TERMS OF REFERENCE (ToRs)

INTERNATIONAL INDIVIDUAL CONSULTANCY

TECHNICAL ADVISOR ON MANAGEMENT AND DISPOSAL OF POLYCHLORINATED BIPHENYLS (PCBs) IN RWANDA

| Application Type: | External Vacancy |
| Job Title: | Technical Advisor on Management and Disposal of Polychlorinated Biphenyls (PCBs) in Rwanda |
| Category: | Energy and Environment |
| Project: | Management and Disposal of Polychlorinated Biphenyls (PCBs) in Rwanda |
| Duty Station: | Kigali, Rwanda |
| Application Deadline: | Contract extension |
| Type of contract: | Individual Contract |
| Expected starting date: | Immediately |
| Duration of assignment: | calendar day’s up-to December 2017, home-based (20 days) with 2 missions (total of 20 days) to Rwanda. |

1. BACKGROUND

Exposure to Polychlorinated Biphenyl’s (PCBs) has been demonstrated to cause environmental and health effects including cancer, as well as a variety of other adverse effects on the immune, reproductive, nervous, and endocrine systems. Due to PCBs’ environmental toxicity and negative effects on human health, PCBs production was banned by the United States Congress in 1979 and by the Stockholm Convention on Persistent Organic Pollutants (POPs) which was adopted in 2001 and entered into force in 2004. The convention requires its parties to take measures to eliminate or reduce the release of POPs into the environment.

In its efforts to manage POPs including PCBs, Rwanda ratified the Stockholm Convention in July 2002. The country also deposited a National Implementation Plan (NIP) with the Stockholm Convention in 2007 that outlined the National Action Plan for the management of POPs in the country.

In order to support the implementation NIP, the Global Environment Facility (GEF) and United Nations Development Programme (UNDP) provided funds with co-financing from Energy, Water and Sanitation Authority (currently Rwanda Energy Group Limited) and Rwanda Environment Management Authority (REMA) to support the Management and Disposal of PCBs project in Rwanda. This project is implemented by REMA in collaboration with relevant government institutions. The project fits within the country’s evolving priorities associated
with sound management of chemicals and environmental management initiatives. The project is consistent with the following UNDAP (2013-2018) outcome: **Rwanda has an in place improved systems for: sustainable management of the environment, natural resources and renewable energy resources, energy access and security, for environmental and climate change resilience, in line with Rio+20 recommendations for sustainable development.**

The project has an overall objective of providing Rwanda with the tools to achieve effective compliance with respect to its convention obligations and to substantively minimize the environmental and health risks of PCBs, both locally and globally. The project has the following components:

1. Complete PCB inventory through enhanced cooperation with the Government bodies and equipment holders and selection of options for PCB disposal;
2. Legislative support to aid the operation of PCB management system;
3. Stakeholders and public sensitized, PCB equipment holders handle equipment in well informed and responsible manner;
4. Safe disposal of PCB equipment, oils and waste material.

Implementation of this project has a major global environmental benefit in the mitigation or elimination of risks associated with the release of PCBs into the environment and their subsequent global distribution with resultant ecological and human health impacts from the exposure to this chemical. In Rwanda, the project will greatly improve the management and disposal of PCBs stockpiles and waste while at the same time strengthening technical, regulatory and institutional capacity to handle PCBs.

2. OBJECTIVE AND SCOPE OF THE WORK

The objective of this consultancy is to provide overall technical support and guidance to the management and disposal of PCBs (decontamination, elimination of PCBs using the CIMERWA cement kiln) to the national project team in REMA, UNDP Country Office and other stakeholders involved in the implementation of the project components (CIMERWA, REG limited, EUCL and RSB). This will ensure successful realization of the project objectives in line with applicable international standards as prescribed by the Stockholm and Basel conventions, as well as other relevant rules and procedures related to the PCB identification, labelling, inventorying, handling, packaging and storage, transportation and final elimination.

3. TASKS OF THE CONSULTANT:

- Provide technical guidance in the elimination of PCBs contaminated oil using the cement kiln of CIMERWA;
- Advise on the best applicable storage and disposal method for pure PCBs (Askarel), and cross-contaminated PCBs oil, and equipment and decontamination of contaminated soil in Rwanda, by providing information on existing global practices, GEF Scientific and Technical Advisory Panel (STAP), and Stockholm and Basel conventions' guidance;
• Reassess, in cooperation with REMA and EUCL, the amount PCB contaminated transformers cleaned up, drained, stored and transported for safe storage or replaced on the power generation network;

• Support REMA in the establishment of the HW manifest system for the management of PCB contaminated transformers and dielectric oil;

• Provide technical advice to UNDP and the PCBs project team on management of pure PCBs (Askarel) and elimination of contaminated PCB oil (above 10,000ppm) and equipment;

• Provide the technical training on PCBs oil incineration by using cement kilns to the CIMERWA, REMA and EUCL staff;

• Support the capacity building activities on PCBs elimination (at national or international level);

• Provide technical advice to UNDP and the PCBs project team on Cleaning up or rising of PCB contaminated equipment (from 25ppm to 10,000ppm);

• Develop Terms of Reference for PCBs oil incineration;

• Support in contract management of the company contracted to undertake incineration of PCBs oils.

• Propose the way forward of management of pure PCBs (Askarel) equipment;

• Supervise the transport of the oil either to Jabana for long term storage or CIMERWA for destruction including the development of the HW manifest system.

• Develop in coordination with REMA, EUCL and UNDP a concept paper and PIF of a new project proposal on the management of POPs waste (including PCB) and contaminated sites.

• Facilitate the final evaluation of the management and disposal of PCBs project,

4. OUTPUTS/EXPECTED DELIVERABLES

• **Deliverable 1:** Report of technical training on PCBs oil incineration by using the Cement kilns;

• **Deliverable 2:** Guidance for the disposal services/storage of contaminated PCB oil (above 10,000ppm) and equipment and guidance for Pure PCBs (Askarel) management;

• **Deliverable 3:** Technical guidance for the treatment of PCB contaminated equipment and incineration of PCBs oil by using the cement kilns;

• **Deliverable 4:** Hazardous Waste manifest system and Hazardous waste data sheet for Rwanda;

• **Deliverable 5:** Concept paper and PIF for a new project proposal on management of POPs wastes (including PCBs) and contaminated sites developed and agreed with REMA, EUCL, UNDP and POPs stakeholders;

• **Deliverable 6:** ToRs for PCBs incineration by using cement kilns;

• **Deliverable 7:** Report of Final disposal (incineration) of PCBs oil;

• **Deliverable 8:** Mission reports of the 2 missions, including supervision notes of the work undertaken by the companies contracted for the incineration of PCBs until December 2017, and supervision report of the transport of PCB contaminated equipment and oil to safe storage or disposal sites;
5. DURATION OF THE CONTRACT
The expected workload for the consultancy is 35 days. The activity will entail 14 calendar days in Rwanda, to be distributed in two missions.

6. INSTITUTIONAL ARRANGEMENT
UNDP will extend the contract of the onboard international technical advisor to provide the above mentioned service as described in this ToRs. The consultant will report to UNDP Programme Specialist and Head of Unit, Poverty Reduction and Environment unit or any person delegated to perform such a duty. All deliverables submitted by the individual consultant should be approved by UNDP and Rwanda Environment Management Authority (REMA) before any payment is made.

7. 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. UNDP will provide transport during field visits/meetings.

8. REQUIRED EXPERTISE AND QUALIFICATION

Education:
- Postgraduate or other advanced university degree (at least M. Sc. or equivalent) in the area of Chemistry, Chemical technology, Environmental or Electrical engineering, hazardous waste management (POPs, PCBs) or other related fields.

Experience:
- At least 10 years of experience in hazardous chemicals/waste management and disposal, chemical laboratory (including PCBs) analysis, contaminated sites assessment and management, etc;
- At least 5 years in a supervisory role of technical experts and consultants in hazardous waste management activities with GEF funded projects in particular;
- Thorough knowledge of the international benchmarks in legislation and management of hazardous waste, and specifically POPs;
- International experience and good knowledge of principles of chemicals management (as related to the Stockholm Convention in particular) is an asset;
- Demonstrated ability of analytical and report drafting work;

Language requirement:
- 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 multicultural environment;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.
Functional Competencies

Leadership
• Capacity to engage with a wide audience of diverse background.

Technical Skills
• Good understanding of knowledge management.

Communication
• The consultant will have strong communications skills.

Teamwork
• Ability to establish and maintain good working relations with colleagues in multi-cultural environment.

9. PAYMENT MODALITIES

The consultant shall be paid the consultancy fee upon completion of the following milestones. Every payment is sanctioned after receiving the proof of the completion of deliverable as underlined in this ToRs.

• 30% after completion and submission of the deliverables 1, 4 and 6;
• 40% after completion and submission of the deliverables 2, 3, 5 and 8
• 30% after completion and submission of the deliverable 7

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.

Sophie Nymabakut