TERMS OF REFERENCE
Long Term Agreement

1. Assignment Information

<table>
<thead>
<tr>
<th>Assignment Title:</th>
<th>International Junior Consultant (s) for the Private Sector Engagement focused on Circular Economy Options in Cambodia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cluster/Project:</td>
<td>Policy and Innovation Hub</td>
</tr>
<tr>
<td>Post Level:</td>
<td>International Junior Expert</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Long Term Agreement (LTA) up to Two LTAs</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home based and Phnom Penh</td>
</tr>
<tr>
<td>Expected Place of Travel:</td>
<td>N.A</td>
</tr>
<tr>
<td>Contract Duration:</td>
<td>Initial contract is from 15 June 2020 to 14 June 2021 (up to 100 days per year); (possibility of extension up to three years)</td>
</tr>
</tbody>
</table>

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 3,000 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, UNDP Cambodia has promoted Circular Economy (CE) options such as 3Rs: Reuse, Reduce, and Recycle for waste management.

Among other actors, the private sector has a pivotal role in driving and scaling up business innovation, in accelerating a shift towards a circular economy. Their active engagement is crucial for example in adopting sustainable energy and resources, improving energy and resource efficiency, introducing alternatives to single-use items, and promoting reuse, repair, and recycling.

Yet, systematic collaboration with the private sector requires a robust engagement strategy drawing on a comprehensive understanding of major features of their current business practices and business innovation opportunities for creating a circular economy.

To be effective, the strategy will also need to include mechanisms for promoting practical means to ensure private sector’s long term and continuous engagement and buy-in to the CE approach. These may include CE innovation funds, or rewards and incentives.

The strategy will be used further to propose and operationalize several short-term quick win pilot initiatives in the priority areas of single-use plastic waste, and recycling to generate valuable lessons in innovative private sector CE involvement.

3. Scope of Work

Under the direct supervision of an Environmental Policy Specialist and in collaboration with an
international junior circular economy consultant, the international consultant will be responsible for providing high quality technical inputs for the following areas of works, based on an in-depth understanding of local and national contexts while incorporating lessons learned from global best practices:

- Development of the Private Sector engagement strategy for CE
- Design and operationalization of a CE business platform/alliance including its website and development of communication and outreach materials for target business sectors
- Design, operationalization, and implementation of priority pilot business initiatives including innovation challenges

1) Development of the private sector engagement strategy for CE, this may include:
- Analysis of CE business opportunities in target sectors defined by UNDP
- Proposal of key engagement strategies for the target sectors including a match-making platform, information provision and awards/recognition
- Design of detailed plans for the engagement and pilots for the target sectors
- Facilitation of due diligence analyses if required to identify risks and opportunities

2) Design and operationalization of a CE business platform/alliance including its website and development of communication and outreach materials for CE
- Assessments of motivations and interests among target businesses for CE through interviews and other relevant means
- Design of a CE business platform reflecting their motivations and interests
- Outreach stakeholders in target sectors for joining the platform/alliance
- Design of engagement tools and materials such as a website and communication, outreach and awareness raising materials for CE
- Operationalization of a CE business platform/alliance
- Documentation of key lessons/insights on circular economy options and viable business models in this sector from engaging with various stakeholders
- Regular facilitation of the platform /alliance as well as information updates

3) Design, operationalization, and implementation of priority pilot business initiatives including innovation challenges
- For each selected pilot activity:
  a. Define key stakeholders and plans of actions
  b. Outreach stakeholders
  c. Design TORs (if necessary)
  d. Provide technical assistance to implement activities
- For business innovation challenges,
  a. Design business challenges
  b. Provide technical assistance for competition selection procedures and fund strategy if and when needed
  c. Facilitate and review incubator challengers in providing business innovative solutions to tackle waste management in Cambodia if and when needed

4. **Deliverables**

A separate specific ToR will be developed for the specific services needed within the scope of the LTA. The consultant shall ensure confidentiality of all the information received during the assignment.
5. **Institutional Arrangement**

The international consultant will work under direct supervision of the Environmental Policy Specialist on Circular Economy concept (3Rs) in the context of solid waste generation and management and private sector engagement.

6. **Duration of the Work**

The initial assignment is up to 100 days per year expected from 15 June 2020 to 14 June 2021, with possible of extension up to two years based on the needs and satisfactory performance of the consultant. The proposed professional fee remains valid for up to two years.

LTA refers to a mutual arrangement whereby the Consultant will provide services as required, over a specific period of time. It specifies the unit price (daily rate), allowing for a framework agreement to be used when the Consultant’s services are needed. A separate ToR will be developed for the specific services needed within the scope of the LTA.

7. **Duty Station**

The duty stations for this assignment is home based and Phnom Penh. DSA, and all other related actual costs (etc. local travels) will be covered by UNDP Cambodia, prior to agreement made prior to each assignment taking place. The reimbursement of the associated costs will be made through F-10.

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 the BSAFE training. [https://training.dss.un.org/course/category/6](https://training.dss.un.org/course/category/6) prior to travelling.

8. **Minimum Qualifications of the Individual Contractor**

<table>
<thead>
<tr>
<th>Education:</th>
<th>Master's degree, or equivalent, in business administration, public policy and administration, or a related field</th>
</tr>
</thead>
</table>
| Experience:                      | • At least 2 years of working experience in the field of business development and innovation, social entrepreneurship and communication. Working experience in Cambodia is required.  
• Prior experiences in developing/initiating business ideas and outreaching relevant stakeholders, especially the private sector, and in designing communication materials including website(s), infographic(s) and project brief(s). |
| Competencies:                    | • Strong communication skills in designing communication and outreach materials for an organization. Knowledge of UN agency’s procedures and requirements for the private sector is an asset  
• Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive. |
| Language Requirement:            | • English is required                                                                                  |

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

<table>
<thead>
<tr>
<th>Technical Evaluation Criteria</th>
<th>Obtainable Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s degree, or equivalent, in business administration, public policy and</td>
<td>20</td>
</tr>
</tbody>
</table>
administration, or a related field

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 2 years of working experience in the field of business development and innovation and, social entrepreneurship and communication with prior working experiences. Working experience in Cambodia is an asset.</td>
<td>30</td>
</tr>
<tr>
<td>Prior experiences in developing/initiating business ideas and outreaching relevant stakeholders, especially the private sector, and in designing communication materials including website(s), infographic(s) and project brief(s)</td>
<td>20</td>
</tr>
<tr>
<td>Strong communication skills in designing communication and outreach materials for an organization. <em>(to be assessed by a sample).</em></td>
<td>20</td>
</tr>
<tr>
<td>Knowledge of UN agency’s procedures and requirements for the private sector is an asset</td>
<td>10</td>
</tr>
</tbody>
</table>

**Total Obtainable Score:** 100

10. **Payment Milestones**

The payment is made based on the actual number of days per each assignment agreed prior to each assignment taking place. It will be calculated based on the number of actual working days as per assignment (exclude DSA, air-ticket, and other associated costs). The number of days of each assignment is expected to vary. The payment is to be made to the contractor as per agreed sub-ToR of each assignment.

The contractor can begin working only after a **purchase order (PO)** is issued to him/her each time a service is required and following discussion and agreement between the contractor and the Country Office. The contractor takes his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount is paid within 30 days after satisfactorily completion of work and receiving of original invoice/CoP. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed (for last payment) and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

Offerors shall quote one rate of daily professional fee. The rate shall be all inclusive and fixed during the contract period.

The contractor will be paid on a lump sum basis as per agreed per assignment/ToR.