

TERMS OF REFERENCE (TOR)

GENERAL INFORMATION

Services/Work Description: National Firm Level Consultancy for Waste recycling and transformation solution fest

Project/Program Title: Accelerator Lab

Duty Station: [Addis Ababa, Ethiopia](#)

Type of the Contract: [National Consultancy Firm](#)

Duration: [30 working days](#)

Expected Start Date: **Immediately after concluding the contract agreement**

I. BACKGROUND / RATIONALE

The critical development challenges faced by developing countries such as Ethiopia are economic poverty, unemployment, sanitation, climate change, unsafe water supply, poor education, population, inequality, conflicts, and governance among many. To help solve some of these critical challenges, UNDP has been actively and heavily engaged in helping transform various development sectors in Ethiopia.

The UNDP accelerator lab's purpose is mainly to catalyze innovative solutions to some of the complex development challenges of the community that it serves. It focusses on breakthrough ideas originate from the local community, individuals, and grassroots institutions to take them to rapid iteration and experimentation before scaleups. The UNDP accelerator lab is situated within the UNDP to support the country office programs with capturing and developing the untapped potentials of social innovations to contribute to the SDGs. There has been a growing interest to cultivate the existing indigenous innovations pursued by the local community in a course of solving their own problems. Therefore, starting with the grass root innovations, which is a bottom up approach that puts the community to lead the development agenda as opposed to the top down structure of infusing innovations designed by external developers.

Waste management is one of the challenge areas the Accelerator Lab has identified for its 2020 intervention. Managing waste properly is essential for building sustainable and livable cities, but it remains a challenge for cities across the country including the capital.

One of the many problems identified in our exploration of the system is that even if there is effort to reduce the amount of waste that goes to landfill by making products out of waste, the market for segregated waste and waste products is limited. The activity is limited to recycling plastic and turning organic waste to compost. However, there are many opportunities for turning waste into usable items (upcycling) and recycling of paper, rubber, metal etc. that has the potential to grow. Therefore, the Accelerator lab wants to explore and map different waste products that can be profitable for waste collectors a introduce diversified waste product to connect stakeholders and generate interest in effective solid waste management.

To this end, the lab is planning to host a solution fest to map start up and innovators working on diversified waste product, create matching between waste collectors, municipalities and private sectors within the waste value chain and create a dialogue to enhance local engagement within the ecosystem. Base on this solutions fest, new sorting categories will be experimented with sorting association and the identified solutions will be tested for scalability.

II. OBJECTIVES OF THE SERVICE / WORK

The objective of this assignment is to map out actors, organize a solution fest to identify and showcase diversified waste products based on identified waste categories from previous exploration and create connections between actors in the waste value chain.

Specific objectives include

- 1) Map out key players and actors in waste management (in Addis Ababa) with significant role to make change in the ecosystem and identify their waste management practices.
- 2) Organize Solution fest on diversified innovative products for upcycle and recyclable waste materials.
- 3) Identify chain actors (including from the private sector) who have impact and working on waste value chain within the ecosystem to be invited in consultation with Accelerator lab.
- 4) Document and share learnings from the solution fest as input for the Accelerator Lab next portfolio experimentation plan

III. SCOPE OF THE SERVICE / WORK

The Solution fest on innovative upcycling and recycling of waste into various useful products will bring together the brightest creators and introduce diversified waste products which will be use as motivation for the sorting of more waste, introduce new categories and link them with the start ups who used it to produce reused, recycled and upcycled products. We want to explore possibilities for and fortify the existing waste market.

Therefore, the consultant is expected to organize Solution fest on Waste recycling, transformation diversified innovative products for upcycle and recyclable waste materials through collaborating with the accelerator lab team.

Specifically

- Identify at least 40 targeted private sectors, public sectors, CSOs and UN agencies who are player within waste value chain ecosystem
- Invite participants (Minimum 25 exhibitors and at least 40 targeted player within waste value chain ecosystem) to the solution fest in consultation with UNDP through ensure availability of an efficient secretariat and clerical support as well as oversee the sent out of invitation and follow-up confirmation of participants (includes exhibitors and invitees)Prepare and design solution fest campaign materials (20 Printed posters, Social media campaigning posters, 2 Horizontal banners, digital flyers)
- Organize creative solution fest event ensuring smooth and effective set up of branded communications products, unique venue set up and arrangements, logistic and administrative components of the event for two day
- Gather waste data and create visual for the gallery wall in collaboration
- Preparing ahead of the event revising key messages of the event, learn about the overall event, the agenda, the presenters, and any special guests

- Preparing an introduction for each speaker and each part of the event
- Host the panel discussion with the solution fest program
- Responsibility of providing full documentation of the event (including Videography: submission of two short videos (10 minutes each) and Submission of high-resolution pictures of the event (100 pictures)

IV. EXPECTED OUTPUTS / DELIVERABLES

The expected output as a result of this activity is

- 1) Solution fest facilitated for two days.
- 2) Minimum 25 exhibitors attend for the solution fest.
- 3) At least 40 targeted private sectors, public sectors, CSOs and UN agencies who are player within waste value chain ecosystem identified and invited.
- 4) Gather waste data and create visual for the gallery wall
- 5) Identify a specific person from the company to be Master of Ceremony to host the overall program and panel discussion with the solution fest event.
- 6) Insight and learning captures and shared from the solution fest as input for the Accelerator Lab next portfolio experimentation plan on sorting behavior
- 7) Prepare and design solution fest campaign materials (20 Printed posters, Social media campaigning posters, 2 Horizontal banners, digital flyers)

V. METHODOLOGY / APPROACH OF THE SERVICE (WORK)

The consultant is expected to organize Solution fest on Waste recycling, transformation diversified innovative products for upcycle and recyclable waste materials through collaborating with the accelerator lab team. The fest contains and require to create an environment on facilitating from mapping start up and innovators working on diversified waste product, create matching between waste collectors, municipalities and private sectors within the waste value chain and create a dialogue to enhance local engagement within the ecosystem.

VI. LOCATION, DURATION AND TIMEFRAME OF THE WORK /DELIVERABLES/OUTPUT

This consultancy assignment will be in Addis Ababa.

No.	Deliverables	Location and Action to be Undertaken	Duration (approx.)
1	Inception report	Addis Ababa, Ethiopia	_2_ working days
2	Prepare and design solution fest campaign materials <ul style="list-style-type: none"> - 20 Printed posters - 2 Social media campaigning posters - 2 Horizontal banners digital flyers	Addis Ababa, Ethiopia	_4_ working days
3	Gather waste data and create visual and print for the stand-alone gallery wall.	Addis Ababa, Ethiopia	_5_ working days
4	Mapping of actors, Identify Targeted stakeholders (private sectors, public sectors, CSOs and UN agencies) who are player within waste value chain ecosystem	Addis Ababa, Ethiopia	_4_ working days

No.	Deliverables	Location and Action to be Undertaken	Duration (approx.)
5	Invite and Follow-up with invitees for confirmation. Compile confirmed list of participants and share with UNDP 5 days prior to the event	Addis Ababa, Ethiopia	_3_ working days
6	Organize solution fest and create a platform with uses as a show case of diversified waste products.	Addis Ababa, Ethiopia	_2_ working days
7	Event venue management and administrative support <ul style="list-style-type: none"> - Creative seating arrangements for exhibitors and panel discussion - Liaise with other companies who produced branding products of the event, manage logistics and delivery of the products to the event venue Arrangement and set up of the various produced branding products	Addis Ababa, Ethiopia	_5_ working days
8	Assign Master of Ceremony to host the overall program and panel discussion with the solution fest event. <ul style="list-style-type: none"> - Preparing ahead of the event revising key messages of the event, learn about the overall event, the agenda, the presenters, and any special guests - Preparing an introduction for each speaker and each part of the event - Host the panel discussion with the solution fest program 	Addis Ababa, Ethiopia	2 working days
9	Documentation and sharing of learning from the solution fest as input for the Accelerator <ul style="list-style-type: none"> - Videography: submission of two short videos (10 minutes each) - Submission of high-resolution pictures of the event (100 pictures) 	Addis Ababa, Ethiopia	3 working days
Total Working Days (assuming some activities can be done parallelly)			30 working days

VII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Service Provider will be contracted by UNDP Ethiopia. The principal responsibility for managing the contract resides with UNDP Engagement and Partnerships. The service provider will be required to report to UNDP Inclusive growth and Sustainable Development Unit/ Accelerator lab. For the chosen entity, following the evaluation the contract will be awarded for a cumulative amount which is the total of the quoted financial proposal and the amount of the acceleration facilitation.

The accelerator lab will work closely with the service provider on a day-to-day basis to ensure deliverables are achieved in accordance with the TOR.

The expected duration of the assignment is 30 working days from the time of entering into the contract. Please note that it is critical to adhere to the timeline as this is a critical priority for the partners in accordance with project timeline.

VIII. PAYMENT MILESTONES AND AUTHORITY

Prospective Service Provider will indicate the cost of services for each deliverable in **ETB** when applying for this consultancy. The Proposer will be paid only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The company shall then be paid the lump sum contract amount upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained from:	Percentage of Payment
1st Installment	Submission of the inception report and finalize validation with the Accelerator lab	Team leader IGSD	30 %
2nd Installment	Completion of hosting solution fest on diversified innovative waste products on recyclable waste materials	Team leader IGSD	50 %
3 rd Installment	Submission of final report and documentation on the outcome	Team leader IGSD	20%

IX. MINIMUM ORGANIZATION AND CONSULTANCY TASK FORCE REQUIREMENTS

9.1 Minimum Organization Requirements

The prospective Service Provider is expected to meet the following minimum requirements:

- The service provider must have extensive (at least 2 years) experience in the field innovation ecosystem building, event organizing, urban development and waste management experience.
- A good working relationship with UNDP or other UN agencies as well as with the relevant government agencies.
- Experience in undertaking similar tasks (experience in similar projects in Ethiopia will be a significant advantage).
- Have a broad network in government, and private sector in Ethiopia.
- The service provider needs to have good organizational skills and can work on own initiative
- Good on communication and have relation with local Medias.
- It shall demonstrate its capabilities, understanding of the TOR, and methodology of audit approach

The multi-disciplinary team should comprise members with the following educational qualifications, experience and competencies:

9.2 Task Manager / Team Leader

Academic Qualification:

- A master's/ Bachelor's degree in urban development and design, communication or related fields

Experience:

- 5 years professional experience in working on urban development, event organizing and media engagement

Competencies:

- Ability to provide general leadership and direction as well and report writing.
- Event coordination skills and experience
- Excellent Skilled in Analytical Skills and Innovation Management
- Strong communication skills.
- Excellent advocacy skills relating to urban development and waste management.
- Excellent networks within the innovation eco system
- Proficiency should be in English, if any other will be an added advantage.

9.3 Project Staff / Associate Consultants / Team Members

Academic Qualification:

- A minimum of a University bachelor's degree in marketing, Business Administration, urban development and design, communication, or a relevant area.

Experience:

- A minimum of 3 years of professional experience in working in working on urban development, event organizing and media engagement

Competencies:

- Event coordination skills and experience
- Excellent Skilled in Analytical Skills and Innovation Management
- Strong communication skills.
- Strong facilitation skills.
- Proficiency should be in English, if any other will be an added advantage.

X. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Consultancy Firm is expected to submit both the Technical and Financial Proposals. Accordingly, the firm will be evaluated based on Cumulative Analysis as per the following conditions:

- Responsive/compliant/acceptable as per the Instruction to Bidders (ITB) of the Standard Bid Document (SBD), and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is 70%
 - b. Financial Criteria weight is 30%

XI. LOGISTICAL SUPPORT

List logistical support the Requesting Unit will offer to prospect Service Provider such as:

The Accelerator Lab will ensure that the Consultancy Firm receives access to the [ECA/RSCA Compound in Addis Ababa, Ethiopia](#).

XII. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, a Service Provider advised to use a proposed Table of Contents. Hence, your Technical Proposal document must have at least the preferred content as outlined in the respective RFP Proposal Submission Form.

XIII. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The consultants shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP. This assignment will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.

PROPOSED STANDARD TECHNICAL PROPOSAL EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of Firm / Organization	30%	300
2	Proposed Methodology, Approach and Implementation Plan	40%	400
3	Management Structure and Key Personnel	30%	300
TOTAL		100%	1000
Technical Proposal Evaluation (FORM I)			
Expertise of the Firm / Organization			Points Obtainable
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing		50
1.2	General Organizational Capability which is likely to affect implementation - Financial Stability - Loose consortium, Holding company or One firm - Age/size of the firm - Strength of the Project Management Support - Project Financing Capacity - Project Management Control		90
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)		15
1.4	Quality assurance procedure, warranty		25
1.5	Relevance of: - Specialized Knowledge - Experience on Similar Programme / Projects - Work for UNDP/ major multilateral/ or bilateral programmes		120
SUB TOTAL			300
Technical Proposal Evaluation (FORM II)			
Proposed Methodology, Approach and Implementation Plan			
2.1	To what degree does the Proposer understand the task?		30
2.2	Have the important aspects of the task been addressed in sufficient detail?		25
2.3	Are the different components of the project adequately weighted relative to one another?		20
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?		55
2.5	Is the conceptual framework adopted appropriate for the task?		65
2.6	Is the scope of task well defined and does it correspond to the TOR?		120
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?		85
SUB TOTAL			400
Technical Proposal Evaluation (FORM III)			
Management Structure and Key Personnel			
3.1	Task/Project Manager / Team Leader / General Qualification Suitability for the Project		
	- Training experience		45
	- Professional experience in the area of specialization		65
	- Knowledge of region		50
	- Language qualification		40
SUB TOTAL			200
3.2	Project Staff/ Associate Consultants General Qualification Suitability for the project		
	- Training experience		20
	- Professional experience in the area of specialization		30
	- Knowledge of the region		25
	- Language qualification		25
SUB TOTAL			100
Aggregate			1000