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**RE- ADVERTISEMENT
PROCUREMENT NOTICE**

NATIONAL INDIVIDUAL CONSULTANT

Date: 17/02/2020

Country: Rwanda

Description of the assignment: Recruitment of a National Private Sector Specialist to Support the Preparation of a GEF-7 Project ‘Supporting a Green Economy - Decoupling Hazardous Waste Generation from Economic Growth.’

Period of assignment: 20 working days in 11 calendar months

UNDP Rwanda is looking to recruit a **National Individual Consultant as a Private Sector Specialist to Support the Preparation of a GEF-7 Project ‘Supporting a Green Economy - Decoupling Hazardous Waste Generation from Economic Growth’**. The consultant will be responsible for assessing and proposing industries with highest impacts on hazardous waste reduction, and for preparing a capacity development plan of selected industries. The consultant will assess specific private sector company needs and capacities, and provide inputs for defining appropriate project targets, interventions and stakeholder consultation processes to support the development of the UNDP Project Document (ProDoc).

All interested and qualified international individual consultants may download the Individual Consultant Notice, Terms of Reference, and P11, Confirmation Letter and General Terms and conditions documents from UNDP Rwanda website at:

<http://www.rw.undp.org/content/rwanda/en/home/operations/procurement/notices/>

Delivery address: UNDP Rwanda, P.O. Box 445, 12 Avenue de l'Armée, Kigali, Rwanda, and Attn: Head of Procurement Unit, Or by email address at offers.rw@undp.org not later than **3 March 2020**, Time: 12h00 PM Kigali Rwanda local time.

N.B: UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equally encouraged to apply.

Yours sincerely,

Varsha Redkar-Palepu

UNDP Deputy Resident Representative



National Private Sector Specialist to Support the Preparation of a GEF-7 Project 'Supporting a Green Economy - Decoupling Hazardous Waste Generation from Economic Growth'

Application type:	External vacancy
Job Title:	National Private Sector Specialist
Category	Environment / Chemicals and Waste
Duty station	Kigali (Home based)
Application Deadline:	
Type of contract:	Individual Contract
Expected starting date:	Immediately
Duration	20 working days in 11 calendar months

1. Background

Rwanda is a landlocked country situated in central Africa, also known as “the land of a thousand hills”. Rwanda’s Volcanoes National park in the Virunga volcanic mountains with its high altitude forests, is world famous for mountain gorillas and golden monkeys. In the southwest is Nyungwe National Park, with ancient mountain rainforests providing a habitat for chimpanzees and other primates. Rwanda is part of two water catchments, the River Nile and the Congo Basin and is an important source of water for its own inhabitants and those of the countries benefitting from the Nile and the Congo Basin. The country has one of the highest population densities in Africa (1,060/sq mi) with a young, mostly rural population. In 2019, the population is estimated at 12.79 million, an increase from 2013's estimate of 11.8 million¹. For 25 years since the war and the 1994 genocide, Rwanda has been developing very quickly. As such, like many other countries around the world, Rwanda is faced with the growing challenge of managing municipal, hazardous and toxic wastes as well as minimizing the environmental consequences of rapid industrialization impacting land, air and water quality and threatening the health of humans, water bodies and ecosystems.

¹ <http://worldpopulationreview.com/countries/rwanda-population/>

The country has made great strides through a number of well-known waste related interventions. For example, Rwanda is renowned for its excellent policy on the banning of plastic bags. The plastic ban policy entered in force in 2008, and it has had a tremendously beneficial impact on the nature of the country, and inspired other countries worldwide (in particular developing countries) to replicate similar measures. Moreover, the collection of waste in large municipalities, like Kigali, is effective and is ensured by a proper collaboration between private operators and the government. Another waste related highlight is the partnership between Enviroserve, FONERWA (the Rwanda Green Fund) and the Government, which led to the construction of an e-waste recycling facility that started operations in 2018.

On the other hand however, there remain significant shortcomings that expose the country to the severe impacts of improper waste management, while rapidly growing sectors like industry, agriculture and healthcare are not implementing cleaner production measures. As a result these sectors lead to releases of POPs and mercury through air emissions, waste disposal, effluent discharge and soil contamination such as unintentional POPs, POPs and mercury. Releases of such chemicals, in particular releases to water sources and air, have a global impact. While there are numerous types of hazardous waste streams in the country, responding to the objectives of the GEF the project will focus on POPs (including U-POPS, PCBs, pesticides), and mercury (Hg) which are under the Stockholm and Minamata Convention, respectively. This focus will be used to strengthen understanding, control and monitoring capacities of general hazardous and chemicals waste as well. The main root causes and barriers that need to be addressed to overcome the challenges mentioned are the following:

- A growing population and economy, which without applying the 4R approach (Reuse, Reduce, Recycle and Recovery) is leading to the generation of increased emissions, releases and waste volumes of hazardous and toxic chemicals
- A policy and regulatory environment that does not promote/incentivize or prescribe cleaner production, the assessment and introduction of POPs/Hg-free alternatives, or management/treatment for hazardous waste streams
- Limited investment opportunities to launch new businesses in waste recovery, reuse, recycling or disposal/treatment
- Limited understanding of the main hazardous waste flows because waste data is not regularly collected, monitored or managed (except for a few limited baseline studies) and an increase in the complexity of hazardous waste streams
- Too few adequate, compliant landfills, hazardous waste treatment facilities or interim storage facilities

In order to address these pertinent issues, a project concept titled **“Supporting a Green Economy - Decoupling Hazardous Waste Generation from Economic Growth”** was developed. The concept was submitted to and was approved by the Global Environmental Facility (GEF) in December 2019 for further development into a full project document (Prodoc). The GEF has since granted Rwanda a Project Preparation Grant (PPG) to develop the Prodoc.

The project aims to support the Government of Rwanda and its private and public sector in decoupling hazardous waste generation and harmful releases from economic growth by enhancing the introduction of the 4R approach (Reuse, Reduce, Recycle and Recovery) in priority industries and economic sectors, while at the same time enhancing private sector led national waste treatment capacity to ensure the sound management of wastes, generate income, create jobs and protect human health and the environment. It will address the aim through the following four components.

Component 1: Establishment of an enabling policy/regulatory framework to create (financial) incentives for the sound management of chemicals, the introduction of safer alternatives, minimization of hazardous waste generation and its environmentally safe treatment.

Component 2: Minimize hazardous waste generation through the introduction of safer alternatives and cleaner (production) processes in selected industries and priority sectors.

Component 3: Improve private sector and institutional capacity for the sound environmental treatment and disposal of hazardous waste streams.

Component 4: Raise awareness to support behavioral change, capture and disseminate experiences, lessons-learned and environmental best practices. Gender will be mainstreamed throughout project planning, implementation, monitoring and evaluation.

In this regard, UNDP Rwanda is hiring a **National Private Sector Specialist**. The consultant will be a specialist in private sector engagement in waste management with experience in GEF and other vertical funds, preferably with experience in the region. S/he will work as part of a team of consultants comprising of; a Lead International Project Development Specialist (GEF PPG Team Leader); a National Chemical and Hazardous Waste Specialist (Lead National Consultant), International Private Sector Specialist, National Private Sector Specialist, International Safeguard Specialist, and National Gender Specialist.

2. Objective and Scope of Work

(1) Objective

The consultant will be responsible for assessing and proposing industries with highest impacts on hazardous waste reduction, and for preparing a capacity development plan of selected industries. The consultant will assess specific private sector company needs and capacities, and provide inputs for defining appropriate project targets, interventions and stakeholder consultation processes to support the development of the UNDP Project Document (ProDoc).

(2) Scope of Work

The National Private Sector Specialist will support the preparation of a Private Sector Analysis as part of the Preparatory Technical Studies; and prepare quality inputs to the Project Document, as well as take part in all necessary consultation processes and workshops. The National Private Sector Specialist will work under the guidance of the International Private Sector Specialist for the development of project interventions, stakeholder consultations and baseline assessments related to industries and private sector.

Preparatory Technical Studies: Private Sector Analysis

This component will be undertaken by the International Private Sector Specialist and National Private Sector Specialist and jointly submitted. The work will be in close collaboration with the National Waste Management Specialist and with quality assurance from the Team Leader.

- Analysis of capacity gaps in selected industries (e.g. agriculture, textile, paint, healthcare) in avoiding the generation of hazardous waste and recommended interventions;
- Capacity assessment of existing waste treatment facilities including treated volume, types of waste and upgrading potentials (volume, technologies, institutional capacity etc.);
- Private sector involvement during and after the project, including models and incentives for private sector investment and ownership will be analysed and explored;
- The potential private sector partners to be involved in the project will be identified and directly discussed, together with their potential roles;

- Agreements or arrangements will be made with specific private sector partners, and included in a strategy and plan for their involvement in the project;
- An assessment of multiple waste streams that have valorization potential, with initial market analysis;
- Recommendation of private sector related interventions, with baseline data and targets under Components 2 and 3

Project Document: Private Sector Strategy and Plan

Based on the technical studies and reviews undertaken, the full UNDP-GEF Project Document will be developed (following the 2019 annotated UNDP-GEF Project Document), and the GEF CEO Endorsement Request (available [here](#)) will be prepared. The final ProDoc, which addresses all comments received from the stakeholders and UNDP-GEF will have to be prepared and submitted to the UNDP-GEF by 10th October 2020 and to the GEF before 10th December 2020. All comments from GEF Secretariat must be addressed and Prodoc be endorsed by the GEF Council by 10 June 2021 (exact dates TBD). The Team Leader is responsible for drafting the ProDoc, with inputs from each consultant as needed.

The National Private Sector Specialist will support the International Private Sector Specialist for preparing relevant quality text sections in the Private Sector Strategy and Plan, as well as other relevant parts of the ProDoc as needed. Following the assessments and engagements with private sector actors, including those in the financial services sector, a strategy for the participation of the private sector will be developed, including a specific action plan that will be integrated into the project work plans.

(3) Specific Tasks

- 1) Preparatory Technical Studies and Reviews: Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Leader, including:
 - a. Support data collection, consultation and assessments for the preparation of a baseline study on private sector capacity and needs for the web-based hazardous waste inventory management system; assessment and prioritization of industries to be supported for cleaner production and waste management as well as capacity development needs; identify private sector engagement opportunities for PCB and obsolete POP disposal; identify potential areas for valorization of waste streams;
 - b. Support the development of the industry and private sector related components under Component 2 and Component 3;
 - c. Support baseline data collection and target values for GEF core indicators related to Components 2 and 3;
 - d. Identify capacity needs of relevant industries / private sector companies and conduct baseline assessments of capacity on parts of the waste value chain using the UNDP Capacity Assessment Scorecard;
 - e. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader.
- 2) Contributions to the Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes:
 - a. Provide relevant quality text sections for the ProDoc package on the aspects mentioned above.

- 3) Validation Workshop:
 - a. Participate in and contribute to the validation workshop.
 - b. Support necessary revisions that arise during the workshop, as appropriate.

3. Outputs/Expected deliverables

The National Private Sector Specialist will provide the following key deliverables:

Deliverable 1: Provide relevant inputs to the Inception Report. The inception report will be approved by the technical working group and UNDP RTA. To be delivered within 3 weeks from the signing of the contract (estimated number of work days - 2).

Deliverable 2: Preparatory Technical Studies & Reviews (Private Sector Analysis). The deliverable will be accepted upon validation by stakeholders and after duly addressing the comments received, to be approved by the technical working group and UNDP RTA. To be delivered within 4 months from the signing of the contract (estimated number of work days - 13).

Deliverable 3: Contribution to the Draft of the UNDP-GEF Project Document, SESP, CEO Endorsement Request, and Mandatory and Project Specific Annexes, and contribution to the validation workshop. The GEF PPG Team Leader will be responsible for the consolidation and finalization of all required materials. The deliverable will be accepted upon validation by the stakeholders and approval by the technical working group and UNDP RTA. To be delivered within 6 months from the signing of the contract (estimated number of work days - 4).

Deliverable 4: Final UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes. The final deliverable shall duly address the comments from the validation workshop and UNDP-GEF. The deliverable will be accepted upon submission and approval by the UNDP RTA. To be delivered within 9 months from the signing of the contract and before the submission deadline (estimated number of work days – 0.5).

Deliverable 5: Final document addressing all comments from GEF secretariat for CEO endorsement. The deliverable will be accepted upon submission and approval by the UNDP RTA. To be delivered within 11 months from the signing of the contract and before the submission deadline (estimated number of work days – 0.5).

4. Duration of the contract

The assignment is expected to take 20 work days in the period of 11 months and before any given GEF final deadline. The approval and clearance by UNDP-GEF should be secured within 9 months and before the internal deadline.

5. Institutional arrangement

UNDP will recruit and contract the individual consultant who will be selected through a competitive process and to undertake the assignment as described in this ToR. The consultant will report to the Programme Specialist and Head of Unit, Sustainable Growth Unit of UNDP Rwanda or any person delegated to perform such duty.

A technical working group will be formed, which should be composed of technical staff from the UNDP Country Office and Rwanda Environment Management Authority, chaired by the Head of Unit, Sustainable Growth Unit, UNDP to clear the deliverables and provide daily guidance and support to the consultants team. Guidance will be given by this technical working group, UNDP/GEF Regional Technical Advisor (RTA) and if necessary senior managers in UNDP CO. Deliverables submitted by the individual consultant should be accepted by both the technical working group and/or UNDP-GEF RTA and approved by DG REMA before any payment is made.

6. Duty station

The assignment is home-based with required travels to the field (project site and workshop venue). The consultant is expected to organize own transport within Kigali and to potential sites outside of Kigali for data collection (expected 3 work days). UNDP will facilitate transport and daily subsistence allowance in case validation workshops take place outside of Kigali.

7. Required expertise and experience

Academic Qualifications/Education:

- Bachelor's degree or higher in a relevant field, such as Business Administration, Economics, Environmental Management, Waste Management or Chemistry;

Experience:

- Minimum 5 years of demonstrable experience in the technical area of private sector engagement, preferably in relation to waste management;
- Knowledge and sound understanding of chemicals and hazardous waste management;
- Experience working on related initiatives in Rwanda is highly desired.

Language skills:

- Excellent written and oral communication skills in English and fluency in Kinyarwanda.

Competencies:

- Demonstrates practical knowledge of inter-disciplinary development issues;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates strong oral and written communication skills;

8. Payment modality

The consultant will be paid the consultancy fee upon completion of the following deliverables.

Deliverable#	Description	Payment rationale (%)
1	Submission and acceptance of the inception report	20%
2	Submission and acceptance of the preparatory technical studies and reviews	40%
3	Submission and acceptance of the draft UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes and contributing to the validation workshop	30%

4 & 5	Submission of the final UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes, duly addressing comments from the validation workshop and from UNDP-GEF (Deliverable 4) and after addressing all comments from GEF secretariat for CEO endorsement (Deliverable 5)	10%
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9. Application procedures

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 total contract price, supported by a breakdown of costs, to be provided by the UNDP procurement.

10. Evaluation criteria

The consultant 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:

Criteria	Weight	Max. point
Bachelor's degree or higher in a relevant field, such as Business Administration, Economics, Environmental Management, Waste Management or Chemistry;	20	20
Minimum 5 years of demonstrable experience in the technical area of private sector engagement, preferably in waste management;	35	30
Knowledge and sound understanding of chemicals and hazardous waste management;	20	20
Experience working on related initiatives in Rwanda is highly desired.	20	10
Excellent written and oral communication skills in English and fluency in Kinyarwanda.	5	5
Total	100%	100

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