



TERMS OF REFERENCE (ToR)

INTERNATIONAL INDIVIDUAL CONSULTANCY

Application Type:	External Vacancy
Job Title:	International Individual Consultancy to develop a Project Identification Form (PIF) on Reduced Generation and Sound Management of Chemicals and Waste in Rwanda
Category:	Environment
Duty Station:	Kigali, Rwanda
Application Deadline:	28 December 2018 at 12:00pm
Type of contract:	Individual Contract
Expected starting date:	Immediately (January 2019)
Duration of assignment:	20 working days in 12 calendar months

1. BACKGROUND

While Rwanda has made great strides in promoting human development and transitioning to a green economy, the country faces significant challenges in relation to solid waste management. Waste generation is increasing, while a sizeable portion of it is disposed on improperly located and operated dumpsites, resulting in adverse environmental and health impacts. Current waste collection practices include tentative organization but limited, and involve dumping waste in open landfills. While waste separation at source is somehow practiced, it is not mandatory. The Government of Rwanda, at both national and local level, recognizes that there are gaps in the regulatory and institutional frameworks for waste management and that there is a need to strengthen enforcement of existing waste legislation. In terms of disposal and processing of municipal and hazardous waste, there are notable shortcomings that expose the country to the impacts of improper waste management.

Against that backdrop, the Rwanda Environment Management Authority (REMA) – which plays a leading role in the enforcement of environmental regulations – has requested UNDP’s support to develop a chemicals and waste project on establishing and operationalizing a sustainable municipal and hazardous waste management system. The aim of the project would be to assist Rwanda in establishing a more sustainable management of municipal and hazardous waste.

2. OBJECTIVE AND SCOPE OF THE WORK

The objective of this consultancy is to work with the Government of Rwanda and other stakeholders, with the support of UNDP, to scope and then develop a Project Identification Form (PIF) that would be eligible for funding by the Global Environment Facility, as part of the GEF-7 programming cycle. The PIF should be aligned with the Government of Rwanda's priorities and policy frameworks and in accordance with the GEF-7 programming strategy, particularly the chemicals and waste focal area.

The consultant will undertake a scoping mission to identify potential work areas prioritized by the Government of Rwanda, UNDP and other stakeholders in terms of generating both local development benefits and global environmental benefits under the Minamata Convention and the Stockholm Convention.

The identified priority areas are as following:

- 1) Policy and regulatory de-risking and technical assistance for municipal waste management
 - (a) Policy for municipal waste management
 - (b) policy for solid waste management
- 2) To have a functional system for hazardous waste management, including
 - (a) setting up regulations and guidelines
 - (b) operationalizing the IT based waste monitoring tool and collecting reliable baseline data
 - (c) capacity development for government staff, generators of waste and stakeholders
 - (d) putting in place a disposal plan;
 - (e) phase out of remaining PCB and products containing mercury
- 3) To pilot waste management in 2-3 key industrial sectors (among paint, chemical manufacturing, analytical laboratories, e-waste), including
 - (a) capacity building
 - (b) valorization of waste
- 4) To improve existing waste management in the private sector including
 - (a) exploring Public Private Partnership opportunities
 - (b) strengthening laboratory capacity to detect hazardous chemical, including U-POP

The PIF should apply the 4R approach of reduce, reuse, recycle and recover. The aim of the 4R approach is to reduce the generation of waste, increase the reuse of products and materials, increase the recycling of waste, and generate revenue from specific waste streams. Priorities shall be adjusted based on extensive stakeholder consultation and other dialogs.

The individual consultant will develop a PIF by undertaking the tasks and activities as outlined below:

- Review relevant documents (reports, plans, studies/assessments, laws and regulations) in Rwanda related to waste management;
- Conduct a scoping mission and extensive in-depth consultations with key project stakeholders;
- Define the situational analysis including the baseline status for the project to address the impacts of improper waste management;

- Formulate the PIF in close consultation with stakeholders for the GEF-7 programming. (NB: the PIF must meet GEF requirements and demonstrate GEF eligibility criteria including incrementality, technical feasibility, mobilization of co-financing, etc.)

3. OUTPUTS / EXPECTED DELIVERABLES

The consultant will provide the following deliverables:

- **Deliverable 1:** Inception report which includes an understanding of the assignment and detailed work plan – 1 work days by no later than 1 week from contract
- **Deliverable 2:** Stakeholder consultation report which includes proposed objectives, scope and strategies for the new project – 10 work days within 1.5 month from contract
- **Deliverable 3:** Draft and final Project Identification Form (PIF) in line with the GEF-7 programming strategy and UNDP’s development mandate and Project Preparation Grant request which incorporates inputs from stakeholders and reviewers – 6 work days within 2 months from contract
- **Deliverable 4:** Completed social and environmental pre-screening for the project – 1 work day within 2 months from contract
- **Deliverable 5:** Responses to GEF Secretariat review comments on the PIF – 2 work days within 8 months from contract or 1 month from comment receipt

4. DURATION OF THE CONTRACT

The consultancy is expected to take 20 working days in the course of 2018. These days should be distributed adequately to allow successful completion of the consultancy.

5. INSTITUTIONAL ARRANGEMENT

UNDP will contract the individual consultant to undertake the assignment as described in this ToR. The consultant will report to the **UNDP Programme Specialist and Head of Unit, Poverty Reduction and Environment unit** or any person delegated to perform the duty. All deliverables submitted by the individual consultant should be approved by UNDP and Rwanda Environment Management Authority (REMA) before any payment is made.

6. DUTY STATION

The assignment is both field and home-based. The duty station of the work while in Rwanda will be Kigali. UNDP will provide an office space and internet for the consultant while in Kigali. The consultant will be required to undertake a scoping mission to the proposed intervention area to engage with the stakeholders. The scoping mission is expected to last for 10 days. UNDP will provide transport to the field during the scoping mission.

7. REQUIRED EXPERTISE AND QUALIFICATIONS

Education:

- Postgraduate or other advanced university degree (at least M. Sc. or equivalent) in the area of Engineering, Environmental Science, Natural Resource Management, Climate Change, or other relevant disciplines.

Experience:

- At least 8 years of professional experience, of which at least five (5) years are in drafting UNDP-GEF project PIFs and documents;
- Proven working experience in the field of environmental management and chemicals and waste in developing countries, ideally in an African states context;
- Demonstrated experience in capacity development initiatives, notably at the systemic and institutional levels;
- Extensive conceptual and practical knowledge of UNDP-GEF policies and procedures;
- Experience working and collaborating with stakeholders including governments, civil society, and communities;
- Demonstrated analytical skills and ability to draft high quality reports; and
- Extensive experience analyzing data and preparing analytical reports.

Language:

- Excellent written and verbal communication skills in English;
- Working knowledge of French will be an added advantage.

Corporate Competencies:

- Demonstrates integrity by modelling the UN’s values and ethical standards;
- Ability to establish and maintain good working relations with colleagues in a multi-cultural environment;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

8. PAYMENT MODALITIES

The consultant shall be paid the consultancy fee upon completion of the following milestones.

Deliverable / Outputs	Target Due Dates	% of lump sum to be paid
Deliverable 1: Inception report	15 th February 2019	20%
Deliverable 2: Stakeholder consultation report	28 th February 2019	20%
Deliverable 3: Final Project Identification Form (PIF) and Deliverable 4: social and environmental pre-screening	5 th March 2019	50%
Deliverable 5: Responses to GEF Secretariat review comments	December 5 th 2019	10%

9. APPLICATION PROCEDURE

Qualified and interested candidates are hereby requested to apply. The application should contain the following

- Personal CV or P11, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology, on how they will approach and complete the assignment;

- Financial Proposal that indicates the all-inclusive fixed lump sum total contract price, supported by a breakdown of costs, as per template provided.

10. EVALUATION CRITERIA

The expert will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%. The technical evaluation will include the following:

- Educational Background as requested: 10%;
- Proven working experience in the field of environmental management and chemicals and waste in developing countries, ideally in an African states context; 25%;
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- Overall Methodology: 35%;
- Demonstrated experience and practical knowledge in drafting UNDP-GEF project PIFs and documents as well as good understating of UNDP-GEF systems and practices: 25%;
- Fluency in English and a working knowledge of French: 5%.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.