# Terms of Reference

**National Consultant**

Reference: RPS_139_2022

<table>
<thead>
<tr>
<th>GENERAL INFORMATION</th>
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<tbody>
<tr>
<td><strong>SERVICE/ WORK DESCRIPTION:</strong></td>
<td>Local consultant to support policy analysis and feasibility study on plastic waste and packaging alternatives in food sector</td>
</tr>
<tr>
<td><strong>AGENCY/PROJECT NAME</strong></td>
<td>UNDP / Accelerator Lab</td>
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<tr>
<td><strong>CONTRACT TYPE</strong></td>
<td>Individual Contract</td>
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<tr>
<td><strong>DUTY STATION</strong></td>
<td>Vientiane</td>
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<tr>
<td><strong>EFFORTS / DURATION OF THE CONTRACT</strong></td>
<td>4 months (35 Working Days)</td>
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<tr>
<td></td>
<td>(July-October 2022)</td>
</tr>
<tr>
<td><strong>EXPECTED START DATE</strong></td>
<td>15th July 2022 or as early as possible</td>
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<tr>
<td><strong>COUNTRY</strong></td>
<td>Lao PDR</td>
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## BACKGROUND

In Laos, disposal of municipal solid waste is one of the major environmental problems. Waste is a problem for more than just a town; other suburbs, villages and households are afflicted by the same problem. According to the World Bank, Vientiane itself, home to more than 900,000 people, produced more than 350,000 tons in 2020. Food and drink packaging is the biggest type of plastic waste found in many studies. During the Covid-19 lockdown 2020, an interesting trend was identified by UNDP. It was evidenced that the use of food delivery services had increased significantly. In the period of less than two months, GoTeddy and Food Panda in Laos estimated the number of online orders grown from roughly between 100-200 to around 1200-2000 orders per day. Moreover, the number of local restaurants and small shops registered on both platforms have also multiplied three folds from 50 in January, to 150 in May 2020.

In order to understand more, UNDP teamed up with a local startup GoTeddy to conduct an experiment in testing opt-in feature for more eco-friendly packaging with some affiliated restaurants on their food delivery app in early 2021. Initially, it was hoped that 20% of participating restaurants would turn to eco-friendly packaging as a result of this campaign. According to the findings of the post-campaign poll, the majority of them would prefer to convert, but only if the packaging price was inexpensive and subsidized. Aside from price, two other important considerations were packing sizes and availability in the local market. In terms of cost, 50% of restaurants considered the price of Eco-Safe packaging affordable while the other 50% found some items to be cheaper and some more expensive but overall, they considered plastics as the much cheaper option.

Plastic banning is not seen favorable until alternatives are made available and accessible widely to the public and businesses. There should be more packaging options that are recyclable or biodegradable, easily sourced and affordable. With the increased demand for eco-friendly packaging from the sector, food packaging requirements well defined and food safety standards agreed upon, it can only be assumed that the supply will follow. In the short run the demand can be met through importation but for the change to
happen in the long run by making these materials more affordable and easily accessible, local manufacturers should be encouraged and supported.

In line with the Lao National Green Growth Strategy and Plastic Policy Roadmap, UNDP is looking for a qualified national consultant who will work closely with the international consultant to research, conduct a feasibility study, and produce a policy brief which will help the Government of the Lao PDR and relevant stakeholders understand the needs, assess and propose potential policy measures on plastics.

**SCOPE OF WORK, OUTPUTS AND DELIVERABLES**

The Consultant, under the supervision of the lead consultant and UNDP Head of Solution Mapper is required to provide the following services:

- Support the desk review the existing data, reports, policies and legal framework related to environment and solid waste/plastic waste of Lao PDR;
- Support to conduct best practice study for the policies and implementation plans on plastic waste of at least 3 benchmarking countries;
- Support to facilitate a feasibility study and business viability on the development and production of eco and natural biodegradable products as alternatives to the priority single-use plastic products by local start-ups & SMEs in food sector;
- Coordinate and support the processes to produce case studies on policy choices on tax exemption on eco-friendly products vs. additional tax on certain types of plastic products “polluter-must-pay scheme”. Identify a list of priority eco-friendly products that meet the exemption criteria and those which higher taxes need to apply;
- Facilitate data collection and obtain key information from the key stakeholders;
- Support drafting a policy brief highlighting the key findings from the feasibility study and policy case studies with clear recommendation of actions;
- Organize and facilitate as necessary any meetings, workshops, and other similar activity;
- Prepare documentation, reference materials, lessons learned, and studies as required;
- Support with some translation (English-Lao-English) as required.

**TIMELINES**

Contract valid period of 4 months. (July – October 2022), with total of 35 working days

**QUALIFICATIONS**

A Master’s degree or equivalent degree preferably in Environmental Economics and Policy, Environmental Science, Economics with environment focus, Natural Resource Economics, Environmental Management, and/or relevant field is required;

- At least 2 years of experience working in environmental work is preferred;
- Proven experience working with the Lao Government at local and central level, the UN, leading international organizations and community leaders;
- Experience in coordination with multi-stakeholders and similar assignments are desirable;
- Past experience with research and analyzing of data is a plus;

**Functional Competencies:**
• Excellent verbal and writing skills (Lao and English).
• Ability to present coherent and convincing positions both in writing and orally.
• Strong ability to take initiative to move complex processes forward to achieve articulated results, work at varying levels and on different initiatives simultaneously (personal organization and ability for multi-tasking).
• Demonstrable networking capability, interpersonal skills and strong ability to promote teamwork.
• High degree of integrity, discretion, and personal conduct;
• Flexible to changing working conditions and willing and able to travel for work purposes;
• Able to prioritize and meet deadlines;
• Excellent skills in solving, conflict resolution, advocacy, and stakeholder coordination;
• Professional facilitation and presentation skills;

MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

• The consultant will report to the Head of Solutions Mapping and lead international consultant as necessary against the deliverable progress for administrative purpose;
• The consultant is also required to comply with the UN security directives set forth under http://dss.un.org;
• The consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
• The consultant is responsible for providing their own laptop computers and mobile phones for use during this assignment; the consultant must have access to reliable internet connection;
• Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the supervisor.

DELIVERABLES AND PAYMENT MILESTONES

The Consultant will indicate the cost of services for each deliverable (an all-inclusive lump-sum contract amount paid on an instalment basis) when applying for this consultancy. The consultant will be paid only after approving authority confirms the successful completion of each deliverable as stipulated hereunder. The qualified consultant shall receive his/her service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

<table>
<thead>
<tr>
<th>Deliverable Number</th>
<th>Deliverables or documents to be delivered to UNDP and then approved by UNDP prior to payment</th>
<th>Timeline</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>20% of total consultancy payment upon the submission of the inception report by providing:</td>
<td>July 2022</td>
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<tr>
<td></td>
<td>• Support the desk review and analyse the existing data, reports, policies and legal framework related to environment and solid waste/plastic waste of Lao PDR;</td>
<td></td>
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<tr>
<td></td>
<td>• Support to conduct best practice study for the policies and implementation plans on plastic waste of at least 3 benchmarking countries.</td>
<td></td>
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<tr>
<td>2</td>
<td>25% of total consultancy payment upon the completion of the following services to produce the report on the feasibility study:</td>
<td>August 2022</td>
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<tr>
<td></td>
<td>• Support to facilitate a feasibility study and business viability on the development and production of eco and natural</td>
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biodegradable products as alternatives to the priority single-use plastic products by local start-ups & SMEs in food sector;
- Facilitate data collection and obtain key information from the key stakeholders.

| 3 | 35% of total consultancy payment upon the completion of the study paper by providing the following services:
- Coordinate and support the processes to produce case studies on policy choices on tax exemption on eco-friendly products vs. additional tax on certain types of plastic products “polluter-must-pay scheme”. Identify a list of priority eco-friendly products that meet the exemption criteria and those which higher taxes need to apply;
- Support the capacity assessment of the GOL in implementing such policy and identify key enablers;
- Facilitate data collection and obtain key information from the key stakeholders. | September 2022 |

| 4 | 20% of total consultancy payment upon the completion of the following services:
- Support drafting a policy brief highlighting the key findings from the feasibility study and policy case studies with clear recommendation of actions;
- Finalisation the documentation and preparation for dissemination;
- Together with the international consultant organize and facilitate at least one finding dissemination workshop/meeting. | October 2022 |

**CRITERIA FOR SELECTING THE BEST OFFER**

Individual consultants will be evaluated based on cumulative analysis of technical and financial criteria as follows:

* Technical Criteria weight: 70%
* Financial Criteria weight: 30%

Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation.

<table>
<thead>
<tr>
<th>Technical Competence (based on CV and Proposal)</th>
<th>Weight</th>
<th>Max Points</th>
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<tbody>
<tr>
<td>Criteria A: Technical knowledge and experience.</td>
<td>50%</td>
<td>50</td>
</tr>
<tr>
<td>Criteria B: Education and Qualification:</td>
<td>20%</td>
<td>20</td>
</tr>
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<table>
<thead>
<tr>
<th>Financial Proposal (based on CV and Proposal)</th>
<th>Weight</th>
<th>Max Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Proposal</td>
<td>30%</td>
<td>30</td>
</tr>
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</table>
### Total Score (Technical Score + Financial Score)

<table>
<thead>
<tr>
<th>Description</th>
<th>100%</th>
<th>100</th>
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<tbody>
<tr>
<td>Technical + Financial Proposal</td>
<td>100%</td>
<td>100</td>
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### GENERAL TERMS AND CONDITIONS FOR INDIVIDUAL CONTRACTS:

[https://www.la.undp.org/content/lao_pdr/en/home/procurement.html](https://www.la.undp.org/content/lao_pdr/en/home/procurement.html)

### RECOMMENDED PRESENTATION OF OFFER:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

1. Duly accomplished Letter of Confirmation of Interest and Availability;
2. Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) and at least three (3) professional references;
3. Brief Description of why you consider yourself as the most suitable candidate for this assignment;
4. Financial Proposal that indicates the all-inclusive Deliverables/Outputs based total contract price, supported by a breakdown of costs, as per template provided. The terms “all-inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal.

### CONFIDENTIALITY AND PROPRIETARY INTERESTS:

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.