TERMS OF REFERENCE
National Consultant

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Community Waste Management Experimentation</th>
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</thead>
<tbody>
<tr>
<td>Type of Contract</td>
<td>Individual Contract (IC)</td>
</tr>
<tr>
<td>Organizational Setting and</td>
<td>The National Consultant will support the</td>
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<tr>
<td>Reporting Relationships:</td>
<td>United Nations Development Programme (UNDP)</td>
</tr>
<tr>
<td>Contract Period</td>
<td>1 August 2022 to 30 November 2022 (25</td>
</tr>
<tr>
<td></td>
<td>working days)</td>
</tr>
<tr>
<td>Payment Terms</td>
<td>Per deliverable</td>
</tr>
<tr>
<td>Location</td>
<td>Vientiane Capital</td>
</tr>
<tr>
<td>Country</td>
<td>Lao PDR</td>
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<tr>
<td>Applicant Deadline</td>
<td>24 July 2022</td>
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**Background**

Waste Management is among a few frontier issues which UNDP has been working on. There have been ongoing study and experiments with both government and non-government partners to find new solutions or approaches to address the issues. UNDP co-created with the Ministry of Natural Resources and Environment, Department of Environment, a guideline to organize “Plastic-free meetings and offices”. UNDP conducted a study on open burning in Vientiane Capital, we learnt that one of the reasons people do not segregate waste is that they believe that the waste segregated will be mixed in the landfill eventually. Therefore, UNDP is keen to conduct an experimentation to learn if the community see value from managing their organic and recycle waste if they get benefits from it.

Another objective is to test how active people will be engaging in the community waste management if there are incentives. The first phase of the experimentation will be conducted with the community living in Hatsadi Village, Chanthabouly District, Vientiane Capital, Lao PDR.

**Scope of Work**

The bidder/contractor will be responsible to work with UNDP, under the supervision of the Head of Experimentation, and potential private partners to perform the following tasks:

- Create the material, tools and conduct a training to the identified community representatives on waste segregation, community waste management and community-led waste structure with a close supervision of UNDP. This will be a Training of Trainers to the identified community representatives with the objective of teaching the community representatives to deliver the training to other villagers. The other objective is to record the training to make sure that it can be shared with another community with focus on the content of the training (preparation 3 days, training 2 days, post-training and video editing 3 day).
- Support UNDP to organize “recycle waste segregation bin” co-design workshop to the community (2 days preparation, 1 day workshop).

- Co-create 5 posters: 1 on organic waste segregation, 1 on recycle waste segregation, 1 on community waste management, 1 on community-led waste structure and 1 on waste management and health. (2 days preparation and 5 days design and validation).
- Supervise the community representatives to monitor and record the waste collected and sold through the newly established community-led waste structure and report on the result and findings (7 days during the 3 months testing period).

**Deliverables**
The IC will be working closely with UNDP colleagues and the pilot community to diligently produce the following deliverables:

<table>
<thead>
<tr>
<th>Topics</th>
<th>Deliverables/ Outcomes</th>
<th>Expected Date of Deliverables</th>
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<tbody>
<tr>
<td>1. Training</td>
<td>- Create the material, tools and conduct training of trainers (ToT) on waste segregation, community waste management and community-led waste structure with a close supervision of UNDP</td>
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<tr>
<td></td>
<td>- Edited video recording of ToT</td>
<td>31 August 2022 40%</td>
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<tr>
<td></td>
<td>- Support UNDP to organize “recycle waste segregation bin” co-design workshop</td>
<td></td>
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<tr>
<td>2. Poster and tools</td>
<td>- Co-create 5 posters and get validation from UNDP</td>
<td>30 September 2022 20%</td>
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<tr>
<td>3. Testing and Reporting</td>
<td>- Supervise the community representatives to monitor and record the waste collected and sold through the newly established community-led waste structure and report on the result and findings</td>
<td>30 November 2022 40%</td>
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**Duration of Assignment, Duty Station and Expected Place of Travel**
- Duration: 1 August 2022- 31 November 2022 (25 working days)
- Duty station: Vientiane, Lao PDR.

**Expertise:**
Ideally, the IC should have some expertise, qualifications, and experience in the following areas:
- Waste management and waste segregation;
- Lead Community training and community workshop;
- Innovative and socially responsible company with excellent knowledge of the country context;
- Design of posters or graphics related to environment;
- Ability to collaborate with other broad range of stakeholders
Qualifications:

Education: Master’s Degree in one of the following: Environmental Sciences, Environmental Management, Natural Sciences, Climate Change, Air Pollution, Development Studies or a related field.

In lieu of a Master’s degree, A Bachelor’s degree with an addition 3 years’ work experience.

Experience: Minimum 1 years of relevant experience (Master degree) or Minimum 3 years of relevant experience (Bachelor degree) at the national or international level in providing advisory services.

Language: Lao (native speaker, excellent writing skills essential for translation), English (intermediate)

Payment Schedule
Payments will be made based upon the completion of deliverables identified in the TOR and will be in local currency LAK based on the UN monthly Exchange rate (if the Financial Proposal is quoted in USD). The cost should include professional fee\and any other applicable cost to be incurred by the IC in completing the assignment.

- First payment - 40% of total contract amount upon the completion of the deliverable 1.
- Second payment – 20% of total contract amount upon the completion of the deliverable 2.
- Third payment - 40% of total contract amount upon the completion of the deliverable 3.

Management and Implementation Arrangements:
- The consultant will report to the focal point of UNDP unit. The consultant will also work in close collaboration with the expertise hired by the Bangkok Regional Hub, UNDP Accelerator Lab, and BRH technical advisors and experts to ensure successful implementation of UNDP activities.
- 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.
- Payments will be made upon submission of deliverable, and certification of payment form, and acceptance and confirmation by the supervisor.

Selection Criteria:

Applicants will be evaluated based on scoring method. The award of the contract shall be made to the applicant whose offer has been evaluated and determined as a) responsive /compliant/ acceptable; and b) having received the highest score out of set of weighted technical criteria (70 points) based on qualification, and experience; and combined with the financial offer which will be weighted a max of 30 points.

<table>
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<tr>
<th>Criteria</th>
<th>Points</th>
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<tbody>
<tr>
<td>Technical</td>
<td>70 Points</td>
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IC’s qualification, capacity and experience
- Relevance of specialized knowledge and experience on similar engagements done in the region/country
- Experience working with Community and Development partners
- Ability to collaborate with other team members and a broad range of stakeholders.

Proposed Methodology, Approach and Implementation Plan
- Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?
- Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference
- Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic
- Quality assurance procedures and risk mitigation measures

- Proven communication and coordination skills.
- Experience in the usage of office software packages and design software for poster

Financial

Total (Technical + Financial)

Note: Only candidates obtaining a minimum 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Recommended Presentation of Offer

Interested individual consultants must submit the following documents/information to demonstrate their qualification:

1. Letter of Confirmation of Interest and Availability using the template provided in Annex III
2. Personal CV or P11 Form, indicating all experience from similar projects as well as personal information including age.
3. Technical proposal (maximum 3 pages), including a) a brief description of why the individual considers her/himself as the most suitable for the assignment; and b) methodology on how s/he will approach and complete the assignment.
4. Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided, as per template provided in Annex III

OFFEROR'S LETTER

Price proposal could be quoted in **LAK or US Dollar**.

Incomplete proposals may not be considered.

**Instructions for on-line submissions**

- **Step 1:** Please prepare all required documents electronically;
- **Step 2:** Combine all documents in **ONE SINGLE FILE** (*preferably in PDF, but Word format can be also accepted*) and upload it to the UNDP Jobs links
- **Step 3:** After that you will receive an auto reply from the UNDP jobs if your offer is received successfully.

**Relevant Documents for Individual Contract**

- [IC contract template](#) & [IC General Terms and Conditions _ Annex II](#)

**Female candidates and persons with disabilities are encouraged to apply.**

For more information, please visit our website under the link below

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