

## **TERMS OF REFERENCE**

### **Long Term Agreement**

#### **1. Assignment Information**

<b>Assignment Title:</b>	National Consultant (s) for Circular Economy and Plastic Management in Cambodia
<b>Cluster/Project:</b>	Policy and Innovation Hub and the Combatting Marine Plastic Litter Project
<b>Post Level:</b>	Specialist
<b>Contract Type:</b>	Long Term Agreement (LTA) up to Three LTAs
<b>Duty Station:</b>	Home based and Phnom Penh with possible travels to provinces
<b>Expected Place of Travel:</b>	N.A
<b>Contract Duration:</b>	Initial contract is from 01 May 2022 to 30 April 2023 (up to 120 days per year per each LTA); (possibility of extension up to two years)

#### **2. Project Description**

In Cambodia, over the last decades, a combination of rapid population growth and economic development has led to a surge in the volume of solid waste, including plastic waste. In Phnom Penh, for example, more than 3,000 tons of municipal waste is generated every day. Approximately 20% of the waste is plastic. While most of waste are collected and disposed of at open landfills in urban areas, for areas without waste collection services, waste is often burned in the open. The remaining waste is disposed of at informal dumpsites, on streets, or into local waterways, which carries plastic to rivers and oceans.

In January 2021, the combatting marine plastic litter (marine plastic) project was launched with financial and technical support from the Embassy of Japan and UNDP. Implemented by the Ministry of Environment (MoE), this project aims to prevent and minimize plastic pollution on land and in the ocean through promotion of a 4R (Refuse, Reduce, Reuse, and Recycle) framework. In June 2021, as part of the project activities, the MoE launched a National Circular Economy (CE) Strategy and Action Plan (2021-2035), with the objective to introduce CE measures as solutions to waste management challenges.

Up to now, the MoE has been developing a set of new regulations and policies on plastic management. The MoE has also been leading a range of awareness raising activities to inform the public and private sector about the impacts of plastic waste and solutions to limit single-use plastic usage and increase use of reusable alternatives to plastic. For all of these activities, the MoE has sought to ensure the active participation of all stakeholders including the private sector and citizens, in implementing the 4R actions. To further assist the engagement of the private sector for plastic management, the Policy and Innovation unit of UNDP Cambodia has provided additional support for designing an Extended Producer Responsibility (EPR) policy and possible pilots.

#### **3. Scope of Work**

Under the direct supervision of an Environmental Policy Specialist and in collaboration with an international junior circular economy consultant, the national consultant will be responsible for providing technical inputs for the following areas of works:

- New regulations and policies related to Circular Economy, and plastic management
- Awareness raising and stakeholder outreach
- Business development in plastic recycling and alternative businesses
- CE pilots including Extended Producer Responsibility pilots

- 1) **New regulations and policies related to Circular Economy, and plastic management** including a sub-decree, and annexes on Extended Producer Responsibility and plastic recycling
  - Conducting background research and analyses to collect information and data as required and to recommend proposed measures
  - Preparation of background documents for consultations in English and Khmer
  - Preparation of meeting presentations, minutes and reports
  - Updating documents as necessary
- 2) **Awareness raising and stakeholder outreach**
  - Preparation of background and technical documents and reports for innovation challenges on Beat plastic campaign and other awareness raising activities as needed
  - Collection and consolidation of information materials and data for posting websites
  - Documentation of key lessons/insights on circular economy options and viable business models in this sector from engaging with various stakeholders
- 3) **Business development in plastic recycling and alternative businesses**
  - Conducting research, data analyses and report writing related to plastic recycling and alternatives
  - Preparation of background documents and reports for innovation challenges on alternative businesses
- 4) **CE pilots including Extended Producer Responsibility (EPR) pilots**
  - Provision of technical inputs and information for due diligence for the proposed partnerships
  - Updating of risks, risk mitigation and communication strategies
  - Documentation of progress and results on EPR pilots
  - Provision of technical inputs for stakeholder consultations
  - Development of guidelines for human rights-based approach in engaging the informal waste sector for EPR

#### **4. Deliverables**

A separate specific ToR will be developed for the specific services needed within the scope of the LTA. The consultant (s) shall ensure confidentiality of all the information received during the assignment.

#### **5. Institutional Arrangement**

The consultant will work under direct supervision of the Environmental Policy Specialist on Circular Economy concept in the context of solid waste management.

#### **6. Duration of the Work**

The initial assignment is up to 120 days per year expected from 01 May 2022 to 30 April 2023 ; with possible of extension up to two years based on the needs and satisfactory performance of the consultant. The proposed professional fee remains valid for up to two years.

LTA refers to a mutual arrangement whereby the Consultant will provide services as required, over a

specific period of time. It specifies the unit price (daily rate), allowing for a framework agreement to be used when the Consultant's services are needed. A separate ToR will be developed for the specific services needed within the scope of the LTA.

## 7. Duty Station

The duty stations for this assignment is home based and Phnom Penh with possible travel to target provinces. In the event that travel is required and approved by UNDP, the Daily Substantive Allowance (DSA) and the transportation to the provinces will be covered by UNDP project.

Selected individual contract(s) who is expected to travel to outside duty station to undertake the assignment is required to undertake the (BSAFE) *training* prior to travelling at below website (<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>) prior to travelling

## 8. Minimum Qualifications of the Individual Contractor

<b>Education:</b>	At minimum, a Bachelor's degree or equivalent, in business administration, public policy and administration, and a related field
<b>Experience:</b>	<ul style="list-style-type: none"> <li>At least 3 years of working experiences with a Bachelor's degree or at least 2 years of working experience with a Master's degree in the field of business, international development, private sector, and policy development.</li> <li>Prior experiences in waste management and circular economy through provision of technical inputs to policy development, research, awareness campaign and private sector engagement.</li> </ul>
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>Experience working with and solid knowledge of UN agency's procedures and requirements</li> <li>Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive.</li> </ul>
<b>Language Requirement:</b>	<ul style="list-style-type: none"> <li>English and Khmer are required.</li> </ul>

## 9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
At minimum, a Bachelor's degree or equivalent, in business administration, public policy and administration, and a related field	20
At least 3 years of working experiences with a Bachelor's degree or at least 2 years of working experience with a Master's degree in the field of international development, private sector, and policy development.	25
Prior experiences in waste management and circular economy through provision of technical inputs to policy development, research, awareness campaign and private sector engagement.	40
Experience working with and solid knowledge of UN agency's procedures and requirements	15
<b>Total Obtainable Score:</b>	<b>100</b>

## **10. Payment Milestones**

The payment is made based on the actual number of days per each assignment agreed prior to each assignment is taking place. It will be calculated based on the number of actual working days as per assignment (exclude DSA, air-ticket, and other associated costs). The number of days of each assignment is expected to vary. The payment to be made to the contractor as per assignment is made as per agreed ToR.

The contractor can begin working only after a **purchase order (PO)** is issued to him/her each time a service is required and following discussion and agreement between the contractor and the Country Office. The contractor takes his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount is paid within 30 days after satisfactorily completion of work and receiving of original invoice/CoP. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed (for last payment) and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

Offerors shall quote one rate of daily professional fee. The rate shall be all inclusive and fixed during the contract period. Noting that offeror is required to be responsible for own insurance or it can be considered including the cost together with professional fee.

The contractor will be paid on a lump sum basis as per agreed per assignment/ToR.