

TERMS OF REFERENCE

INTERNATIONAL INDIVIDUAL CONSULTANT(IC)

Assignment Title : GEF Project Document Development on "Sound
Agency/Project Name : Chemicals Management and UOPS Reduction in
Kenya"
UNDP Kenya – GEF Project
Country of Assignment : Kenya
Duty Station : Home Based with Travel to Nairobi, Kenya if applicable
Duration : 60 working days within 5 Months period. (September
2014 – January 2015)
Language required : English

Please note that UNDP is not in the position to accept incomplete applications - please make sure that your application contains all details as specified below in this notice.

Acronyms:

FSP: Full-size project

IC: International Consultant

NC: National Consultant

POPs: Persistent Organic Pollutants

PPG: Project Preparation Grant

SAICM: Strategic Approach to International Chemicals Management

U-POPs: Unintentional Persistent Organic Pollutants

TRC: UNDP Turkey Regional Service Center

CO: UNDP Kenya Country Office

1. Background

A Project preparation grant (PPG) as per GEF terminology, has been approved and funding is required to finalise the Full-size project (FSP) on Sound Chemicals Management Mainstreaming and UOPs reduction in Kenya. This FSP should start in 2015. The project on "Sound Chemicals Management Mainstreaming and UOPs reduction in Kenya" will focus on Chemicals Mainstreaming in Kenya led by the the Ministry of Environment Water and Natural Resources and the Ministry of Health and four (4) main urban counties in Kenya (Mombasa, Nairobi, Nakuru and Kisumu), as per the approval of the GEF Council. The PPG is necessary in order to refine the project's objectives, outcomes, and outputs as well as the work plan,

budget and timeline for each of the five project components. The PPG grant will be applied to finance consultations, assessments and assistance provided by the national project consultant and UNDP technical experts, for the purpose of improving baseline scenario mapping, further defining the project activities, determining an appropriate execution modality, securing co-financing resources, ensuring the cost-effectiveness and defining global benefits of the project and how the projects can help Kenya comply with the Stockholm Convention on Persistent Organic Pollutants.

The PPG's budget is USD 150,000 and it is aimed to be completed by January 2015. The PPG and the FSP are under the GEF Chemicals and waste Focal area as it relates to POPs which are covered by the Stockholm Convention. As details of the administrative aspects of the project's design are scrutinized, an appropriate project execution modality for the FSP will be finalized. The project concept for the FSP was approved (PIF) as well for a total amount of USD 4.5 million, and an expected cofinancing of US\$18M.

2. Objective

The objective of this contract is for the Project Document International Consultant (IC) to be in charge of finalising the project documents and all elements required to accompany it for submission to the GEF. The IC will work in close coordination and under supervision of the UNDP Kenya Country Office (CO) with project formulation oversight by UNDP technical support team from the Turkey Regional Service Centre (TRC) of UNDP. He/She will also work and supervise a National Consultant to be recruited separately by UNDP.

3. Scope of services

The IC will be in charge of the following tasks:

1. Report to CO and the team in TRC
2. Provide guidance for the National Consultant (NC) and coordinate project formulation works with the Government of Kenya's representative;
3. Develop detailed plan and timeline for the PPG activities;
 - Develop management and technical guidelines for national project stakeholders;
 - Coordinate with the UNDP TRC team for submission of required inputs
 - Visit each of the implementing ministries and counties covered by the PPG, maintaining flexibility in the order and grouping of the visits, in consultation with the Country Offices. Two field visits (6 days each) to Kenya are planned. Briefings and meetings with the NC will be held on these occasions. The (CO) staff will participate, if feasible, in each of the counties' visits. In each of the visits, it is expected that meetings with stakeholders will be organised by NC and the Kenya CO representatives. Establish a project baseline and design to overcome existing barriers to more effective waste management and emission

reductions. In this work, the consultant will provide guidance on possible sources of co-finance to help the project team in establishing appropriate consultations with required parties

- In consultations with national counterparts formulate draft project document (along with CEO endorsement document) and then the final package of two documents for submission to the GEF Secretariat.
4. Coordinate weekly activities of NC to ensure timely delivery of outputs within budget; organise periodic conference calls with the NC in which CO will participate ;
 5. Working with the NC, to establish and maintain partnerships with the key Government counterparts (National Treasury, Kenya Revenue authority), international organizations, implementing partners and other stakeholders and project participants;
 6. Work with the NC to ensure stakeholder consultations on the project's design and activities at all levels;
 7. Identify opportunities for co-finance resources and provide guidance to negotiations and leveraging of co-finance resources following in-country with CO guidance;
 8. Compile data from the NC, review the data and assessment results with the NC, and provide guidance to NC on identified data and assessment gaps;
 9. In collaboration with NC develop a preliminary national and international consultants' roster for the implementation phase;
 10. With the assistance of UNDP and NC, complete, harmonise and coordinate the various components including the completion of baseline, logical framework, costs and M&E system. Based on this, formulate in close consultation and coordination with the CO team the full-size project documents for the GEF and for internal UNDP processes.

Technical Responsibilities will include the following activities:

1. Prepare a project component on how to address streamlining sound chemicals management can be applied in Kenya taking into consideration the prevailing policies, regulations, Kenya National Environment Policy, the draft national chemicals policy, the proposals for inter-ministerial coordination for chemicals management and related documents. These should be related to the project outcomes
2. Using the Conventions BAT and BEP guidelines carry out a description and quick assessment of the levels of technologies and the environmental practices currently being used nationally in general and in the four counties in particular

3. Elaborate on how the project will address the training needs for waste managers in the counties and the beneficiary medical facilities
4. Propose an expected technology upgrade and improved environmental management at each of the beneficiary institutions, containing elaboration and calculation on cost of inaction, technical, financial and human resources investment requirements and how it will be carried out with the project stakeholders.
5. Taking into consideration the Stockholm convention's requirements for minimizing UPOPs emissions from the category of open burning and taking into consideration the current status of national strategies, policies, regulations and practices to promote non combustion of waste disposal Propose how the project will address national control of open burning of waste so that at end of the project, Kenya will be able to comply fully with this convention requirement.
6. Do a quick literature review of monitoring practices for generation of solid waste, measurements of UPOPs in air, water and land arrange how the project will select emission monitoring programme, sampling analysis, analysis of result selecting possible reputable laboratories which will be carrying out the analysis locally and internationally.
7. Design and present the project document and CEO endorsement document for national consultations and attend a stakeholder workshop when presenting the documentation.

Monitoring and progress controls:

- A regular (weekly) contact will be ensured between the IC, CO and the Project Manager in TRC.
- A review of the progress on output delivery will be done by the middle of the PPG implementation, i.e. by estimated end September 2014. Based on the inputs of the consultants team, a brief analysis of the progress will be made by the CO, and will be reviewed by the TRC team. Issues that could potentially delay the final completion and submission of the Project document will be flagged and corrective action will be proposed. This review will be shared with the CO management team and technical support team from TRC.
- By estimated October 2014 a review and follow-up on the mid-term assessment will be made to determine whether the Project Document can firmly be anticipated to be submitted by estimated 1st Quarter of 2015 to the GEF.

4. Deliverables

Preparation of two consolidated documents:-

1. A CEO Endorsement Document formulated in line with GEF requirements and format, ready to be submitted to the GEF as a Full-size Project
2. A UNDP Project document for the same project, meeting UNDP requirements.

The following elements should be considered in the project document development:

- a. A baseline for streamlining chemicals management and barrier analyses, based on, relevant national reports but mainly documentation developed by Kenya at SAICM implementation and multi-stakeholder workshops, and associated risks and mitigation approaches;
- b. An outline of expected description of key policy guidelines and regulations that can facilitate the integration of sound management of chemicals, as part of sustainable development, poverty reduction programmes and linkages between health and environment
- c. Highlighting aspects of environment and health linkages through joint actions as called for by the Libreville Declaration on human health and the environment(2008), into national development planning processes to support sustainable development in Kenya
- d. An outline of report on Procedures and guidelines for the assessment and implementation of hazardous waste management at healthcare facilities built on lessons and examples from the application of the I-RAT tool under GEF4 /UNDP projects worldwide and on the WHO bluebook "Safe Management of Wastes from Health-care Activities".
- e. Expected actions that will take place and the health facilities that will promote demonstration of sound healthcare waste disposal technologies in the selected number of healthcare facilities in each county
- f. A write-up of the project document with summary information on the data that have been collected and resulting strategies affecting the project design
- g. Situation analysis assessment of the levels of technologies and the environmental practices currently being used at the beneficiary facilities elaborating how the project will address the training needs for waste managers in the counties and the beneficiary medical facilities
- h. Proposal on expected technology upgrade and environmental management at each of the beneficiary institutions, containing possible technology suppliers, estimated cost, need for civil, mechanical and electrical engineering containing figure in USD on cost of inaction estimated, technical , financial and human resources investment requirements of the project, Kenya will be able to comply fully with this convention's requirements.

- i. Review of monitoring practices for generation of solid waste, measurements of UPOPs in air, water and land arrange how the project will select emission monitoring programme, sampling analysis, analysis of results selecting reputable laboratories which will be carrying out the analysis locally and internationally.
- j. A logical framework, based on multi-stakeholder workshops and the recommendations of consultants' studies, including indicators and quantified targets combined with baseline values supplied by consultants; iii) a participation strategy; iv) an analysis of the programmatic baseline; v) a project budget and work plan in standard UNDP and GEF formats; vi) a monitoring and evaluation strategy; vii) a learning and replication strategy; and viii) text and supportive technical analyses detailing the justification, global environmental benefits and strategies of the project.

The IC will advise in identifying opportunities for co-financing, in consultation with the NC Country offices, Governments and partners and stakeholders.

Conditions of work:

- The IC will be supported by the NC, CO and UNDP TRC technical support team for strategic discussion and decisions in undertaking the assignment. The IC will benefit from the support of the NC and CO, ensuring support during mission, organising meetings with stakeholders and coordinating work with the NC.
- This assignment is home-based with travels. Three visits to Kenya are planned, as per details listed in Section 2. As per general terms and conditions, only economy-class tickets are allowed for these travels. The travels will have to be organised by UNDP Country Office, and logistical support once in the country. Each visit should be expected to last 10 to 12 days depending on flight availabilities. The first visit should be held at the start of the assignment and the second visit would be towards the end of the assignment, around October 2014.

5. Competencies

- Strong interpersonal skills, communication and diplomatic skills, ability to work in a team
- Coordination skills to favor effective team work
- Openness to change and ability to receive/integrated feedback
- Ability to work under pressure and stressful situations, and to meet tight deadlines
- Strong analytical, reporting and writing abilities
- Good presentation skills.

6. Qualifications

Academic Qualifications/Education:

- Master Degree in environmental engineering or technology, chemistry, health sciences, public administration or other relevant field

Experience:

- At least 7 years of practical experience in the field of chemicals management and persistent organic pollutants;
- Specific experience with SAICM-related and uPOPs projects;
- Familiarity with results-based management in project formulation, implementation, and monitoring and evaluation;
- A clear understanding of national obligations to multilateral environmental agreements on chemicals and wastes
- Experience in coordinating work with other consultants;
- Knowledge of UNDP processes and structure;
- Demonstrated practice of the GEF standard procedures and of the required elements for completion of a full GEF project Document;
- Familiarity with the requirements of the Stockholm Convention and Best Available Techniques / Best Environmental Practices draft guidelines. Good knowledge of sound waste management and u-POPs management, sound knowledge of international best technologies and practices;
- Experience working on the subject of Waste Management (WM), particularly in the context of UN project;
- Familiarity with the goals and procedures of international organizations, in particular those of the GEF and its partners in this field of Experience in formulating and implementing similar programmes is an advantage;
- Previous experience of working with UNDP is an advantage;
- Previous work experience in Africa is an advantage;
- Familiarity with national development plans, particularly their environment dimensions, is an advantage.

Language skills:

- Excellent writing, editing, and oral communication skills in English;

7. Evaluation of Applicants

Individual consultants will be evaluated based on a cumulative analysis **taking into consideration the combination of the applicants' qualifications and financial proposal.**

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

“Only the highest ranked candidates found qualified for the job will be considered for the Financial Evaluation”.

Technical Criteria - 70% of total evaluation – max. 50 points:

- Criteria A: Substantive Knowledge, particularly on UPOPs and SAICM – max points: 10
- Criteria B: Experience in coordinating work with other consultants - max points: 5
- Criteria C: Process Knowledge of UNDP procedure and GEF requirements for Project– max points: 10
- Criteria D: Experience with the UNEP dioxin toolkit context - max points: 5
- Criteria E: experience in developing with potential project partners– max points: 2
- Criteria F: Knowledge of national policies and strategies that could facilitate streamlining chemicals management – max points: 5
- Criteria G: Relevance of the methodology proposed – max points: 5
- Criteria H: Quality of the cover letter – max points: 5
- Criteria I: Academic Qualifications/Education – max points: 3

8. Application procedures

Applications should include:-

- **Cover letter** explaining why you are the most suitable candidate for the advertised position and a **brief methodology** on how you will approach and conduct the work. Please paste the letter into the "Resume and Motivation" section of the electronic application (template provided (IC Proposal form)
- **Filled P11 form** including past experience in similar projects and contact details of referees (blank form provided). Please submit a signed P11 instead of the CV.
- **Financial Proposal** - specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days, travel, per diems and any other possible costs). Please refer to the “conditions of work” section for details on related travel.
- **Incomplete applications will not be considered. Please make sure you have provided all requested materials**

Useful information

*Please note that the **financial proposal is all-inclusive** and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination and any other relevant expenses related to the performance of services...). All envisaged **travel costs** must be included in the financial proposal.*

***Payments** will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner. Milestones for payment will be discussed and agreed with the selected candidate.*

*Individual Consultants are responsible for ensuring they have **vaccinations**/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN **security directives** set forth under dss.un.org*

Individual Contractors over 62 years of age are required, at their own expense, to obtain medical clearance.

Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

Please quote **“GEF Project document development- SCM and UOPs reduction in Kenya”** on the subject line.

Qualified candidates are requested to email their applications to **consultants.ken@undp.org** to reach us not later than **Wednesday, 10 September 2014 at 4.00 P.M Kenya Time. (GMT+3.00)**