



Annex 1
Terms of Reference
Individual Consultant (IC)



A. POST DETAILS

Post Title:	Solid Waste Management Specialist (International – Junior Specialist)
Agency/ Project Name:	Recycling Promotion Pilot Project
Period of Assignment/ Services:	60 working days, June – November 2019
Country of Assignment:	Dili, Timor-Leste
Starting Date	1 June 2019

B. Project Description

Dili is a fast-growing urban center which generates 190 tons of Municipal Solid Waste (MSW) per day. According to the 2015 waste audit conducted by the Asian Development Bank (ADB), 71% of the waste is recyclable. It is expected that waste generation will increase to 420 tons per day by 2030. High waste generation and current management practices are major threats to environmental sustainability, public health and tourism aspirations for the sustainable development of Timor-Leste. In Partnership with Director General Urban Organization (DGUO), the United Nations Development Programme (UNDP) undertook a Recycling Pilot Project (RPP) to promote recycling as a part of the waste management approach and reduce waste from the daily waste transported to Tibar landfill.

The main purpose of Recycling Pilot Project is to develop a case for integrating recycling in solid waste management systems by promoting the 3Rs (Reduce, Reuse, and Recycle) waste management principles. Community engagement is integral to the project in order to promote segregation of recyclable waste at source (household) and in the community, to promote environmentally responsible waste management, and to create a favorable enabling environment for creating a sustainable waste recycling enterprise. This pilot project aims to achieve the following outputs:

- *Output 1: Community members increased awareness of recycling and change in behavior on managing household solid waste.*
- *Output 2: Improved capacity of recycling businesses enterprise to operate a sustainable operation.*
- *Output 3: Improved coordination and networking of private enterprise, GoTL and other stakeholder to create an environment promote private participation in responsible and sustainable waste management.*

C. Scope of Work

The task of the Waste Management Junior Specialist is to provide technical and advisory support for the implementation and monitoring of the recycling promotion pilot project, as well as research and analysis to support development of a scaling-up concept. The successful applicant will be expected to perform the following tasks, including but not limited to:

- Conduct baseline assessment on the current level of community awareness and practices on waste management in 2 pilot Suku (Motael & Caicoli).
- Develop key messages and materials for training, awareness raising and behavioral change campaign in community and schools.
- Conduct post-assessments to measure the level of community awareness and understanding of the benefits of waste separation and 3Rs approach including monitoring of community practices whether they apply waste separation and 3Rs in their daily waste generation, production, and management.
- Conduct research/mapping of potential recycling initiatives/plant and/or equipment around the world including their strength and weaknesses, to advice the project team for potential partnership.
- Assess the operationalization and effectiveness of the pilot Integrated Waste Management Facility and propose ways for improvements and/or scaling-up.
- Write article/stories about community members or individual people who have separate waste and practiced 3Rs, thus encourage others to follow their path.
- Using data and analysis collected, draft Project Progress Report outlining results against output and outcome indicators.

D. Expected Outputs/Key Deliverables and Timeframe

The successful individual consultant is expected to deliver the following outputs/key deliverables:

No.	Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Baseline assessment report outlining the level of community awareness and waste management practices in 2 pilot suku Motael and Caicoli.	10 days	June	Programme Manager of Sustainable Development
2	A series of awareness-raising and behavioral change materials focusing on waste separation and 3Rs developed and submitted for UNDP printing	10 days	July	Programme Manager of Sustainable Development

3	Research report proposing medium to large scale recycling initiatives/plant that can be implemented in Timor-Leste and propose actions to be taken to build partnership to for the establishment.	10 days	August	Programme Manager of Sustainable Development
4	Post-assessment report outlining level of improvements in community awareness/understanding as well as behaviors/practices – emphasis on number of people and how they have separated their waste and apply 3Rs in their waste management, suggest ways/actions to be taken to address any issues/challenges identified.	10 days	September	Programme Manager of Sustainable Development
5	Assessment report on operationalization and effectiveness of the pilot Integrated Waste Management Facility and propose ways for improvements and/or scaling-up – includes data on the amount of waste collected, waste used by and sold to recycling businesses, and composted as well as number of products sold at the onsite shop.	10 days	October	Programme Manager of Sustainable Development
6	Draft Project progress report submitted	10 days	November 2019	Programme Manager of Sustainable Development
Total number of days		60 days		

E. Institutional Arrangements

Under direct supervision of Programme Manager for Sustainable Development and in coordination with the Project Coordinator and team, the consultant will work with the project team to ensure implementation and quality of delivery.

The contractor will produce monthly progress reports regarding the pertinent activities and the deliverables/outputs.

F. Duration of Work

The successful individual consultant is expected to perform the above-mentioned outputs/key deliverables within (60 working days) from 1 June to 30 November 2019. He/she is expected to start early June 2019 and all outputs must be delivered by November 2019.

G. Duty Station

The main duty station will be in Dili, Timor-Leste. The consultant must be available for regular meetings with UNDP and the Ministry of State Ministers and other meetings with partners and stakeholders as required for consultation and validation.

H. Qualifications of the Successful Individual Contractor

- I. Academic Qualifications: minimum bachelor's degree in a relevant field such as environmental management, waste management, environmental law/policy studies or relevant fields.
- II. Years of experience:
 - Must have more than 2 years professional work experience in the field of solid waste management/recycling or other relevant fields.
 - Thorough knowledge of international conventions related management of chemical substances and/or hazardous waste will be an added advantage.
 - Understanding of and practical exposure to the institutional framework governing chemical and waste management in middle to low-income countries, countries with economies in transition and Small Island Developing States would be an advantage;
 - Experience working in Timor-Leste and/or other developing countries as well as knowledge and experience in conducting research and analysis on solid waste management related topics.
- III. Language requirements
 - For this consultancy, fluency in English (both oral and written) is required.

I. Scope of Price Proposal and Schedule of Payments

Lump Sum Contract

The Financial Proposal must be expressed in the form of an all-inclusive¹ Lump Sum Amount, linked to the Expected Outputs and Deliverables, supported by a breakdown of costs as per the template provided by UNDP. Under the lump sum approach, the contract price is fixed, regardless of changes in the cost components or duration of the assignment.

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

¹ The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

Schedule of payments

1. 10% of payment upon completion of delivery 1
2. 20% of payment upon completion of delivery 2
3. 20% of payment upon completion of delivery 3
4. 20% of payment upon completion of delivery 4
5. 20% of payment upon completion of delivery 5
6. 10% of payment upon completion of delivery 6

J. Recommended Presentation of Offer

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- a) Dully accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (to be downloaded from the procurement notice link);
- 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) A brief **methodology and step by step timeline** on how he/she will approach and complete the assignment, and
- d) **Financial Proposal** in the template provided by UNDP (to be downloaded from the procurement notice link).

K. Criteria for Selection of the Best Offer

Cumulative analysis OR combined scoring method

The applications will be evaluated using weighted scoring method, where the award of the contract should 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 out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; 70%

* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 49 points of the technical criteria will be considered for the Financial Evaluation

DETAIL CRITERIA

A. Technical Criteria	Maximum obtainable points (70 points)	Weight Percentage (70%)
EDUCATION:		
Academic Qualifications: Must have minimum tertiary qualification in a relevant field such as environmental governance/management, environmental law/policy studies or relevant fields	15	15%
YEARS OF EXPERIENCE:		

Must have more than 2 years professional work experience in the field of solid waste management/recycling or other relevant fields.	15	15%	
Understanding of and practical exposure to the institutional framework governing chemical and waste management in middle to low-income countries, countries with economies in transition and Small Island Developing States would be an advantage;	15	15%	
Experience working in Timor-Leste and/or other developing countries as well as knowledge and experience in conducting research and analysis on solid waste management related topics.	15	15%	
LANGUAGE(S) REQUIRED:			
Fluency English (both oral and written) is required.	10	10%	
<i>B. Financial proposal</i>	30	30%	
<i>Final Score</i>	100	100%	

L. Approval

This TOR is approved by:

Signature



Name and Designation ^{TOV} Felisberta Moniz da Silva

Date of Signing 03-05-2019

M. Annexes to this TOR

ANNEX 1- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS