

**Tool for IDI of DoHFW officials**

General details of DoHFW Officials	
Name of state:	
Name of district:	
Name of respondent:	
Designation of respondent:	
Contact phone:	
Email:	
Date of interview:	
Name of researcher:	

Questions/ Particulars	Comments/ Multiple choice				Suggestions from UNIDO
1. Which monitoring committees (at the state and district level for bio-medical waste management) is the department involved in?	[1] State Advisory committee [2] District level monitoring committee [3] Both				
2. How often are committee meetings held?	[1] Weekly [2] Monthly [3] Half-yearly [4] Quarterly [5] Annually				
3. How frequently are trainings for BMW management for HCFs conducted?	[1] Half-yearly [2] Quarterly [3] Annually [4] Trainings are not held				Modified
4. What are the sources from which the department receives fund for BMW management?					Added new question
5. What was the budget allocation for BMW during last three FYs?	Particulars	2016-17	2017-18	2018-19	Modified
	Allocated budget				
6. Is there a separate budget allocation under Kayakalp implementation/Swachh Bharat Abhiyan for HCFs? If yes, please detail out the same.	Particulars	2016-17	2017-18	2018-19	Added new question
	Allocated Budget				
7. What was the expenditure incurred in BMW management in the last three FYs?	Particulars	2016-17	2017-18	2018-19	Modified
	Infrastructure				
	Human Resource				
	Training & Capacity Building				
	Monitoring & Evaluation				
	Audits				
	Procurement & supplies				
	Any other				
8. How is the fund allocated across districts?	[1] Need-based assessment [2] Distributed equally amongst districts [3] As per requested grants from Districts [4] Other				

9. Who handles procurement related matters for BMW equipment and consumables?	[1] State Procurement Cell [2] District Procurement cell [3] Both		
10. What is the mechanism of procurement of equipment and consumables under the BMW rules in the HCFs?	[1] Tendering [2] E-procurement [3] Registration of Vendors		
11. Does the state have an online process of indenting?	[1] Yes [2] No		
12. What is the mechanism of indenting from districts?	[1] Need-based requisitions [2] Monthly indents [3] Quarterly [4] Half -Yearly		
13. What is usually the indent turnover period for consumables?	[1] 1 week [2] 2- 3 weeks [3] 1 month		
14. What is usually the indent turnover period for equipment?	[1] 1 week [2] 2- 3 weeks [3] 1 month		
15. Who are the vendors/ manufactures supplying BMW consumables in your state?	<b>Name &amp; address of vendor/ manufacturer</b>	<b>Items for which authorised to sell</b>	Added new question
16. Who are the vendors/ manufactures authorized to sell/supply BMW equipment in your state?	<b>Name &amp; address of vendor/ manufacturer</b>	<b>Items for which authorised to sell</b>	Added new question
17. Who decides the charges for waste collection, treatment and disposal by CBWTF?	[1] State advisory committee [2] District level monitoring committee [3] Health department [4] CMO office in districts		
18. What are the factors in deciding the charges for waste collection, treatment and disposal by CBWTF?			Added new question
19. What is the frequency for revision of charges?	[1] Annually [2] In 2 years [3] In 3 years [4] In 3-5 years [5] Not specified		

20. What are the activities undertaken for monitoring liquid waste treatment by HCFs?					Added new question
21. What are the challenges faced due to unavailability of dedicated BMW recycling units in the state?					Modified
22. What are the new and cost-effective technologies that can be implemented in CBWTF and recycling units?	<b>Name of technology</b>	<b>Cost involved / unit</b>	<b>Indigenous / imported</b>		
23. What is the approval mechanism for introducing new technologies?					Added new question
24. What are the operational challenges faced in complying with BMW rules in the state?	[1] Inadequate fund allocation in the state [2] Need for additional training & awareness [3] Inadequate land availability for new CBWTF development [4] Flouting of rules by HCFs (bedded & non-bedded) [5] Inadequate waste recycling facilities [6] Inadequate staff strength [7] Need for technological upgradation [8] All of the above				Added new question
25. What are the indigenous technologies available for BMW treatment and disposal?	<b>Technology</b>	<b>Manufacturer / Vendor</b>	<b>Cost involved/unit</b>		
26. What are the areas of improvement in compliance of BMW rules in the state?					
27. What are the possible PPP models/ participatory mechanisms for BMW management, and associated advantages and disadvantages?	<b>Steps involved in BMW management</b>	<b>PPP Model</b>	<b>Challenges</b>	<b>Expected benefits</b>	Modified
	Training and education				
	Logistics and transport				
	Recycling				
	Final disposal				
	Monitoring and evaluation				
	Any other				
28. If yes, then what are the areas govt. can support?	[1] Land procurement [2] Viability Gap Funding [3] CAPEX subsidy for infrastructure development [4] Others .....				

**Table Error! No text of specified style in document..1: Checklist for documents at DoHFW**

S. No.	Name of document	Remarks
1.	List of registered or authorized vendors for equipment & consumables supply	State & district wise report
2.	Rate chart of consumables	
3.	Details of equipment purchase in the last three years	With specification and price
4.	Records on idents received from districts in last three years	
5.	Records on consumable/ equipment supply to districts in the last three years	
6.	The organizational structure adopted for BMW monitoring in districts	
7.	Bio-medical waste audit reports (last three years)	
8.	Records on the future plan of action/ programs to be adopted for BMW management in the districts	If readily available (or interviewer to take notes on important decisions undertaken in the committee meetings
9.	Name and address of training agencies/empanelled experts for BMW management	
10.	BMW management training records of last three years	