**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

 Date: 30/01/2019

**Country: NIGERIA**

**Description of the assignment: DESIGN AND IMPLEMENT TRAINING FOR STAKEHOLDERS UNDER THE ENVIRONMENTALLY SOUND MANAGEMENT AND DISPOSAL OF PCBS PROJECT IN NIGERIA**

**Project Name: SOUND MANAGEMENT OF PCBs IN NIGERIA**

**Period of assignment/services (if applicable): FORTY (40) DAYS**

Proposal should be submitted at the following address icrecruitments.ng@undp.org no later than 15th February 2019

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP 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.

**1. BACKGROUND**

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| The Environmentally Sound Management and Disposal of Polychlorinated Biphenyls (PCBs) project is a five-year program initiated in July 2018. The project is being funded with grant from the Global Environment Facility (GEF) with the United Nations Development Programme (UNDP) being the Implementing Agency. The project consists of five (5) major components;i. Institutional capacity and training on PCBs.ii. Inventory of PCBs in 22 states not previously covered by previous inventory.iii. Establishment of PCB collection and treatment centers.iv. Environmentally sound disposal of identified PCBs.v. Project monitoring and evaluationUnder the Environmentally Sound Management and Disposal of PCBs Project, the Project Management Unit (PMU) intends to train all stakeholders on Basic PCB Management Practices and Understanding of PCB issues in Electrical Equipment and the Work Place as well as the associated health and environmental impact. |

**2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

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| The consulting firm shall develop a detail training plan and cost implication for the following;1. Training for government officials in Abuja
2. Train-the-trainer on PCB management in Abuja, Enugu and Lagos.

The participants for the above trainings will be pulled from the various stakeholders listed in the table below;

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| **Stakeholders** | **Training Outcomes** | **Training Materials** | **Participants** |
| Training for Government agencies involved in PCB management | To understand PCB impacts to environment and human health and be able to enforce the national PCB policy and Regulations | Participants’ Handouts and PCB Awareness Brochure | 100 participants from the relevant government agencies and the 36 State Ministries of Environment and the AEPB.  |
| Train-the trainer on PCBs Management for Technical personnel and managers of potential PCB equipment users, and service shops | To understand PCB impacts to environment and human health and be able to safely identify, handle, label, package, transport, and store PCB waste, and decontaminate PCB transformers as needed | Participants’ Handouts, PCB Awareness Brochure, Chlor-N 50 and L2000 Manuals | 50 participants for each venue (Abuja, Enugu and Lagos). Participants will be drawn from the following organizations:i. Power Generation, Transmission and Distribution companiesii. Independent power producersiii. Organizations with PCBs and PCB containing equipment ***the following Government regulatory agencies will also be included***;- National Environmental Standards & Regulations Enforcement Agency (NESREA)- Nigerian Electricity Regulatory Commission (NERC)- Nigerian Customs Service- Lagos State Environmental Protection Agency (LASEPA)- Enugu State Waste Management Agency (ESWAMA)- Abuja Environmental Protection Board (AEPB). |

The course contents shall include but not be limited to:1. Background knowledge, history, and composition of PCBs;
2. Closed and open PCB Applications;
3. Health effects of PCBs;
4. Sampling of dielectric fluids in electrical equipment and different types of packaging;
5. Testing of oil samples by appropriate screening methods; brief information about PCB laboratory analysis;
6. Sampling of soil, Testing of soil samples by appropriate screening methods;
7. Water sampling – Techniques for water sampling;
8. Handling of PCB containing electrical equipment;
9. Handling of PCB contaminated non-liquids;
10. Dangers and Prevention of PCB Cross Contamination;
11. Handling of PCB-containing Capacitors;
12. Labeling of PCB containing electrical equipment;
13. Temporary storage of PCB containing electrical equipment;
14. Packaging of PCB containing Waste (UN-approved);
15. Transportation of PCB containing electrical equipment;
16. Disposal and Treatment options;
17. Emergency Management and Response Requirements (Emergence Action Procedure);
18. Housekeeping of PCB electrical equipment;
19. Record Keeping Advices;
20. Personal Protective Equipment;
21. Health and Environmental Monitoring Procedures.

**Expected Output**The consulting firm is expected to produce the following;1. PCBs Management Handbook and Factsheets;
2. Participants’ Handouts, Chlor N-50 and L2000 DX Manuals. Factsheets for transformer and capacitors inventory;
3. Power Point Presentations;
4. Other Graphic materials that can be displayed at the training venue (posters);
5. Participants tests and Course Certificate;
6. Report of the trainings which include:
* Report on PCB Management Workshop for Policy Makers in Abuja.
* Report on PCB Inventory and Environmental Sound Management Training in Abuja.
* Report on PCB Inventory and Environmental Sound Management Training in Enugu.
* Report on PCB Inventory and Environmental Sound Management Training in Lagos.
1. Development of PCB Management Guideline. The document should include amongst others:
	* Chapters on “General Information and International Conventions “
	* Chapters on “Identification, Environmentally Sound Management and Maintenance of Equipment containing PCBs “
	* Chapters on “Safety and Emergency Actions “
	* Chapters on “Phase-out, Packing, Storage and Transport of PCB Wastes “
	* Chapters on “Treatment and Disposal Options “

**Reporting**The firm will be reporting to the Project Coordinator Environmentally Sound Management and Disposal of PCBs Project and shall:1. Submit a report for each training completed in electronic form to the Project.
2. The PCB Management Guideline shall be submitted to the Project Coordinator for review, approval and distributed to the Stakeholders.
3. The PCB Factsheets shall be submitted to the Project Coordinator for review, approval and distributed to the Stakeholders.
4. The final report after approval by the Project Coordinator shall be delivered in electronic form and 3 hard copies.
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**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| I. Academic Qualifications:* The team leader must have a minimum of master’s degree in Environmental Management or related field, good knowledge of hazardous waste management, POPs and PCBs, with minimum of 8 years specific working experience

II. Years of experience:* Minimum five years working in development countries
* At least 5 years’ experience in design and preparation of an Environmental Training Plan.
* The firm must have competency and documented experience in environmental scientific analysis and knowledge of POPs and PCBs in particular.
* Must also be familiar with the various requirements and guidelines of the Basel and Stockholm Conventions.
* Minimum specific experience should be eight (8) years.
* Other relevant team members should include Analytical Chemist, Biologist, and Environmental Engineer

III. Competencies:The candidate must be sound in technical report writing skill and proven ability to engage with multiple stakeholders to achieve desired results. He/she must be fluent in written and spoken English. Previous working experience with UN agencies is an asset. |

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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| Interested individual consultants must submit the following documents/information to demonstrate their qualifications:1. Proposal:(i) Explaining why they are the most suitable for the work(ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)2. Financial proposal3. Personal CV including past experience in similar projects and at least 3 reference**s** |

**5. FINANCIAL PROPOSAL**

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| The consultancy shall be for 40 days spread over a period of 4 months (February to May, 2019, and carries no expectation of continuity. The consultancy is deliverable based and the fees shall be paid in three installments and contingent on the deliverables specified against each installment. The milestones shall be paid upon satisfactory acceptance of the deliverable by UNDP. Upon acceptance of the deliverables, UNDP shall issue a Certificate of Satisfactory Performance to the consultant which shall form the basis for the payment of the due milestone.

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| 1st Installment (20%) | Upon submission of Inception Report/Plan |
| 2nd Installment (50%) | Upon submission of Mid-Term report |
| 3rd Installment (30%) | Upon submission of Final Consultancy Report. |

The consultant shall be entitled to payment of Daily Subsistence Allowance (DSA) and travel costs for any official travel approved by UNDP in line with its financial regulations and rules. |

**6. EVALUATION**

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| Individual consultants will be evaluated based on the following methodologies:*Cumulative analysis* *The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:**a) responsive/compliant/acceptable, and**b) Having received the highest score* *\* Technical Criteria weight; [70%]**\* Financial Criteria weight; [30%]**Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation*

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| ***Criteria*** | ***Weight***  | ***Max. Point*** |
| *Technical* | *70%* |  |
| * minimum of master’s degree in Environmental Management or related field, good knowledge of hazardous waste management, POPs and PCBs.
 | *15* |
| * Minimum five years working in development countries. At least 5 years’ experience in design and preparation of an Environmental Training Plan. Competency and documented experience in environmental scientific analysis.
 |  | *15* |
| * Cognate experience and evidence of knowledge of POPs and PCBs in particular. Familiar with the various requirements and guidelines of the Basel and Stockholm Conventions. Minimum specific experience should be eight (8) years. Other relevant team members should include Analytical Chemist, Biologist, and Environmental Engineer
 | *30* |
| * Sound in technical report writing skill and proven ability to engage with multiple stakeholders to achieve desired results
 | *30* |
| *Financial* | *30%* |  |

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**ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**