



*Empowered lives.
Resilient nations.*

Terms of Reference:

Project coordinator consultant for Accelerating NDC through Circular Economy in Cities Project

Period of assignment: 8 Months (August 2022 to March 2023)
Duty Station: Manila, Philippines
Recruitment method: Individual Contract (IC)
Number of ICs: 1 Consultants

A. Project Title: Accelerating NDC through Circular Economy in Cities

Accelerator Lab Philippines 00115528

Accelerating NDC through Circular Economy in Cities 00142944

B. Background and Description

Waste, including marine litter, is one of the most pressing issues in the Philippines and a significant contributor to greenhouse gas (GHG) emissions. There is recognition that this complex challenge requires a systemic approach and a shift to a circular economic model.

The project aims to support the Nationally Determined Contribution through enabling and accelerating the country's transition to circular economy (CE), with demonstrations in key cities. By doing so, it will help the country achieve economic, social, and environmental goals, while also grasping the potential for substantial and accelerated reductions in GHG emissions across all sectors, while also supporting recovery from the pandemic.

The project is expected to benefit national government agencies, local governments in the target cities, participating private sector companies (including micro and small enterprises), academic and science organizations, NGOs (Non-Governmental Organizations), informal waste sector and communities/households through access to data and utilization of data platform, policy support at national and subnational level, CE solutions/business models, partnerships, and knowledge exchange, capacity building, and jobs created.

This will be delivered through three main outputs, in alignment with UNDP's Circular Economy offer:

1. Data-driven and gender responsive analytical systems and policies developed to support the transition to a circular economy in support of NDC.
2. Portfolio of solutions to promote gender responsive circular economy models in 4 cities implemented
3. Partnerships established and knowledge and lessons shared at local, national, and regional level

The project will be piloted in 4-6 key cities in Metro Manila and potentially outside the region, leveraging on the work being done in Pasig City, which aims to contribute to addressing the waste challenge, while unlocking the potential to transition towards a circular economy at the city level. Through innovative approaches, Circular economy solutions will be implemented in the pilot cities, thereby demonstrating

results and benefits of these models to achieve the NDC, with co-benefits to the economy, job creation, and environment.

This takes into consideration that cities are grappling with the effects of the current wasteful linear economic system. While pursuing a circular economy model in the city will allow for policymakers to rethink how we build sustainably, how we move people efficiently, and how we produce and consume products sustainably – while taking advantage of the socioeconomic benefits and support to a greener and more resilient recovery from the pandemic.

The project will employ a systemic design approach, which has been piloted in Pasig City, seeking to create the conditions to enable participants to zoom-out to understand systemically the drivers of current dynamics, zoom in to understand specific nuances within this broader context, to embrace the lived experience of people to empathetically understand their lived realities, and the design of experiments and scale interventions to begin to discover how desired change may happen over time given this systemic understanding. The approach follows a four-step process that includes: 1) Rapid Ethnographic Research; 2) Systemic Design Workshops; 3) Portfolio Ideation; 4) Portfolio Experimentation/Implementation.

The approach provides a new framing and a strategic narrative that looks into long-term impact; identifying levers of change that would help enhance the coherence of actions; provides guiding logic for resource allocation; and meaningful engagement with multiple stakeholders/actors and build a movement and coalition to effect the needed change.

To support the scaling up and scaling out of the Systemic Design for Circular Economy in 4-6 cities, UNDP requires the services of one individual consultants, who shall be assigned in Cotabato City, to provide support in implementing and coordinating the city-level activities, including conduct of the rapid ethnographic research, solutions mapping, systemic design workshops, and portfolio ideation leading to the portfolio experimentation and implementation of circular economy interventions. Consultants on Circular Economy, Systemic Design and Gender Equality and Social Inclusion will provide technical support for the project implementation.

c. Scope of Work and Deliverables

The Consultant shall support UNDP with the performance of the following tasks:

- 1. Implementation of the Systemic Design for Circular Economy in the City.**
 - a. Coordinates with the Systemic Design consultant, collaborating contractors/experts/partners, and the UNDP PH circular economy working group for the quality and coherent implementation of the Systemic Design for Circular Economy activity design in the assigned city.
 - i. Manage the implementation of rapid ethnographic research and the systemic design and portfolio ideation workshops, in preparation for the portfolio implementation phase;
 - ii. Coordinate the city solutions mapping efforts with appropriate government agencies and ensures the proper archiving of the solutions database in the KAI Portal; and,

- iii. Track the tasks and deliverables, coordination within UNDP and with external stakeholders for required inputs and resources, contracting of and coordination with third-party service providers.
 - iv. Assist in the coordination of the Innovation for Circular Economy Hubs, which aims to be a center for social innovation that will help cities in stewarding the economic and socio-cultural transition towards circularity; and,
- b. Ensures complete documentation of the rapid ethnographic research, systemic design, and portfolio ideation workshops, from planning to closure.
- c. Coordinates activities with fellow Circular Economy for Cities Consultants on the parallel implementation of the systemic design approach and the portfolio developed in cities.

2. Coordination and Stakeholder Engagement.

- a. Identify relevant external stakeholders (national and local government, development partners, civil society, private sector, academic partners, etc.) and map their various initiatives which may help to inform the design, implementation, and evaluation of the systemic design project.
- b. Support the UNDP in ensuring all internal and external stakeholders relevant to each activity are updated and engaged to ensure the successful implementation of these activities
- c. Ensures full alignment with UNDP PH Programme Teams by mapping existing programmes, projects, and activities that may be relevant to the implementation of the systemic design project.
- d. Identify potential opportunities, entry points, points of convergence with stakeholders, and other openings for the portfolio implementation phase.
- e. Support the conduct of stakeholder engagement activities, which includes launching events, webinars, seminars, learning activities, circular economy communities of practice, among others.

3. Knowledge Management & Learning

- a. Support knowledge management related to circular economy across the project workstreams
- b. Support promotion of a learning environment and systematic information sharing within the project team, partners, and stakeholders
- c. Support development of quality knowledge products, reports and services, and effective integration and compatibility with other practice areas
- d. Provide sound contributions to knowledge networks and communities of practice at regional and global levels
- e. Co-develop with the UNDP PH Circular Economy working group at least one (1) knowledge product (e.g. local policy briefs, research articles, blogs, vlogs, and other communication materials) on Circular Economy in the City which consolidates lessons learned from the implementation of systemic design in the city.
- f. Review, analyze, and index related literature, including policies, academic research, data, and other materials, and as needed translate or condense these into digestible formats.
- g. Help understand the evolving policy terrain on circular economy by mapping issuances and pronouncements from UNDP and other relevant UN bodies, national and local government, and other stakeholders.

- h. Maintain strategy notes, partner directories, partnership agreements, contracts, and other such important documents in Circular Economy working group file system under the corporate SharePoint of UNDP.
- i. Contribute to the ongoing development of the country office's Circular Economy offer, including provision of inputs and other ad-hoc related tasks.
- j. Contribute to ongoing and planned studies on circular economy such as, but not limited to, the Innovation for Circular Economy (ICE) Hub, Citizen Science Research, Behavioral Insights Experiments, and others.

4. Integration of Gender Equality and Social Inclusion (GESI) throughout the project

- a. Monitor meaningful participation of women, LGBTQI community, youth, persons from disadvantaged groups in all the project activities
- b. Ensure the conduct of gender-aware consultations taking into account gender and vulnerability considerations when preparing for and conducting activities
- c. Synthesize collected gender-disaggregated data and post-activity evaluations to determine impact of these activities on GESI
- d. As needed, consult with the Gender Focal Team or the Gender Equality and Social Inclusion Expert throughout the project to ensure that specific measures are taken to identify and ensure access to and quality of services for all
- e. Reflect relevant GESI outputs and information throughout the reports and other knowledge products
- f. Implement Zero tolerance on all forms of discrimination, sexual harassment and sexual exploitation and abuse, extending to third-party partners and stakeholders

D. Duration of the Work, Schedule of Deliverables, and Payments

- 1. Length of engagement: 8 months
Period covered: 1 August 2022 to 31 March 2023
Total estimated level of effort in person-days: 96 (12 in person days per month) for each consultant.
- 2. The Consultant shall deliver the above outputs following the table below:

Deliverables/Output	Target Due Dates	Review and Approvals Required	Payment Tranche
Inception Report outlining the Consultant's proposed workplan	3 weeks after first meeting	JSB Circular Economy Project Manager	20%
Scoping on the City Context and Initial Analysis on the state of Circular Economy and the Conduct of a Stakeholder Engagement Activity	23 September 2022	Climate Action Programme Team	20%

Stakeholder Analysis and Narrative Report on the Implementation of Rapid Ethnography Research	25 November 2022	Impact Advisory Team – Accelerator Lab PH	20%
Narrative Report on the Implementation of the Systemic Design Approach and the Report on the Establishment of the Circular Economy Communities of Practice	January 2023		20%
Conclusion Report containing: <ul style="list-style-type: none"> • Report on delivery of outputs and activities completed • Documentation of the portfolio development and implementation according to the prescribed template • Documentation of good practices and lessons learned Compilation of all knowledge materials developed and used	15 March 2023		20%

E. Governance and Accountability

1. The JSB-funded Accelerating NDC through Circular Economy is a joint project Climate Action Programme Team and the Impact Advisory Team (IAT). The Consultant will be under the Climate Action Programme Team (CAPT). The Consultant shall be directly supervised by the JSB Circular Economy Project Manager and supported by the Circular Economy Experiments Coordinator. The Consultant will be under overall guidance from Climate Action Programme Team, in close collaboration with the Impact Advisory Team and the Philippine Accelerator Lab. In addition, the Consultant shall collaborate closely with the other Circular Economy City Consultants to ensure alignment of work plans in different cities.
2. The duty station is in Cotabato City. Should circumstances permit based on guidelines and protocols set by the Government, the Consultant must be able to report at the UNDP Cotabato Office, conduct in-person activities, and travel outside Cotabato City, as necessary.
3. The Consultant is expected to have his/her own working premises, ICT (Information and Communications Technology) equipment, internet connectivity, cloud hosting, among others.
4. As may be deemed relevant to the assignment, the Contractor may be required to travel and for these trips will be endorsed by the JSB Circular Economy Project Manager for approval by the

relevant authority. Travel expenses, to be covered by UNDP Philippines, shall be agreed prior to travel and a travel report is to be submitted after trips are completed.

5. The Consultant shall consider at least five (5) working days lead time for UNDP to review outputs, give comments, certify approval/acceptance of outputs, etc.

F. Competencies and Professional Qualifications of the Successful Consultant

The Consultant shall demonstrate the following competencies at the required minimum level:

Qualifications	Points
Education Bachelor's degree in environmental sciences, social sciences, design, innovation, economics, public administration, management, or other related fields. Participation in training / seminars / workshops etc on social innovation (e.g. Design Thinking or Human-Centered Design, Systems Thinking, Systemic Design, Futures Thinking, Foresight, etc.). <i>18 points for bachelor's degree; +1 point each for every social innovation training/seminar/workshop attended</i>	25
Experience At least 3 years of work experience in social innovation, knowledge management, design, communication, and/or related fields, preferably with international organizations, government, academe, civil society organization, or the private sector. <i>20 points for 3 years; additional 5 points per additional year</i> With at least 2 years' experience in the implementation, including in the areas of waste management, sustainable consumption and production, circular economy, marine litter, sustainability, climate action, or related areas <i>15 points for 2 years; additional 5 points per additional year</i>	50
At least three (3) sample work in the CV in project management and coordination, which may include activities related to social innovation. <i>18 points for 5 sample works; 25 points for 6 or more sample works</i>	25
Total	100

Applications from qualified candidates will be desk reviewed by the UNDP Philippines' section panel. Assessment of best offer will be via Combined Scoring method, where the qualifications will be weighted 70%, and the financial proposal (price offer) will be weighted 30%.

G. Scope of Price Proposal and Schedule of Payments

1. The Consultant should send the financial proposal based on a lump-sum amount for the delivery of the outputs identified below. The total amount quoted shall be “all inclusive” all costs (professional fees, communications, transportation, insurance, etc.) that could be incurred by the Consultant should be factored into the final amount submitted in the proposal. Travel, as deemed relevant by UNDP and compliant with government guidelines on community quarantine, can be included in the financial proposal.
2. Medical insurance must be purchased by the individual at his/her own expense, and upon award of contract, he/she must be ready to submit proof of insurance valid during the contract duration.
3. The contract price will be a fixed output-based price. Any deviations from the output and timeline will be agreed upon between the Consultant and the JSB Circular Economy Project Manager.
4. Payments will be made upon satisfactory completion of the delivery by target due dates. Outputs will be certified by the JSB Circular Economy Project Manager and/or the Programme Analyst from the CAP Team prior to payments.

G. Recommended Presentation of Offer

1. Duly accomplished **Letter of Confirmation of Interest and Availability with Financial Proposal** using the template provided by UNDP.
2. **CV or P11**, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
3. **Portfolio** containing at least three sample works (provide copies or links) demonstrating expertise in developing knowledge products, communications messages, designs, and products in various media