

## TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

### GENERAL INFORMATION

<b>Services/Work Description:</b>	Project Preparation: GEF Full-Size Project Preparation on "Ethiopia Urban NAMA: "Creating Opportunities for Municipalities to Produce and Operationalise Solid Waste Transformation (COMPOST)"
<b>Project/Program Title:</b>	GEF PPG
<b>Post Title:</b>	National Consultant – Urban Environmental Science Expert
<b>Consultant Level:</b>	Level C (Senior Specialists)
<b>Duty Station:</b>	Addis Ababa with at least one mission to each cities
<b>Expected Places of Travel:</b>	Regional Municipalities such as Adama, Bahir Dar, Bishoftu, Dire Dawa, Hawassa and Mekelle
<b>Duration:</b>	July 2015- January 31 <sup>st</sup> 2016 (5 working days per week)
<b>Expected Start Date:</b>	Immediately after concluding contract agreement

### I. Preamble

The Government of Ethiopia's Climate Resilient Green Economy (CRGE) vision has set the goal of reaching middle-income country status by the year 2025 with net-zero greenhouse gas (GHG) emissions. The country's Green Economy strategy identifies green cities and buildings among its seven key sectors that will contribute to the envisaged 250 megatonnes (Mt) CO<sub>2</sub> reductions. Within this sector, solid waste, liquid waste and off-grid fossil fuel energy are the major abatement levers. Under the business as usual scenario, emissions from cities will increase from 4.7 Mt CO<sub>2</sub>e in 2010 to 10.2 Mt CO<sub>2</sub>e in 2030.

Despite robust national level strategy, the country's rapid population growth and urbanization is resulting in a rise of demand for basic urban infrastructure, including urban greenery and solid waste management that challenges the current capacity of the municipalities. Proper collection, transportation and disposal of solid waste which contributes to sustainable and low-carbon development remains bottlenecks in major cities of Ethiopia. Soil, water and air pollution, various health problems and poor quality of life are major issues that result from an absence of urban green areas and proper waste management, with women and children the most vulnerable to these negative effects.

The rapid growth of most towns and cities in Ethiopia without properly planned green spaces have also generated environmental problems, including: increase of temperature and other microclimatic effects, air pollution and greenhouse gas emissions. Urban green areas and forestry can affect global climate change and local and regional air quality by affecting the urban atmosphere and various chemical emissions. Because of their close proximity to numerous emissions sources, urban forests can be managed to improve air quality and mitigate global climate change.

Most Ethiopian cities lack a well-designed waste management system that complies with the environment and human health protection. In most of the cities, the solid waste collection is managed in a fragmented and

inefficient manner by youth and/or women's associations who do not have the capacity to collect the ever-increasing volumes of urban waste. The transportation and disposal process is managed by the municipalities and the disposal process is typically an open dumping system. Moreover, there is no evaluation of the underlying soil structure and topography, climatological conditions, surface water hydrology or the geologic and hydro-geologic conditions of the dumping sites. For these reasons, the sites are causing environmental, health and social problems to the people living around the dumping areas.

## **II. BACKGROUND / PROJECT DESCRIPTION**

Improving the provision of waste management services and urban greenery development in Ethiopian towns and cities is one among the major national priorities identified by the Government of Ethiopia. The Ministry of Urban Development, Housing and Construction (MUDHCo) has prepared climate change resilient strategies and standards for both solid waste management and urban greenery development. The documents provide the towns and cities with an overall framework necessary for the effective design, implementation and operation of ISWM systems for urban green infrastructure development.

For the efficient implementation of the solid waste management and the urban greenery development, MUDHCo, together with UNDP, developed a GEF full-sized climate change mitigation (CC-M) concept note (PIF – Project Identification Form) titled "Creating Opportunities for Municipalities to produce and Operationalise Solid Waste Transformation (COMPOST)". The PIF has now received approval from the GEF Council in the June 2015 GEF-6 work programme. The PIF is designed to promote greater use of Integrated Solid Waste Management (ISWM) and Urban Green Infrastructure (UGI) approaches in Ethiopia cities and towns in alignment with the standards and the national growth and transformation plan for the urban sector.

In this regard, UNDP will hire a team of consultants to undertake the design of the full project document. This team will consist of national and international expertise on Integrated Solid Waste Management and Urban Green Infrastructure. The team of consultants will consist of 2 lead international consultants (with one focusing on the ISWM aspects of the project and one focusing on the UGI aspects), and two national technical consultants (to be hired to work with the two international consultants: one will focus on the ISWM aspects of the project and the other will focus on the UGI aspects for specific, short-term tasks).

## **II. SCOPE OF THE WORK**

The international Integrated Solid Waste Management (ISWM) consultant, in coordination with the international UGI expert as well as the national ISWM and UGI experts, will lead the assignment preparation of a full project document which includes a UNDP-GEF project document, a GEF CEO Endorsement Request, a UNDP Environment & Social Safeguards Screening and a GEF climate change mitigation Tracking Tool, all ready for submission to UNDP and GEF. UNDP Ethiopia will lead the project preparation process and manage the Project Preparation Grant (PPG) budget/phase. The UNDP Ethiopia country office will perform the selection and recruitment of PPG consultants, develop ToRs, arrange travel and meetings, and arrange project disbursements in collaboration with the Ministry of Urban Development, Housing and Construction (MUDHCo).

During the PPG phase, a number of studies and stakeholder consultations will be undertaken with the view to further develop the approved project concept into a fully formulated project document within an indicative period of approximately 6 months.

The final output should be an approved GEF project following submission of the UNDP Project Document, GEF Request for CEO Endorsement, GEF tracking tool, and all co-financing letters to the GEF Secretariat, approximately 6 months from the start of this assignment.

In order to fulfill the work and reach the specific objectives, the consultant shall consider the following (but not limited to):

**Project preparation:**

- a) Baseline studies on Urban Green Infrastructure (UGI) and Integrated Solid Waste Management (ISWM) of the six Ethiopian municipalities and the GEF incremental benefits for the project, as well as clarify stakeholder inputs, roles and responsibilities, and co-financing.
- b) Identify the gaps between the national UGI as well as waste management standards and the existing situation of solid waste management 'on the ground' in 6 identified municipalities.
- c) Participatory approach capacity building of stakeholders to ensure optimum project design and to facilitate the endorsement of the full-size project for final submission.
- d) Conduct assessments to complete baseline information and identify the best institutional and management arrangements for the implementation of the project, undertake the detailed costing and design of the project, facilitate agreement on impact indicators and engage key stakeholders.
- e) Identification of data and technical needs associated with development of (CDM-derived) standardized baselines for:-
  - compost production
  - substitution of chemical fertilizers in urban greenery
  - urban and peri-urban reforestation
  - displacement of non-renewable fuelwood
- f) Given the potentially significant costs of developing standardized baselines, the consultant shall identify the simplest solutions possible, potentially including multiple emission sources in a single standardized baseline. TORs shall be prepared to be used during the project implementation phase.
- g) Identification of data and technical needs associated with implementation of the Fukuoka method for semi-aerobic landfill treatment.
- h) Specification of financing mechanisms to be deployed by the UNDP-GEF project, including:
  - Design and operational aspects of the micro-credit and partial loan guarantee support to be offered to project stakeholders through the Innovative Financing Facility (IFF).
  - Design and operational aspects of a voluntary carbon offset scheme, including identification of carbon buyers.
- i) Detailed specification of the GHG estimation and MRV systems to be applied by the project, in accordance with GEF GHG methodologies and coupled with the standardized baselines and NAMA to be developed by the project.
- j) Identification of any opportunities/risks identified during an environmental and social screening of the project proposal.

**III. EXPECTED OUTPUTS AND DELIVERABLES**

Under the overall direction and guidance of the UNDP Ethiopia country office as well as the UNDP regional service center, in collaboration with MUDHCo and under the day-to-day supervision of the International ISWM and UGI Consultants, the National consultant will produce:

- ISWM and UGI baseline information and defined GEF project interventions in the six selected Ethiopian cities/towns; detailing of the GEF incremental benefits for the project; as well as clarify stakeholders' inputs, roles and responsibilities, and co-financing.
- Design elements associated with the CDM-derived standardized baselines, the Fukuoka semi-aerobic landfill management model, the project financing mechanisms (micro-credit scheme and voluntary carbon market), and the MRV scheme.
- Validation workshop for representatives of all relevant stakeholders.
- The final UNDP project document, GEF request for CEO endorsement, ESSP (Environmental and Social Screening Procedures), GEF climate change mitigation Tracking Tool and all co-financing letters to UNDP for submission to the GEF Secretariat.

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Provision of the selected cities/towns ISWM and UGI baseline information and GEF incremental benefits for the project as well as clarify stakeholders inputs, roles, and responsibilities, and co-financing.	July 2015- September 15, 2015	By UNDP and MUDHCo
2	Draft reports of the project document	October 2015	"
3	Validation workshop will be held for representatives from all relevant stakeholders.	November 15, 2015	"
4	Final UNDP project document, GEF request for CEO endorsement, ESSP (Environmental and Social Screening Procedures), GEF climate change mitigation Tracking Tool and all co-financing letters to UNDP for submission to the GEF Secretariat.	January 31, 2016	"

#### IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- The national consultant will be responsible for overall delivery the service as per the details included in this TOR and
- The national I consultant will be responsible to provide all the required information to the international consultants as well as to coordinate missions to the regional cities.
- The national consultant will be responsible to coordinate with the local ISWM and UGI component of the project as well as to coordinate with the financial specialist consultant
- In national consultant with the UNDP Country Office, UNDP regional office and MUDHCo prepare detailed work plan.
- Work closely with MUDHCo, UNDP Country Office, UNDP regional office and other key stakeholder to identify major needs and to come up with appropriate recommendations and investment plan.

#### V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

- The MUDHCo will provide inputs and services to the prospect IC including but not limited to relevant documents, office space and technical task force to work.
- UNDP in collaboration with MUDHCo will provide office equipment; secretarial services; Local transport service; arrangement of training and validation workshop(s)
- The assignment requires field visit of selected municipalities, MUDHCo and other affiliated institutions as close and day today working relationship.
- UNDP- Ethiopia will be in charge of the recruitment and payment of the consultant fee
- MUDHCo will setup a core technical team chaired by senior Ministry representative that will closely work with the consultant and provide the necessary input and directions.

#### VI. DURATION OF THE WORK

No.	Task	Timeline (Will be agreed with the consultant but not later than 31 <sup>st</sup> of January 2016)
1	Provision of the selected cities/towns ISWM and UGI baseline information and GEF incremental benefits for the project as well as clarify stakeholders inputs, roles, and responsibilities, and co-financing.	

2	Draft reports of the project document	
3	Validation workshop will be held for representatives from all relevant stakeholders.	
4	Final UNDP project document, GEF request for CEO endorsement, ESSP (Environmental and Social Screening Procedures), GEF climate change mitigation Tracking Tool and all co-financing letters to UNDP for submission to the GEF Secretariat.	

## VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

### Education:

- Advanced degree in solid waste management, sustainable cities and environment, Urban Greening and Beautification, urban environment and climate change or related discipline

### Experience:

- At least 7 years of experience in urban environment management, urban green infrastructure, solid waste management, urban development or climate change mitigation.

### Functional Competencies:

- Proven track record of needs assessment and investment plan preparation or relevant experience of similar work related to climate change, sustainable development and urban environmental management is preferred
- Proven extensive knowledge of institutional needs analysis, and a detailed understanding of the institutional context of Ethiopia;
- Knowledge of the CRGE initiatives and the Ethiopian Green Economy Strategy.
- Experience in working with international organizations, including UNDP, is preferred but not required.
- Familiarity with the GEF – and particularly GEF project preparation – and with the international climate finance architecture is desirable.
- Excellent analytical, writing, communication and reporting skills in English.
- Ability to deliver on time.

### Core Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

## VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
  - Technical Criteria weight is **70%**
  - Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	100
▪ <b>Criteria a.</b> Minimum educational background		15 pts

▪ <b>Criteria b.</b> Past experience in similar projects and contracts		20 pts
▪ <b>Criteria c.</b> Understanding the Scope of Work and Methodology (from the written Technical Proposal)		50 pts
▪ <b>Criteria d.</b> Individual competencies (Analytical and Communication Skills)		15 pts
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

## IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in US dollars **all-inclusive<sup>1</sup> lump sum contract amount** when applying for this consultancy. The consultant will be paid only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

<b>Installment of Payment/ Period</b>	<b>Deliverables or Documents to be Delivered</b>	<b>Approval should be obtained</b>	<b>Percentage of Payment</b>
1 <sup>st</sup> Installment	After first mission conducted and completion of deliverables 1 & 2 (Provision of the selected cities/towns ISWM and UGI baseline information and GEF incremental benefits for the project as well as clarify stakeholders inputs, roles, and responsibilities, and co-financing and the draft reports of the project document )	By UNDP	20%
2 <sup>nd</sup> Installment	Completion of deliverables 3 & 4 (Validation workshop will be held for representatives from all relevant stakeholders. And the final UNDP project document, GEF request for CEO endorsement, ESSP (Environmental and Social Screening Procedures), GEF climate change mitigation Tracking Tool and all co-financing letters to UNDP for submission to the GEF Secretariat.)	By MUDHCo and UNDP	35%
3 <sup>rd</sup> Installment	Up on receipt of GEF endorsement	"	45%

## X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed *Table of Contents*. Therefore prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

## XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

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