



Date: **04<sup>th</sup> January 2022**

## **INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

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**TITLE OF CONSULTANT:** Individual Consultant (IC) to Develop Licensing Guidelines For Waste Carriers And Waste Management Facilities for Botswana

**COUNTRY:** Botswana

**DESCRIPTION OF ASSIGNMENT:** Develop Licensing Guidelines For Waste Carriers And Waste Management Facilities for Botswana

**PROJECT NAME:** Promoting the Production and Utilization of Biogas from Agro-Waste in South Eastern Botswana

**PROJECT NUMBER:** 00101976

**SUPERVISION:** Biogas Project Manager

Proposals with reference should be submitted in a sealed envelope clearly labelled, ***“Individual Consultant (IC) to Develop Licensing Guidelines For Waste Carriers And Waste Management Facilities for Botswana”*** should be submitted at the following address no later than **13<sup>th</sup> January 2022 at 12:00pm (Botswana Time)**, to:

*The Resident Representative  
United Nations Development Programme  
P.O. Box 54  
Gaborone*

or by email to: [procurement.bw@undp.org](mailto:procurement.bw@undp.org)

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mailed to [enquiries.bw@undp.org](mailto:enquiries.bw@undp.org) UNDP Botswana will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of the inquiry to all prospective facilitators.

**NOTE:** Consultancy firms/companies interested in applying for this assignment are free to do so provided they submit a CV of only one qualified consultant and present its bid in a manner that would allow for evaluation of the bid in accordance with the evaluation criteria specified in these solicitation documents. That is, the experience required is that of the individual whose CV would have been submitted by the company rather than that of the company. Further, if the submitted bid wins, the ensuing contract will be between the UNDP and the company/firm, not the individual.

## **1.0 BACKGROUND**

The Department of Waste Management and Pollution Control (DWMPC) is mandated to prevent and control pollution of the environment through the formulation of waste management policies, regulating and monitoring of the waste sector. This is achieved through adoption and Implementation of appropriate and adequate waste management practices which provides effective leadership and guidance in ensuring that the required environmental standards are complied with. DWMPC also promotes opportunities in waste management for a cleaner and safer environment, and business opportunities through issuance of waste management licenses. The Government of Botswana is progressing towards achieving this through recycling initiatives, waste separation efforts and waste to energy as an alternative to achieving climate neutrality.

For quite sometimes the licensing function has been provided by the department without clear functional guidelines and that has rendered the implementation of the licensing program ineffective. The Department is currently using draft Guidelines which developed in 1998. The guidelines have been surpassed by events as they do not cover some critical emerging waste management issues within the sector. Some of the challenges experienced in using these draft guidelines includes the following:

- a) Inconsistency and subjectivity in appraising the legibility of applicants for licensing by individual officers leading to customers complaints due to ambiguity of the guidelines.
- b) Compromised quality service provision by the department that sometimes lead to licensing audit queries.
- c) Inability to meet customers' expectations in guiding on the procedures and processes of the licensing program.
- d) The absence of the guidelines has led the licensing processes and procedures open for abuse and corruption that the department face it difficult to ensure compliance.
- e) The guidelines also lack precise standard/criterion on types of vehicles to be used in transportation of various waste streams.

Numerous efforts have been made to review and develop them in-house, but the process was not successful due to lack of capacity and time.

The DWMPC therefore requires the services of an individual consultant to develop Guidelines for Waste Carriers and Waste Management Facilities.

## **2.0 OBJECTIVE OF THE ASSIGNMENT**

The objective of this assignment is to develop :

## 2.1 Waste Carrier Licensing Guidelines

## 2.2 Waste Management Facility Licensing Guidelines

that will improve the quality of the licensing program and provide for the standard procedures for the licensing processes in line with the requirements of the Waste Management Act of 1998. Consideration of the recently approved Waste Management Policy and Integrated Waste Management Bill (currently under development) will be essential.

### 3.0 SCOPE OF WORK AND RESPONSIBILITIES

The Consultant will prepare licensing guidelines that will outline the criteria for implementation of the licensing program for both waste carriers and waste management facilities inclusive of all emerging waste management techniques and technologies. The Consultant will undertake the following:

- 3.1 Extensive relevant consultation with various stakeholders (internal and external);
- 3.2 Desktop review of the present licensing processes, procedures and related documentation such as the Integrated Waste Management Policy.
- 3.3 Determine prerequisites for the issuance of the licenses such as EIA, Planning framework – Vision 2036, Botswana Recycling Guidelines, Botswana Strategy, Botswana Clinical Waste Code of Practice;
- 3.4 Determine the competencies and resources required for illegibility in the licensing of both Waste carriers and Waste Management Facilities;
- 3.5 Determine the requirements for recycling to boost waste circularity; and
- 3.6 Establish and list all the required documents of submission upon a new and a renewal application in both Waste Carrier and Waste Management Facilities.

The Consultant must ensure that documents are of high quality and accuracy including accuracy of the terminology before submission. Further, the Consultant is to complete the work within the agreed timelines and submit the final documentation in both hard and soft copy to the Biogas Project.

### 4.0 DELIVERABLES

#### **Deliverable 1: Inception Report**

Comprising of a comprehensive assignment workplan, detailed methodology demonstrating Consultant's understanding of the assignment and timelines shown in form of a Gantt chart.

<ul style="list-style-type: none"> <li>a) Submission of inception report: 2 weeks after contract signing.</li> <li>b) Presentation of inception report: 1 week after submission of inception report.</li> </ul>
<p><b>Deliverable 2: Draft Waste carrier and Waste Management Facility Licensing Guidelines:</b></p> <p>Comprising of items 3.1 to 3.5 in the scope of works.</p> <ul style="list-style-type: none"> <li>a) Submission of draft guidelines: 8 weeks after approval of inception report.</li> <li>b) Presentation of draft guidelines: 9 weeks after submission of draft report.</li> </ul>
<p><b>Deliverable 3: Final Waste carrier and Waste management facility licensing Guidelines</b></p> <p>Comprising of comments raised during presentation of the draft guidelines.</p> <ul style="list-style-type: none"> <li>a) Submission of final guidelines in hard (3) and soft copies 2 weeks after presentation of draft guidelines.</li> </ul>

## NOTE

The consultant is expected to set out in the technical proposal the methodology that will be adopted for each item in the Scope of Works. It is also expected that the methodology will follow global best practices for such work.

## 5.0 COORDINATION OF THE FEASIBILITY STUDY CONSULTANCY

With the support of the Project Management Unit (PMU), the Technical Reference Group (TRG) will oversee the work of the consultancy from start to finish. The consultant will be required to submit all submissions to the Project Manager – Biogas Project. The technical work of the consultancy submitted will be shared with the Technical Reference Group (TRG) for review and approval. The consultant will present all submissions of the assignment to the TRG. The Technical Reference Group will provide comments and approval on whether to proceed to the next stage on all reports within one (1) week of submission.

## 6.0 DUTY STATION

Gaborone, Botswana

## **7.0 QUALIFICATIONS AND EXPERIENCE**

### **7.1 EDUCATION**

Postgraduate degree (Masters) in Waste Management Law, Environmental law, Environmental Engineering, Environmental Management or other closely related fields.

### **7.2 EXPERIENCE:**

- a) Minimum of 8 years' experience in the Waste sector;
- b) With at least 5 years of experience in undertaking development of guidelines in the waste sector;
- c) Experience in carrying out or having been directly involved in at least one assignment of similar nature and complexity close to the present assignment;
- d) Experience in dealing with government owned or private utility companies;
- e) Experience in dealing with utilities (public or private) and in engaging stakeholders from diverse backgrounds.

### **7.3 COMPETENCIES:**

- a) Demonstrates commitment to UNDP's mission, vision and values
- b) Display cultural, gender, religion, race, nationality and age sensitivity and adaptability
- c) Ability to train and work effectively with counterpart staff at all levels and with all groups involved in the project and,
- d) Highest standards of integrity, discretion and loyalty.
- e) Strong drafting, presentation and reporting skills, excellent written communication skills;
- f) Ability to administer budgets; and
- g) IT competencies in Word, Excel, Power Point and Internet
- h) Focuses on result for the client and respond positively to feedback; and
- i) A good personality with strong leadership skills

## **8.0 DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

### **8.1 Technical Proposal**

Provide a brief concise methodology on how they will approach and conduct the proposed assignment.

### **8.2 Financial Proposal**

The financial proposal will specify the daily fee of the individual consultant based on the number of days worked, cost of travel and daily subsistence fees. Each action item must be clearly costed. The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the Terms of Reference (TOR). In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a comprehensive

breakdown of this lump sum amount (including professional fees, travel, per diems, accommodation, and number of anticipated working days).

### **8.3 Personnel CV**

Detailed personnel CV including past experiences in similar projects. Names and traceable contacts of three (3) referees should be included.

## **9.0 DURATION OF THE WORK**

The consultancy work shall be done in a period to be proposed by Consultant but not exceeding **three (3) months** from the date of contract signing.

## **10.0 TRAVEL**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the Expert/Individual Consultant wish to travel on a higher class he/she should do so using their own resources. 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 and will be reimbursed.

Should the consultant be based outside Botswana, most of the work will be done remotely. Most of the communication will be done via email and/or skype. The consultant will only be required to travel to the duty station for field data collection if required.

## **11.0 EVALUATION**

Only those candidates who obtained at least **70%** in each of the steps of the technical evaluation process will be considered for financial proposal evaluation.

- **Stage 1:** Preliminary evaluation of the proposals will be based on **[yes/no]** response as per the table below. If the response is '**no**' for any of the 3 criteria, the consultant will be disqualified from further evaluation.
- **Stage 2:** Technical capability of the Consultant to deliver the required consultancy outputs evaluated on a scale of 0-100 points wherein the qualifying mark is **70%**. The criteria to be used are shown below:

## **12.0 AWARD**

The award of the contract will be determined using Cumulative analysis method.

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) 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%]

Lastly, UNDP retains the right to contact references directly

Criteria	Weight
<b>Technical Evaluation</b>	
<b>Criteria A:</b> Relevant qualifications	YES/NO
<b>Criteria B:</b> Adequate relevant work and/or professional experience	YES/NO
<b>Criteria C:</b> Complete Consultancy package submitted (Technical and Financial Proposal)	YES/NO
<b>Criteria D: Context</b> – Comprehensive, clear understanding and concise knowledge of licensing in the waste sector and related issues in the SADC region.	20
<b>Criteria E: Relevant Professional /Work Experience</b> – Demonstrate extensive relevant work experience in the waste sector with focus on licensing processes.	40
<b>Criteria F: Technical Competence/ Methodology/Approach</b> – Clear and detailed methodology of how the assignment will be undertaken. Demonstrable competence on the subject matter and clear responsiveness to the Terms of Reference (TORs)	40

### 13.0 PAYMENT SCHEDULE

Payment shall be made following the schedule as below:

Approval of Inception report	0%
Approval of Draft Waste carrier and Waste Management Facility Licensing Guidelines:	60%
Approval of Final reports Final Waste carrier and Waste management facility licensing Guidelines	40%