Request Form and Terms of Reference for Individual Contractor (IC)

Requisition Number: 0000018444

National or International consultant: National

Description of the assignment (Title of consultancy): Quality and Environmental Consultant

Project Title: Sustainable Recovery of Lebanon from the Beirut Explosion - Solid Waste Management

Period of assignment/services: 30 working days spread over a period of 2 months

Is this a LTA (yes/no): No

Terms of Reference

1. Background / Project Description

The August 4, 2020, explosion at the Port of Beirut (PoB), has caused significant damage to the buildings and infrastructure of the city and generated large quantity of debris, which were estimated at 320,000 tons of immediate debris and 900,000 tons of unreleased debris outside the Port as well as 77,000 tons of debris inside the Port. In addition, the explosion also has highlighted the significant weaknesses in the overall waste management of the city of Beirut leading to environmental challenges affecting the economy and well-being of the citizens. The Rapid Damage Need Assessment (RDNA) identified several waste management challenges related to management of debris such as (i) inadequacy of the Solid Waste Management (SWM) system of the city of Beirut and Mount Lebanon and the need for a long-term and integrated approach for SWM for Beirut city; and (ii) lack of facilities for safe management of large quantities of debris and hazardous waste (including asbestos), scrapping/disposal of damaged vehicles, electronic waste. While debris management attracts more attention due to its obvious visibility, there are other critical disaster wastes that need well-designed and environmental sound treatment, such as e-waste. Even before the crises, Lebanon had very weak infrastructure and a limited institutional capacity to properly manage e-waste and capture the values by reusing (repairing) and recycling. More specifically, there is no public facility working on e-waste collecting or treatment yet. However, there are different actors involved in this sector. The e-waste generated from disaster can have a detrimental impact on human health and environment if not managed appropriately. The current haphazard disposal methods applied for e-waste in Lebanon, such as burning e-waste to extract metals, improper disposal and dumping of e-waste and being part of municipal solid waste landfilled represent considerable economic losses and negative environmental and health impacts. On the other hand, the proper e-waste management system enables not only environmentally sound disposal but also value capturing and improvement of livelihoods of vulnerable population through repairing and recycling activities including the recovery of valuable metals.

A few local NGOs are collecting e-wastes and batteries from households and institutions but do not possess a treatment process. Till now, there are only one NGO and one private company with a

dismantling process for e-waste. However, their service coverage and capacity are limited and thus does not reach the significant scale yet. One of these actors is Verdetech.

Vertedech is a national company which had been established in 2017 and received the environmental approval of the Ministry of Environment in 2018 on its Environmental Impact Assessment EIA study.

The company is currently carrying out the below activities in relation to the e-waste sector:

Collection Storage Dismantling / Material Separation Export of e-waste.

In addition, the company approached the Ministry of Interior and Municipalities (MoIM) offering its services to municipalities in terms of collection of e-waste. Accordingly, the MoIM issued a circular (Ref# 289 dated 17 January Due Diligence Report Electronic Waste Management Facility November 2021 22 2020) addressed to all Governors for urging the municipalities on coordinating with Verdetech for collection of e-waste within their areas.

Verdetech Facility is a rented surface area on first floor of an industrial building in an industrial classified area in Mkalles, Lebanon.

However, and due to the current situation, this private company is facing many challenges and barriers related to its management and to maintain their compliance to their approved Environmental Management Plan EMP (included in the EIA) approved in 2018.

Within the context of UNDP's response to the Beirut Port Blast, and under Sustainable Recovery of Lebanon from the Beirut Explosion – Solid Waste Management project, and in close coordination with the Ministry of Environment (MoE), UNDP is seeking to provide technical support to Verdetech to improve its environmental management system and improve environmental performance.

2. Scope of work, responsibilities and description of the proposed analytical work

The Consultant shall perform all the services/work as necessary to fulfill the objectives of the consultancy contract.

The scope of work is defined as follows:

Task I – Assessment of the company's Quality and Environmental Management Systems and Framework

The consultant shall conduct an assessment to understand the company and its context. The purpose is to determine the external and internal issues that are relevant and that affect the company's ability to achieve its intended outcomes. Thus, the consultant is to (1) understand the needs and expectations of the company, (2) determine the scope of the Quality and Environmental Management System (EMS) and (3) identify the barriers and challenges in maintaining a proper EMS by the company.

In addition, the consultant should review the EIA and EMP and assess the actual environmental and technical practices at the facility.

The consultant shall produce an assessment report of gaps, challenges and needs of the company.

Task II - Development of Quality and Environmental Management Systems

Based on the results of assessment, and as per provisions of ISO 9001:215 and 14001:2015, the consultant shall design and develop a clear Quality and Environmental management system taking into

consideration the different workflow processes, this includes but is not limited to: Operation process, Storage process, Collection process, Delivery and Transportation process, Disposal process HR process, administrative process, Quality control and assurance process, Health and Safety process, Environmental process.

The consultant is to produce the company's policies, processes and operational documents allowing the company to abide by and comply to with ISO 9001:2015 and 14001:2015 requirements.

Task III: Internal Quality and Environmental Audit

Finally, the consultant will conduct a Pre-certification audit in order to assess the readiness of Verdetech for the certification audit. Based on the findings, corrective actions will be identified and initiated to cover detected gaps and to get ready for the certification audit.

3. Expected Outputs and deliverables

Deliverable number	Deliverables/ Outputs	Estimated Duration to Complete
1	• An inception report detailing the methodology and work plan for the consulting assignment	5 workdays
2	• Assessment of the company's Quality and Environmental Management Systems and Framework (Task 1)	5 workdays
3	• Development of Quality and Environmental Management Systems: Procedures and records related to each identify process (Task 2)	18 workdays
4	• Internal Quality and Environmental audit report (Task 3)	2 workdays

4. Institutional arrangements

The consultant will work under the direct guidance of the UNDP team. Regular coordination with the concerned stakeholders is expected and shall be channeled through the Project.

5. Duration of work

The overall duration of the contract covered by these ToRs is 30 man-days spread over a period of 2 months and before 30 June 2022 from the date of contract signature

6. Duty station

The Consultant will work under the direct supervision of the project team and in close cooperation with the company owner. During the fulfillment of the tasks under this agreement, the Consultant will ensure regular communication with the project team and will ensure a timely delivery of the expected outputs and will regularly inform the project team of the progress as well as any obstacles that might occur.

The remaining time of the consultancy can be undertaken from home.

7. Requirements for experience and qualifications

- Academic Qualifications University degree (at the master's level) in Management, Engineering, Environmental Sciences, or closely related fields. Certified Auditor in ISO 9001 and in ISO 14001
- ii. Years of experience Minimum 10 years of relevant experience.

iii. Technical experience

- Proven experience in quality and environmental management
- Good experience in conducting technical and managerial assessments
- Sound experience in similar projects in the required domains.
- iv. Competencies
 - Proficiency in English and Arabic. French is an asset
 - Demonstrable analytical skills and report-writing skills
 - Excellent communication skills.

8. Scope of Price Proposal and Schedule of Payments

The payments will be issued upon submission and approval of deliverables, and submission of a certificate of payment (COP) as per the following:

Task	Payment	Deliverables	Payment due date
1	10% upon approval of the inception report	Inception report (deliverable 1)	2 weeks from contract
2	30% Upon approval of second deliverable.	Assessment of the company's Quality and Environmental Management Systems and Framework (deliverable 2)	2 months from contract signature
4	60% upon approval of forth deliverable.	Procedures and records related to each identify process (deliverable 3) Internal Quality and Environmental Audit report (deliverable 4)	8 weeks from contract signature and by 30 June 2022

9. Criteria for selection of the best offers

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%, using the following evaluation criteria

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
Education		
 University degree (at the master's level) Management, Engineering, Environmental Sciences, or closely related fields: 10 points Auditor Certification in ISO 9001 and 14001; 10 points 		20
Years of relevant experience		
- 10 years of relevant experience: 15 points		30
- More than 10 years of relevant experience: 15		50
points		
Technical Experience		
 Proven experience in environmental management and quality and environmental management system ISO9001 and 14001: 20 points Sound experience in similar projects in the required domains 20 points Good experience in conducting technical and managerial assessments: 10 points 		50
<u>Financial (</u> Lower Offer/Offer*100)	<u>30%</u>	100
Total Score	Technical Score * 0.7 + Financial Score * 0.3	

10. Other important Information

• Proposed evaluation panel:

Name		Title
1.	Basma El Arab	Project Coordinator
2.	Rami Nassif	Project Officer
3.	Noritaka Hara	Programme Specialist, E&E

11. Any other important information for the procurement unit to consider for the proposed IC

Interested candidates are requested to provide samples of relevant training material they produced during their previous experience; the material should cover related topics and can be in the form of PowerPoint, booklets, etc. They will be part of the evaluation criteria.

12. Security related information

Contractors who deliver simple works and are paid on hourly basis (movers, plumbers, etc.) do not require to be included in the United Security Management System (UNSMS). This has to be determined at the requesting stage.

Is the United Security Management System (UNSMS) applicable or not: Y