

Terms of reference



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GENERAL INFORMATION

Title: PETRA Asbestos Advisor

Project Name: Programme for Earthquake and Tsunami Infrastructure Reconstructive Assistance

Reports to: PETRA Project Manager

Duty Station: Mataram (West Nusa Tenggara)

Expected Places of Travel (if applicable): Jakarta and Palu

Duration of Assignment: From 15th February 2020 to 30th June 2020.

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input type="checkbox"/>	
(1)	CATEGORY OF INTERNATIONAL CONSULTANT , please select : (1) Senior Specialist
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	P11
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

☒ partial (explain)

The presence of consultant in office is based on request by hiring unit or supervisor

☐ intermittent (explain)

☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☐ Yes ☒ No

Equipment (laptop etc): ☐ Yes ☒ No

Secretarial Services ☐ Yes ☒ No

I. BACKGROUND

"UNDP is the UNs' global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in about 170 countries and territories, including Indonesia, working to eradicate poverty while protecting the planet. UNDP supports implementation of the Sustainable Development Goals (SDGs). In Indonesia, UNDP works with the Government to integrate SDGs into national plan and policies."

In response to the recent Central Sulawesi and West Nusa Tenggara's earthquakes and tsunami, UNDP has initiated the Sulawesi / Lombok Programme for Earthquake and Tsunami Infrastructure Reconstruction Assistance ('PETRA' in short) to support the Government of Indonesia's Rehabilitation and Reconstruction programmes in the two Provinces.

The goal of PETRA is to contribute to the rehabilitation and reconstruction of key infrastructure to support the resilient recovery of disaster-affected communities in both provinces. It addresses the need to accelerate the restoration of critical public services (such as health and education), improve economic livelihood opportunities for the affected communities, while at the same time, enhancing community resilience to future shocks in both provinces. The programme is guided and informed by the post-disaster needs assessments and is fully aligned with relevant national and sub-national recovery plans.

PETRA is delivering two outputs, namely: (a) *Rehabilitation and reconstruction of partially and fully damaged infrastructure for critical public services*; and (b) *Rehabilitation of affected communities' economic infrastructure to promote more resilient and sustainable livelihoods*.

All activities are implemented in compliance with UNDP's social and environmental standards¹. The standards ensure the sub-project is not only being implemented in line with Indonesia's regulatory framework but also with international standards, for example those of the World Bank/ IFC General EHS Guidelines/ Industry Sector EHS Guidelines², ILO's Core Labor Standards³ and the right to decent work⁴. UNDP has prepared an Environmental and Social Management Framework (ESMF), in consultation with the KfW, which covers both national legal requirements and International standards. The ESMF comprises the procedures for screening environmental and social (E&S) risks; preparing E&S plans; maintaining E&S documentation; assessing site E&S risks; acquiring land and possible displacement and subsequent resettlement of the population; and, engaging with stakeholders, which includes grievance and redress mechanisms. Environmental and Social Management Plans (ESMP) are to be developed for each infrastructure sub-project and incorporated into the corresponding construction firm(s)' contract(s). The safe management and disposal of asbestos is an integral component of this framework.

The Project has identified likely asbestos containing materials (ACMs) in the debris from schools and

¹ www.undp.org/content/undp/en/home/accountability/social-and-environmental-responsibility/social-and-environmental-standards.html. *Occupational health and safety standards are included in UNDP's SES*

² As reflected in internationally recognized standards such as the World Bank Group's Environmental, Health and Safety Guidelines, available at <http://www.ifc.org/ehsguidelines>. These standards contain performance levels and measures that will normally be acceptable and applicable to Projects. When national regulations differ from these levels and measures, the Implementing Partner will achieve whichever are more stringent. If less stringent levels or measures are appropriate in view of specific Project circumstances, the Implementing Partner will provide full and detailed justification for any proposed alternatives, provided that such alternatives are consistent with the requirements of UNDPs SES.

³ ILO Conventions Nos. 29 and 105 (forced and bonded labour), 87 (freedom of association), 98 (right to collective bargaining), 100 and 111 (discrimination), 138 (minimum age), 182 (worst forms of child labour). Guidance materials will elaborate key provisions for implementing requirements related to work standards.

⁴ See UN Development Group "Right to Decent Work," available at <http://www.undg.org/docs/12056/HR%20Standard%20-%20Right%20to%20decent%20work%20EN.doc>. The Right to Decent Work is supported by the Universal Declaration of Human Rights, the ILO's Decent Work Agenda, and many internationally recognised conventions. Programming in support of the Right to Decent Work aims to ensure that everyone – without discrimination – has sufficient access and equal opportunity to work that provides adequate compensation, just and favourable conditions, equal and adequate remuneration for work of equal value, and the rights to organize and bargain collectively. See more at: <http://hrbportal.org/archives/topics/decent-work>.

health facilities that PETRA will reconstruct over the next 2 years in North Lombok. This material needs to be separated, handled and disposed of in line with international standards (so far as is practical in the local context) to minimize any risk to communities.

The Asbestos Advisor (AA) will play a lead role in advising the Project on the safe disposal of the asbestos from all Project construction sites in North Lombok and propose to the Government of Indonesia a suitable location for the disposal of asbestos debris. The Advisor will assess the potential for the presence of ACMs in debris from Project sites in Central Sulawesi.

The AA will work under the overall guidance of the PETRA Project Manager. The incumbent will also engage with relevant UNDP CO programme units with a view to ensure high quality project development and the effective implementation.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

i) Site assessment

- Confirm the likelihood/ prevalence / types of asbestos/ ACMs in debris from the PETRA subproject sites in West Nusa Tenggara and Central Sulawesi.
- Identify appropriate locations for the disposal of asbestos.

ii) Preparation of practical Guidelines to manage the safe handling & disposal of asbestos/ ACMs

- Draft guidelines in line with Indonesian and international standards on the safe disposal of asbestos.
- Ensure the guidelines incorporate specific provisions for the management of asbestos/ACM removal from schools
- Train (via workshop and/ or field visit - the PETRA field team in the use of the guidelines for the safe handling and disposal of asbestos/ACMs.
- Develop a risk management plan for the handling and the disposal of asbestos/ACMs
- Develop, in consultation with the PETRA Engineering Team a practical workplan to dispose of the asbestos.
- Advise on the types and purchase of Personnel Protective Equipment (PPE) required to safely implement the workplan for the handling and disposal of asbestos.
- As appropriate, draft an Asbestos/ ACM section to be added to the Terms of Reference to be used by the Project to contract construction companies or a standalone ToR for a separate company to handle asbestos removal and disposal.

iii) Monitor the safe disposal of asbestos from the PETRA Project sites and review construction activities in West Nusa Tenggara and Central Sulawesi.

- Conduct train (via workshop and/ or field visit -the personnel of the company(ies) contracted to handle/dispose of the ACM waste on how to use the Project guidelines for the safe dispose of asbestos/ACMs both in Palu and Lombok.
- Advise on the setting up of the asbestos disposal site.
- Report on and make recommendations to improve the management of the risks involved in handling and disposal of the asbestos/ ACMs.
- Review Component two activities.
- Assess Environmental screening Process.
- Review and revise the appropriate sections of the PETRA Risk Matrix.
- Prepare and Present a Report on findings/ recommendations.

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)
Report of site visits to PETRA project site locations in Central Sulawesi and West Nusa Tenggara.	10	28/02/2020	As reviewed by PETRA Project Manager and approved by the Team Leader Resilience and Recovery.
Draft guidelines for the safe management of Asbestos/ ACMs from Petra Project Sites.	15	13/03/2020	As reviewed by PETRA Project Manager and approved by the Team Leader Resilience and Recovery.
Completion report on the monitoring of removal of asbestos from the Lombok sites.	22	30/06/2020	As reviewed by PETRA Project Manager and approved by the Team Leader Resilience and Recovery

III. WORKING ARRANGEMENTS**Institutional Arrangement**

The Asbestos Advisor will be directly supervised by the PETRA Project Manager. S/He will work closely with the team in the field to collect information and validate initial findings.

Duration of the Work

Maximum 47 days of work between 15th February 2020 to 30th June 2020

Duty Station

The consultant will be stationed in Mataram (West Nusa Tenggara) with travel to Palu and Jakarta.

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
1	Jakarta	Maximum twice during the duration of the assignment	6 days in total
2	Palu	Maximum twice during the duration of the assignment	6 days in total

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- *Minimum Master's degree in Science or Engineering.*

Years of experience:

- *10 years of experience in managing the disposal of waste/debris, toxic and hazardous wastes including asbestos/ACMs;*
- *5 Years of experience in humanitarian and post-crisis context.*

Competencies and special skills requirement:

- *Familiarity with UNDP and World Bank standards for the safe handling and disposal of asbestos/ ACM waste;*
- *Experience in post disaster situations.*

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should 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 candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>		70
1) <i>Criteria A: qualification requirements as per TOR:</i>		
a) <i>Minimum master's degree in science or Engineering,</i>		20
b) <i>10 years of experience in waste/ asbestos disposal</i>		15
c) <i>5 Years of experience in humanitarian and post-crisis context;</i>		10
d) <i>Familiarity with UNDP and World Bank standards on disposing of asbestos.</i>		10
e) <i>Experience in post disaster situations;</i>		15
• <i>Criteria B: Brief Description of Approach to Assignment</i>		30