ANNEX I - TERMS OF REFERENCE (TOR)

TERMS OF REFERENCE

ROUTE OPTIMISATION EXPERT AND ASSESSMENT OF SOLID WASTE MANAGEMENT MACHINERIES IN TAFILEH GOVERNORATES

PROJECT TITLE

“Decentralization, Accountability and Integrity at Local Level Programme (DAILL) in Jordan”

<table>
<thead>
<tr>
<th>Duration:</th>
<th>4 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Working Days:</td>
<td>70 working days</td>
</tr>
<tr>
<td>Contract Start Date:</td>
<td>20 April 2022</td>
</tr>
<tr>
<td>Contract End Date:</td>
<td>19 August 2022</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Amman - Jordan</td>
</tr>
</tbody>
</table>

BACKGROUND

UNDP is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

The United Nations Development Programme (UNDP) supports Jordan to achieve sustainable development that leads to transformational change in service-centered institutions and bring about real improvements in people’s lives. UNDP employs a participatory approach to ensure mutual ownership is gained in the design and implementation of policy and programming to guarantee addressing the development challenges that affect the country. UNDP also ensures that considerations such as gender equality, private sector engagement, environmental sustainability, and innovation are addressed, while aligning local demand driven development solutions to the 2030 Agenda.
UNDP and the European Union collaborate in improving public sector’s transparency, accountability and responsiveness to citizens’ needs in Jordan. The European Union Delegation in Jordan has awarded funds to the United Nations Development Programme (UNDP) to implement the programme “Decentralization, Accountability and Integrity at Local Level Programme (DAILL) in Jordan”. A four-year initiative is currently supporting the decentralization reforms and SDG16 “Peace, justice and strong institutions” implementation in the Kingdom, in line with the policy priorities of the Government of Jordan in the National Renaissance Plan.

DAILL seeks to institutionalize citizen participation in planning as well as to hold the authorities and public officials accountable for their actions and omissions in line with the recommendations of previous evaluation studies. The Programme’s implementation is fundamentally focused on strengthening the administrative and downwards accountability in Jordan. The role of elected councils and the relationship between citizens and public administration throughout the planning/budget cycle will be enhanced. Transparency will be strengthened through participatory planning processes for both, integrated territorial development plans (governorates and municipalities) and sectoral plans (health, education, social services). As a result, decision-making for the allocation of public resources is expected to be transparent (full disclosure and discussion) and will incorporate the demands and expectations of communities and citizens. Furthermore, development plans should reflect national policies and commitments to achieve the SDGs. Accountability would be enhanced during the execution of the plans and further evaluation of the results of the plans.

Focusing on the field of local governance, the programme will encompass environment-related activities. Focusing on the nexus between climate action and human development, the programme will seek to enhance the capacity of local institutions to effectively implement SDG13 and SDG15. The programme will also scale up local partnerships and support climate or innovative local solutions that bring benefits across SDGs.

The DAILL project seeks an expert to support in route optimization and assessment of solid waste management machineries for the Tafilah Governorate capital investment project.

**PURPOSE OF THE CONSULTANCY**

**Objective of the Consultancy**

The Expert will be technically responsible for the documentation and optimization of the waste collection routes in addition to assessment of the current solid waste-related machineries for all the municipalities in the Tafilah Governorate.

More specifically, the assessment will cover the four municipalities within Al Tafilah, namely: Greater Tafilah Municipality, Al Hasa Municipality, Bsaira Municipality, and Qadesiah Municipality. Based on the assessment, the selected consultant is required to provide recommendations on needed machineries for proper operation.
Scope of Work of the Consultancy

This consultancy has two components with different and several tasks, which will be carried out under the supervision of the DAILL Project Manager in close coordination with Al Tafilah targeted municipalities and relevant Solid Waste Management Department at the Ministry of Local Administration.

The Expert – will be directly responsible for successfully completing the below set of tasks within allotted, agreed-upon time frames:

Component 1: MSW Route Optimization
Tasks and responsibilities:
- Assess and map the currently existing MSW collection routes and bins’ locations (field visits).
- Evaluating the status of the bins and vehicles at each municipality by collecting and analyzing relevant data such as numbers, fuel consumption and maintenance cost etc..
- Review and evaluate all practices related to solid waste management by the concerned teams during collection, disposing of, ...etc. attention to be given also to safety measures (if adopted/lacking).
- Using GPS, optimize the collection routes to ensure the highest efficiency and practicality, using the route optimization criteria.
- Route verification, to ensure the applicability of the proposed routes.
- Conduct on the Job training for the municipal staff that will be responsible for route optimization, the focal point of each municipality will differ depending on the organizational structure of each municipality (i.e., head of the environment department, head of GIS department etc.).
- Attend meetings to participate in all relevant meetings with contractors and consultants and any other stakeholder; organize technical meetings with Contractors and Consultants.
- Upon completion of the respective tasks, the expert will be required to report the final outcomes, issues and any necessary follow-up action for the approval of the DAILL project manager.
- The expert is responsible for ensuring such tasks are carried out in accordance with the UNDP project documents, Conditions of Contracts, technical specifications, applicable international standards, and standard project management procedures.

Component 2: assessment of solid waste management machineries
Tasks and responsibilities:
- Assess the current status of all solid waste-related waste containers and machineries regardless of the numbers and types (compactors, loaders, trucks, etc.), including the capacity, year of production, status, depreciation, etc.
- Documentation and recommendation of the status of each bin and machinery at each municipality (lists).
- Identify the numbers of the needed vehicles, equipment, and bins to reach the expected SW
- Develop the specifications of the above-identified equipment according to the allocated budget, including the specification of the vacuum machines and other high technology machineries.

Upon completion of the respective tasks, the expert will be required to report the final outcomes, issues and any necessary follow-up action for the approval of UNDP project management.

**EXPECTED OUTPUTS AND DELIVERABLES**

The consultancy is expected to deliver the following outputs:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Documents</th>
<th>% of payment</th>
<th>Duration/Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Machinery Assessment Report</td>
<td>- One report per municipality</td>
<td>10%</td>
<td>19th May 2022</td>
</tr>
<tr>
<td>2 conduct a training session for the municipal staff of</td>
<td>- Training material</td>
<td>20%</td>
<td>7th July 2022</td>
</tr>
<tr>
<td>route optimization</td>
<td>- Brief guideline for route optimization.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Current and final optimized routes</td>
<td>- One report per municipality</td>
<td>40%</td>
<td>21st July 2022</td>
</tr>
<tr>
<td></td>
<td>- GPS files showing the collected data</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- GPS files showing the routes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Specifications of needed machineries and equipment</td>
<td>- One report for all the municipalities</td>
<td>10%</td>
<td>28th July 2022</td>
</tr>
<tr>
<td>report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Final report</td>
<td>- One report for all the municipalities</td>
<td>20%</td>
<td>11th August 2022</td>
</tr>
<tr>
<td></td>
<td>- GPS files showing the routes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 100%

The total contract volume will be negotiated based on the agreed scope of work and the consultant's qualification and experience. The Consultant will agree on the format and content of each output. Amendments to these outputs and deliverables may be agreed. The consultant will be paid in a lump sum following submission of deliverables.

**DURATION OF THE WORK**

The duration of the Consultancy is 4 months to be conducted during the period 20th April - 19th August 2022, of which the consultancy will require the consultant’s presence in Jordan.
QUALIFICATIONS OF THE SUCCESSFUL EXPERT

Education

Bachelor’s degree in Environmental Engineering, Engineering, Solid Waste Management, or another relevant field. Master’s degree is preferred.

Experience

- Over 12 years of experience in SWM projects.
- Experience in route optimization.
- Experience in SWM planning at the regional and local levels.
- Previous experience in projects owned or implemented by Government, UNDP, or other UN organizations or INGO’s is an advantage.

Skills and Competencies

- Experience in the implementation of projects in Jordan, in particular public sector related MSW projects is preferred.
- Competency in the use of standard Microsoft computer packages is essential.
- Competency in SWM solutions and planning.

Language

- Excellent knowledge of the Arabic and English languages.
- Capacity to communicate fluently with different stakeholders (Government authorities, Development Partners, civil society, etc.).

Shortlisting Passing Score

- The shortlisting passing score is 70% out of 100% and based on the below criteria.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Max. Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s degree in Environmental Engineering, Engineering, Solid Waste Management, or another relevant field. Master’s degree is preferred.</td>
<td>40%</td>
</tr>
<tr>
<td>Over 12 years of experience in SWM projects</td>
<td>20%</td>
</tr>
<tr>
<td>Experience in route optimization</td>
<td>20%</td>
</tr>
<tr>
<td>Experience in SWM planning at the regional and local levels</td>
<td>20%</td>
</tr>
</tbody>
</table>

CRITERIA FOR SELECTION OF BEST OFFER

The award of the contract shall be made to the offeror whose offer has been evaluated and determined as:

a) Being responsive, compliant, acceptable and
b) having received the highest score based on the following weight of technical and financial criteria for solicitation as per the schedule below:
• Technical criteria weight: 70%
• Financial criteria weight: 30%

Only candidates obtaining a minimum of 49 points (70%) in the technical evaluation shall be considered for the financial evaluation.

Of those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula: \((P_n / P_l) \times 30\) where \(P_n\) is the financial offer being evaluated and \(P_l\) is the lowest financial offer received.

The consultant should submit a proposal with not more than 3 pages and reflect the following experience and competencies:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technical:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience in the implementation of projects in Jordan, in particular, public sector related MSW projects is preferred.</td>
<td>70%</td>
<td>30</td>
</tr>
<tr>
<td>Competency in SWM solutions and planning.</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>Experience in SWM planning at the regional and local levels.</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Previous experience in projects owned or implemented by Government, UNDP, or other UN organizations or INGO’s is an advantage.</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td><strong>Financial:</strong></td>
<td></td>
<td>30</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>100%</td>
<td>100 Points</td>
</tr>
</tbody>
</table>

**DOCUMENTS TO BE SUBMITTED**

Interested offerors are invited submit the following documents/information to be considered:

1. Offeror’s letter, as per the attached form
2. Personal History Form (P-11), including 3 references (emails and phone numbers)
3. Technical proposal
   i. Explaining why they are the most suitable for the work
   ii. Providing a brief methodology (not more than 3 pages) on how they would approach and conduct the work.
4. Curriculum Vitae (shall at least include information about university degree, trainings and professional certificates, experience, age, professional references, skills, and competencies, contact information), with at least 3 references, and a copy of candidate national ID.
5. Financial proposal in accordance with the attached schedule

Please submit above information no later than 6th April 2022, at 17:00 hrs. (Jordan time) by email to: Offers.jo@undp.org with subject: “DAILL Route Optimisation Expert”.