

TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POSITION TITLE:	Waste Management Consultant
AGENCY/PROJECT NAME:	UNDP
COUNTRY OF ASSIGNMENT:	Homebased
Duration:	1 September 2020 – 31 March 2021 (up to 120 working days)

1) GENERAL BACKGROUND

According to the World Bank report “What a Waste” (2018), the average global municipal solid waste (MSW) generation per person was about 1.2 kg/day and the figure is expected to rise up to 1.5 kg by 2025. This increasing trend of MSW generation is fueled by unparalleled consumerism in which companies strive to maximize profits and consumers enjoys convenience from single use products without prioritizing on reuse, recycling or the use of environmentally friendly materials.

Urbanization is a mega trend in the Asia Pacific region and the urban population in the region has been growing at about 2.6% per year. Consequently, waste generation in cities has increased rapidly, in most developing countries in the region, recycling is carried out under both formal and informal market mechanisms. The safety and health of informal waste pickers collecting valuable secondary materials from landfill sites, the air and water pollution from the recycling of e-waste and used lead acid batteries, water pollution from paper mills using waste paper, and the improper dumping of waste by recycling companies are all problems that affect society (Curea, 2017)

This makes solid waste management an urgent development priority for many municipalities. Yet, effectively addressing the issue requires a solution that is designed and placed in the broader context of the aspiration towards a green and circular economy, which goes well beyond the purview of a municipality. At the same time, the emerging issue of plastics pollution is driving policy, regulatory and behavioral change in many countries, especially in the Asia Pacific region, without commensurate progress on the broader waste management or circular/green economy discourse.

The United Nations Development Programme (UNDP) is providing technical assistance globally, regionally and nationally to the interconnected issues of waste management, plastics and circular/green economy, and is in the process of developing a coherent development assistance framework which allows these three interrelated issues to be addressed in a holistic and sustainable manner.

Within this context, UNDP is seeking a waste management specialist to assist select countries in the Asia Pacific region in developing and implementing locally suitable waste management solutions while working closely with national consultants hired in these countries. At the same time, the consultant is required to work closely with the global plastics team and other relevant teams in the region and make substantive contribution towards the development of UNDP’s global offer on plastics as well as the regional circular economy strategy that encompass waste management and plastic pollutions.

2) OBJECTIVES OF THE ASSIGNMENT

The Consultant shall provide technical services for the development and implementation the Green Economy programme in the region, deploying technical assistance, guidance and coordinated actions in the thematic areas of waste management, plastics waste management and circular economy approaches.

The consultant shall collaborate with different thematic areas within the Bangkok Regional Hub and Headquarters Units/Teams, and 3 to 4 Country Offices in the region.

Under the Programme, a national consultant will be recruited in each target country and the selected IC is expected to provide technical guidance to, and work with, the national consultants.

3) SCOPE OF WORK

The consultant will be responsible to

-) In close coordination with UNDP Country Offices (COs) and the Regional Innovation Centre (RIC) Team, support the assessment of waste-related issues and challenges and support the development of regional technical assistance approaches in the waste management sector in the targeted countries;
-) Assess and review relevant waste management policies and regulations in targeted countries in coordination with national consultants;
-) Produce Concept Notes on waste management chain (3-5 pages each) for the target countries, addressing the relevant initiatives to promote green, circular and resilient waste management systems, looking into financial schemes to assure economical sustainability of circular approaches;
-) In close coordination with the RIC Team, assist UNDP Country Offices and Governments of the target countries in identifying strategic complementarities with the Nationally Intended Contributions of the Paris Agreement; and
-) Support knowledge sharing and knowledge management of the outputs obtained at national level, coordination actions between countries, support the development of awareness strategies and deliver at least one (1) webinar on the subject in conjunction with the RIC Team.
-) Provide assistance to units of UNDP Bangkok Regional Hub that are handling different aspects/dimensions of plastics waste and waste management issues in liaising with the Headquarter units and COs and ensure that technical guidance from BRH to COs on the plastic and waste management issues are consistent, coherent and technically robust.
-) Consolidate information, data and experiences generated at country and regional level, as well as result of performing this assignment, and assure feedback is provided to the development of UNDP's Global Offer on Plastics, liaising with the Global Senior Expert on Plastics.

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration: The contract will be effective from the date of its signature over the period of seven (7) months for a maximum of 120 working days.

Duty Station: Home based with possible travel mission

-) Once travel restrictions are lifted and it is safe to do so, mission travel as per country requests may be required and to be determined by the supervisor;
-) Any necessary mission travel must be approved in advance and writing by the Supervisor;

-) The BSAFE course must be completed before the commencement of travel;
-) Individual Consultants are responsible for ensuring they have vaccinations/inoculations when traveling to certain countries, as designated by the UN Medical Director;
-) Consultants are also required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>;
-) The consultant will be responsible for making his/her mission travel arrangements in line with UNDP travel policies;
-) All travel expenses will be reimbursed as per UNDP rules and regulations for consultants. Costs for mission airfares, terminal expenses, and living allowances should not be included in financial proposal.

5) Expected Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required from
Concept notes on waste management prepared by incorporating the results of assessments of local policies and regulations, issues, gaps and needs of target countries.	By November 2020	Regional Technical Advisor for Chemicals
Prepare a one-page note for each target country on waste management and linkages to NDCs.	By December 2020	Regional Team Leader
Synthesize lessons from assisting countries on waste management and develop a blog article (around 3,000 words)	By December 2020	Regional Technical Advisor for Chemicals
Review and inputs provided to the development of UNDP's Global Offer on Plastics	Throughout the contract duration	Regional Technical Advisor for Chemicals and Innovation Advisor
Provide technical inputs to the design and implementation of new plastics initiatives in the region	Throughout the contract duration	Regional Technical Advisor for Chemicals and Innovation Advisor
Provide technical inputs on the circular economy development framework that is under development and other relevant tools and materials.	By December 2020	SDG Integration Team Lead

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will work under the direct supervision of the UNDP's Regional Team Leader (RTL) of the Nature, Climate and Energy (NCE) Unit, based in Bangkok, who will act as Task Manager to the Contract. But for specific thematic tasks, different supervisors will be assigned according to the table in 5).

The consultant will coordinate his/her work with relevant focal points of UNDP's Bangkok Regional Hub, such as the NCE, SDG Integration Team, Innovation Team/Regional Innovation Centre, etc.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Education:

-) Bachelor's degree in Engineering/Environmental Sciences or related field is a must;
-) Advanced degree (Masters or Higher) in relevant area is desirable.

Experience:

-) At least 10 years of working experience in the implementation of similar assignment is a must;
-) Knowledge and working experiences related to Basel Convention on transboundary movement of wastes policies and procedures is highly desirable;
-) Working experience developing countries in the area of waste management is highly desirable, particularly in Asia-Pacific Region;
-) Experience in recycling activities and disposal technologies/waste treatment, particularly of Solid Waste, is an added value;
-) Experience in Plastics issue, particularly related to recovery and recycling strategies, disposal/treatment, and/or circularity is an added value.

Communication Skills:

-) Proficiency in English;
-) Ability to write reports, facilitate meetings and communicate technical matters effectively to stakeholders is desirable.

Core Competencies

Corporate:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment

Technical:

- Ability to analyses policy documents and make constructive policy suggestions;
- Strong interpersonal, communication and diplomatic skills, ability to work in a team;
- Capacity building skills and flexibility depending on the public;
- Demonstration of commitment to the Project's mission, vision and values;
- Good writing and reporting skills;
- Good presentation skills;
- Ability to work under pressure and stressful situations, and to meet tight deadlines.

Professionalism:

- Works toward creative solutions by analyzing problems carefully and logically – inspires and fosters innovation by highlighting innovative;
- Shares knowledge and is willing to provide support to others who request advice or help;
- Facilitates meetings effectively and efficiently;
- Resolves conflicts as they arise.

Client Orientation:

- Sets priorities, produces quality outputs, meets deadlines and manages time efficiently;
- Maintains strong relationships with partners and clients.

8) REVIEW TIME REQUIRED

The review and approval of payments will be made by the assigned supervisor(s) within 14 days.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

10) PAYMENT TERMS

Please indicate any special payment terms for the contract.

☐ Lumpsum
☒ Daily

11) RECOMMENDED PRESENTATION OF OFFER

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document as the application only allows to upload maximum one document:

-) Letter of Confirmation of Interest and Availability using the template provided in Annex II.
-) Personal History Form (P11) and/or detailed CV indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
-) Financial proposal, as per template provided in Annex II.

Note: National consultant must quote price in U.S. Dollar that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Incomplete proposals may not be considered. The short-listed candidates may be contacted and the successful candidate will be notified.

12) CRITERIA FOR SELECTION OF THE BEST OFFER

The selection of the best offer from the shortlisted candidates will be based on a Combined Scoring method – where the qualifications and experienced will be weighted a maximum of 70 points and combined with the price offer which will be weighted a max of 30 points out of 100 points

Method: Cumulative analysis method will be used to evaluate proposals. When using this weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

-) Responsive, compliant, acceptable; and
-) 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%

Technical Evaluation: The technical evaluation will be conducted by a desk review to select the shortlisted candidates (those that score at least 70 out of total 100 obtainable scores). Only applicants obtaining a minimum of 70 points on technical evaluation will be short-listed.

Technical Proposal: (70% weight), the technical proposals will be evaluated based on the following criteria (Maximum 100 points):

Relevant education background	Maximum 15 points
Working experience in similar assignment in the waste management sector	Maximum 25 points
Knowledge and working experiences related to Basel Convention on transboundary movement of wastes policies and procedures is highly desirable;	Maximum 20 points
Working experience developing countries in the area of waste management is highly desirable, particularly in Asia-Pacific Region;	Maximum 15 points
Experience in recycling activities and disposal technologies/waste treatment, particularly of Solid Waste, is an added value;	Maximum 10 points
Experience in Plastics issue (recovery and recycling strategies, circularity, disposal and treatment) is an added value	Maximum 10 points
Communication skills	Maximum 5 points

Only candidates obtaining 70% of the total technical points would be considered for the Financial Evaluation.