



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26/05/2020

Country: Zambia

Description of the assignment: Individual Consultant to review the institutional capacities of ZEMA and city councils to implement policies relating to recycling in a systematic way and to develop and implement a capacity building plan as necessary. Consultant will support the development of gender mainstreaming tools, such as checklist to guide the work of the institutions.

Project name: UNDP, Waste Management and Youth

Period of assignment/services (if applicable): 6 consultancy weeks

Proposals should be submitted by email to procurement.zm@undp.org no later than **5th June 2020, 17:00hrs** Zambian time addressed to the following:

**The Deputy Resident Representative
United Nations Development Programme
UN House
Alick Nkhata Road
PO Box 31966
LUSAKA**

Any request for clarification must be sent by standard electronic communication by e-mail indicated above by 2nd June 2020. *UNDP Zambia* will upload responses to the queries by 3rd June 2020 to the link below:

https://procurement-notice.undp.org/view_notice.cfm?notice_id=66327

An explanation of the query will be uploaded without identifying the source of inquiry, to all consultants.

1. BACKGROUND

Poor waste management is identified as a major cause of environmental degradation in Zambia, and while national figures do not exist, in Lusaka in 2017, Lusaka City Council estimated that the City of Lusaka generates approximately one million tons of waste annually but that only about 30-40% of that is collected and taken to a dumpsite. A 2017 study on six of the largest urban centers in Zambia also concluded that only a small proportion of solid waste is disposed at dumpsites, with the remainder being buried or burned both having negative impacts on the environment. The complex structure of solid waste management at the policy and governance level, together with the lack of reliable data compound the situation.

The National Solid Waste Management Strategy explicitly notes the importance of recycling and reuse. Noted actions or strategies to enhance recycling include: introducing incentives, generation of a database of recyclable products, encouraging the reclamation of mining waste, improving environmental reporting, enhancing waste characterization and separation at source, and “development of legislation to obligate producers on their responsibility for their products” (ZDA, 2016c). However, conventional approaches to solid waste management operate on the linear process of collection and disposal, with little to no consideration given to reducing the waste generated, reusing materials or recycling.

While there is limited information available relating to recycling in Zambia, a meta-analysis looked at factors influencing sustainable recycling of municipal solid waste in developing countries. It was found that government policy and finances, household demographics (including socioeconomic and educational factors), waste characterization, waste collection and separation, education amongst SWM personnel, administration of SWM systems, local markets for recyclables, availability of technological and human resources, and land availability all influencing recycling in these settings (Troschinetz et al., 2009). As described above, there is a broad framework that recognises the importance and value of recycling, but the limited information on the topic in Zambia indicates that this has not translated into implementation of recycling practices at scale.

A consultant is required to do a market analysis of the recycling sector and companies involved in using recyclable material as raw materials for their business. Including a scan of the current companies active in this sector in Zambia and the feasibility of recycling waste in other areas where no company is engaged.

B. Project Description

The overall goal of this project is to improve waste management and recycling practices in urban and peri-urban settings in Lusaka and Ndola while creating opportunities and employment for women and youth led enterprises. It is led by the vision that waste collection and recycling sectors expand income-earning opportunities that are decent and sustainable, especially for youth and women in the poorest areas.

This project will support impactful entrepreneurship and business acceleration opportunities of young people, especially young women, through a socialized model of waste collection and recycling. This will include provision of skills development, technical support, assistance and advisory support to access financial education and resources, mentorship to youth-led start-up companies and MSMEs, with a focus on innovative business models that empower people and deliver sustainable solutions.

This project directly responds to the aim of UNDP's Strategic Plan to work towards eradicating poverty in all its forms and dimension and keeping people out of poverty and accelerating structural transformations for sustainable development, especially through innovative solutions that have multiplier effects across the Sustainable Development Goals.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Project Goals and Objective

- Conduct a market analysis of the recycling sector and companies involved in using recyclable material as raw materials for their business. Including a scan of the current companies active in this sector in Zambia and the feasibility of recycling waste in other areas where no company is engaged.
- Based on the market analysis detail areas that are under saturated and where enterprise can enter the market with room for scale up.

Summary of Operation

Methodology

Working under the guidance of the UNDP Project Manager, the consultant will:

- Participate in an initial meeting with UNDP to discuss the format of, and process for, the market analysis
- Identify key public, private, civil society and donor stakeholders, arrange meetings, and conduct one-to-one interviews and/or virtual roundtables (by phone or online) with stakeholders to analyse capacity and capacity gaps;
- Collect relevant documentation and obtain data to contribute to the preparation of the market analysis
- Map existing markets and value-chains (waste streams, size of the markets, volume of sales, market integration/segmentation, supply and demand for products and services, etc.);
- Identify sectors and value chains that are not overly saturated and present potential for growth, profitability and employment. It should include sectors and businesses that allow for women's effective participation
- Identify and study successful enterprises to develop at least two case studies for replication
- Based on initial analysis prepare an outline of the market analysis to be shared with UNDP for review;
- Integrate received comments and finalise the capacity assessment (final draft) to be reviewed by UNDP and key stakeholders
- Integrate comments received and draft the final policy options paper;
- Perform any other task as required in support of the preparation of market analysis.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The ideal candidate must have:

Education

- Postgraduate or other advanced university degree (at least MSc. or equivalent) development studies, development economics, socio-economic studies, or other related field. Additional areas of experience could include gender and poverty reduction; economics, environmental management, business administration or management;

Experience

- Minimum of ten years of proven track record in producing high quality analytical research/assessment and consulting experience in market assessments, Socio-economic assessments; risks and vulnerability assessments, and gender analysis;
- Experience in conducting participatory assessments, study, research;
- A working knowledge of the Zambian waste management context is preferable;
- Demonstrated experience in conducting assessments for planning and/or evaluation purposes.;
- Those who combine the above described skills with Gender and Gender Analysis will have an added advantage;

Language:

- Fluent in English (written and oral).

Functional and technical competencies:

- Pro-activity, persistence and drive will also be required, with the consultant able to take initiatives as the unfolding requirements of the analysis demand;
- Good facilitation skills;
- Self-motivated and ability to work under pressure and to meet strict and competing deadlines;
- Displays analytical judgment and demonstrated ability to handle confidential and politically sensitive issues in a responsible and mature manner;
- Demonstrates openness to change and ability to manage complexities;
- Computer literate.
- Good analytical abilities are essential and will be reflected in an ability to move from analysis to the formation of detailed policy options

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work

2. Financial proposal

3. Personal CV or P11 Form, including past experience in similar projects and at least 3 references

4. Letter of Confirmation of Interest and Availability using the template provided by UNDP

5. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

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

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

1. 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

See ToRs for detailed evaluation criteria

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY