



STRENGTHENING PARTNERSHIP ON SUSTAINABLE PLASTIC LIFE-CYCLE MANAGEMENT PROJECT

RAPID ASSESSMENT OF WASTE MANAGEMENT SITUATION IN FOLLOWING PILOT URBAN AREAS (MAFETENG, MASERU CITY COUNCIL, TEYA-TEYANENG, MAPUTSOE, HLOTSE, BUTHA-BUTHE)

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| Type of Contract: | Individual Consultant |
| Post-Level: | National Consultant |
| Duty Station: | Home based |
| Initial Contract Term: | 60 working days (distributed in 3months) |
| Language of the assignment: | English |

TERMS OF REFERENCE

A. Background and Context

UNDP, in partnership with UNEP, is supporting the Government of Lesotho to strengthen the management of waste and plastics in country. The support is geared to providing technical and financial resources in the development of a national integrated waste management strategy, policies, the necessary laws.

UNDP is the UN's global development network, advocating for change and connecting countries to knowledge, experience, and resources to help people build a better life. UNDP works with countries on their own solutions to global and national development challenges. The Lesotho Country Programme (2019-2023) is anchored on the NSDP II, the UNDAF (2019–2023), and is guided by the UNDP Strategic Plan (2018–2021) through three programme pillars: (i) Governance, Accountability, Social Cohesion and Stability; (ii) Sustainable and Inclusive Economic Growth, and (iii) Environmental Sustainability, Climate Change and Resilience.

In contribution to national efforts towards proper management of waste, UNDP and the Ministry of Tourism, Environment and Culture are Strengthening Partnerships for sustainable Plastic Life-cycle management. The project is anticipated to support partnership building and advocacy on plastic life-cycle management and encourage behavioral change for responsible production and consumption patterns. This will be realized through working with a broad range of partners to agree on a menu of possible

solutions including refusing and reducing of single use plastic in commercial and corporate spaces and enabling the re-use, repurposing and recycling of plastic waste. This will be anchored on evidenced based research to inform the articulation of policy options for sustainable plastic management.

UNEP is the leading UN agency in the environment and is implementing a project 'Addressing Environmental Challenges through the Law', aimed at, among others, supporting countries to strengthen their national legal frameworks to address priority environmental issues in an effective and inclusive manner and providing technical legal services to review and design national legal frameworks are provided to countries.

Waste management remains a matter of concern in both the most industrialized and developing countries. Notably, the key constraint towards sound waste management is due to insufficient financial and infrastructural resources, a common factor in developing countries. Ultimate solution to this scenario rests development and adoption of innovative ways and means of converting waste into economic and sustainable applications.

It has been stated that the main challenge on the Africa continent on wastes is the inability of governments and private industry to keep pace with growing waste streams and the timely development of policies and strategies to effectively deal with it. Management approaches such as use of economic instruments such as taxes, circularity, awareness, user and public involvement, recycling and recovery, promoting of waste business/waste value chains are not widely used.

In the SADC region, cities are grappling with high volumes of waste, low waste management capacity and high costs of proper waste management. This is exacerbated by the lack of appropriate technologies and equipment coupled with poor enforcement. The SADC Regional Indicative Strategic Development Plan (2005–2020) (SADC 2001), which aims at deepening integration in the region recognizes major causes of poor waste management to be (i) the increasing rate of waste generation; (ii) limited capacity available to handle the high volumes of waste; (iii) high costs involved in the management of waste; (iv) lack of proper disposal technologies and methodologies; (v) inadequate manpower and equipment, and (vi) poor enforcement.

As a result of these factors, open dumping of domestic and industrial waste is rampant in most SADC countries (SADC 2012). To address these challenges, SADC member States have committed to promoting sound environmental management through pollution control, waste management and environmental education, including (i) capacity-building and training on pollution and waste arising from urbanization and industrialization; and (ii) the development of projects on pollution control and industrial and domestic waste management (SADC 2001).

Lesotho is no exception to rapid urbanization and increasing urban waste within a context of weak infrastructure, often resulting in poor urban solid waste management. According to the Bureau of Statistics, 29% of waste in Lesotho come from commercial activities, and 21% from households. These numbers are expected to increase due to the increasing rural-urban migration.

Waste disposal is a major problem in Lesotho leading to indiscriminate dumping on roadsides, market, and other public places. According to UNEP 2002, the waste management situation in Lesotho is exacerbated by absence of waste management system, insufficient and informal collection system and

widespread use of random and illegal dumpsites in both rural and urban areas. Additionally, with specific reference to Maseru, another report also noted that the prevailing waste management practices were unsustainable as they damage the city's natural resources (including its drinking water supply), threaten the health of residents, grazing land and also being wasteful with regard to potentially reusable and recyclable resources.

On behalf of the Ministry of Tourism, Environment and Culture, UNDP is seeking the services of a consultant with expertise in environmental management and experience in sustainable development practices to undertake a rapid assessment of the wastes including plastic waste situation in Lesotho. With focus on the selected urban councils of Lesotho, the consultant will carry out a comparative analysis on waste management practices, including community and institutional arrangements in place, its use, trade, reuse, disposal, and management to assess and define the waste management situation. The rapid assessment should categorize the different wastes that exist in Lesotho and the role they play environmentally, economically and socially.

B. Scope of Work

With focus to the pilot councils, the consultant will be responsible for the following:

- Review available literature on waste management situation and conduct cross-sectional stakeholder consultations with project implementation partners and other relevant parties to determine Lesotho's situation on waste management,;
- Identify international best practices on waste management within urban and community councils to generate strategies and lessons for waste management in Lesotho
- Map ongoing local initiatives on waste management, and identify lead players in the sector and document best practices and lessons based on the Lesotho's experience and practice for waste management,
- Conduct rapid assessment on waste material flow, quantification, and characterization in pilot urban areas and determine the waste systems and the sustainability of models utilized;
- Identify the qualities, quantities and types of wastes generated, manufactured or imported into Lesotho including the trends in consumption and production.
- Identify and analyze waste management plans at district, and community council level relative to the national waste management strategies and other environmental sustainability programmes and strategies;
- Estimate number of recyclables currently generated, collected and sold from different sources (households, commercial, institutional);
- Identify recyclable waste generation potentials for the different waste streams and identification of market opportunities; establish a value chain analysis for selected recyclable waste, including plastic to determine economic opportunities that may be derived from waste management;
- Identify and map existing and potential local and regional market opportunities for recycled products;
- Identify the waste management capacity needs in the selected urban councils;

- Develop recommendations and action plan for waste management development in Lesotho, determining requirement/actions for short-term, medium term and long-term implementation;
- Conduct stakeholders' validation workshop;

C. Expected Outputs

Working with the national partners, the consultant will be expected to deliver the following:

| Deliverables/ Outputs | Estimated Duration | Target Due Dates | Review and Approvals Required |
|---|---------------------------|-------------------------|--------------------------------------|
| 1. Inception report | 5 days | August 2021 | UNDP, MTEC |
| 2. Draft Report on the assessment of waste management situation in pilot project urban areas | 15 days | August 2021 | UNDP, MTEC |
| 3. Mapping of waste management plans in the pilot project urban areas | 10 days | September 2021 | UNDP, MTEC |
| 4. Validation workshop: - Presentation and Validation workshop report | 5 days | September 2021 | UNDP, MTEC |
| 5. Final Reports: - Situation assessment, - Capacity needs assessment, - Recommendations | 5 days | October 2021 | UNDP, MTEC |
| Total Days | 60 days | | |

D. Institutional Arrangement

- The consultant will be engaged by the UNDP and becomes directly responsible to the UNDP – Deputy Resident Representative. The consultant will liaise with the relevant Programme Officer for implementation of this assignment.
- The Director – Ministry of Tourism, Environment and Culture will provide day to day supervision on the assignment, working in collaboration with UNDP and project partners to ensure delivery of quality results and objectives as set out in these terms of reference.
- The consultant will engage MTEC, Ministry of Local Government and Chieftainship (MoLGC), Maseru City Council (MCC), Street vendor associations, Consumer Rights Association, Ministry of Health (MOH), Bureau of Statistics (BOS), other relevant government ministries, waste pickers, recyclers, retailers and consumers.

- d) The consultant will be expected to make in person consultations with all the identified stakeholders and in-person visit to selected urban councils. The MTEC, in liaison with the relevant stakeholders will assist in scheduling appointments where necessary.
- e) The consultant will prepare reports as outlined in Section D above, for approval by the Ministry of Tourism, Environment and Culture. A joint approval of the outputs will be provided by the partners prior to payment.
- f) A five-day lead period must be allowed for feedback on submitted written outputs. The consultant will be expected to maintain a clear audit trail of all comments received and addressed in the submitted reports
- g) The consultant should have own computer and facilitate own access to internet, transport and organize own logistical arrangements as necessary.

E. Duration of the Work and duty station

- a) The assignment is expected to take 60 days to full completion, with start date in August 2021, and planned to be completed by October 2021.
- b) All partners will have at least 3-5 days to review and feedback on written outputs.
- c) The assignment will be delivered both from home and on site. The consultant will submit to UNDP a schedule of activities and site visits as maybe relevant to the project.

F. Qualifications of the Successful Contractor

Successful consultant must be experts waste management, and knowledge of environmental knowledge in Lesotho and the SADC region, with the following attributes:

- An Advanced university degree in environmental engineering, environmental science, environmental management, or other related disciplines,
- Background in solid and/or hazardous waste management issues with at least ten years of experience,
- Working experience in a developing country is an asset.
- Fluency in English and Sesotho
- Knowledge of MS Windows and MS Office and ability to operate standard IT and communications equipment

Competencies:

- Demonstrating/safeguarding ethics and integrity, by modelling the UN/UNDP's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UN/UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Demonstrate corporate knowledge and sound judgment.
- Self-development, initiative-taking.
- Acting as a team player and facilitating teamwork.
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control.
- Managing conflicts.

- Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member.
- Informed and transparent decision making.

G. Scope of Bid Price and Schedule of Payments

- The contract price will be fixed output-based price regardless of extension of the herein specified duration of the assignment.
- The financial proposal should be presented as a Lump Sum Amount –representative of payments closely linked to deliverables.
- Payments will be made upon acceptance and approval by the project partners of planned deliverables and components,
- Payments will be scheduled as follows, with the corresponding percentage per milestone/output, including the conditions/documentations required prior to the release of any tranches of payment.

| Deliverables/ Outputs | Target Due Dates | % Payable upon completion of milestone |
|--|-------------------------|---|
| 1. Inception report | August 2021 | 20% |
| 2. Draft Assessment Report | August 2021 | 30% |
| 3. Mapping of waste management plans and validation workshop | September 2021 | 30% |
| 4. Final assessment report | October 2021 | 20% |

H. Recommended Presentation of Proposal

Interested consultant should submit their applications on the specified templates and include the following:

- 1) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP
- 2) Brief description on why the consultant is the most suitable for the assignment, and a methodology on how they will approach and complete the assignment.
- 3) Individual CV of expert that the individual will nominate to conducting the assessment, indicating all experience from similar projects, as well as the contact details (email and telephone number).

The financial proposal should be presented as a Lump Sum Amount –representative of payments closely linked to deliverables:

- The lump sum amount must be “all-inclusive”; and provide a breakdown consistent to the project deliverables

- The contract price is fixed regardless of changes in the cost components;

I. Criteria for Selection of the Best offer

A successful consultant will be selected based on the Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%, broken down as:

- 1) Technical competency and qualification: (70%)
 - Educational Qualifications (15 Marks)
 - Professional Qualifications and Certifications (15 Marks)
 - Proven and experience/satisfactorily implementation of similar assignments in the past (30 Marks)
 - Methodology and technical proposal (30 Marks)

2) Financial Proposal (30%), to be computed as a ratio of the lowest price among the proposals received by UNDP

J. Annexures

- Annex 1. Application templates (CV/P11, financial proposal, letter of confirmation of availability)

K. Submissions

Interested offerors may submit their applications to:

RFP: Plastic Waste Management Rapid Assessment

Ms. Betty Wabonoha
Resident Representative
United Nations Development Program
United Nations Road 3rd Floor,
United Nations House Maseru 100
e-mail: ls.procurement@undp.org

Communication and further information on the call may be sent to ls.procurement@undp.org . **Only short-listed Offerors will be responded to.**

This TOR is approved by:

| | |
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| Signature | <u>Nessie Golakai</u> |
| Name and Designation | Nessie Golakai-Gould, Deputy Resident Representative |
| Date of Signing | <u>06-Jul-2021</u> |

