

TERMS OF REFERENCE FOR CONSULTANCY SERVICES TO CARRY OUT ACTIVITIES UNDER THE WASTE MANAGEMENT FOR IMPROVED LIVELIHOODS AND RESILIENCE PROJECT

A. BACKGROUND

The Waste Management for Improved Livelihoods and Resilience project is a COVID-19 Green Recovery initiative. The project objective is to address the challenge of waste management in Eswatini and empower MSMEs, particularly women and youth, to regain sources of income to improve livelihoods, reduce levels of poverty and improve their overall wellbeing. The project has two interlined outputs towards realization of the objective namely; Output 1: Inclusive strategy developed to strengthen waste sector policy, legislation, institutional coordination and capacity building. This output seeks to develop a strategy based on an assessment of existing legislation, policies and institutional capacities, by identifying gaps in creating an enabling environment for value chain improvement for formal and informal micro, small and medium-sized enterprises in the waste sector, in order to sustain livelihoods through creating jobs and generating income. Output 2: Sustainable innovative solutions developed and implemented for women and youth. Under this output, the project aims to Develop sustainable waste value chain business models that can be replicated or scaled up in Eswatini. This activity will leverage the learnings and successes of the Accelerator Lab's experiment with the Siteki Municipality which seeks to develop a livelihood program to support the waste reclaimers in Siteki (mostly women and youth). The project will also leverage a UNIDO-funded project aimed at introducing best available techniques and best environmental practices at selected priority demonstration sites in Eswatini. These would serve as a foundation for the launch of Waste Recovery Innovation Challenge, targeting youth and women.

In line with the above, UNDP in collaboration with Eswatini Environment Authority is seeking for services of a Non-Government partner to assist waste management partners adopt a holistic approach to waste management, whereby waste is part of a closed-loop process chain, thus creating a sustainable value chain and economy, and minimizing pollution and other negative externalities from this sector. The interventions will contribute to long-term transformation and long-lasting changes in policy, practice and capacities, at national or subnational levels in the waste sector and stimulate private sector engagement in the waste management sector.

B. PURPOSE AND SCOPE OF THE ASSIGNMENT

The primary scope of this assignment is to promote a circular economy by developing sustainable innovative solutions for waste management in order to improve the livelihoods and resilience of those involved in waste management in Eswatini, especially women and youth and to strengthen the sustainability of micro, small and medium-sized enterprises operating in the waste sector.

The Partner is expected to conduct a market demand analysis and develop a sustainable and inclusive waste value chain business model(s) that can be replicated and scaled up at national level for initiatives in the waste sector. The assignment also aims to establish credit lines for MSME in the waste sector so that they may be scaled up through seed funding and utilization of the sustainable waste value chain business model. As such, the consultancy's work will also involve developing a match-making facility, blending different sources of finance to provide seed funding for waste management initiatives to be scaled up at national level; and conduct training and capacity building on the business model and match-making facility.

It is expected that the assignment will result in the mobilization of resources for the waste value chain fund and financing mechanism, capacitation of micro- and small enterprises in removal, recycling,

composting and valorisation of municipal waste, and increasing the number of people (50% women) employed in waste collection, segregation and processing.

C. DUTIES AND RESPONSIBILITIES

The Partner is expected to implement the following activities over 90 days spread over six months from the day of signing the contract.

The Partner is expected to:

1. Prepare work plan and time frame outlining the activities to be undertaken.
2. Undertake a market-demand analysis of waste management (waste collection, treatment and disposal). Amongst others,
 - a. Identify market-based entrepreneurship and self-employment opportunities for women and vulnerable groups
 - b. Identify businesses interested in purchasing segregated, recovered, re-used, recycled material/products.
 - c. The research should have a focus on municipal none-hazardous waste, electrical waste, electronics equipment, agricultural waste fabric/apparel waste and other local industries' waste aligned with local economic development plans and priority national sectors.
3. Develop a sustainable waste value chain business models that can be replicated and scaled up to national level
 - a. Review past socio-economic studies related to waste management and women
 - b. Review waste characterization report
 - c. Consult with relevant stakeholders (such as the Ministry of Commerce Trade and Industry, Small Enterprise Development Company (SEDCO), Royal Science and Technology Park, the Institute of Waste Management in Southern Africa, and active players in the waste sector). The business model must be gender sensitive, investible, and scalable. Amongst others:
 - d. Identify opportunities for income generation
 - e. Identify barriers/challenges that may be experienced when scaling up the business model and make recommendations for addressing them
 - f. Conduct mapping of locally established public and private Micro, Small and Medium Enterprises in the waste management sector
 - g. Research and map businesses with a potential to generate sizable waste streams
4. Indicate how the business models can contribute to employment creation
5. Prepare a report on the recommended sustainable waste value chain business models and utilize the business model canvas and the value proposition canvas to present the business models.
6. Prepare a prototype business plan based on the results of the market-demand analysis and business models.
7. Validate the inclusive waste value chain business model with relevant stakeholders.
8. Develop a financing framework for sustainable Waste Management Businesses
 - a) Prepare economic arguments to help to make the case for investment in waste management
 - b) Identify areas of the waste value chain business model that can be made investible for the private sector and prepare a clear investment case

- c) Identify and engage financial institutions with potential financing for the waste value chain business model, through credit lines for businesses operating in the waste sector
 - d) In consultation with relevant stakeholders i.e., government and financial institutions that are currently providing youth and women enterprises credit lines, determine the different types of finance that can be combined and blended and match the sustainable waste value chain business model
 - e) Develop a financing facility in collaboration with the relevant stakeholders
 - f) Prepare a comprehensive document outlining the different financial instruments to be made available to businesses in the waste sector, the requirements for accessing the funds, beneficiaries or targets of the instrument, the lead agent, etc.
9. Provide training and capacity building to MSMEs and other stakeholders operating in the waste sector on the business model, and the match-making facility in relation to credit applications and other required skills such as business plan preparation.
 10. Present the prototype business plan to these stakeholders and provide training on business plan preparation.
 11. Conduct a training workshop for EEA to build their capacity on monitoring the implementation of project activities beyond the project's closing date, with regards to the success of the business model, scaling of initiatives, number of women and youth seeking seed funding, etc.

D. EXPECTED DELIVERABLES

| Deliverable | Duration/timing (days) | Review and approve Deliverables |
|------------------------------------------------------------------------------------------|------------------------|---------------------------------|
| a) An inception report outlining the methodology, workplan, schedule, deliverables, etc. | 10 | Team Leader UNDP/Director EEA |
| b) A market-demand analysis report | 20 | Team Leader UNDP/Director EEA |
| c) Sustainable value chain business model report and prototype business plan | 20 | Team Leader UNDP/Director EEA |
| d) Financing Facility Design document | 30 | Team Leader UNDP/Director EEA |
| e) Training and capacity building reports | 10 | Team Leader UNDP/Director EEA |

E. INSTITUTIONAL ARRANGEMENTS AND REPORTING

The Consultant will report to the UNDP Resident Representative on all contractual obligations.

The consultancy shall submit one soft copy (Word and PDF) and one hard copy for all the reports. All reports submitted by the consultant will require approval from the UNDP and EEA team leaders. The Client shall provide contact person to Consultancy and required information to facilitate the assignment

F. QUALIFICATIONS AND SKILLS REQUIREMENTS

1. Team leader - Business development & finance expert
2. Gender and Social Development
3. Waste management expert

EXPERIENCE REQUIREMENTS

1. Team leader:

- At least ten (10) years of experience in business development and financial economics
- At least five (5) years of experience leading teams in similar projects
- Experience working with different stakeholder groups such as women and youth groups

2. Team Members:

- Demonstrate to have undertaken related or similar assignments e.g., projects under the chemicals and waste management or climate change
- Demonstrate experience in stakeholder engagements and conducting training workshops
- Understanding of Sustainable Development Goals on environmental sustainability
- Experience working with different stakeholder groups such as women and youth groups
- Excellent writing and reporting skills

CORE COMPETENCIES OF TEAM

- Demonstrate commitment to UNDP's mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Highest standards of integrity, discretion and loyalty

LANGUAGE

- Good command of English (both written and spoken) is required
- Ability to communicate in in SiSwati is an added advantage

G. PAYMENT SCHEDULE

The Payment shall be made on submission of satisfactory deliverables/ outputs as follows:

- a) Payment of 15% upon submission and approval inception report
- b) Payment of 30% upon submission and approval of the following reports:
 - Market-demand analysis report
 - Sustainable value chain business model report and prototype business plan
- c) Payment of 35% upon submission and approval of match-making facility report
- d) Payment of 20% upon submission and approval of training and capacity building reports

H. EVALUATION CRITERIA

The proposal shall be evaluated in two stages: technical and financial. As such, two (2) proposal shall be submitted by bidders, one for technical proposal and one for the financial proposal. The proposals shall be sealed in separate envelopes or by email.

Technical Proposal (70%)

Expertise of the Firm 30%

Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40%

Management Structure and Qualification of Key Personnel 30%

Financial Proposal (30%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

The overall project proposal shall be evaluated in the following ratio wherein 70% Technical and 30% financial.

Submission requirements (as per Annex 1)