

TERMS OF REFERENCE

Long Term Agreement

1. Assignment Information

Assignment Title:	International Junior Consultant for Circular Economy and Plastic Management
Cluster/Project:	Policy and Innovation /Building an enabling environment for sustainable development in Cambodia /Combatting Marine Plastic Litter
Post Level:	International Junior Expert
Contract Type:	Long Term Agreement (LTA) up to Two LTAs
Duty Station:	Home based
Expected Place of Travel:	N.A
Contract Duration:	Initial contract is from 15 April 2021 to 14 April 2022 (up to 150 days per year); (possibility of extension up to three years)

2. Project Description

While Cambodia has attained impressive economic growth over the last 20 years, it presently faces a new set of developmental challenges regarding its environment.

Since 2019, UNDP has been supporting the Royal Government of Cambodia to implement the BESD project, which stands for “building an enabling environment for sustainable development” project. One of the project objectives is to promote a circular economy primarily focusing on waste. The specific output under the circular economy activities is “waste reduced, recycled and reused through application of circular economy models”.

In addition, in January, 2021, a new project called “Combatting Marine Plastic litter (Marine Plastic)” was officially approved to be implemented from Jan 2021 to August, 2023. The project aims to prevent and minimize plastic waste pollution on land and in the ocean through promotion of a 4R (Refuse, Reduce, Reuse and Recycle) framework.

Besides the BESD and Marine Plastic project, UNDP has supported policy research that contributed to generation of new knowledge related to promoting circular economy initiatives.

3. Scope of Work

The Junior Circular Economy Specialist is to support the environment team of UNDP Cambodia and the BESD and Marine Plastic projects for the following sets of activities:

1. Policy engagement in terms of policy dialogue, research, and partnership with stakeholders under the policy and innovation unit

- Develop concept notes and Terms of References (ToRs) for relevant research, communication and policy assignments related to circular economy (waste management)
- Review reports and deliverables and provide technical comments to assure the quality of deliverables
- Develop policy recommendations for priority measures for circular economy
 - Conduct background policy analyses and provide recommendations

- Prepare reports and power point presentations
- Conduct consultations and compile comments
- Update and improve policy recommendations
- Design and formulate new projects: This work entails support to the environment team of the policy and innovation unit for:
 - Formulation of concept notes and project proposals.
 - Stakeholder consultations; and
 - Finalization of project document (s) and proposal(s)

2. Provide technical inputs for the implementation of the BESD and Marine plastic projects:

- Conduct background research related to circular economy and prepare power point presentations and reports. This includes but is not limited to research on Extended Producer Responsibility (EPR) outlining
 - Definitions, fundamentals and objectives of an EPR scheme
 - Types of EPR structures (voluntary vs mandatory, public vs private etc)
 - Case studies from foreign countries including examples of those in ASEAN
 - Potential target waste streams for EPR in Cambodia including main producers of these types of waste
 - How to include informal sector in an EPR
 - Timeline for implementation and additional areas to consider
- Maintain and update a Circular Economy Platform
 - Draft blog posts on circular economy leaders for the platform
 - Provide updated information on businesses that can support CE practices
 - Work with Department of Reward and Incentives to include information on MoE initiatives
 - Provide technical input for stakeholder engagement and communication strategies for the CE platform
 - Design of outreach stakeholders in target sectors for joining the platform/alliance
 - Operationalization of a CE business platform/alliance
 - Design of engagement tools and materials such as a website and communication, outreach and awareness raising materials for CE
 - Due diligence assessments of the private sector
 - Drafting of ToRs, concept notes, Memorandum of Understanding and work plans
 - Regular information updates
 - Documentation of key lessons/insights on circular economy options and viable business models in this sector from engaging with various stakeholders
- Provide technical inputs for key initiatives and activities for target provinces/cities under the marine plastic project including the following aspects:
 - Plastic reduction strategies for schools including implementation handbook
 - Key interventions for target hotels and restaurants for reducing single use plastic
 - Other target actions to reduce single use plastic
- Develop communication products: This includes:
 - Drafting of outreach communication materials including brochures, pagers, project briefs, booklets, presentation, project reports etc.
 - Updating of project related info for websites (every month)
 - Proof-reading and editing of project related documents

- Support the closing of the projects
 - Coordinate and edit any final reports particularly for the BESD project

4. Deliverables

A separate specific ToR will be developed for the specific services needed within the scope of the LTA. The consultant shall ensure confidentiality of all the information received during the assignment.

5. Institutional Arrangement

Roles of the consultant under the BESD and Marine Plastic projects

- The consultant shall work under the Director General (DG) of the Department of Green Economy (DGE) of the National Council for Sustainable Development (NCSD) & Environmental Policy Specialist of UNDP to inform the progress of the works
- The consultant shall report on/submit the above deliverables to the DG, DGE as well as to the UNDP country office

Roles of the consultant under the Policy & Innovation

- The consultant shall work under the head of the policy unit & Environmental Policy Specialist of UNDP to inform the progress of the works

Roles of the DG of DGE, NCSD

- The DG of DGE, NCSD (Project Manager) will supervise the consultant for the nature of work and work plans

Roles of the UNDP

- Overall supervision is provided by the UNDP environmental policy specialist who will provide **technical** quality assurance.
- The UNDP programme analyst will provide overall quality assurance for this consultancy
- Upon confirmation of quality from environmental policy specialist, the UNDP programme analyst will review deliverables for payment release

6. Duration of the Work

The initial assignment is up to 150 days per year expected from 15 April 2021 to 14 March 2022 with possible of extension up to three years based on the needs and satisfactory performance of the consultant. The proposed daily rate remains valid for up to three years.

LTA refers to a mutual arrangement whereby the Consultant will provide services as required, over a specific period of time. It specifies the unit price (daily rate), allowing for a framework agreement to be used when the Consultant's services are needed. A separate ToR will be developed for the specific services for output based needed within the scope of the LTA.

7. Duty Station

The duty stations for this assignment is primarily home based. If travels are required, DSA, and all

other related actual costs (etc. local travels) will be covered by UNDP Cambodia, prior to agreement made prior to each assignment taking place. The reimbursement of the associated costs will be made through F-10.

Selected individual contract(s) who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the BSAFE training. <https://training.dss.un.org/course/category/6> prior to travelling.

8. **Minimum Qualifications of the Individual Contractor**

Education:	At least a Master's degree or equivalent in economics, sustainable development and or environmental studies, social sciences, political sciences, international development policy, or other related fields
Experience:	<ul style="list-style-type: none"> ▪ At least 2 years of long-term working experience related to waste management and recycling in Cambodia or the South East Asia region working with national governments, the private sector, NGOs, civil society and academics in promoting circular economy solutions ▪ Prior experience in developing research and policy on circular economy, particularly related to the management of organic and plastic waste and informal waste pickers in the South East Asia. ▪ Prior long-term work experience with UN agencies, along with the knowledge of UN administrative procedures
Competencies:	<ul style="list-style-type: none"> ▪ Demonstrates integrity by modeling the UN's values and ethical standards ▪ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability ▪ Treats all people fairly without favoritism ▪ Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.
Language Requirement:	<ul style="list-style-type: none"> • Fluency in English mandatory. Knowledge of Khmer language is a plus

9. **Criteria for Evaluation of Level of Technical Compliance of Individual Contractor**

Technical Evaluation Criteria	Obtainable Score
At least a Master's degree or equivalent in economics, sustainable development and or environmental studies, social sciences, political sciences, international development policy, or other related fields	20
At least 2 years of long-term working experience related to waste management and recycling in Cambodia or the South East Asia region working with national governments, the private sector, NGOs, civil society and academics in promoting circular economy solutions	30
Prior experience in developing research and policy on circular economy, particularly related to the management of organic and plastic waste and informal waste pickers in the South East Asia	25
Prior long-term work experience with UN agencies, along with the knowledge of UN administrative procedures	25

Total Obtainable Score:	100
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10. Payment Milestones

The payment is made based on the actual number of days per each assignment agreed prior to each assignment taking place. It will be calculated based on the number of actual working days as per assignment (exclude DSA, air-ticket, and other associated costs). The number of days of each assignment is expected to vary. The payment is to be made to the contractor as per agreed sub-ToR of each assignment.

The contractor can begin working only after a **purchase order (PO)** is issued to him/her each time a service is required and following discussion and agreement between the contractor and the Country Office. The contractor takes his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount is paid within 30 days after satisfactorily completion of work and receiving of original invoice/CoP. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed (for last payment) and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

Offerors shall quote one rate of daily professional fee with insurance cost The rate shall be all inclusive and fixed during the contract period.

The contractor will be paid on a lump sum basis as per agreed per assignment/ToR.