities in the manner set out in the present Agreement, including its Annex (es). UNOSSC will have no obligation to provide PAHO with any funds or to make any reimbursement for expenses incurred in excess of the total budget as set forth herein.

C. COSTS RECOVERY

PAHO's PSC, determined in accordance with its cost recovery policy for emergency situations, will be paid from the Contribution, in accordance with the budget.

D. REPORTING**Narrative reporting:**

PAHO will provide UNOSSC with a narrative report on the progress of the Activities on a regular basis, as set out below and using PAHO's standard reporting format.

- a) Monthly progress updates via email to UNOSSC, Secretariat and Trust Fund Manager of the India-UN Fund. This may include description of progress and challenges in project implementation and pictures or other materials on project activities.
- (b) Quarterly progress reports to be submitted within one month of the end date of the quarter;
- (c) A final narrative report shall be due within six months of the termination or expiration of this Agreement

Financial Reporting:

PAHO will provide UNOSSC with the following financial reports, prepared in accordance with PAHO's financial regulations, rules, policies, procedures, and administrative instructions and using PAHO's standard reporting format;

- (a) Quarterly interim financial reports to be submitted within sixty (60) days of the end date of the quarter;
- (b) A final certified financial statement is to be submitted within ninety (90) days of termination or expiration of this Agreement

E. CONTRIBUTIONS

The total amounts paid by UNOSSC shall match the total budget amount as set out in the budget in Annex A to this Agreement. For Activities less than one year in duration the Contribution will be paid to PAHO prior to the commencement of Activities. For multi-year Activities the Contribution will be paid in instalments according to the following schedule.

Period			Currency	Amount
From	To	Description		
July 2020	May 2021	First and final installment	USD	97,087.00

UNOSSC acknowledges that PAHO will not pre-finance the Project (Activities) under this Agreement. If the Contribution, or any part of it, is not received in a timely manner, the Activities may be reduced or suspended by PAHO with immediate effect.

The Contribution will be paid into the following account:

Account Details: Pan American Sanitary Bureau
Account Number. 3615-9769
ABA Number: 021000089
SWIFT Code; CITIUS33
Currency: US Dollars
Bank Address: 111 Wall Street, New York, NY 10043

When making such transfers, UNOSSC shall notify PAHO of the following: (a) the amount transferred; (b) the value date of the transfer; (c) that the transfer is from the UNOSSC pursuant to this Agreement.

F. INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights related to the Project (Activities) will belong to PAHO. UNOSSC and, if applicable, the relevant programme Government will enjoy a perpetual, royalty-free, non-exclusive and non-transferable license.

G. CORRESPONDENCE

All correspondence regarding the implementation of this Agreement will be addressed to:

UNDP: Ms Sumeeta Banerji
Email: sumeeta.banerji@unOSSC.org
Telephone: +1 (212)906 5336
Address: 304 E, 45th Street, FF-1114, NewYork, NY 10017, USA

PAHO: Dr. Yitades Gebre
E-mail: gebrey@paho.org
Telephone: +1 (246)434 5200
Address: Dayrells Road, St. Michael, Barbados

H. AMENDMENTS

The present Agreement, including its Annex(es), may be modified or amended only by written agreement between the two Agencies.

I. COMPLETION OF THE ACTIVITIES

PAHO will notify UNOSSC when all Activities have been completed.

PAHO will continue to hold any part of the Contribution that is unutilized at completion of the Activities until all commitments and liabilities incurred in the carrying out of the Activities have been satisfied and all arrangements associated with the Activities have been brought to an orderly conclusion.

J. TERMINATION OF THIS AGREEMENT

This Agreement will terminate upon satisfaction of all commitments and liabilities incurred in carrying out the Activities and the orderly conclusion of all arrangements associated with the Activities.

This Agreement may be terminated by either Agency at any time by written notice to the other. Termination will be effective thirty (30) days after receipt of the notice. In the event of termination under this paragraph, the two Agencies will cooperate to ensure completion of the Activities, satisfaction of all commitments and liabilities, and the orderly conclusion of all arrangements associated with the Activities.

K. REFUNDS OF UNSPENT BALANCES

Upon termination of this Agreement and following the submission of the final financial report, any unspent balance from the Contribution will be returned to UNOSSC, unless otherwise agreed in writing by the two Agencies.


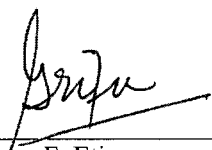
L. SETTLEMENT OF DISPUTES

The two Agencies will use their best efforts to promptly settle through direct negotiations any dispute, controversy or claim arising out of or in connection with this Agreement or any breach thereof. Any such dispute, controversy or claim which is not settled within sixty (60) days from the date either party has notified the other party of the nature of the dispute, controversy or claim and of the measures which should be taken to rectify it, will be resolved through consultation between the Executive Heads of each of the Agencies.

M. ENTRY INTO FORCE AND VALIDITY

This Agreement will enter into force upon its signature by the authorized representatives of the Parties and remain in force until its end date, as established in Section A or terminated in accordance with Section J, above.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed the present Agreement in duplicate.

	On behalf of UNITED NATIONS DEVELOPMENT PROGRAMME through United Nations for Office for South-South Cooperation ("UNOSSC")	On behalf of Pan American Health Organization (PAHO):
Signature:		
Name:	Mr Jorge Chediek	Dr Carissa F. Etienne
Title:	Director and Envoy of the SG on SSC United Nations Office for South-South Cooperation	Director
Date:	15-Sep-2020	July 23, 2020
Place:	NEW YORK, NY	WASHINGTON, D.C.

PROJECT DOCUMENT

Country: GRENADA

Title: New Incinerator for the General Hospital

Government Partner: Ministry of Health, Social Security and International Business, Grenada

PAHO Technical Officer: PAHO/WHO Representative, Barbados and the Eastern Caribbean

Country Technical Officer: Director of Hospital Services, General Hospital, Grenada

Time Frame: July 2020 to May 2021

Implementing Agencies: PAHO



Mr Charlton Henry
Permanent Secretary
Ministry of Health,
Social Security and International Business,
Grenada

A handwritten signature in black ink, appearing to read "Carissa Etienne".

Dr Carissa Etienne
PAHO Director

Purpose: To procure an incinerator for the General Hospital, Grenada, for the safe disposal of medical waste, thus reducing harmful impacts on health workers and the environment

I. Introduction

The Government of Grenada aims to provide high-quality medical care for the people of Grenada. The process of providing improved medical services has resulted in the generation of medical waste that need to be disposed. Medical waste should not be disposed in ways that will create negative environmental impacts, but rather in ways that are safe and environmentally acceptable and approved. Medical waste should not be treated as ordinary solid waste but should be considered as hazardous material and its disposal should be given high priority. The Government of Grenada recognizes its responsibility in ensuring that the disposal of medical waste is given the necessary attention and priority, and therefore has embarked on a project to provide high quality incineration for its hospital facility in order to ensure effective disposal.

- Background information

Every day, relatively large amounts of infectious and potentially hazardous waste are generated in the health care system by hospitals and other health facilities in Grenada. Indiscriminate disposal of Biomedical Waste (BMW) can lead to exposure by human and livestock, which can pose serious threats to health, life, and the environment, hence the importance of proper management, treatment and disposal of the waste.

BMW is unique since there is a wide variety of waste types, but the volume generated is small in comparison to industrial waste. Medical facilities use toxic chemicals and hazardous materials which include chemotherapy, antineoplastic chemicals, formaldehyde, photographic materials, radio nuclides, solvents and mercury. Infectious waste is also a growing concern especially with the rise of new and re-emerging infectious diseases. The waste generated by the health facilities include but are not limited to the following: -

- ❖ Cultures and stocks of infectious agents from laboratory work
- ❖ Sharps and other used instruments that may injure individuals by inflicting cuts or puncture wounds. These include needles, scalpel and other blades, knives, infusion sets, saws, broken glass, and nails
- ❖ Waste from surgeries and autopsies on patients with infectious diseases (e.g. tissues, and materials or equipment that have been in contact with blood or other body fluids)
- ❖ Pathological waste consisting of tissues, organs, body parts, human fetuses and animal carcasses, blood, and body fluids
- ❖ Waste from infected patients in isolation wards (e.g. excreta, dressings from infected or surgical wounds, clothes heavily soiled with human blood or other body fluids)

- ❖ Waste that has been in contact with infected patients undergoing haemodialysis (e.g. dialysis accessories such as tubing and filters, disposable towels, gowns, aprons, gloves, and laboratory coats)
- ❖ Expired drugs and chemicals
- ❖ Any other instruments or materials that have been in contact with infected persons or animals

Incineration is one of the most potent and environmentally recommended methods among various disposal facilities used to detoxify medical waste. Incineration is defined as the thermal destruction of waste at an elevated temperature, usually 1,200 to 1,600 degrees Celsius under controlled operational conditions. The products of incineration are carbon-dioxide, water and ash as residue. The ash from incineration can then be safely disposed along with regular solid waste.

The incinerator should be situated on a site that is suitable and safe. The equipment should also be housed in a facility that will accommodate storage, and separation in a safe environment. The housing should be adequate for the type of incinerator and should be durable and easy to repair.

- Justification

Grenada has one Biomedical Waste Management system (incinerator), located at the General Hospital in St. George's. This incinerator, installed in 2002, provides service for the entire island, both public and private, and currently acts as a furnace, since it has lost its ability to burn the residue to ash as the final product. Due to the location and type of incinerator, the hazardous fumes expelled and its proximity to the Hospital's Oxygen generating plant affects the purity of the oxygen produced.

At the Princess Alice Hospital, the second largest hospital in Grenada, BMW is burnt in a hole at a designated area on the hospital compound. However, the smoke and stench from the burning process creates a hazard to members of the surrounding community, in particular farmers, students at a nearby school and residential neighbors.

The Princess Royal Hospital, at Carriacou, stores the bulk of its BMW in barrels, which are then transported to Grenada for incineration at the General Hospital. The waste is transported to Grenada via commercial vessels. The remainder of the waste at Princess Royal is burnt in a bin at a designated area on the hospital compound.

Small furnaces were built at the six (6) Health Centres and at twenty-seven (27) of the thirty (30) medical stations throughout Grenada. However, some of these furnaces are no longer functional, and others have been shut down due to numerous complaints from residents about the offensive stench from the exhaust. Furnaces are also not suitable for biomedical waste management, since the heat generated does not meet the required temperature to burn thoroughly and toxic fumes are released into the environment. Medical and other waste material from some health facilities including used syringes are sometimes seen in the public bins. Public transportation is hired by the Ministry of Health

to collect and dispose of waste from Medical Stations in close proximity to the General Hospital, for incineration.

Properly controlled incineration is an effective means of reducing waste volume. It ensures cleaner and more complete combustion of waste and lends itself to proper waste disposal in areas where population density is relatively high and availability of sites for landfill is low or non-existent.

Approximately 1300 kilograms (Kg) of waste is produced by the 4 hospitals daily (General Hospital, Princess Alice, Princess Royal and Mt. Gay Psychiatric Hospital), 750 Kg by the 30 medical stations, 420 Kg by the 6 health centres and 400 Kg by private entities.

II. Main Outcomes

The procurement of an incinerator for the General Hospital, Grenada, will provide the Government with the facilities to dispose of medical waste and therefore ensuring the following: -

- Safe and efficient disposal of medical waste through safe and comprehensive incineration
- Reduction in the risk of injury to health workers from contact with sharps and other objects in medical waste
- The elimination of human and animal/livestock exposure to toxic and infectious medical waste from indiscriminate disposal
- Reduced environmental contamination
- Reduced negative effects on ecosystems from exposure to infectious medical waste

III. Methodology

- The Ministry of Health, Grenada, will request and obtain quotations for the incinerator and housing
- The quotations will be evaluated by the local committee and a selection will be made based on criteria established by the technical staff
- The local committee will make a recommendation regarding the best choice of incinerator that will meet Grenada's needs.
- The recommendation will be submitted to PAHO for final approval
- Contract will be signed by Ministry of Health, Grenada and the Contractor
- Ministry of Health, Grenada will supervise the installation of the incinerator and related activities

IV. Main Activities

- Preparation and approval of project document
- Procurement and shipment of Incinerator

- Construction of the housing for the Incinerator
- Installation of Incinerator
- Training for operators and maintenance persons will be conducted by the supplier of the incinerator as per standard contractual agreement.

V. Management Arrangements

This project will be implemented by PAHO, with support from the India-UN Development Partnership Fund

PAHO will be responsible for the following activities:

- Review and submission of project documents
- Disbursement of funds for the procurement of the equipment
- Financial and narrative reporting (once a year) for project
- Monitoring and implementation of the project activities through regular communication with the Permanent Secretary for Health as well as on-site visits by the PAHO Country Program Specialist during different stages of the project. These visits will be done by PAHO alone as well as in conjunction with the nominated Indian representatives from the Honorary Consulate in Grenada or Indian Embassy that is accredited to Grenada

The Government of Grenada will be responsible for the following activities:

- Preparation and submission of the project documents
- Identification of suppliers/vendors
- Recommendation of the suitable vendor to PAHO
- Procurement of the equipment
- Preparation of the site and registry of the premises to initiate the installation
- Issue of contract with the supplier(s) recommended by the local committee and approved by PAHO
- Installation of the equipment
- Maintenance of the equipment
- Overall monitoring of the project which will include PAHO and a nominated Indian representative from the Honorary Consulate in Grenada or Indian Embassy to Grenada.
- Upon project completion, the Ministry of Health of Grenada will continue to supervise proper utilization and maintenance of the incinerator, thereby ensuring the sustainability of the intervention.

This project will be monitored by a steering committee which will include representation from PAHO, the Government of Grenada and the High Commission of India (Trinidad and Tobago) with responsibility for Grenada Affairs.

VI. Communications and Visibility

Communications and visibility will be achieved through the following activities:

- A Press Release will be issued prior to the procurement of the equipment indicating that the India-UN Development Partnership Fund will assist the Government of Grenada to obtain the equipment and also outline the benefits
- A Public handing-over ceremony will be conducted at which the media will be present, and the India-UN Development Partnership Fund's contribution will be recognized
- An announcement will be made at the Government's weekly post Cabinet Press briefing by the Minister of Health or another designated Government Minister, outlining the partnership between the Government of Grenada and the India-UN Development Partnership Fund in obtaining the equipment and the benefits that will be derived
- Newspaper articles will be published outlining the partnership between the Government of Grenada and the India-UN Development Partnership Fund in obtaining the equipment and the benefits that will be derived
- Radio and television news items will announce the procurement and installation of the equipment and outline the partnership between the Government of Grenada and the India-UN Development Partnership Fund in obtaining the equipment and the benefits that will be derived
- All communication materials will have the Government of India logo, PAHO logo, India-UN Development Partnership Fund Logo, UNOSSC logo where relevant.

VII. Deliverables (Expected Results):

- Incinerator installed and working– complete with housing, and installation
- Operators and maintenance personnel trained

VIII. Reporting

IX.

The Ministry of Health will provide a comprehensive report to PAHO on the procurement and installation of the incinerator within three months of the commissioning of the equipment. Monthly updates of 2-3 bullet points by email will be provided to the focal point at UNOSSC, the Fund Manager and Secretariat during the implementation of the projects. An Annual report will be sent at the end of the project implementation phase. Other reports will be provided as requested.

X. Expected Duration of Project Activities

ACTIVITY	DURATION
Initial Preparation of project document	4 weeks
Calls for proposals (quotations)	4 weeks
Review of proposals and selection of vendor	2 weeks
Selection of site	2 weeks
Final review and submission of project document	2 weeks
Review of project document by external Agency	4 weeks
Revision of project document by Grenada	2 weeks
Final submission of project document	1 week
Approval of project document by external Agency	4 weeks
Official signing of project documents	2 weeks
Disbursement of allocated funds	3 weeks
Issuance of contract to vendor	2 weeks
Procurement of equipment by vendor	5 weeks
Shipping	5 weeks
Site preparation and construction (construction of concrete slab, erection of housing, installation of electricity and water)	6 weeks
Installation of the equipment	4 weeks
Testing the equipment	2 weeks
Training the staff (operators)	2 weeks
Commissioning of the equipment	1 week
Handing over ceremony	1 week
TOTAL	58 weeks

Project Activities by Month (July 2020 to May 2021)

ACTIVITIES	MONTHS												
	0	1	2	3	4	5	6	7	8	9	10	11	12
Initial Preparation of project document	■												
Calls for proposals (quotations)		■											
Review of proposals and selection of vendor		■	■										
Selection of site ¹		■	■										
Final review and submission of project Document		■	■										
Review of project document by external Agency			■	■									
Revision of project document by Grenada			■	■									
Final submission of project document			■	■									
Approval of project document by external Agency			■	■									
Official signing of project documents			■	■									
Disbursement of allocated funds			■	■									
Issuance of contract to vendor				■	■								
Procurement of equipment by vendor				■	■								
Shipping					■	■							
Site preparation and construction ²						■	■						
Installation of the equipment							■	■					
Testing the equipment								■	■				
Training the staff (operators)									■	■			
Commissioning of the equipment										■	■		
Handing over ceremony												■	■

1. The Ministry of Health is pleased to inform that a suitable location for the placement of the Medical Incinerator has been identified. The location is at the Perseverance Landfill. Discussions are underway with the relevant authorities to register the premises and to finalize the arrangements in preparation for the receipt of the incinerator.

2. This will entail the construction of concrete slab, erection of housing, installation of electricity and water

**XI. Estimated Budget
US \$100,000**

XII. Detailed Budget – (All figures quoted in US \$)

ITEM	QUANTITY	TOTAL COST
CONSUMAT Model C-75P Modular-air, pathological waste incineration system (including CIF)	1	\$66,000.00
Essential Spare Parts	1	\$3,235.00
Site Preparation and construction of a building to house the Incinerator (electrical, plumbing, ventilation)	1	\$21,500.00
SUB – TOTAL		\$90,735.87
PAHO Project Support Cost (PSC) 7%		\$6,351.51
GRAND TOTAL		\$97,087.38
GMS UNDP		\$2,912.62
Budget Approved		\$100,000.00

