

WASTE MANAGEMENT AND YOUTH PROJECT

ToRs for an IC for Market Analysis of the Recycling Sector in Lusaka and Ndola

Consultant to do a market analysis of the recycling sector and companies involved in using recyclable material as raw materials for their business in Lusaka and Ndola. Including a scan of the current companies active in this sector in Zambia and the feasibility of recycling waste in other areas where no company is engaged.

A. Waste Management and Youth

Poor waste management is identified as a major cause of environmental degradation in Zambia, and while national figures do not exist, in Lusaka in 2017, Lusaka City Council estimated that the City of Lusaka generates approximately one million tons of waste annually but that only about 30-40% of that is collected and taken to a dumpsite. A 2017 study on six of the largest urban centers in Zambia also concluded that only a small proportion of solid waste is disposed at dumpsites, with the remainder being buried or burned both having negative impacts on the environment. The complex structure of solid waste management at the policy and governance level, together with the lack of reliable data compound the situation.

The National Solid Waste Management Strategy explicitly notes the importance of recycling and reuse. Noted actions or strategies to enhance recycling include: introducing incentives, generation of a database of recyclable products, encouraging the reclamation of mining waste, improving environmental reporting, enhancing waste characterization and separation at source, and “development of legislation to obligate producers on their responsibility for their products” (ZDA, 2016c). However, conventional approaches to solid waste management operate on the linear process of collection and disposal, with little to no consideration given to reducing the waste generated, reusing materials or recycling.

While there is limited information available relating to recycling in Zambia, a meta-analysis looked at factors influencing sustainable recycling of municipal solid waste in developing countries. It was found that government policy and finances, household demographics (including socioeconomic and educational factors), waste characterization, waste collection and separation, education amongst SWM personnel, administration of SWM systems, local markets for recyclables, availability of technological and human resources, and land availability all influencing recycling in these settings (Troschinetz et al., 2009). As described above, there is a broad framework that recognises the importance and value of recycling, but the limited information on the topic in Zambia indicates that this has not translated into implementation of recycling practices at scale.

A consultant is required to do a market analysis of the recycling sector and companies involved in using recyclable material as raw materials for their business. Including a scan of the current companies active in this sector in Zambia and the feasibility of recycling waste in other areas where no company is engaged.

B. Project Description

The overall goal of this project is to improve waste management and recycling practices in urban and peri-urban settings in Lusaka and Ndola while creating opportunities and employment for women and youth led enterprises. It is led by the vision that waste collection and recycling sectors expand income-earning opportunities that are decent and sustainable, especially for youth and women in the poorest areas.

This project will support impactful entrepreneurship and business acceleration opportunities of young people, especially young women, through a socialized model of waste collection and recycling. This will include provision of skills development, technical support, assistance and advisory support to access financial education and resources, mentorship to youth-led start-up companies and MSMEs, with a focus on innovative business models that empower people and deliver sustainable solutions.

This project directly responds to the aim of UNDP's Strategic Plan to work towards eradicating poverty in all its forms and dimension and keeping people out of poverty and accelerating structural transformations for sustainable development, especially through innovative solutions that have multiplier effects across the Sustainable Development Goals.

C. Stakeholders

Due to restrictions in place relating to COVID19 it is expected that the consultant will undertake a desk based review and will not conduct meetings and interviews face-to-face, instead will use phone and internet services to do interviews and data collection.

D. Expected Outputs and Deliverables

Objectives

- Conduct a market analysis of the recycling sector and companies involved in using recyclable material as raw materials for their business. Including a scan of the current companies active in this sector in Zambia and the feasibility of recycling waste in other areas where no company is engaged.
- Based on the market analysis detail areas that are under saturated and where enterprise can enter the market with room for scale up.

Activities:

Working under the guidance of the UNDP Project Manager, the consultant will:

Prepare Inception Report including the design, methodology and detailed work plan - 20% - 2 weeks

- Participate in an initial meeting with UNDP to discuss the format of, and process for, the market analysis
- Submit final Inception report, including the design, methodology and detailed work plan

Perform Market Analysis - 40 % - 4 weeks

- Identify key public, private, civil society and donor stakeholders, arrange meetings, and conduct one-to-one interviews and/or virtual roundtables (by phone or online) with stakeholders to analyse capacity and capacity gaps;
- Collect relevant documentation and obtain data to contribute to the preparation of the market analysis
- Map existing markets and value-chains (waste streams, size of the markets, volume of sales, market integration/segmentation, supply and demand for products and services, etc.);
- Identify sectors and value chains that are not overly saturated and present potential for growth, profitability and employment. It should include sectors and businesses that allow for women's effective participation
- Identify and study successful enterprises to develop at least two case studies for replication

Final paper with reference documents (capacity gaps analysis report, capacity development strategy and action plan prioritizing capacity areas for development) - 40% - 4 weeks

- Based on initial analysis prepare an outline of the market analysis to be shared with UNDP for review
- Integrate received comments and finalise the capacity assessment (final draft) to be reviewed by UNDP and key stakeholders
- Integrate comments received and draft and submit the final policy options paper;

E. Institutional Arrangement

The UNDP Project Manager shall directly supervise and approve and accept the output/s of consultant.

F. Duration of the Work

It is anticipated the work will take approximately 3 months to complete. The consultant is expected to start on the 25th of May 2021 and complete by the 25th August 2021, at the latest.

H. Qualifications of the Successful Individual Contractor

Education:

Postgraduate or other advanced university degree (at least MSc. or equivalent) development studies, development economics, socio-economic studies, or other related field. Additional areas of experience could include gender and poverty reduction; economics, environmental management, business administration or management;

Experience:

Minimum of ten years of proven track record in producing high quality analytical research/ assessment and consulting experience in market assessments, Socio-economic assessments; risks and vulnerability assessments, and gender analysis;

Experience in conducting participatory assessments, study, research;

A working knowledge of the Zambian waste management context is preferable;

Demonstrated experience in conducting assessments for planning and/or evaluation purposes.;

Special skills / experience: Familiarity with the key issues in waste management in Zambia

Those who combine the above described skills with Gender and Gender Analysis will have an added advantage;

Language:

Fluent in English (written and oral).

Functional and technical competencies:

Pro-activity, persistence and drive will also be required, with the consultant able to take initiatives as the unfolding requirements of the analysis demand;

Good facilitation skills;

Self-motivated and ability to work under pressure and to meet strict and competing deadlines;

Displays analytical judgment and demonstrated ability to handle confidential and politically sensitive issues in a responsible and mature manner;

Demonstrates openness to change and ability to manage complexities;

Computer literate.

Good analytical abilities are essential and will be reflected in an ability to move from analysis to the formation of detailed policy options;

I. Scope of Price Proposal and Schedule of Payments

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

#	Description of Deliverables	Unit
1.	Inception Report reflecting the results of the desk review of relevant documents such as national policies, strategies, surveys, research and evaluation reports, project documents and work plan for detailing the tasks and timelines for timely finalization of the report	20%
2.	Market Analysis	40%
3.	Final paper with reference documents (capacity gaps analysis report, capacity development strategy and action plan prioritizing capacity areas for development)	40%

Travel;

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel to be reimbursed.

J. Recommended Presentation of Offer

The following documents are requested:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- Personal CV or P11**, 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;
- Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, on how the consultant will approach and complete the assignment
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

K. Criteria for Selection of the Best Offer

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%]

Only candidates obtaining a minimum of 70% point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>	70%	70
Minimum of ten years of proven track record in producing high quality analytical research/ assessment and consulting experience in market	25%	25

assessments, Socio-economic assessments; risks and vulnerability assessments, and gender analysis;		
Familiarity with the key issues in waste management in Zambia	25%	25
Experience in conducting participatory assessments, study, research;	20%	20
<i>Financial</i>	30%	30


L. Annexes to the TOR

Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required:

- UNDP (2016) Country Programme Document
- UNDP (2018) Strategic Plan
- UN (2016) UN Sustainable Development Partnership Framework
- UNDP (2018) Gender Equality Strategy
- ILO (2017) Waste as a Resources
- HIVOS (2018) Waste Management Status: Programmes/undertakings and innovations in Lusaka
- Jambeck et al. (2018) Challenges and emerging solutions to the land-based plastic waste issue in Africa

M. Approval

This TOR is approved by :

Signature 

Name and Designation Jan Willem van den Broek, OIC Inclusive Growth and SDGs

Date of Signing 11-May-2021