



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2018/UNDP-MMR/PN/130

Date: 30 October 2018

Country:	Myanmar
Description of the assignment:	Consultant, Solid Waste Management
Duty Station:	Mawlamyine, Mon State with travels to townships in Mon state
Period of assignment/services:	19 November 2018 -31 March 2019 (70 working days)

Proposal should be submitted to the Procurement Unit, UNDP Myanmar, No. 6 Natmauk Road, Tamwe, Yangon or by email to bids.mm@undp.org; no later than **7 November 2018**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

Background:

The 2008 Constitution and the 2015 National Ceasefire Agreement marked the beginning of the decentralization process in Myanmar and the 2015 Myanmar general election has paved the way for Myanmar's first civilian government. As the democratic transition in Myanmar progresses, pressures on government at all levels to effectively address the needs of the population, in line with the Sustainable Development Goals, have become greater. At subnational level, the state/region governments are responsible for addressing these needs through formulating development visions and five-year strategic plans as well as annual development plans.

UNDP Myanmar's Support to Effective and Responsive Institutions Project (SERIP) aims to strengthen the effectiveness of state executive and legislative institutions in understanding the needs and aspirations of the Myanmar people, in all their diversity but also growing inequalities, and in formulating, implementing and evaluating policies as well as in appropriating public resources in a way that provides effective, timely and equitable responses to these aspirations. Output 4 of SERIP is related to Subnational Governance, helping address

the critical interface between the formulation of public policies and the actual delivery of public goods and services to citizens.

UNDP's Township Democratic Local Governance (TDLG) Project, situated under SERIP, addresses the institutional challenges in Myanmar's local governance structures. TDLG aims to support the adoption of more efficient and evidence-based business processes in the delivery of a range of public services. It is designed along four work streams¹, including strengthening the capacities of township administrations to meet local needs for public services. TDLG is a critical output in SERIP to demonstrate to the public an increase in the state's effectiveness and responsiveness in meeting their aspirations.

TDLG engages in all five townships of Mon State. Through supporting participatory and inclusive planning and budgeting processes at township level, and extensive engagement with State-level Government and Departments, a key service delivery priority identified is to improve solid waste management (SWM). Currently, solid waste collection and disposal is a strain on the environment and human health, as well as the economy, in the State.

Mon state has seen vast infrastructure expansion of roads, bridges, telecommunications and public utility services. At the same time, rural to urban migration has resulted in large population centers with vastly different consumption demands than before. As such, SWM practices – regulation, collection, and disposal – are also undeveloped. Often unregulated, personal, industrial, chemical, and hospital waste is collected by private entities and disposed in undesignated spaces close to population centers, and without accounting for public safety.

Mon state lacks modern and efficient infrastructure for collection and disposal and it is common to see heaps of garbage both in urban and rural areas set on fire or polluting water sources. Ultimately, these risky practices are a result of insufficient services and regulation, as well as an uninformed citizenry.

These shortfalls in services represent an opportunity for improvement, investment and economic growth. Reducing landfill waste is an environmental and public health necessity, but also an opportunity to provide jobs in reprocessing some of the materials for industrial use. As part of the effort to boost economic growth taking advantage of existing resources, an assessment is needed to evaluate the potential of getting systems for SWM in place.

¹ The four workstreams of TDLG: to strengthen the capacities of township administrations to meet local needs for public services; to facilitate information sharing and meaningful participation by the public in planning processes; to facilitate township administrations engaging with ethnic armed organizations on service delivery coordination; and to utilize lessons learned by the project to advocate for policy change.

The SWM sector is one that will operate and provide income opportunities regardless of the economic situation. An assessment that identifies market linkages, as well as market gaps, is needed for improvement of the system of waste collection and disposal, and to provide opportunities for the recovery of the local economy at the same time. There is a need to map out the value chains and potential for increased efficiency in this sector. Beyond the regulated establishment of safe landfills, collection of waste, and safe disposal of different kinds of waste (industrial, hospital, etc.), information is needed on the potential for employment and private sector opportunities to recycle and reuse the waste.

Against the above background, UNDP wishes to engage with an experienced consultant to provide sound technical advice and capacity development support to Mon State Government on SWM, and the Department for Development Affairs in particular.

Aim and Objectives of the assignment:

The aim of the assignment is to assess Mon State's waste crisis, examine the existing SWM cycle in Mon State and propose improved systems and interventions to improve SWM and ensure it is economically and environmentally sound. Recommendations will include educational interventions for the public (e.g. recycling, reusing, and marketing and sales of recycled or raw materials to be recycled, to potential markets inside or outside Mon state).

Objectives of the assignment are:

1. To conduct a situation analysis of SWM in Mon State, including the SWM cycle, value chain systems, stakeholders involved, and potential private sector actors;
2. To build capacity at in Mon State at State and Township levels to understand international best practice in SWM and conduct ongoing SWM assessments;
3. To identify opportunities and constraints for SWM related products and processing opportunities that have a high potential for employment creation;
4. To collaboratively develop a Masterplan for Mon State to improve SWM;
5. To provide recommendations on specific entry points for civil society organizations, the private sector and public authorities to support livelihoods initiatives in the solid waste value chain in the urban, peri-urban and rural areas in Mon state;
6. To deliver essential capacity development support to implement the action plan to key SWM stakeholders, including the Mon State Department for Development Affairs and other related Mon State Government departments.

Scope of Work:

- a. *Conduct situation analysis of SWM in Mon State*
 - Review available literature and current praxis and legislation for solid waste management in Myanmar and in Mon state
 - Identify institutional and legal framework and recommendations for updates and new legal frameworks to strengthen SWM service delivery
 - Conduct stakeholder mapping of Mon State's SWM cycle, including private sector actors and other stakeholders such as companies working in waste collection and disposal, with an interest in working in this sector, green industries, etc.
 - Hold interviews with key government departments, notably Department for Development Affairs but also other relevant departments and private entities
 - Conduct field visits on sites with high potential of waste production, including urban areas and their surroundings, formal and informal dumpsites, long-term displacement camps in urban and rural areas, formal and informal recycling operations and work-sites where waste is collected, sorted and dumped
 - Produce a baseline report of SWM in Mon State, including but not limited to assessment of waste types and volumes, economic analysis of solid waste value chains, and market research, value chain maps. Identify critical gaps and priority entry points for a SWM system
 - Deliver a draft roadmap for development of a SWM Masterplan
 - Present report and roadmap at a roundtable to key stakeholders for feedback
 - Deliver final situation analysis report and roadmap and present at a workshop organized by UNDP
- b. *Deliver capacity development support on SWM training for key stakeholders in Mon State*
 - Using analysis of SWM in Mon and stakeholder analysis, design and deliver a series of trainings for key stakeholders at State and Township level to provide key understanding in international best practice in SWM based on the context in Mon State, and to build capacity to conduct future SWM assessments
 - Trainings to include issues of legislation, policy and planning, city cleaning and waste collection, sustainable landfilling, organisation and sustainable waste finances for relevant government departments as necessary
 - Assess results of training, priorities and next steps to develop capacity of key SWM stakeholders
- c. *Deliver a phased Masterplan for SWM in Mon State*
 - Using feedback from stakeholders, design a series of phased actions to address Mon State's SWM challenges, identifying stakeholders to engage, resources required, and timelines on prioritized onsite and off-site interventions
 - Develop and recommend a community-based, waste management system which can

- be adopted by small towns, municipalities, and other small-scale stakeholders
- Develop the enabling tools for policy development, from which a model can evolve to guide replication of SWM in other settings, i.e. townships in Mon state (engaging with Senior Technical Specialists and Township Governance Officers)
- Present Masterplan at a roundtable to key stakeholders and incorporate feedback in final plan

d. *Provide essential capacity development support to key SWM stakeholders to implement first phase of the Masterplan*

- Design and deliver a programme of training and mentoring for key stakeholders over a period of approximately six weeks to implement first phase of actions.

e. *Deliver a final report on the assignment*

- Detail results achieved against aims and objectives of the assignment
- Assess progress made against delivery of the SWM Masterplan for Mon State, delivering updates to the Masterplan as necessary
- Make recommendations for capacity development support for key stakeholders to deliver the next phase of the action plan
- Present results in a workshop to be organized (by UNDP) at the end of the assignment.

Expected Deliverables:

Deliverables/Outputs	Target Dates	Due	Percentage
1. Inception report including detailed workplan for the assignment	21 November 2018		10%
<p>A monthly report with:</p> <ul style="list-style-type: none"> • Progress made towards achieving the objectives of the assignment • Recommendations for adjustments, if applicable • Attachments including: <ul style="list-style-type: none"> ➤ Background papers ➤ Mon State SWM situation analysis 	Final day of each month		60%

<ul style="list-style-type: none"> ➤ Roadmap to develop SWM Masterplan ➤ All training material, including concept notes, facilitation notes, relevant case studies and/or readings, PowerPoint slides. 		
2. Final report on the assignment	31 March 2019	30%

Duration of Work and Duty Station:

The assignment including desk and field research, should be conducted within 70 working days from contract signature. The consultant will be contracted for the period of 19 November 2018 – 31 March 2019. Duty station will be Mawlamyine, Mon State, Myanmar, with in-country travel.

Required Skills and Expertise:

Academic qualifications:

Master's Degree in environmental or ecological engineering, civil engineer or discipline relating to waste management

Experience:

- Minimum 15 years of relevant experience in the SWM field
- Proven experience in working with government facilitating dialogue, building networks and other partnerships to achieve results in the SWM field
- Experience of engagement with government of developing and/or transition countries
- Understanding of the democratic transition process in Myanmar
- Knowledge and experience of working in Myanmar is an advantage
- Specialization in developing capacity building initiatives in a development country context
- Excellent facilitation and communication skills
- Excellent writing skills, including report writing

Language:

Excellent written and oral English is required

Selection Criteria:

Selection Criteria Individual consultants will be evaluated based on the cumulative analysis of the technical evaluation (weight: 70%) and financial criteria (weight: 30%). Only candidates obtaining a minimum of 70 point from the technical evaluation would be considered for the financial evaluation.

Criteria	Total points
<u>Technical</u>	<u>100</u>
Minimum 15 years of relevant experience in the SWM field	40
Previous experience in working with government facilitating dialogue, building networks and other partnerships to achieve results in the SWM field	30
Experience of engagement with government of developing and/or transition countries	30
<u>Financial</u>	<u>100</u>
Total	200

Administrative and Logistical Arrangements:

- There is no international travel assumed for this ToR
- UNDP will book and arrange in-country travels.
- When missions outside the specified duty stations are agreed between UNDP and the expert, UNDP will arrange and cover the transportation.
- UNDP will arrange translator(s) and interpreter(s) if and when required.

Consultant Presence Required on Duty Station/UNDP Premises:

() PARTIAL () INTERMITTENT (x) FULL TIME



Presentation of Offer:

Candidates should present their offer to UNDP in the following form:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) Personal **CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2 -GENERAL CONDITIONS OF CONTRACT

ANNEX 3 - P 11 for ICs

**ANNEX 4 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE
INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**