

TERMS OF REFERENCE

Long Term Agreement

1. Assignment Information

Assignment Title:	National Expert on Circular Economy and Waste Management in Cambodia
Cluster/Project:	Policy and Innovation Hub
Post Level:	Specialist
Contract Type:	Long Term Agreement (LTA) (possibility of extension up to two years)
Duty Station:	Phnom Penh
Expected Place of Travel:	Kep and other provinces if needed
Contract Duration:	Initial contract is from 1 May 2019 to 30 April 2020 (up to 100 days per year)

2. Project Description

Cambodia is one of the fastest growing economies with rapid population growth in Asia. The Gross National Income (GNI) per capita rose from US\$300 in 2000 to US\$1,140 in 2016 (World Bank). The population increased from 6.9 million in 1980 to 16 million in 2018.

With growing population and economic activities, Cambodia now faces the new challenge of the mounting volume of waste. Between 2004 in 2017, solid waste disposal in municipal landfills has drastically increased from 318,000 tons to 1.5 million ton per annum (MoE, 2018). According to the recent UNDP study in 2018, this situation is particularly alarming in major cities, such as Phnom Penh, which produces 2,300 tons of waste on a daily basis. It is notable that more than 90 % of all waste consists of recyclable materials (e.g. organic 55 %, plastic 21 % and textile 13%) (ibid) yet a very minimal amount has been recycled under current waste management practices.

To tackle this waste problem, a new project, “building an enabling environment for sustainable development in Cambodia” was launched in January, 2019 with funding support from Sweden with the National Council for Sustainable Development (NCSD) as an implementing partner.

Among other objectives, this project promotes circular economy options such as 3Rs: Reuse, Reduce, and Recycle for waste management.

UNDP is seeking a National Expert on Solid Waste Management to support UNDP Cambodia, the NCSD and the National Committee of Sub-National Democratic Development Secretariat (NCDD-S) to identify and promote circular economy solutions for waste challenges in Cambodia.

3. Scope of Work

Under the direct supervision of the Environmental Policy Specialist, the national consultant will be responsible for providing high quality technical inputs for the following areas of works, based on an in-depth understanding of local and national contexts of solid waste management:

- Background analyses, identification and piloting of priority circular economy options for municipal waste management

- Background analyses, identification and piloting of priority circular economy options for industrial waste
- Knowledge management and recommendations for enabling policy measures for a circular economy in Cambodia;

1) Background analyses, identification and piloting of priority circular economy options for municipal waste management:

- Analysis of background information related to municipal waste management situations at selected targeted sites such as Kep in Cambodia. This includes analyses of barriers faced by the local population, government and private sector actors, drawing on interviews and field visits;
- Identification of feasible options to address the barriers, and promote circular economy options in the selected sites in Cambodia where UNDP, and government partners can add value;
- Identification of potential partners for implementation, including potential solution/service providers;
- Organization of validation meetings with local stakeholders;
- Provision of technical support for priority circular economy measures

2) Background analyses, identification and piloting of priority circular economy options for industrial waste: This includes

- Feasibility assessments and development of business and investment proposals for circular economy measures;
- Provision of technical support for piloting identified priority business models;
- Provision of technical inputs to refine business models based on lessons learned from piloting for replication and scaling up of turning waste to energy in the industrial sector;
- Review and formulation of policy recommendations for circular economy options for industrial waste in terms of turning waste to energy, environmental impact monitoring, etc.;
- Identification of value-added by products of turning organic waste to resources through engaging with key partners;
- Support to the project team to review incubator challenges in providing business innovative solutions to tackle waste management in Cambodia.

3) Knowledge management and documentation of lessons learned:

- Documentation of key lessons/insights from engaging with various stakeholders;
- Refining strategies and approaches for working with local partners, including approaching for identifying key policies, including anti-plastic campaigns with key academic institutions, government departments and other stakeholders;

4. Institutional Arrangement

The national consultant will work under direct supervision of the Environmental Policy Specialist on Circular Economy concept (3Rs) in the context solid waste management.

Roles of National Consultant:

- Play a lead role in providing technical inputs on waste management in Cambodia;
- Identifying, conducting and analyzing assessments at the selected targeted sites in the

- solid/municipal waste sector in Cambodia;
- Provide technical backstopping to applying the 3Rs in waste management in Cambodia;
- Lead in sharing the knowledge and lesson learnt in waste management under component 2 of the project.

Roles of National Coordinator:

- Overall management of for the project in liaising with key government institutions, academic and key stakeholders;
- Ensuring a proper workplan and budget is in place and implemented within set timelines, with an effective national team and strong partnerships.

Roles of NRM Policy Specialist:

- Coordinate and provide lead managerial and administrative support;
- Coordinate and lead the processes of policy dialogue, consultation and formulation related to circular economy;
- Promote partnerships building and knowledge management.

5. Duration of the Work

The initial assignment is up to 100 days per year expected from 1 May 2019 to 30 April 2020, with possible of extension up to two years based on the needs and satisfactory performance of the consultant. The proposed professional fee remains valid for up to two years.

LTA refers to a mutual arrangement whereby the Consultant will provide services as required, over a specific period of time. It specifies the unit price (daily rate), allowing for a framework agreement to be used when the Consultant's services are needed. A separate ToR will be developed for the specific services needed within the scope of the LTA.

6. Duty Station

The duty stations for this assignment is Phnom Penh. DSA, and all other related actual costs (etc. local travels) will be covered by UNDP Cambodia, prior to agreement made prior to each assignment taking place. The reimbursement of the associated costs will be made through F-10.

Selected individual contract(s) who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the *Basic Security in the Field (BSIF) training*

(<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>) prior to travelling. CD ROMs must be made available for use in environments where access to technology poses a challenge.ⁱ

7. Minimum Qualifications of the Individual Contractor

Education:	Master's degree, or equivalent, in waste management or other related field (PhD in a relevant field is a plus).
Experience:	<ul style="list-style-type: none"> • At least 5 years of experience with conducting research on industrial and municipal waste, provision of technical support for waste management, and

	waste related infrastructure design. Prior experience in implementing 3Rs: Reuse, Reduce and Recycle or other forms of circular economy policy development is a plus
Competencies:	<ul style="list-style-type: none"> • Strong research background in analytical skills in waste management, circular economy and communication skills • Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive.
Language Requirement:	<ul style="list-style-type: none"> • English and Khmer are required.

8. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
Master's degree, or equivalent, in waste management or other related field (PhD in a relevant field is a plus)	30
At least 5 years of experience with conducting research on industrial and municipal waste, and waste related infrastructure design. Prior experience in implementing 3Rs: Reuse, Reduce and Recycle or other forms of circular economy policy development is a plus	40
Strong research background in analytical skills in waste management, circular economy and communication skills	30
Total Obtainable Score:	100

9. Payment Milestones

The payment is made based on the actual number of days per each assignment agreed prior to each assignment is taking place. It will be calculated based on the number of actual working days as per assignment (exclude DSA, air-ticket, and other associated costs). The number of days of each assignment is expected to vary. The payment to be made to the contractor as per assignment is maximum 3 times as per agreed ToR. A separate specific ToR will be developed for the specific services needed within the scope of the LTA. The consultant shall ensure confidentiality of all the information received during the assignment.

The contractor can begin working only after a **purchase order (PO)** is issued to him/her each time a service is required and following discussion and agreement between the contractor and the Country Office. The contractor takes his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount is paid within 30 days after satisfactorily completion of work and receiving of original invoice/CoP. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed (for last payment) and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

Offerors shall quote one rate of daily professional fee. The rate shall be all inclusive and fixed during

the contract period.

The contractor will be paid on a lump sum basis as per agreed per assignment/ToR.
