

# Terms of reference



## GENERAL INFORMATION

**Title:** Senior Specialist for PBDEs & UPOPs Project Terminal Evaluation (National Post)

**Project Name:** Reducing Releases of Polybromodiphenyl Ethers (PBDEs) and Unintentional Persistent Organic Pollutants (UPOPs) Originating from Unsound Waste Management and Recycling Practices and the Manufacturing of Plastics in Indonesia

**Reports to:** Senior Programme Manager on Pollutant and Chemical, Environment Unit

**Duty Station:** Jakarta, Indonesia

**Expected Places of Travel (if applicable):** Jakarta, Cirebon, Depok, Bandung, Malang

**Duration of Assignment:** 30 working days within 2 months

## REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
4	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b>
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	<b>(4) Senior Specialist</b>
	(5) Expert/ Advisor
	<b>CATEGORY OF INTERNATIONAL CONSULTANT, please select:</b>
	(6) Junior Specialist
	(7) Specialist
	(8) Senior Specialist
<input checked="" type="checkbox"/>	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	P11 or CV with three referees
<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 (consultant will be needed to be presence at office for brief meeting(s) with Project Management Unit and UNDP Programme Manager to discuss evaluation activities. If there is not possible to travel to office due to COVID-19 pandemic, virtual meeting will be opted)

☐ 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

If yes has been checked, indicate here who will be responsible for providing the support services: < Enter name >

## I. BACKGROUND

Project Title:	Reducing Releases of Polybromodiphenyl Ethers (PBDEs) and Unintentional Persistent Organic Pollutants (UPOPs) Originating from Unsound Waste Management and Recycling Practices and the Manufacturing of Plastics in Indonesia			
GEF Project ID:	5052			
UNDP Project ID:	00092789			
Country:	Indonesia			
Region:	Asia Pacific			
Focal Area:	Chemicals and waste			
FA Objectives, (OP/SP):	GEF-5 Chemicals Strategy:  Objective 1: Phase out POPs and Reduce POPs Releases.  Production and use of controlled POPs chemicals phased out. (GEF-5 Outcome 1.1)  POPs releases to the environment reduced. (GEF-5 Outcome 1.3)  Country capacity built to effectively phase out and reduce releases of POPs (GEF-5 Outcome 1.5)			
Executing Agency:	Ministry of Industry			
Other Partners involved:	N/A	ProDoc Signature (date project began):		16 March 2016
		(Operational) Closing Date:	Proposed: 16 March 2020	Actual: 31 March 2021

*Indonesia is committed to addressing the threats posed by Persistent Organic Pollutants (POPs) to human health and the environment. The country ratified the Stockholm Convention in 2009 by publishing Law No. 19/2009. Indonesia purpose urgent actions to reduce the impact of Polybromodiphenyl Ethers (PBDE), a flame retardant, and UPOP emissions that are harmful to the environment and human health, by reducing the use of PBDE in the plastic manufactures, as well as to improve the recycling and disposal technique to be better and safe.*

*Project of reducing releases of Polybromodiphenyl Ethers (PBDE) and Unintentional Persistent Organic Pollutants (UPOPs) originating from unsound waste management and recycling practices and the manufacturing of plastics in Indonesia is a collaboration project between the Indonesia Ministry of Industry and the United Nations Development Programme (UNDP), funded by the Global Environment Facility (GEF). The project aims to reduce releases of PBDEs and UPOPs by improving overall life-cycle management of plastics and PBDEs-containing plastics through the introduction of alternatives to PBDEs in plastics manufacturing processes and the application of BAT/BEP in plastics recycling and disposal practices.*

*The project supports Indonesia's plastics industry and recyclers in ensuring that no banned PBDEs are used or recycled into new manufactured articles. In addition, environmentally safe and sound operations of municipal and community waste management will be supported in order to reduce harmful releases of PBDEs and UPOPs. While the core objective of the project is reducing releases of harmful chemicals, it brings additional benefits in terms of socio-economic and climate change, as it has two activity areas that are inherently climate beneficial i.e. increased recycling and material efficiency and better waste management. The project is*

*structured in the following outputs:*

*Project Outcome: To reduce releases of PBDEs and UPOPs by improving overall life-cycle management of plastics and PBDEs-containing plastics through the introduction of alternatives to PBDEs in plastics manufacturing processes and the application of BAT/BEP in plastics recycling and disposal practices.*

*Output 1: Strengthening the national policy and regulatory framework to reduce UPOPs and PBDE releases from plastics manufacturing, recycling and disposal practices*

*Activity Results 1.1: Reduced PBDEs and UPOPs releases resulting from unsound waste management practices through the adoption and implementation of standards/measures, policies, plans and regulations.*

*Output 2: Reducing or eliminating the importation and use of PBDEs in plastics manufacturing*

*Activity Result 2.1: Sufficient national technical expertise built to meet challenges with PDBEs in manufacturing and plastic raw material recycling*

*Activity Result 2.2: PDBE releases to the environment from the manufacturing sector reduced through phase out and introduction of PBDE avoiding quality control of raw material and awareness raising*

*Output 3: Reducing of UPOPs and PDBEs from unsound plastics recycling*

*Activity Result 3.1 Reduced releases of PBDEs as a result of improved handling, storage, recycling and disposal of PBDEs containing wastes and products through the introduction of BAT/BAP in the plasticss recycling sector.*

*Activity Result 3.2 Reduced releases of UPOPs as a result of improved raw material (recycled plastics) supply chains as well as the introduction of environmentally sound disposal practices at recycling entities.*

*Output 4: Reducing releases of UPOPs and PBDEs from unsound plastic disposal practices*

*Activity Result 4.1: PBDEs and UPOPs releases to the environment reduced through the implementation of appropriate disposal options for hazardous and unrecyclable plastic waste fractions from both formal and informal recyclers and waste collectors.*

*Output 5: Monitoring, learning, adaptive feedback, outreach, and evaluation*

*Activity Result 5.1: Monitoring and Evaluation and adaptive management applied in response to needs, mid-term evaluation findings with lessons learned extracted*

*While in this COVID-19 global pandemic situation, as of 22<sup>nd</sup> July 2020 total cases in Indonesia is 91,751 cases, recovered 50.255 cases, and death 4,459 cases. Indonesia had lockdown (Large-scale social restriction or Pembatasan Sosial Berskala Besar/PSBB) since 10<sup>th</sup> April 2020 starting in Jakarta Greater Area. Bandung, West Java, started in 22<sup>nd</sup> April 2020, and East Java in 28<sup>th</sup> April 2020. During the lockdown, several project activities including: development of Mini Depo building in Depok, development of Mini Depo building in Bandung (both in West Java) and development of Mini Depo equipment in Malang City, and Malang Regency (all in East Java) have been delayed. Initial expectation the work would be done in the end of September 2020, the delay impacted the work and we expect it will be done in the end of December 2020.*

### **Terminal Evaluation (TE) Purpose**

*The TE report will assess the achievement of project results against what was expected to be achieved, and draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming. The TE report promotes accountability and transparency, and assesses the extent of project accomplishments.*

*The project was designed to reduce releases of PBDEs and UPOPs by improving overall life-cycle management of plastics and PBDEs-containing plastics through the introduction of alternatives to PBDEs in plastics manufacturing processes and the application of BAT/BEP in plastics recycling and disposal practices.*

*In accordance with UNDP and GEF M&E policies and guidelines, GEF-financed projects are required to undergo a Terminal Evaluation (TE) when implementation has completed. This evaluation must follow detailed guidance outlined in the UNDP Guidance for Conducting Terminal Evaluations of UNDP-supported GEF-financed Projects.*

*The objectives of the evaluation are to assess the achievement of project results, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming*

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of Work

*The project was designed to reduce releases of PBDEs and UOPs by improving overall life-cycle management of plastics and PBDEs-containing plastics through the introduction of alternatives to PBDEs in plastics manufacturing processes and the application of BAT/BEP in plastics recycling and disposal practices.*

*In accordance with UNDP and GEF M&E policies and guidelines, GEF-financed projects are required to undergo a Terminal Evaluation (TE) when implementation has completed. This evaluation must follow detailed guidance outlined in the UNDP Guidance for Conducting Terminal Evaluations of UNDP-supported GEF-financed Projects.*

*As a senior specialist consultant, the objectives of the evaluation are to collect the achievement data of project results.*

### Terminal Evaluation Approach and Methodology

*The TE report must provide evidence-based information that is credible, reliable and useful.*

*The TE consultant will collect all relevant sources of information including documents prepared during the preparation phase (i.e. PIF, UNDP Initiation Plan, UNDP Social and Environmental Screening Procedure/SESP) the Project Document, project reports including annual PIRs, project budget revisions, lesson learned reports, national strategic and legal documents, and any other materials that the team considers useful for this evidence-based evaluation. The TE consultant will collect the baseline and midterm GEF focal area Core Indicators/Tracking Tools submitted to the GEF at the CEO endorsement and midterm stages and the terminal Core Indicators/Tracking Tools that must be completed before the TE field mission begins.*

*The TE consultant is expected to follow a participatory and consultative approach ensuring close engagement with the Project Team, government counterparts (the GEF Operational Focal Point), Implementing Partners, the UNDP Country Office(s), the Regional Technical Advisor, direct beneficiaries and other stakeholders.*

*Engagement of stakeholders is vital to a successful TE. Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to UNDP Indonesia Country Office, Ministry of Industry, GEF Operational Focal Point, Ministry of National Planning and Development, Ministry of Environment and Forestry, Indonesian Institute of Sciences, Downstream Plastic Industry Association of Indonesia (APHINDO); executing agencies, senior officials and task team/component leaders, key experts and consultants in the subject area, Project Board, project beneficiaries, academia, local government and CSOs, etc. Additionally, the TE consultant is expected to conduct field missions to Jakarta, Indonesia, including the following project sites in Cirebon, Depok, Bandung, and Malang.*

*If it is not possible to travel to or within the country for the TE mission then the TE consultant should develop a methodology that takes this into account the conduct of the TE virtually and remotely, including the use of remote interview methods and extended desk reviews, data analysis, surveys and evaluation questionnaires. This should be detailed in the TE Inception Report and agreed with the Commissioning Unit.*

*If all or part of the TE is to be carried out virtually then consideration should be taken for stakeholder availability, ability or willingness to be interviewed remotely. In addition, their accessibility to the internet/computer may be an issue as many government and national counterparts may be working from home. These limitations must be reflected in the final TE report.*

*If a data collection/field mission is not possible then remote interviews may be undertaken through telephone or online (skype, zoom etc.). No stakeholders, consultants or UNDP staff should be put in harm's way and safety is the key priority.*

*A short validation mission may be considered if it is confirmed to be safe for staff, consultants, stakeholders and if such a mission is possible within the TE schedule. Equally, qualified and independent national consultants can be hired to undertake the TE and interviews in country as long as it is safe to do so.*

*The specific design and methodology for the TE should emerge from consultations between the TE consultant and the above-mentioned parties regarding what is appropriate and feasible for meeting the TE purpose and*

objectives and answering the evaluation questions, given limitations of budget, time and data. The TE consultant must, however, use gender-responsive methodologies and tools and ensure that gender equality and women's empowerment, as well as other cross-cutting issues and SDGs are incorporated into the TE report.

The final methodological approach including interview schedule, field visits and data to be used in the evaluation must be clearly outlined in the TE Inception Report and be fully discussed and agreed between UNDP, stakeholders and the TE consultant.

The final report must describe the full TE approach taken and the rationale for the approach making explicit the underlying assumptions, challenges, strengths and weaknesses about the methods and approach of the evaluation.

#### Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)
1 <sup>st</sup> Deliverable: Report on the assistance in developing an inception report on evaluation method	5 working days	Project Management and UNDP-CO
2 <sup>nd</sup> Deliverable: Report on the assistance in developing an initial findings and 1 <sup>st</sup> draft of final report	15 working days	UNDP-CO, RTA, PCU, GEF OFPs
3 <sup>rd</sup> Deliverable: Report on the assistance in developing the final report of Terminal Evaluation approved by UNDP-CO and UNDP-RTA	10 working days	UNDP-CO, RTA, PCU, GEF OFPs

#### Payment Schedule

- 20% payment upon satisfactory delivery of the final TE Inception Report and approval by the Commissioning Unit
- 40% payment upon satisfactory delivery of the draft TE report to the Commissioning Unit
- 40% payment upon satisfactory delivery of the final TE report and approval by the Commissioning Unit and RTA (via signatures on the TE Report Clearance Form) and delivery of completed TE Audit Trail

Criteria for issuing the final payment of 40%:

- The final TE report includes all requirements outlined in the TE TOR and is in accordance with the TE guidance.
- The final TE report is clearly written, logically organized, and is specific for this project (i.e. text has not been cut & pasted from other TE reports).
- The Audit Trail includes responses to and justification for each comment listed.

In line with the UNDP's financial regulations, when determined by the Commissioning Unit and/or the consultant that a deliverable or service cannot be satisfactorily completed due to the impact of COVID-19 and limitations to the TE, that deliverable or service will not be paid.

Due to the current COVID-19 situation and its implications, a partial payment may be considered if the consultant invested time towards the deliverable but was unable to complete to circumstances beyond his/her control.

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

The principal responsibility for managing this evaluation resides with the UNDP CO in Indonesia. The UNDP CO will contract the evaluators and ensure the timely provision of per diems and travel arrangements within the country for the evaluation team. The Project Team will be responsible for liaising with the Evaluators team to set up stakeholder interviews, arrange field visits, coordinate with the Government etc.

#### Duration of the Work

The total duration of the evaluation will be 30 days. TE duration is flexible recognizing there will be possible delay due to COVID-19. The tentative duration is according to the following plan:

Activity	Timing	Completion Date
Preparation	3 days ( <i>recommended: 2-4</i> )	9 October 2020
Evaluation Mission	15 days ( <i>r: 7-15</i> )	30 October 2020
Draft Evaluation Report	10 days ( <i>r: 5-10</i> )	23 November 2020
Final Report	2 days ( <i>r: 1-2</i> )	9 December 2020

#### Duty Station

Terminal Evaluation Consultant will work with home-based. Consultant will be needed to come to Jakarta, Indonesia, to conduct evaluation arrangement meeting with PMU and UNDP CO. Consultant is also expected to do site visit for evaluation to: Cirebon, Depok, Bandung, and Malang.

#### 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	1 time	7 days
2	Cirebon	1 time	2 days
3	Bandung	1 time	2 days
4	Malang	1 time	3 days

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualifications:

Master's degree in Environmental Science/Engineering, Chemical Science/Engineering or other relevant field

#### Years of experience:

1. Minimum 5 years of relevant experience in the areas of environment, solid (plastic) waste management and project management including applying SMART indicators and reconstructing or validating baseline scenarios
2. Recent experience with result-based management evaluation methodologies
3. Experience working with GEF or GEF Evaluations, for at least 5 years
4. Experience in working in Asia Pacific Countries for at least 3 years

### III. Competencies and special skills requirement:

1. Competence in adaptive management especially on hazardous chemicals or Persistent Organic Pollutants (POPs)
2. Work in relevant technical areas including experience on project monitoring and evaluation
3. Demonstrated understanding on issues related to gender and hazardous chemicals, including experience in gender sensitive evaluation and analysis
4. Excellent communication skills
5. Demonstrable analytical skills
6. Project evaluation/review experiences within the United Nations system will be considered an asset
7. Fluency in English with excellent written communication skills, and strong experience writing reports.
8. Fluency in Bahasa Indonesia would be an advantage.

## **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*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical</u>		
<ul style="list-style-type: none"><li>• <b>Criteria A: qualification requirements as per TOR:</b><ol style="list-style-type: none"><li>1. Master's degree in Environmental Science/Engineering, Chemical Science/Engineering or other relevant field</li><li>2. Minimum 5 years of relevant experience in the areas of environment, solid (plastic) waste management and project management including applying SMART indicators and reconstructing or validating baseline scenarios</li><li>3. Recent experience with result-based management evaluation methodologies</li><li>4. Experience working with GEF or GEF Evaluations, for at least 5 years</li></ol></li></ul>	70%	<div>20</div> <div>20</div> <div>10</div> <div>10</div>

5. Experience in working in Asia Pacific Countries for at least 3 years		10	
<ul style="list-style-type: none"> <li>• <i>Criteria B: Brief Description of Approach to Assignment</i> <ul style="list-style-type: none"> <li>○ <i>Detailed understanding of Indonesian Environmental and social standards;</i></li> <li>○ <i>Detailed understanding of International environmental and social standards.</i></li> </ul> </li> </ul>	30%	15	
<ul style="list-style-type: none"> <li>• <i>Criteria C: Further Assessment by Interview (if any)</i></li> </ul>		15	