

## ANNEX 1 TERMS OF REFERENCE INDIVIDUAL CONSULTANT (IC)

### A. POST DETAILS

Post Title:	Monitoring and Reporting Consultant
Agency/ Project Name:	UNDP - Recycling Promotion Pilot Project and Innovation Ecosystem for Youth Entrepreneurship
Period of Assignment/ Services:	70 working days (October 2019 – January 2020)
Country of Assignment:	Dili, Timor-Leste
Starting Date	21 October 2019 to 29 February 2020

### B. PROJECT DESCRIPTION:

The main purpose of Recycling Pilot Project is to develop a case for integrating recycling in solid waste management systems by promoting the 4Rs (Refuse, Reduce, Recycle, and Recover) 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

Monitoring and Reporting Officer will work under direct supervision of the Programme Manager and Project Coordinator and in close coordination with Recycling Promotion Pilot project team and Knua Juventude Fila Liman, to provide technical and advisory support for the implementation and monitoring of the recycling promotion pilot project, particularly assessing the capacity/sustainability of existing community-led recycling business, environmental impact assessment to business idea, and the area of socialization awareness behavior change campaign as well as research and analysis to support development of a scaling-up concept.

Specific responsibility will include:

- Conduct environmental Impact Assessment of both existing and new community-lead recycling initiative
- Assess project progress and impact, and draft monthly, quarterly, and annual progress report on Recycling Promotion Pilot Project
- Conduct **interview with the beneficiaries of recycling business and write article or stories** on how this project benefits the community.
- **Support Social Innovation Challenge YOUTH Co:Lab**, focusing on sustainable waste management – circular economy including reviewing applications
- Support **awareness-raising and behavioral change** to integrate zero plastic policy, 4R approach, and Green Suku model as well as SEA's Green School model including the result of the recent result baseline survey at suku Caicoli
- Support **training to youth volunteers and students, and communities in Motael, Caicoli**, to raise their awareness on (waste management decree-law, zero plastic waste policy, and sustainable waste management (4Rs), and green suku concept at Suku Caicoli (**5 aldeias in Motael, 5 aldeias in Caicoli, and in schools in both Caicoli and Motael**) on the concept of Green Suku and Green School in partnership with individuals (Brigada Suku Matak) and youth groups. This includes preparing the pre and post-test showing participant's awareness before and after the training. The training should be interactive and practical including hands-on training on recycling.
- Support establishment of an **Integrated Waste Management Facility (IWMF) at suku Motael**; and train to youth volunteers on the role of the IWMF including the various activities and work flows.
- Support the **document translation** from English to Tetun, and vice-versa
- Organize regular **Recycling training and Expo at the IWMF** to showcase the various products (recycling, compost, biodegradable).

#### D. EXPECTED OUTPUTS AND DELIVERABLES

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

No.	Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates
1.	<ul style="list-style-type: none"> <li>Youth Co-Lab applications reviewed</li> </ul>	9 days	31 October 2019
2	<ul style="list-style-type: none"> <li>Environmental Impact Assessment of both existing and new community-lead recycling initiative report submitted</li> <li>Innovation and entrepreneurship Bootcamp conducted and <b>report submitted</b></li> <li>Stories of the Youth Co-Lab winners (recycling/circular economy) developed and published</li> </ul>	16 days	30 November 2019
3	<ul style="list-style-type: none"> <li>IWMF established and launched – report submitted</li> <li>At least one Green School launched - Draft project annual progress report submitted</li> <li>Project infographic showcasing project results developed and published</li> </ul>	15 days	31 December 2019
4	<ul style="list-style-type: none"> <li>Assessment report on the operationalizing of the IWMF submitted</li> <li>Final project annual progress report submitted</li> <li>Training and awareness conducted in the two sucos and at least one aldeia declared as Green Aldeia – launching event</li> </ul>	15 days	31 January 2019
5	<ul style="list-style-type: none"> <li>Environmental Heroes (Young Change-Makers) in communities and schools identified and their stories written and published</li> </ul>	15 days	29 February 2020
<b>Total number of days</b>		<b>70 days</b>	



## **E. INSTITUTIONAL ARRANGEMENTS**

The selected consultant will work under Project Coordinator for Recycling Promotion Pilot Project and UNDP Programme Manager for Sustainable Development. The consultant should use his/her own computer/laptop for the assignment, the office will provide access to internet to facilitate communication. Other logistical costs (local transport, communication, logging, etc. must be included as part of the financial proposal of the consultant).

## **F. DURATION OF ASSIGNMENT**

The assignment will be for a period of 70 **effective working days** between October 2019 to February 2020, in Timor-Leste.

The consultant must be available for regular meetings with the programme unit and other meeting with the Project and Programmes Manager as well as line partners for consultation and discussion purposes. Arrangement for such visits will be coordinated by the consultant with the project team based on project work plan/schedule.

## **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**

### Education:

- Minimum bachelor's degree in a relevant field such as environmental management, waste management, environmental law/policy studies or relevant fields.

### Professional Experience:

- Must at least have around 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.

Language Requirements:

- Fluently in spoken and written English and Tetun;

Other Competencies:

- Excellent interpersonal and networking skills, including the ability to liaise effectively at project management levels;
- Ability to communicate and function effectively in an international, multicultural environment;
- Ability to work effectively in a team.

## I. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

### Lump Sum Amount

The financial proposal must be expressed in the form of a lump sum all-inclusive cost linked to deliverables specified in TOR Section C, supported by a breakdown of costs as per the 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.

### Schedule of payments

<b>31 Oct 2019</b>	10% of payment upon completion of deliverables #1
<b>30 Nov 2019</b>	20% of payment upon completion of deliverables #2
<b>31 Dec 2019</b>	25% of payment upon completion of deliverables #3
<b>31 Jan 2020</b>	25% of payment upon completion of deliverables #4
<b>29 Feb 2020</b>	20% of payment upon completion of deliverables #5

## J. RECOMMENDED PRESENTATION OF OFFER

Individual consultants interested in the assignment must submit the following documents to demonstrate their qualification:

- Duly accomplished Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- Personal CV or P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

#### K. CRITERIA FOR SELECTION OF THE BEST OFFER

The candidates will be evaluated based on the following methodology:

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70% and combined with the price offer which will be weighted a max of 30%. Only candidates obtaining a minimum of 56 points of the technical criteria will be considered for the financial evaluation.

<i>A. Technical Criteria</i>	<b>Maximum obtainable points (70 points)</b>	<b>Weight Percentage (70%)</b>
<i>EDUCATION:</i>		
Academic Qualifications: Must have minimum tertiary qualification in a relevant field such as environmental governance/management, environmental law/policy studies or relevant fields	20	15%
<i>YEARS OF EXPERIENCE:</i>		
Must at least have around 2 years professional work experience in the field of solid waste management/recycling or other relevant fields.	20	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;	10	10%



to low-income countries, countries with economies in transition and Small Island Developing States would be an advantage;		Empowered lives. Resilient nations.
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%
<b><u>B. Financial proposal</u></b>	<b>30</b>	<b>30%</b>
<b><u>Final Score</u></b>	<b>100</b>	<b>100%</b>

#### L. APPROVAL

This TOR is approved by:

Signature



Name and Designation

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Date of Signing

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# Evaluation Team

## RE: ToR for advertisement - recycling project

Felisberta Moniz da Silva

Tue 10/1/2019 3:52 PM

To: Bakhit Allambergenov <bakhit.allambergenov@undp.org>; Auxiliadora dos Santos <auxiliadora.dossantos@undp.org>

Cc: Reinaldo Soares <reinaldo.soares@undp.org>; Dircia Belo <dircia.belo@undp.org>; Joaquina Silva <joaquina.silva@undp.org>

1 attachments (87 KB)

Monitoring and reporting officer 12 Sep\_rev by Bakhit.docx;

Thanks Bakhit and Dora,

Please find attached revised ToR.

Maun Reinaldo, will submit the package. Please kindly advertise for one week only.

### 1. E-requisition

### 2. Terms of Reference (TOR) including sections on

- a. deliverables/milestones;
- b. a chart showing Weights to (Evaluation) Criteria
- c. Risks Mitigation Measures
- d. Quality Assurance
- e. List of deliverables with Payment Terms in %age (based on the e-requisition)
- f. Award Criteria
  - i. Lowest Price or
  - ii. Cumulative Analysis

### 3. PROMPT ID

### 4. Names of Proposed Evaluation Panel Members

Names of proposed Evaluation Panel members:

- Reinaldo Soares
- Joao Tapel
- Felisberta Moniz da Silva

Regards  
Berta

**From:** Bakhit Allambergenov <bakhit.allambergenov@undp.org>

**Sent:** Friday, September 27, 2019 9:37 AM

**To:** Felisberta Moniz da Silva <felisberta.dasilva@undp.org>; Auxiliadora dos Santos <auxiliadora.dossantos@undp.org>

**Cc:** Reinaldo Soares <reinaldo.soares@undp.org>; Dircia Belo <dircia.belo@undp.org>; Joaquina Silva <joaquina.silva@undp.org>

**Subject:** RE: ToR for advertisement - recycling project





## Requisition

Ship To: UNDP Office in Timor-Leste  
Caicoli St.  
UN House  
Dili DI  
East Timor

Business Unit: <b>TLS10</b>		
REQ Number	Date	Page
0000014764	03/10/2019	1
Requester		
Jose Reinaldo Soares		
Tel:		
Fax:		
reinaldo.soares@undp.org		
Approver		

Line-Schd	Item	Description	Quantity	UOM	Due Date	Unit Price	Line Total
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1-1	80161905S	S) Local Consultants-Technical	1.0000	EA	31/10/19	650.00	650.00
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Acc No	OU	GL Unit	Fund	Dept	Imp Agent	Donor	Project	Activity	Res Type	Percent	Amount
71305	TLS	UNDP1	04000	40201	001981	00012	00100474	4.2. MONITORING		100	650.00
<< 10% of deliverable #1 consultancy fee for National consultant Monitoring and Reporting Officer RPP/KJFL >>											

Line Total: 650.00

2-1	80161905S	S) Local Consultants-Technical	1.0000	EA	31/10/19	1,300.00	1,300.00
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Acc No	OU	GL Unit	Fund	Dept	Imp Agent	Donor	Project	Activity	Res Type	Percent	Amount
71305	TLS	UNDP1	04000	40201	001981	00012	00100474	4.2. MONITORING		100	1,300.00
<< 20% Deliverable#2 consultancy fee for national Consultant Reporting and Monitoring RPP/KJFL >>											

Line Total: 1,300.00

3-1	80161905S	S) Local Consultants-Technical	1.0000	EA	31/10/19	1,625.00	1,625.00
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Acc No	OU	GL Unit	Fund	Dept	Imp Agent	Donor	Project	Activity	Res Type	Percent	Amount
71305	TLS	UNDP1	11968	40201	001981	00012	00111068	ACTIVITY 3		100	1,625.00
<< 25% Deliverable #3 consultancy fee for National Consultant Monitoring and Reporting officer for RPP/KJFL >>											

Line Total: 1,625.00

4-1	80161905S	S) Local Consultants-Technical	1.0000	EA	31/10/19	1,625.00	1,625.00
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Acc No	OU	GL Unit	Fund	Dept	Imp Agent	Donor	Project	Activity	Res Type	Percent	Amount
71305	TLS	UNDP1	11968	40201	001981	00012	00111068	ACTIVITY 3		100	1,625.00
<< 25% Deliverable #4 consultancy fee for national consultant Monitoring and Reporting officer for RPP and KJFL >>											



## Requisition

**Ship To:** UNDP Office in Timor-Leste  
Caicoli St.  
UN House  
Dili DI  
East Timor

<b>Business Unit:</b> TLS10		
REQ Number	Date	Page
0000014764	03/10/2019	2
<b>Requester</b>		
Jose Reinaldo Soares		
Tel:		
Fax:		
reinaldo.soares@undp.org		
<b>Approver</b>		

Line-Schd	Item	Description	Quantity	UOM	Due Date	Unit Price	Line Total				
Line Total:							1,625.00				
5-1	80161905S	S) Local Consultants-Technical	1.0000	EA	31/10/19	1,300.00	1,300.00				
Acc No	OU	GL Unit	Fund	Dept	Imp Agent	Donor	Project	Activity	Res Type	Percent	Amount
71305	TLS	UNDP1	04000	40201	001981	00012	00100474	4.2. MONITORING	100		1,300.00
<< 20% of last Deliverable # 5 fee for national consultant Monitoring and Reporting Officer for RPP and KJFL >>											

Line Total: 1,300.00

Total Requisition Amount: USD 6,500.00

This order is subject to UN General Terms and Conditions available at [WWW.UNDP.ORG](http://WWW.UNDP.ORG), which can also be provided upon request.

Approval Signature

**Request ID: TLS-0000082565, STATUS: Procurement Plan Submitted**

noreply.th@undp.org

Tue 10/1/2019 4:03 PM

To: Bakhit Allambergenov <bakhit.allambergenov@undp.org>

Cc: Reinaldo Soares <reinaldo.soares@undp.org>; Felisberta Moniz da silva <felisberta.dasilva@undp.org>

This is an automated email generated from the PROMPT online application for action by Procurement Unit.

**Request ID: TLS-0000082565**

**Date of Request: 01 Oct 2019**

**Project Id: 00100474**

**Requester: Reinaldo Soares**

**Type of Procurement Action: Individual Contract**

**Procurement Category: Individual Consultants - National**

**Amendment: No**

**Estimated Contract Value: 6,500**

**Anticipated Contract Start Date: 21 Oct 2019**

**Comments if any: N/A**

Please click on this link for details of the request

<https://apps.aprc.undp.org/prompt/SitePages/Main.aspx?Itemidn=TLS-0000082565>



Do you have checklist of documents set to be submitted?

Bests,  
Bakhit

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**From:** Felisberta Moniz da silva <[felisberta.dasilva@undp.org](mailto:felisberta.dasilva@undp.org)>  
**Sent:** Friday, September 27, 2019 9:33 AM  
**To:** Bakhit Allambergenov <[bakhit.allambergenov@undp.org](mailto:bakhit.allambergenov@undp.org)>; Auxiliadora dos Santos <[auxiliadora.dossantos@undp.org](mailto:auxiliadora.dossantos@undp.org)>  
**Cc:** Reinaldo Soares <[reinaldo.soares@undp.org](mailto:reinaldo.soares@undp.org)>; Dircia Belo <[dircia.belo@undp.org](mailto:dircia.belo@undp.org)>; Joaquina Silva <[joaquina.silva@undp.org](mailto:joaquina.silva@undp.org)>  
**Subject:** RE: ToR for advertisement - recycling project

Thanks.

Will re-submit.

Regards  
Berta

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**From:** Bakhit Allambergenov <[bakhit.allambergenov@undp.org](mailto:bakhit.allambergenov@undp.org)>  
**Sent:** Friday, September 27, 2019 9:06 AM  
**To:** Felisberta Moniz da silva <[felisberta.dasilva@undp.org](mailto:felisberta.dasilva@undp.org)>; Auxiliadora dos Santos <[auxiliadora.dossantos@undp.org](mailto:auxiliadora.dossantos@undp.org)>  
**Cc:** Reinaldo Soares <[reinaldo.soares@undp.org](mailto:reinaldo.soares@undp.org)>; Dircia Belo <[dircia.belo@undp.org](mailto:dircia.belo@undp.org)>; Joaquina Silva <[joaquina.silva@undp.org](mailto:joaquina.silva@undp.org)>  
**Subject:** RE: ToR for advertisement - recycling project

Dear Berta,

Please find attached with my comments. Please avoid systematic, chronical errors in the TOR.

Bests,  
Bakhit

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**From:** Felisberta Moniz da silva <[felisberta.dasilva@undp.org](mailto:felisberta.dasilva@undp.org)>  
**Sent:** Friday, September 27, 2019 4:39 AM  
**To:** Bakhit Allambergenov <[bakhit.allambergenov@undp.org](mailto:bakhit.allambergenov@undp.org)>; Auxiliadora dos Santos <[auxiliadora.dossantos@undp.org](mailto:auxiliadora.dossantos@undp.org)>  
**Cc:** Reinaldo Soares <[reinaldo.soares@undp.org](mailto:reinaldo.soares@undp.org)>; Dircia Belo <[dircia.belo@undp.org](mailto:dircia.belo@undp.org)>; Joaquina Silva <[joaquina.silva@undp.org](mailto:joaquina.silva@undp.org)>  
**Subject:** ToR for advertisement - recycling project

Dear Bakhit and mana Dora,

Please find attached ToR for your review and clearance.

Please kindly advertise one week only as we need this person to support Youth Co-Lab and Recycling/Waste Management training.

Maun Reinaldo, kindly closely follow-up.

Many thanks  
Berta