



Annex 1:

Terms of Reference

Deliverable-based Local Consultancy Services on Waste Management and Recycling

1. BACKGROUND

In Turkey, 47% of net electricity consumption is from the industrial sector, with an estimated 70% of this energy consumption from electric motor-driven systems (EMDS), 90% of which use 3-phase squirrel cage asynchronous motors as defined in the EU Eco-design Implementing Measure 640/2009 on electric motors as amended by Implementing Measure 4/2014. Electric motors in Turkey, in general, are not energy efficient.

“Promoting Energy Efficient Motors in Small and Medium Sized Enterprises Project” shortly known as TEVMOT aims to promote significant additional investment in industrial energy efficiency in Turkey by transforming the market for energy efficient motors used in small and medium sized enterprises. This objective will be achieved by strengthening the legislative and regulatory framework related to both new and existing EE motors in Turkey, developing appropriate governance and information infrastructure, upgrading test laboratories at the Turkish Standards Institute (TSI), launching a “one-stop shop” sustainable financial support mechanism (FSM), and developing and implementing a comprehensive public awareness and training programme.

The TEVMOT project is divided into five components focusing on:

- Component 1: Strengthened legislative and regulatory and policy framework for EE motors in Turkey.
- Component 2: Capacity building for relevant stakeholders to promote the benefits of EE motors.
- Component 3: Upgraded Turkish Standards Institute (TSI) test laboratory and strengthened monitoring, verification and enforcement.
- Component 4: One-stop-shop for financial support mechanisms.
- Component 5: Knowledge management and M&E

The Project is implemented by UNDP, in this context, the Directorate General (DG) for Strategic Research and Productivity (DGSRP) under the Ministry of Industry and Technology (MoIT) serves as the implementing partner of UNDP. The National Project Director (NPD) of the Project is a high-level official of the DGSRP. The administration of the project is being carried out by a Project Management Unit (PMU) under the overall guidance of the UNDP Climate Change and Environment (CC/E) Portfolio Manager and supervision of National Project Director (NPD) of the project assigned by DGSRP. The PMU is based in the project office at DGSRP in Ankara. PMU is headed by the Project Manager and comprised of Project Manager, Energy Efficiency Field Coordinator (to be hired), Project Associate and Project Clerk and supported by a Senior Technical Advisor for Energy Efficiency and Renewable Energy (STA-EE&RE). There is also a high-level international technical consultant (International Chief Technical Advisor) providing overall guidance and other individual experts giving a technical support to the Project in areas of finance mechanism, framework regulations, surveys etc.

The most critical success factor for the TEVMOT Project will be the successful implementation of the demo and scaled-up electric motor replacement programmes in Small and Medium Sized Enterprises (SMEs) in Turkey to accelerate market transformation towards more efficient electric motors used in SMEs in Turkey. The motor replacement programme for the demo phase is being implemented by using a one-stop-shop financial mechanism developed under the Project. The pilot motor replacement programme and on-site project activities in the SMEs in the 7 pilot OIZs officially started through the finance support programme of KOSGEB (Small and Medium Enterprises Development Organization of Turkey) as of January 2020. The project covers seven (7) pilot Organized Industrial Zones (OIZ) in Ankara Sincan, Adana Hacı Ömer Sabancı, İzmir Kemalpaşa, Gebze Antalya, Uşak, and Bursa. The level of subscription by SMEs and motor change during the pilot finance support programme will be key to success of dissemination and scale-up phase.

Obviously, an accelerated electric motor replacement programme should also be reinforced by a carefully designed and implemented recycling programme to phase out inefficient old motors. For this purpose, the TEVMOT Project also contemplates to design and implement a recycling programme for this purpose considering the requirements of European Directive 2012/19/EU on Waste Electrical and Electronic Equipment (WEEE) which has been transposed into national Law and is enforced by the Ministry of Environment and Urbanization (MoEU) in Turkey.

In the view of the above, a consultant will be provided for supporting the project team on designing the electric motor recycling programme in Turkey.

2. OBJECTIVE AND SCOPE

The objective of the Assignment is to reinforce the demo and scaled-up electric motor replacement programs in SMEs under the project by designing an electric motor recycling programme in accordance with the requirements of Directive 2012/19/EU.

For this purpose, in light with the above given background, individual consultant shall support the Project team on designing the electric motor recycling programme in Turkey by means of:

- Outlining the organizational/institutional structure of WEEE management in Turkey
- Outlining the legislative framework of WEEE management in Turkey
- Organizing and participating in meetings/interviews with key stakeholders
- Design and implementation of workshop/s
- Design the electric motor recycling programme.

3. DUTIES & RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANT (IC)

UNDP will mobilize a Individual Consultant (IC) to support the project team on designing the electric motor recycling programme in Turkey. The IC is expected to take the following generic duties in coordination with and under the organization of the PMU:

- Attend a kick-off meeting at the beginning of the assignment with the Project Management Unit (PMU) and Directorate General for Strategic Research and Productivity (DGSRP – the Executing Agency) to get briefing about the mission;
- Meet relevant department under the MoEU to analyse the state-of-play with alignment and enforcement of Directive 2012/19/EU (WEEE Directive) particularly to review aspects relating to the recycling programme proposed under the Project;
- Compile a report on Legislative Framework of WEEE Legislation and Organisational/ Institutional Structure of WEEE Management in Turkey including a gap analysis of national WEEE Regulation with respect to the European Directive 2012/19/EU;

- In cooperation with the PMU, and other relevant consultants of the Project, design the contents of the proposed workshop to get feedbacks from relevant stakeholders who are specifically 7 pilot OIZ directorates as mentioned in the Context above namely and OSBŮK Secretariat General and MoEU to design an electric motor recycling programme;
- Moderate the workshop to be organized by the Project either online or vis a vis to be determined by the PMU.;
- Design the first draft of the electric motor recycling programme;
- Finalize the draft electric motor recycling programme considering the comments and inputs from relevant stakeholders, PMU, and other relevant consultants of the Project;
- Reinforce the finalized recycling programme with concrete recommendations for smooth and SMART implementation of the recycling programme.

Further details of duties and responsibilities shall be shared with the successful offeror at the time of contract signature

4. INSTITUTIONAL ARRANGEMENTS

UNDP will provide all relevant background documents. UNDP is not required to provide any physical facility for the work of the IC. However, depending to the availability of physical facilities (e.g. working space, computer, printer, telephone lines, internet connection etc.) and at the discretion of the UNDP in consultation with relevant stakeholders such facilities may be provided at the disposal of the IC. UNDP will facilitate meetings between the ICs and other stakeholders, when needed.

The IC will report to the Promoting Energy Efficient Motors in Small and Medium Sized Enterprises (TEVMOT) Project Manager.

After submission of the deliverables, UNDP may have some comments and revision requests on the deliverables. The IC shall address the comments of UNDP and if there are comments on the submitted deliverables, shall revise the deliverables as per the comments within latest 10 calendar days following notification by UNDP of the comments to IC.

5. DURATION AND DELIVERABLES

The assignment is expected to start on **16 November 2020** and be completed by **31 May 2021**. The tables below outlines the number of working days that are allocated to the IC to carry out the assignment.

In order to fulfill required tasks for the development of deliverables as defined and listed in the table below, the estimated number of days to be invested are also provided. The number of days presented as ‘estimated number of man days to be invested’ is indicative. The IC may invest less/more than the estimated number of days in each deliverable and finalized the respective deliverable.

The payment for each deliverable will be made based on the defined estimated number of days for that respective deliverable. The overall number of days to be invested for all deliverables cannot exceed **24 working days** throughout the contract validity.

IC’s deliverables will be subject to certification and approval by TEVMOT Project Manager within the deadlines, and the payment will be done upon approval of the reports by TEVMOT Project Manager.

The deliverables expected from the consultant are as follows:

NO.	ACTIVITY	DELIVERABLE	BRIEF DESCRIPTION	ESTIMATED NUMBER OF WORKING DAYS TO BE INVESTED*	TARGET DATE FOR SUBMISSION TO UNDP
1	<ul style="list-style-type: none"> Attend a kick-off meeting at the beginning of the assignment with the Project Management Unit (PMU) and Directorate General for Strategic Research and Productivity (DGSRP – the Executing Agency) to get briefing about the mission; Meet relevant department under the MoEU to analyse the state-of-play with alignment and enforcement of Directive 2012/19/EU (WEEE Directive) particularly to review aspects relating to the recycling programme proposed under the Project; 	Report on Legislative Framework of WEEE Legislation and Organisational/ Institutional Structure of WEEE Management in Turkey	<p>This Deliverable will include a gap analysis of national WEEE Regulation with respect to the European Directive 2012/19/EU, gaps in Turkish enforcement system for WEEE Directive, recommendations for full alignment and effective enforcement as well as initial remarks for designing the proposed electric motor recycling programme.</p> <p>This report will analyse the implementation and enforcement structures for WEEE Directive in the EU Member States and examples of best practices in selected Member States which are considered the most successful ones in enforcement of WEEE Directive and similar recycling programmes. The report will also provide examples from other countries (non-EU) where similar recycling programmes have been implemented recently</p>	7	15.12.2020
2	<ul style="list-style-type: none"> In cooperation with the PMU, and other relevant consultants of the Project, design the contents of the proposed workshop to get feedbacks from relevant stakeholders to design an electric motor recycling programme; either online or vis a vis to be determined by the PMU; Supervise the workshop to be organized by the Project; Design the first draft of the electric motor recycling programme; 	<p>Report on “Design of Electric Motor Recycling Programme”.</p> <p>Delivered workshop documents (presentations, attendance and feedback documents) .</p>	<p>The proposed workshop will include a presentation of the report under Deliverable 1 above, introduction of main requirements of WEEE Directive and requirements of and considerations for the proposed recycling programme, etc.</p> <p>The proposed workshop will maintain to get feedbacks from relevant stakeholders who are specifically 7 pilot OIZ directorates as mentioned in the Context above namely and OSBÜK Secretariat General and MoEU to design an electric motor recycling programme Such a recycling programme should have individual details for each of 7 pilot OIZs in terms of actual physical storage conditions, logistics, time-frame, inventory approach and</p>	12	01.02.2021

			<p>reporting issues, etc.</p> <p>Prior of following the workshop, individual online communications and/or site visits to OIZ premises for each of pilot OIZ directorates might take place as required.</p> <p>The report will include nation-wide electric motor recycling programme as well as chaptering TEVMOT pilot motor replacement programme for each of 7 OIZ directorates.</p>		
3	<ul style="list-style-type: none"> Finalize the draft electric motor recycling programme considering the comments and inputs form relevant stakeholders, PMU, and other relevant consultants of the Project; Reinforce the finalized recycling programme with concrete recommendations for smooth and SMART implementation of the recycling programme. 	Finalized Electric Motor Recycling Programme with Concrete Recommendation on Smooth Implementation of the Recycling Programme	N/A	5	30.04.2021
Total Working Days				24	

6. REQUIRED QUALIFICATIONS

The following table demonstrates the required qualifications of the candidate to be recruited for this assignment. The required qualifications are presented below:

	Minimum Qualification Requirements	Assets
General Qualifications	<ul style="list-style-type: none"> • At least a Bachelor's Degree in environmental engineering, chemical engineering, civil engineering, mechanical engineering, environmental sciences, chemistry or other relevant fields. (10 points) • Full computer literacy is required. (2 points) • Fluency in English and Turkish is required. (2 Points) 	<ul style="list-style-type: none"> • Asset: Advanced university degree in environmental engineering, environmental sciences, or other relevant fields. (3 points)
Professional Experience	<ul style="list-style-type: none"> • A minimum of 5 years of relevant professional experience on waste management and/or recycling is required. (15 points) 	N/A
Specific Experience	<ul style="list-style-type: none"> • Working experience in at least 2 projects on waste management and/or recycling is required. (20 points) 	<ul style="list-style-type: none"> • Asset: Project experience covering Directive 2012/19/EU on Waste Electrical and Electronic Equipment (WEEE). (9 Points) • Asset: Project experience with the UNDP and GEF. (9 Points)
<ul style="list-style-type: none"> • Internships (paid/unpaid) are not considered professional experience. • Obligatory military service is not considered professional experience. • Professional experience gained in an international setting is considered international experience 		

UNDP is committed to achieving workforce diversity in terms of gender, race, ethnicity, indigenous identity, disability and culture. Individuals from all genders, minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with utmost confidentiality.

7. PLACE OF WORK

Place of work for the assignment is home-based. All travel, accommodation and living costs in duty stations (home-based) will be covered by the IC. It may be required that the IC travels out of the duty stations within the scope of this Terms of Reference. In case, travel out of the duty station is needed, only the travel and accommodation costs of these missions will be borne by UNDP. It is required that the terms of such travels are discussed with the responsible Project Manager prior to each travel. The costs of these missions shall be;

- Arranged and covered by UNDP CO from the respective project budget without making any reimbursements to the IC or,
- Reimbursed to the IC upon the submission of the receipts/invoices of the expenses by the IC and approval of the UNDP. The reimbursement of each cost item is subject to the following constraints/conditions provided in below table;
- Covered by the combination of both options.

Due to the budget constraints of the project; The following guidance on travel compensation is provided. Only economy class travels, airport terminal transfers and maximum four-star hotels accommodations will be covered by the project.

Cost item	Constraints	Conditions of Reimbursement
Travel (intercity and/or international transportation)	Full-fare economy class tickets	1- Approval by UNDP of the cost items before the initiation of travel
Accommodation	Up to 50% of the effective DSA rate of UNDP for the respective location (maximum four-star hotels accommodations)	2- Submission of the invoices/receipts, etc. by the consultant with the UNDP's F-10 Form
Other Expenses (intra city transportations, transfer cost from /to terminals, etc.)	Up to 20% of effective DSA rate of UNDP for the respective location	3- Acceptance and Approval by UNDP of the invoices and F-10 Form.

As per UNDSS rules, the IC is responsible for completing necessary online security trainings and submitting certificates and travel clearances prior to assignment-related travels.

8. PAYMENTS

The Contract to be signed between UNDP and successful candidate will not entail a financial commitment from UNDP. Payments will be made upon submission of the deliverable(s) defined in the ToR by the IC and approval of such deliverables by UNDP. If the deliverables are not produced and delivered by the Consultant to the satisfaction of UNDP as approved by the responsible UNDP Project Manager, no payment will be made even if the IC has invested working days to produce and deliver such deliverables. The total amount of payment to be affected to the IC within the scope of this contract **cannot exceed equivalent of 24 working days.**

The amount paid to the IC shall be gross and inclusive of all associated costs such as social security, pension and income tax etc.

Payments will be made within 30 days upon acceptance and approval of the corresponding deliverable by UNDP on the basis of actual number of days invested in that respective deliverable and the pertaining Certification of Payment document signed by the IC and approved by the responsible UNDP Project Manager.

Tax Obligations: The IC are solely responsible for all taxation or other assessments on any income derived from UNDP. UNDP will not make any withholding from payments for the purposes of income tax. UNDP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the IC.