

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	International Consultant on Developing circular economy waste management and policy road map in Cambodia
Cluster/Project:	BESD
Post Level:	Senior Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	home-based with travel to Cambodia
Expected Place of Travel:	Phnom Penh
Contract Duration:	#15 days, from 20 November to 20 December 2019

2. Project Description

Cambodia is one of the fastest growing economies with rapid population growth in Asia. With growing population and economic activities, Cambodia now faces the new challenge of the mounting volume of waste. Between 2004 in 2017, solid waste disposal in municipal landfills has drastically increased from 318,000 tons to 1.5 million ton per annum (MoE, 2018). According to the recent UNDP study in 2018, this situation is particularly alarming in major cities, such as Phnom Penh, which produces 2,300 tons of waste on a daily basis. It is notable that more than 90 % of all waste consists of recyclable materials (e.g. organic 55 %, plastic 21 % and textile 13%) (ibid) yet a very minimal amount has been recycled under current waste management practices.

To tackle this waste problem, a new project, “building an enabling environment for sustainable development in Cambodia” was launched in January 2019 with funding support from Sweden and UNDP with the National Council for Sustainable Development (NCSD) as an implementing partner. Among other objectives, this project promotes circular economy options such as 3Rs: Reuse, Reduce, and Recycle for waste management.

Within the project three analytical papers are being developed by national consultants regarding organic waste management, plastic recycling and waste-to-energy. These papers are scheduled to be finalized by the middle of November.

3. Scope of Work

The overall objective is research and policy recommendations to create an enabling environment for circular economy road map for waste management. The contractor is expected to take an overall approach in reviewing the institutional framework and policies. In the work the consultant shall build on the analytical papers prepared by national consultants, but the contractor is expected to broaden the analysis. The contractor is expected to:

- Review institutional framework and policies relating to circular economy in Cambodia, with a focus on waste management
- Review institutional framework and policy in regard to waste collection in Cambodia
- Conducts assessment on budget, expenditure and financial gap review in the waste management sector in Cambodia
- Develop policy recommendations for a road map for circular economy in Cambodia

4. Expected Outputs and Deliverables

N	Deliverables/Outputs	Days	Due Date	Percentage	Review and Approvals Required
1.	Submission of research methodology and workplan	1 day	November 21, 2019	10%	CC and Env Policy Specialist
2.	Research and policy analysis for an enabling environment for circular economy road map for waste management <ul style="list-style-type: none"> • Provide a summary report presenting key findings from the review of institutional framework and policies relating to circular economy with a focus on waste management in Cambodia. Detailed information should be enclosed as annexes. All background information should be shared with UNDP • In the report present the review of institutional framework and policy in regard to waste collection in Cambodia • Present an assessment on budget, expenditure and financial gap review in the waste management sector in Cambodia • Develop policy recommendations for a circular economy road map for Cambodia • Prepare a power point presentation to summarize key findings from the above. 	14 days	December 20, 2019	90%	CC and Env Policy Specialist
	Total	15 days		100%	

5. Institutional Arrangement

The Circular Economy work of the UNDP is led by a team composed of the Environmental Policy Specialist, BESD project manager and the climate change and Environmental Policy Specialist. The international consultant will work under the supervision of the climate change and Environmental Policy Specialist.

For collection of information and interviews with key actors within the government the contractor will cooperate with the BESD project manager. The review of institutional framework for waste management will require close interactions with the MoE and other actors in the government dealing with waste

management.

6. Duration of the Work

The assignment is expected to be performed within 15 days (from 20 November to 20 December 2019)

7. Duty Station

The duty stations for this assignment is home based and Phnom Penh, estimated to 10 days. A significant part of the assignment require presence in Phnom Penh to interact with the government.

Selected individual contract(s) who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake UN security course (BSAFE) training. The course accessible is here: <https://training.dss.un.org/course/category/6> prior to travelling.

8. Minimum Qualifications of the Individual Contractor

Education:	Master's degree, or equivalent, in waste management or other related fields. PhD in a relevant field is a plus.
Experience:	<ul style="list-style-type: none">At least 7 years of experience with conducting research and assessments on waste, provision of technical support for waste management, and waste related infrastructure design. Prior experience in implementing 3Rs: Reuse, Reduce and Recycle or other forms of circular economy policy development is a plus
Competencies:	<ul style="list-style-type: none">Strong research and policy background in analytical skills in waste management, circular economy and communication skillsFlexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive.
Language Requirement:	<ul style="list-style-type: none">English.

9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
Master's degree, or equivalent, in waste management or other related fields. PhD in a relevant field is a plus.	30
At least 7 years of experience with conducting research and assessments on waste, provision of technical support for waste management, and waste related infrastructure design. Prior experience in implementing 3Rs: Reuse, Reduce and Recycle or other forms of circular economy policy development is a plus	40
Strong research and policy background in analytical skills in waste management, circular economy and communication skills (a writing sample should be provided)	30
Total Obtainable Score:	100

10. Payment Milestones

This is a fixed out-put based contract price regardless of extension of the herein specific duration. The consultant will be paid on a lump sum basis under the following installments.

N	Outputs/Deliveries	Payment Schedule	Payment Amount
1 & 2	Upon satisfactory completion of a) submission of research methodology and workplan and b) Research and policy analysis for an enabling environment for circular economy road map for waste management	December 20, 2019	100%