

## **TERMS OF REFERENCE**

### **Long Term Agreement**

#### **1. Assignment Information**

<b>Assignment Title:</b>	International Expert on Waste Management and Circular Economy Options in Cambodia
<b>Cluster/Project:</b>	Policy and Innovation Hub
<b>Post Level:</b>	International Expert
<b>Contract Type:</b>	Long Term Agreement (LTA) up to Two LTAs
<b>Duty Station:</b>	Home based and Phnom Penh
<b>Expected Place of Travel:</b>	Phnom Penh, Kep and other provinces if needed
<b>Contract Duration:</b>	Initial contract is from 15 May 2019 to 30 April 2020 (up to 80 days per year); (possibility of extension up to two years)

#### **2. Project Description**

Cambodia is one of the fastest growing economies with rapid population growth in Asia. 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 and UNDP 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 an International Expert on Waste Management and Circular Economy 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 an Environmental Policy Specialist, the international 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 while incorporating lessons learned from global best practices:

- Background analyses, identification and technical support for piloting of priority circular economy options for municipal and industrial waste management
- Knowledge management **and documentation of lessons learned**
- Policy recommendations for enabling policy measures for a circular economy in Cambodia;

##### **1) Research analyses, identification and piloting of priority circular economy options for**

**municipal and industrial waste management:**

- Identification of feasible options to address the barriers, and promote circular economy options for municipal waste in the selected sites in Cambodia where UNDP, and government partners can add value;
- Provision of technical support for priority circular economy measures for municipal waste management
- Feasibility assessments circular economy measures for industrial waste;
- 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;
- 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 challengers in providing business innovative solutions to tackle waste management in Cambodia.

**2) Knowledge management and documentation of lessons learned:**

- Documentation of key lessons/insights on circular economy options and viable business models in this sector from engaging with various stakeholders;
- Support business competition selection procedures and fund strategy if and when needed

**3) Policy analyses and recommendations**

- Identification of key policy and regulatory measures required for creating an enabling environment for priority circular economy measures;
- Policy recommendations including elements required for proposed measures relating to waste management in Cambodia.

**4. Deliverables**

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.

**5. Institutional Arrangement**

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

**Roles of International 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 national and sub-national focal points through 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.

- Working with the international consult to support government focal points on implementing policy recommendation in circular economy (3Rs).

#### **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.

### **6. Duration of the Work**

The initial assignment is up to 80 days per year expected from 15 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.

### **7. Duty Station**

The duty stations for this assignment is home based and Phnom Penh. DSA, and all other related actual costs (etc. travel cost) 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.<sup>i</sup>

### **8. Minimum Qualifications of the Individual Contractor**

<b>Education:</b>	Master's degree, or equivalent, in waste management or other related fields. PhD in a relevant field is a plus.
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least 7 years of experience with conducting research and assessments on 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</li> </ul>
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>• Strong research and policy background in analytical skills in waste management, circular economy and communication skills</li> <li>• Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive.</li> </ul>
<b>Language Requirement:</b>	<ul style="list-style-type: none"> <li>• English is required.</li> </ul>

## 9. 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 fields. PhD in a relevant field is a plus.	30
At least 7 years of experience with conducting research and assessments on 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	40
Strong research and policy background in analytical skills in waste management, circular economy and communication skills (a writing sample should be provided)	30
<b>Total Obtainable Score:</b>	<b>100</b>

## 10. 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.

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.

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