



Date: 3 June 2020

**Requests for clarifications - International consultant – Waste Management and Youth**

No	Query(s) Raised	Reply/Clarification
1	In the "INDIVIDUAL CONSULTANT PROCUREMENT NOTICE" document, the Description of the assignment is not entirely congruent with the background or scope of work. Is there a large focus on building capacity of public institutions as part of this assignment or is the primary focus on conducting a waste market assessment and giving recommendations around opportunities?	The Description of the assignment in the Procurement Notice is for a different consultancy, please ignore this. The primary focus of this assignment is on conducting a waste market assessment and giving recommendations around opportunities.
2	When is the expected starting date of the assignment? The TOR's state 11 May, however proposal submission deadline is 6 June.	The expected start date is 29 June or on the issuance of the PO.
3	When is the deadline for the final delivery of the assignment?	Deadline is 6 weeks after the issuance of the PO.
4	The period is stated as 6 consultancy weeks - are these expected to be full-time continuous or can they be spread over a longer period of time? From the TOR's it seems that there could be 7 weeks from start - completion.	The work should be completed within 6 weeks.
5	What specific sources of waste (residential, commercial, industrial etc) and waste streams (plastic, paper, glass, hazardous, medical, etc) are within the scope of this study?	The focus is on residential and commercial waste. The waste streams are plastic, paper, organic, glass, metal, electronic etc. but not hazardous nor medical.
6	In the TORs, with the following statement, "feasibility of recycling waste in other areas where no company is engaged". Is "other areas" referring to geographical locations i.e. other towns in Zambia (Livingstone, Chipata, Solwezi etc) or referring to other waste streams e.g. tyres or food waste?	In this case 'other areas' refers to other waste streams.



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7	I agree that due to COVID19, remote data collection should be priority where possible, however this may be challenging when gathering data to map the entire waste value chain, especially in the informal sector where much data could only be gathered face-face. Considering this, would face-face interviews be allowable provided that best practice around health & safety regarding COVID19 is followed?	Yes, face to face interviews are permissible, so long as both parties are in agreement and that government guidelines around health & safety regarding COVID19 are followed
8	Would you be able to share one of the documents listed in section L. Annexes to the TOR?: "HIVOS (2018) Waste Management Status: Programmes/undertakings and innovations in Lusaka" I was able to find the others in our company records / online and in peer reviewed journal sites, but struggled to find the HIVOS waste status report online.	Please find the document attached.
9	In terms of final deliverables, how many reports are you expecting? The TOR's make mention of: <ol style="list-style-type: none"> <li>1. Inception report</li> <li>2. Market Assessment report</li> <li>3. Capacity assessment report</li> <li>4. Capacity gaps analysis report</li> <li>5. Policy options paper</li> </ol>	Deliverables are: <ul style="list-style-type: none"> <li>- Inception Report including the design, methodology and detailed work plan</li> <li>- Market Analysis</li> <li>- Final paper with reference documents (capacity gaps analysis report, capacity development strategy and action plan prioritizing capacity areas for development)</li> </ul>

Procurement Team  
UNDP