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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **30 October 2019**

TITLE OF CONSULTANT: Individual Consultant (IC) for Training on Waste Management Planning.

COUNTRY: BOTSWANA

DESCRIPTION OF ASSIGNMENT: The purpose of the training course is to capacitate central and local government staff to comply with Waste Management Act 1998 Section 9.1

PROJECT NAME: Environment and Climate Change Response

PROJECT NUMBER: 00102700

SUPERVISION: Programme Specialist - Environment

Proposals with reference should be submitted in a sealed envelope clearly labelled, “**Individual Consultant (IC) for Training on Waste Management Planning in Botswana**”

Should be submitted at the following address no later than **15th November 2019 at 12:00pm (Botswana Time)**

to:

*The Resident Representative
United Nations Development Programme
P.O. Box 54
Gaborone*

or by email to: procurement.bw@undp.org

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mailed to enquiries.bw@undp.org UNDP Botswana will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of the inquiry to all prospective facilitators.

NOTE: Consultancy firms/companies interested in applying for this assignment are free to do so provided they submit a CV of only one qualified consultant and present its bid in a manner that would allow for evaluation of the bid in accordance with the evaluation criteria specified in these solicitation documents. That is, the experience required is that of the individual whose CV would have been

submitted by the company rather than that of the company. Further, if the submitted bid wins, the ensuing contract will be between the UNDP and the company/firm, not the individual.

1. BACKGROUND

1.1. Introduction:

Waste management planning in Botswana is a statutory function of the local authorities as provided for under Section 9(1) of the Waste Management Act of 1998. The National Waste Management Plans will be developed from local waste management plans by the regulator. These waste management plans are expected to outline measures that will ensure the appropriate handling, storage, recovery, treatment and disposal of all the waste generated.

An understanding of waste quantity and composition is fundamental for planning of all waste management processes such as method and type of storage, type and frequency of collection, required crew size, method of disposal, and degree of resource recovery. The utility of the waste quantity and composition surveys extends beyond evaluation of present conditions, but also enables the prediction of future trends.

The waste management planning system in Botswana is limited by a number of factors which include amongst others skills gap, funding, staffing, institutional arrangement, policy direction, legal framework, guidelines, inadequate data etc. There is therefore a need to close this gap through capacitation of both local authorities and central government on waste management planning.

The purpose of this Terms of Reference (ToRs) is to set out the objectives, the scope of the service and the deliverables (duties and responsibilities) of the consultant providing the training service on waste management planning. It is envisaged that this training will serve as a platform for collection and archiving of waste management data to support planning at national and local level.

2. SCOPE OF WORK & RESPONSIBILITIES

The Consultant shall work in close coordination with the Principal Waste Management Officer of Department of Waste Management and Pollution Control and will be responsible for the following:

a) Undertake needs assessment for the participants to be trained

The Consultant will be responsible for meeting with the relevant DWMPC Waste Management Officer members to get an understanding of the assignment and undertake a needs assessment exercise prior to developing the training modules and facilitating training workshops.

b) Development of an interactive and detailed training module on waste Management planning

The Consultant will be responsible for the development of an interactive and detailed module-based training. It is expected that the Workshop content will provide participants with knowledge and skills on waste management planning according to Section 9.1 of the Waste Management Act of 1998. At the end of the workshop, participants should be able to prepare waste management plans addressing but not limited to the following broad areas;

- (a) kinds and quantities of controlled waste being generated and which the local authority expects will be generated in its area during the period specified in the plan;

- (b) waste disposal sites and public and private waste management facilities in its area at present and that are expected to be closed, upgraded or newly built during the period specified in the plan;
- (c) staff, equipment and other material used for operating the publicly owned sites and facilities at present and needed during the period specified;
- (d) kinds and quantities of controlled waste which the local authority expects to be brought for disposal into or taken for disposal out of the local authority's area during that period;
- (e) strategy the local authority has adopted to harmonise its activities with other local authorities on the management of the waste referred to in paragraph (d);
- (f) kinds and quantities of controlled waste which the local authority expects to manage by use of its own means or by use of means provided by the private sector, during that period;
- (g) methods by which, in a given period, the local authority intends to manage controlled waste and the local authority's prioritisation of the different methods of waste management for the given period of time;
- (h) estimated costs of the different methods of waste management mentioned in the plan, and how these costs are covered by tariffs, fees, or other means; and
- (i) efforts the local authority has undertaken and is going to undertake to reach full cost recovery within a given period of time.

International Standards and Best Practices

The training should expose participants to best practices in the world.

- (i) International and regional best practices in waste management planning.
- (ii) The training should also include adherence to quality standards for waste management planning.

The Consultant should ensure the following are included in the training criteria:

- (i) A training agenda, power-point presentations and training tools that will assist in facilitating trainings;
- (ii) Moderate and guide all discussions through participatory and interactive techniques;
- (iii) Capture, record, and summarize key points of learning during all sessions and manage the smooth flow of the workshop and recap of the previous day's proceedings;
- (iv) Provide materials as needed in various contexts including breakouts, group session and ensure timely completion of activities and group work;
- (v) Actively engage participants in discussion, raising issues, making recommendations and drawing conclusions.
- (vi) Support identification, organization and preparation of the workshop meeting rooms to best accomplish the objectives of the workshop (comfort, seating, presentation space, break-out);
- (vii) Provide ice breaking/energizing exercises to enhance morale and participation in all sessions.
- (viii) Facilitate an evaluation of the modules/workshop(s) by the participants so that the workshop/training materials can be improved according to the participant feedback.

(d) Development of a workshop report including a capacity building plan

As a result of the discussions during and after the training, the Consultant is expected to produce a Workshop Report summarising the findings of the Workshop with a **capacity building plan appended as an annex** outlining the main opportunities, challenges, remaining needs and suggested way forward for Waste Management Planning at city, town and district levels.

3. Key deliverables:

- (a) Needs assessment report for the participants to be trained;

- (b) Interactive and detailed Waste Management Planning training modules including relevant background material for the delivery of training workshop;
- (c) Theoretical training for Waste Management Planning;
- (d) Practical training for Waste Management Planning;
- (e) A detailed analysis/evaluation report of the modules/workshop(s) with:
 - participant feedback on how training materials can be improved; and
 - capacity building plan outlining the main opportunities, challenges, remaining needs and suggested way forward.

The submission of the manuals should be in a CD (soft copy) and two bound copies. The Reports should be of high quality in terms of presentation, relevance and utility, presented in Times New Roman Text, font size 12 and have the following attributes:

- Concision: The report should cover the required material without being irrelevant and unwieldy.
- Readability: The report should be written in jargon-free language. Its language should be simple, clear and reader-friendly.

Activity	Duration (Estimated # of days)	Deadline
Meeting with DWMPC officers to get an understanding of the assignment	1	
Administer survey and needs assessment to training participants	10	
Develop interactive and detailed training modules	5	
Facilitate theoretical training including administration of Workshop evaluation.	20	
Facilitate practical training including waste characterisation, time and motion study for waste collection service, landfill management	20	
Develop workshop report including a capacity building plan outlining the main opportunities, challenges, remaining needs and suggested way forward	4	
TOTAL	60	

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

- Degree in environmental engineering/health/science or civil engineering or equivalent.

- 10 years proven experience in providing training on waste management planning in Botswana, regionally or internationally
- Registration with professional bodies.
- Proven experience in the development of regional and or national waste management plans
- Experience in developing budget estimates
- Good presentation and communication skills

5. DUTY STATION

The individual consultant will be based in Gaborone, Botswana during the training period.

6. SUPERVISION

The IC will be supervised by the DWMPC Principal Waste Management Officer with support from UNDP.

7. METHODOLOGIES

The consultant will adopt a consultative approach to develop the expected deliverables. Specifically, the consultant will;

- Undertake desk review of relevant documents and databases.
- Undertake this assignment in consultation and collaboration with relevant stakeholders including DWMPC and UNDP.
- Develop the training programme based on the Botswana condition.

8. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

a. **Technical Proposal:** The technical proposal should include the following:

- Profile of consultant and an outline of recent experience on assignments of a similar nature.
- The consultant's interpretation and demonstrated understanding of the assignment. Including a clear training programme and duration of the training.

b. **Financial proposal:**

- Lump-sum consultancy fee
- The lump sum should be broken down to clearly indicate: travel, per diems, and actual consultancy fees (daily fee)
- An indication of whether this rate is flexible

c. Personal CV including past experience in similar projects and contacts of at least 3 referees

9. 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.

10. EVALUATION

- **Stage 1:** Preliminary evaluation of the proposals will be based on yes/no response as per the table below. If the response is “no” for any of the 3 criteria, the consultant will be disqualified from further evaluation.
- **Stage 2:** Technical Capability of the Consultant to deliver the required consultancy outputs evaluated on a scale of 0-100 points wherein the qualifying mark is 70%. The criteria to be used are shown below:

Technical Criteria	70% of total evaluation	
Criteria A	Relevant education background: Degree in environmental engineering/health/science or civil engineering or any other related field. Master’s degree in any of the fields above is an added advantage.	Yes/No
Criteria B	Adequate work and/or professional experience: 10 years of relevant experience in Waste Management Planning, and/or experience in facilitating training on Waste Management Planning at national or international levels	Yes/No
Criteria C	Complete Consultancy package submitted (Technical and financial proposals)	Yes/No
Criteria D	Experience in Waste Management Planning, operations and management of waste treatment facilities. Experience in training on waste management and waste management planning. Excellent writing, editing, and report writing skills in English;	25
Criteria E	Methodology/Approach: A clear description of the methodology - describing how the consultant will develop the training manual, how the training sessions will be conducted for better understanding by the trainees. Detailed work plan of when activities will be implemented and completed	25
Criteria F	Previous work experience in one or more countries or in the region on issues related to waste.	20
Criteria G	Knowledge of waste management planning, management, pre-treatment methodologies, concepts and principles and the ability to apply these to strategic and/or practical situations;	20

Criteria H	Working experience in an international organization or knowledge of UN policies, procedures and practices	10
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Individual consultants will be evaluated based on the Cumulative Analyses Methodology (weighted scoring method), where the award of the contract will 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 Individual Consultants obtaining a minimum of 70% of the obtainable points of 100 points in technical evaluation would be considered for the Financial Evaluation. The total number of points allocated for the price component is 100. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those technical qualified candidates who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price

UNDP applies a fair and transparent selection process that would take into account both the technical qualification of Individual Consultants as well as their price proposals. The contract will be awarded to the candidate obtaining the highest combined technical and financial scores.

UNDP retains the right to contact references directly.

11. REMUNERATION

The payment schedule will be as follows:

Payment shall be made against deliverables in the following instalments:

Approval of needs assessment report	30%
Approval of Waste Management Planning training modules	
Completion of theoretical training	70%
Completion of practical training	
Approval of detailed workshop evaluation report	

TOTAL	100%
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