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**TERMS OF REFERENCE**

**02 National Individual Consultant**

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| **Name of service:** | Interventions to empower IWWs, and strengthen their resilience to withstand shocks, including the impacts of COVID-19, in Quy Nhon City, Binh Dinh province | | |
| **Project:** | Scaling-up Integrated and Inclusive Waste Management Models through Empowering the Informal Sector and Fostering the Circular Economy | | |
| **Reporting to:** | CCE Program Analyst | | |
| **Duty Station:** | Binh Dinh | | |
| **Duration of Assignment:** | From July 2022 to October 2022 | | |
| **Start Date:** | July 1, 2022 | **End Date:** | October 31, 2022 |

1. **BACKGROUND & PROJECT DESCRIPTION**

Between 2015 and 2020 the average annual rate of municipal waste in Viet Nam increased from 21 million tons to some 35 million tons (ISPONRE, 2017) and is projected to further increase to 52 million tons by 2025) – in other words, a 2.5-fold increase within a decade. Some 70% of waste is disposed of in landfills, while the remaining 30% is burned or illegally dumped. In urban areas, more than 85% of waste is collected, but in rural areas the collection rate drops to approximately half of the urban collection rate, ranging between 40% and 45% (ISPONRE, 2018). Plastic waste, in particular, accounts for between 10% and 12% of the total amount of solid waste generated in Viet Nam, amounting to approximately 1.8 million tons every year.

Although essential to the improvement of waste management systems, at-source separation is not commonly found in Viet Nam. Challenges include the lack of commitment from households to separate their waste, lack of infrastructure to collect segregated waste, the difficulties for the city municipalities to select a location to install the infrastructures, common complaints from the households with respect to the smell, health concerns etc.

The government has issued a number of policies relating to waste and plastic management. In 2019, Resolution No. 09/NQ-CP was issued, in which the GoV has assigned the Ministry of Natural Resources and Environment (MONRE) to be the focal point of unified state management of solid waste. The National Strategy on the Integrated Management of Solid Waste by 2025, vision to 2050 approved by the Prime Minister in Decision No. 491/ QD-TTg on May 7, 2018. On plastic waste, in December 2019, the first National Action Plan for Management of Marine Plastic Litter was issued by the Prime Minister (PM). The plan sets the target of reducing marine plastic litter by 75%; collect 100% of abandoned, lost, or discarded fishing gears and put an end to the disposal of fishing gears in the sea. On August 20, 2020, the Prime Minister issued Directive 33/CT-TTg on strengthening the management, reuse, recycling, treatment and reduction of plastic waste.

In November 2020, the revised Law on Environmental Protection (LEP) was adopted. It builds the institutional basis for the development of a circular economy and strengthens the stipulation on solid waste management directives. Article 142 gives the first definition of Circular Economy, in which “design, production, consumption and service activities reduce the extraction of raw materials, materials, extend product life, reduce generated waste and minimize negative impacts”.  Articles from 75 to 79 of the revised LEP provide regulations on domestic solid waste collection and treatment service based on the sorted amount of waste. In January 2022, the Decree 08/2022 was issued, it provides guiding the implementation of the LEP, comprising of criteria, roadmap and incentive mechanism to accelerate circular economy.

The project “Scaling-up Integrated and Inclusive Waste Management Models through Empowering the Informal Sector and Fostering the Circular Economy” (DWP5C phase 2) will be implemented in Binh Dinh province. The project’s objective is to deploy and test a range of interventions including on the ground support interventions for Informal Waste Workers (IWWs), a sector-focused WM model in fisheries, and an ecosystem-level approach at innovating the value chain through a Material Recovery Facility (MRF), and then refining these models based upon the deployment and learning with a view to continued and scaled-up deployment supported by a programme of capacity development and knowledge creation, sharing and dissemination. Within the project, an inclusive Material Recovery Facility for improved local material value chain will be piloted and established. Besides, sustainable models of waste management that increase livelihoods of waste workers (with a focus on women informal workers) will be implemented, including series of Interventions to empower IWWS, and strengthen their resilience to withstand shocks, including the impacts of COVID-19.

1. **OBJECTIVES**

The project will provide supports to empower IWWs, and strengthen their resilience to withstand shocks by the following activities in Quy Nhon city, Binh Dinh province:

* To carry out quick assessment within 21 communes of Quy Nhon City to update the list of informal waste workers, aiming to have contacts of around 400 people.
* To identify and purchase personal protection equipment for the list of IWWs identified, including soap, masks, hand sanitizers, hats, glasses, glovers, eyedrops, boots, equipment supporting scraps collection and transportation, reflective clothing and hat (for IWWs who collect scraps during night-time).
* To organize trainings on health protection and occupational safety for the IWWs, in combination with delivery PPEs for the IWWs.

These activities will be implemented by Quy Nhon Woman Union.

1. **SCOPE OF WORK**

Under collaboration with UNDP, Quy Nhon PC and experts from Binh Dinh University, Quy Nhon Woman Union is requested to carry out the following tasks:

***Task 1: Carry out surveys for quick assessment within 21 communes of Quy Nhon City to update the list of informal waste workers***

During the DWP5C phase 1 project, the list of IWWs were developed in 2020. However, due to Covid19, the list of IWWs is variant as some IWWs may change their working location, within Binh Dinh province or others, or change to another job.

Quy Nhon Woman Union is requested to update the list of IWWs to carry out further supports to them, including improvement of working conditions with PPEs and capacity building. To elaborate this task, the implementing organization should make consultations with local experts from Quy Nhon University, International Center for Interdisciplinary Science and Education (ICISE) and other relevant stakeholders for their supports and consolidation of the list of IWWs.

Deliverable of this task is a list of at least 200 IWWs, excluding those were contracted by local authorities on waste collection tasks. The list should include name, contact information (ID, mobile) and address of IWWs to serve for other activities of the project in the coming time.

***Task 2: Disseminate personal protection equipment for the list of IWWs identified***

Quy Nhon Woman Union is requested to study the needs on PPEs from IWWs to develop the list of equipment for dissemination. Quick interviews should be carried out to check with IWWs to understand their needs. The interviews could be carried out in combination with the Task 1 as mentioned above on the list of IWWs.

As initial findings, the following PPEs are recommended: soap, masks, hand sanitizers, hats, glasses, glovers, eyedrops, boots, equipment supporting scraps collection and transportation, reflective clothing and hat (for IWWs who collect scraps during night-time). These PPEs will increase the livelihoods of IWWs sustainably, empower them and strengthen their resilience to shocks, including COVID-19.

Deliverable of this task is the list of PPEs identified to support directly for IWWs, to improve their working conditions.

***Task 3. Organize trainings to increase capacity for the IWWs, in combination with delivery PPEs for the IWWs.***

Trainings, in combination with delivery PPEs, for the IWWs will be organized for the identified IWWs, which cover the following topics:

* Training on cooperative management, financial literacy, self-development, leadership and communication skills
* Training on simple recycling technologies (plastic cleaning and shredding, composting, fishing gears and equipment etc.)
* Training on health protection and occupational safety

As Quy Nhon PC is implementing agency of the project at local, the Woman Union should collaborate with Quy Nhon PC to organize these trainings and also connect these IWWs to the collection network of scraps to the MRF.

Deliverable of this task is trainings report, including:

* List of participants and lecturers
* Agenda, presentations, pictures captured at the trainings.

1. **DELIVERABLES & IMPLEMENTATION TIMELINE AND LOCATION**

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| **No.** | **Deliverable** | **Target due date** |
| 1 | The list of at least 200 IWWs | June 29, 2022 |
| 2 | The list of PPEs identified to support directly for IWWs | July 6, 2022 |
| 3 | Trainings report, in combination with dissemination of PPEs ceremony | August 31, 2022 |

All Reports shall be submitted in both English and Vietnamese.

Duty station: Quy Nhon, Binh Dinh

1. **PAYMENT TERMS**

Payment will be made upon satisfactory completion of the following deliverables with UNDP acceptance.

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| **No.** | **Deliverable** | **Target due date** | **Payment Terms** |
| 1 | Workplan | June 29, 2022 | 40% |
| 2 | The list of at least 200 IWWs  The list of PPEs identified to support directly for IWWs | June 29, 2022 | 40% |
| 3 | Trainings report, in combination with dissemination of PPEs ceremony | August 31, 2022 | 20% |

1. **PROVISION OF MONITORING & PROGRESS CONTROL**

Quy Nhon Woman Union shall report to UNDP Viet Nam on the deliverables of work regarding a work-plan, deadlines and verification activities.

1. **ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS**

**Administrative Support**

UNDP will provide coordinating supports to the Consultants to work with local stakeholders, including Quy Nhon PC, experts from Quy Nhon University and ICISE and relevant stakeholder as needed.

**Reference Documents**

Policy brief on the role of informal waste workers.

1. **DEGREE OF EXPERTISE & QUALIFICATION**

**Qualification of national firm:**

* Proven track record in working with IWWs, vulnerable groups and projects on waste management, waste segregation at sources and collection, capacity building and raising awareness for public community
* Has strong working experience with local authorities in Binh Dinh province and Quy Nhon city, local experts on policy advocacy, supports to IWWs to enhance their livelihood and working conditions
* Have experience in cooperation with international agencies such as UN, government programs or international development organizations. Especially on the topic of waste management, IWWs and environment

**Qualification of the team:**

* Team Leader: Has at least 5 years of relevant experience in the topic of waste management, IWWs and environment, capacity building and raising awareness for public community; have experience in cooperation with international agencies such as UN, government programs or international development organizations on relevant projects; Fluent in Vietnamese, good writing capacity
* Team member: has working experience with IWWs, vulnerable groups and projects on waste management, waste segregation at sources and collection, capacity building and raising awareness for public community

1. **EVALUATION CRITERIA**

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| **No.** | **Requirement** | **Points** |
| **I** | **Total** | **1000** |
| 1 | Proven track record in working with IWWs, vulnerable groups and projects on waste management, waste segregation at sources and collection, capacity building and raising awareness for public community | 400 |
| 2 | Has strong working experience with local authorities in Binh Dinh province and Quy Nhon city, local experts on policy advocacy, supports to IWWs to enhance their livelihood and working conditions | 300 |
| 3 | Have experience in cooperation with international agencies such as UN, government programs or international development organizations. Especially on the topic of waste management, IWWs and environment | 300 |

**Criteria for Evaluation of Proposal**

Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh at 30% of the total scoring.

The applicant receiving the Highest Combined Score and meeting other requirements in the Procurement Notice will be awarded the contract.

**Documents for Submission**

Applicants will be expected to include the following along with their application:

1. Letter of Confirmation of Interest and Availability using the template provided by UNDP;
2. Current and complete CV in English;
3. Financial offer using the standard UNDP template.
4. One written sample report in English and one in Vietnamese