

## **TERMS OF REFERENCE**

### **Long Term Agreement**

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

<b>Assignment Title:</b>	National Experts on Circular Economy and Waste Management in Cambodia
<b>Cluster/Project:</b>	Policy and Innovation Hub
<b>Post Level:</b>	Specialist
<b>Contract Type:</b>	Long Term Agreement (LTA) (up to 3 LTAs)
<b>Duty Station:</b>	Phnom Penh, Cambodia
<b>Expected Place of Travel:</b>	Provinces if needed
<b>Contract Duration:</b>	Initial contract is from <b>01 July 2022 to 31 June 2023</b> (up to 100 days per year with possibility of extension up to two years)

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

Cambodia is one of the fastest growing economies with rapid population growth in Asia. The Gross Domestic Production (GDP) per capita rose from US\$300 in 2000 to US\$1,543 in 2020 (World Bank). The population increased from 6.9 million in 1980 to 16,7 million in 2020 (ibid).

With growing population and economic activities, Cambodia now faces the new challenge of the mounting volume of waste. Between 2004 in 2018, solid waste disposal in municipal landfills has drastically increased from 318,000 tons to over 1 million ton per annum (MoE, 2020). 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%) (ibid) yet a very minimal amount has been recycled under the current waste management practices.

To tackle this waste problem, UNDP has been promoting circular economy options such as 4Rs: Refuse, Reuse, Reduce, and Recycle for waste management.

UNDP is seeking a National Expert on Solid Waste Management to support UNDP Cambodia, and the government of Cambodia to promote circular economy solutions for waste challenges in Cambodia and to provide technical assistance for the priority areas.

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

Under the direct supervision of the Environmental Policy Specialist, the national consultant will be responsible for providing high quality technical inputs for the following areas of works:

- Gender sensitive background analyses, identification and piloting of priority circular economy options for waste management
- Capacity development and knowledge sharing in relation to MRV (measurement, reporting and verification) in the waste management sector including assessments of the types and volumes of waste and associated greenhouse gas (GHG) emissions
- Technical assistance for gender sensitive policy and regulatory measures and application of new knowledge and technologies for a circular economy in Cambodia
- Technical assistance for engaging the private sector for promoting circular economy measures including Extended Producer Responsibility (EPR)

**1) Gender sensitive background analyses, identification and piloting of priority circular economy options for waste management**

- Compilation and analysis of background information and data related to waste generation and management
- Identification of potential partners for implementation, including potential solution/service providers
- Organization of validation meetings with stakeholders from diverse background
- Provision of technical support for priority circular economy measures
- Documentation of key results from pilots

**2) Capacity development and knowledge sharing in relation to waste management and circular economy**

- Provision of technical support for MRV work in the waste management sector, including GHG inventory and methodology development
- Designing and organization of training sessions and meetings targeting participants from diverse background
- Review and formulation of gender sensitive policy recommendations for circular economy options for waste, waste-energy, recycling, environmental impact monitoring, etc.
- Support to the project team for innovation challenges in providing business innovative solutions to tackle waste management in Cambodia.

**3) Technical assistance for gender sensitive enabling policy and regulatory measures and identification and application of new knowledge and technologies for a circular economy in Cambodia**

- Compilation of best practices, knowledge and technologies related to circular economy and EPR
- Provision of technical support for drafting policy and regulatory measures
- Assuring the technical qualities of Khmer translations of key policy and regulatory documents in terms of terminologies and definitions used in Khmer in consistent with English versions
- Provision of inputs for policy briefs and research and policy reports
- Organization of stakeholder meetings and compilation of comments

**4) Technical assistance for engaging the private sector for circular economy including EPR**

- Identification of target industries and private sectors for engagement
- Development of policy measures to ensure human rights-based approach in implementing circular measures and EPR
- Preparation of background documents
- Engaging the private sector for promoting circular economy measures
- Organization of stakeholder meetings and compilation of comments
- Provision of technical inputs to pilots and to refine business models based on lessons learned from piloting for replication and scaling up

**4. Institutional Arrangement**

The national consultant will work under direct supervision of the Environmental Policy Specialist on Circular Economy in the context solid waste management. The national consultant may work together with other international and national consultants.

## 5. Duration of the Work

The initial assignment is up to 100 days per year expected from **01 July 2022 to 31 June 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.

## 6. Duty Station

The duty station for this assignment is Phnom Penh Cambodia. Some assignments can be home based. This will be specified for each assignment in separate TORs.

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(s).

Selected individual contract(s) who is expected to travel outside the duty station to undertake the assignment in the country (Cambodia) 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. Travel costs will be reimbursed through F-10 Form.

## 7. Minimum Qualifications of the Individual Contractor

<b>Education:</b>	Master's degree, or equivalent, in environmental management, waste management or other related fields.
<b>Experience:</b>	<ul style="list-style-type: none"><li>At least 5 years of experience with conducting research or/and providing technical support to the government and international organizations for waste management or/and environmental issues. Prior experience with circular economy measures is a plus.</li><li>Prior experience in providing trainings, sharing knowledge and facilitating consultations on technical subjects in the field of environment</li></ul>
<b>Competencies:</b>	<ul style="list-style-type: none"><li>Strong analytical and writing skills in waste management, and circular economy (to be assessed by a written sample)</li></ul>
<b>Language Requirement:</b>	<ul style="list-style-type: none"><li>English and Khmer are required.</li></ul>

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

Technical Evaluation Criteria	Obtainable Score
Master's degree, or equivalent, in environmental management and waste	20

management or other related fields.	
At least 5 years of experience with conducting research or/and providing technical support to the government and international organizations for waste management or/and environmental issues. Prior experience with circular economy measures is a plus.	30
Prior experience in providing trainings, sharing knowledge and facilitating consultations on technical subjects in the field of environment	30
Strong analytical and writing skills in waste management, and circular economy (to be assessed by a written sample)	20
<b>Total Obtainable Score:</b>	<b>100</b>

## 9. **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 as per agreed ToR. A separate specific ToR 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.

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/output-based as per agreed per assignment/ToR.