

TERMS OF REFERENCE

Long Term Agreement

1. Project Description

Assignment Title:	International Consultant (s) for Partnership Development for Circular Economy and Plastic Management in Cambodia
Cluster/Project:	Policy and Innovation and Combatting Marine Plastic Litter Project
Post Level:	Senior International Expert
Contract Type:	Long Term Agreement (LTA) up to 2 LTAs
Duty Station:	Home based and possible missions to Phnom Penh
Expected Place of Travel:	possible missions to Phnom Penh
Contract Duration:	Initial contract is from 1 June 2022 to 31 May 2023 (up to 80 days per year per LTA); (possibility of extension up to two years)

2. Project Description

Today more than 60 countries have introduced Extended Producer Responsibility (EPR) as a policy tool to effectively manage waste. Under EPR, the producers of certain products are made responsible for the End of Life (EoL) management of their own products. A growing number of ASEAN countries has begun to introduce EPR, particularly, targeted at plastic products and waste. Cambodia is also one of them.

Cambodia is among the fastest growing economies with rapid population growth in Asia. With growing population and economic activities, Cambodia now faces the challenge of the mounting volume of waste. This situation is particularly alarming in major cities, such as Phnom Penh, which produces 3,600 tons of waste on a daily basis. It is notable that more than 90 % of all waste consists of recyclable materials (e.g., organic 55 %, plastic 21 % and textile 13%) yet a very minimal amount has been recycled under current waste management practices.

To tackle this waste problem, UNDP Cambodia has assisted the Royal Government of Cambodia (RGC) in promoting Circular Economy (CE) options such as 4Rs: Refuse, Reuse, Reduce, and Recycle for waste management. UNDP has also been providing technical assistance to the RGC for designing an EPR for effective plastic waste management and recycling, through the Policy and Innovation Unit and the combating marine plastic litter (marine plastic) project. For instance, a draft report on EPR roadmap was developed in December 2021 to introduce definitions, main instruments, and key design elements of EPR and to propose steps to operationalise EPR. Based on this report, the Ministry of Environment (MoE) made an initial recommendation to begin with a voluntary EPR pilot scheme and to move towards a mandatory one drawing on lessons learned from a pilot phase.

It is also notable that in March 2022, at its fifth meeting held in Kenya, the UN Environment Assembly made a historic decision to adopt a resolution¹ to draft an internationally legally binding instrument by 2024 to end plastic pollution. Thus, in the next coming years all member states including Cambodia are to develop and implement a range of measures which may include EPR to collectively tackle plastic pollution. These measures are to address the full lifecycle of plastics, including production, design, and disposal as well as the design of reusable and recyclable products and materials.

Among different actors, the private sector has a pivotal role in driving and scaling up business innovation, in accelerating a shift towards a circular economy and implementing EPR. Yet, systematic collaboration

¹ https://wedocs.unep.org/bitstream/handle/20.500.11822/38522/k2200647_-_unep-ea-5-l-23-rev-1_-_advance.pdf?sequence=1&isAllowed=y

with the private sector requires a robust engagement strategy drawing on a comprehensive understanding of major features of their current business practices, and business innovation opportunities for creating a circular economy.

Another important stakeholder for plastic intervention is the informal waste pickers who collect materials from households, hotels, restaurants, and landfills for recycling. It is estimated that they are responsible for the recycling of 7.3% (75,000 tons) of the total municipal waste volume generated in Phnom Penh. Experiences from other countries indicate that active engagement of the informal waste sector for EPR and recycling is conducive to scaling up related interventions. It is therefore important to identify and promote opportunities to engage informal waste pickers for recycling.

3. Scope of Work

Under the direct supervision of an Environmental Policy Specialist and in collaboration with an international/national junior circular economy consultant, the international consultant will be responsible for providing high quality technical inputs for the following areas of works, based on an in-depth understanding of national contexts while incorporating lessons learned from global and regional best practices:

Development of the private sector engagement strategy for EPR, this may include:

- Analysis of EPR business engagement opportunities in target sectors defined by UNDP
- Design of plans, approaches, and strategies to engage the private sector for EPR and pilots
- Facilitation and strengthening of due diligence analyses, if required, to identify risks, and opportunities and propose measures to address identified risks
- Development of strategic info materials for engaging target businesses and other stakeholders

Updating of a design of EPR with incorporation of best practices from the region and a human rights-based approach

- Compilation and documentation of regional level lessons learned and best practices from EPR in the ASEAN countries
- Development of information brief(s) for EPR including the strategies to engage the private sector and informal sector.
- Design of strategies for the incorporation and promotion of “Human Rights Based” approach in the design and implementation of EPR and other circular economy initiatives

Provision of technical assistance to the Government to develop plans and strategies in response to a new United Nations Environmental Assembly resolution

- Provision of guidance to the country office for required measures and instruments
- Sharing of knowledge of other ASEAN countries’ approaches and commitments towards legally binding measures

4. Deliverables

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

5. Institutional Arrangement

The international consultant will work under direct supervision of the Environmental Policy Specialist on Circular Economy concepts, EPR and plastic in the context of solid waste management and private sector engagement.

6. Duration of the Work

The initial assignment is up to 80 days per year expected from 1 June 2022 to 31 May 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. Separate ToRs will be developed for the specific services needed within the scope of the LTA.

7. Duty Station

The duty station for this assignment is home based with possible mission(s) to Phnom Penh, Cambodia. DSA, and all other related actual costs (etc. international and local travels) will be covered by UNDP Cambodia, prior to agreement made prior to each assignment taking place. The reimbursement of the associated costs will be made through F-10.

Selected individual contract(s) who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the BSAFE training. <https://training.dss.un.org/course/category/6> prior to travelling.

8. Minimum Qualifications of the Individual Contractor

Education:	Master's degree, or equivalent, in business administration, public policy and administration, or a related field
Experience:	<ul style="list-style-type: none"> At least 7 years of working experience relevant for business and partnership development with prior working experience in Southeast Asia. Prior working experience with the private sector or/and UN agencies is a plus Prior experience with circular economy and plastic management and in developing/initiating business ideas and outreaching relevant stakeholders, especially the private sector, and in designing strategic communication materials including information brief(s).
Competencies:	<ul style="list-style-type: none"> Strong communication and writing skills in developing information materials and briefs for an organization.
Language Requirement:	<ul style="list-style-type: none"> English is required

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

Technical Evaluation Criteria	Obtainable Score
Master's degree, or equivalent, in business administration, public policy and administration, or related field	20

At least 7 years of relevant working experience in business and partnership development with prior working experience in Southeast Asia. Prior working experience with the private sector or/and UN agencies is a plus	30
Prior experience with circular economy and plastic management and in developing/initiating business ideas and outreaching relevant stakeholders, especially the private sector, and in designing strategic communication materials including information brief(s).	30
Strong communication and writing skills in developing information materials and briefs for an organization assessed by a written sample.	20
Total Obtainable Score:	100

10. Payment Milestones

The payment is made based on the actual number of days per each assignment agreed prior to each assignment 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 is to be made to the contractor as per agreed sub-ToR of each assignment.

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.

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