Terms of Reference

“NATIONAL/INTERNATIONAL CONSULTANT ON WASTE MANAGEMENT TO SUPPORT THE ELABORATION OF A PROJECT PROPOSAL ON SOLID WASTE MANAGEMENT FOR KIGALI CITY, RWANDA, FOR SUBMISSION TO NATIONAL AUTHORITIES AND UNDP”

<table>
<thead>
<tr>
<th>Application type:</th>
<th>External vacancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Waste Management Expert</td>
</tr>
<tr>
<td>Category:</td>
<td>Climate Change Mitigation</td>
</tr>
<tr>
<td>Duty station:</td>
<td>Kigali (and home based), Rwanda</td>
</tr>
<tr>
<td>Application Deadline:</td>
<td>03rd July 2017</td>
</tr>
<tr>
<td>Type of contract:</td>
<td>International or National Individual Contract</td>
</tr>
<tr>
<td>Expected starting date:</td>
<td>Immediately</td>
</tr>
<tr>
<td>Language:</td>
<td>English</td>
</tr>
<tr>
<td>Duration:</td>
<td>20 working days with the duration of 1 month (30 June 2017 – 30 July 2017)</td>
</tr>
</tbody>
</table>

1. BACKGROUND

UNDP under Rwanda context

The United Nations Development Programme (UNDP) is the UN’s global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP is on the ground in 177 countries and territories, working with governments and people on their own solutions to global and national development challenges.

UNDP in Rwanda has supported many projects in environmental management and particularly in the City of Kigali. UNDP provided financial and technical support through the project called “consolidated solid waste management in the City of Kigali”. This project played a role in the maintenance and management of Nyanza landfill where it helped in its management with reduction in the fire out brakes in the landfill, emission of greenhouse gases reduction and supported in the design of new sanitary landfill.
The Rwanda Environment Management Authority (REMA) is an agency under the Ministry of Natural Resources (MINIRENA) with the legal mandate for national environmental protection, conservation, promotion and overall management, including advisory services to the government on all matters pertinent to the environment and climate change. REMA is also the National Designated Authority (NDA) under the Green Climate Fund (GCF).

Waste management issue in the capital, Kigali

Kigali is the capital of Rwanda with the total population of 1.2 million which is on an upward trend with a projected growth of 4% annually. As a result, there is a constant demand for a proper waste management system by the City of Kigali (CoK), a government institution that has the mandate for municipal solid waste management through the Department of Public Health and Environment. For the past two decades, the residents of Kigali used the former Nyanza Landfill in Kicukiro district as the sole facility to discard waste. The site collected up to 100 tonnes of waste per day, spilling over to surrounding areas. Living conditions and the natural environment in the area surrounding the landfill became unbearable.

Under the UNDP project “Consolidated Waste Management in Rwanda”, the City of Kigali expropriated the landfill and requested technical and financial support from UNDP to improve the solid waste management system in Rwanda. In 2012, with support from UNDP, the City of Kigali conducted a detailed feasibility study on the construction of a new and modern sanitary landfill. The study gave details of the architectural designs and indicated all the components of the landfill. The aim was to have a modern, sanitary landfill, with a recycling centre including compost making and sorting facility, leachate treatment plant and landfill component with both baseliner and surface liner. UNDP also supported the City of Kigali in conducting an Environmental Impact Assessment to a potential landfill site near the city. In 2015, two years after the closure of the landfill, the former Nyanza Landfill site has been rehabilitated, with natural life and vegetation restored. With the support of the UNDP, it has been transformed into a clean residential area. However, after the closure of Nyanza landfill, Nduba landfill has become operational, which was constructed without an Environmental Impact Assessment, is not sanitary and now approaching full capacity, thus making it an environmental and health hazard.

Based on this previous collaboration, the City of Kigali (CoK) proposed to UNDP Rwanda to work on a project proposal to construct a modern landfill in Kigali, for which the targeted fund is the GCF. Waste management is one of the priority areas for the government, as mentioned in diverse strategic documents, e.g. Five Year Strategic Plan for the Environment & Natural Resources Sector, Nationally Determined Contribution, Green Growth & Climate Resilient Strategy, District Single Action Plans, etc. Waste management was also prioritized in the latest Rwanda Government Retreat (March 2017) and features in the performance contracts (“Imihigo”) of diverse Agencies, including the City of Kigali.

Given the priorities accorded, the urgency of better managing waste in a fast-growing and increasingly affluent and modern city, including the reduction of greenhouse gas (GHG) emissions, and the need for associated capacity and funding, a consultant is sought to support the elaboration of a project proposal on solid waste management for Kigali city, Rwanda, for submission to national authorities and UNDP”.

2. OBJECTIVE AND SCOPE OF WORK

Objective

To work closely with the Lead Consultant on the formulation of a project concept note on solid waste management for the City of Kigali for submission to national authorities, UNDP and GCF.

Scope

The consultant is requested to work closely with Lead consultant, to review the existing solid waste management system in CoK, with particular attention to the existing landfill, from generation to the deposit/usage with attention on the institutional arrangement, associated opportunities that would attract private sector and other partners. The information will be provided to the lead expert who will lead the process of the proposal formulation.

Based on the analysis of relevant documentation, including the detailed design of the new proposed landfill and EIA reports, key stakeholder and informant consultations, field visits, the consultant will conduct an analysis of the waste management system in the CoK with recommendations on sustainable management options and that need to be included in the required format for submission to the targeted fund (GCF).

Tasks

- Review situation analysis of the waste management system in CoK from generation to the deposit and usage and conduct an in-depth analysis.
- Based on the latest government data, update key assumptions on waste volume and composition in Kigali included in the existing feasibility study and advise on whether a new feasibility study is required.
- Analyse solid waste management institutional arrangements, including the possibility of private sector involvement.
- In addition to the construction of the sanitary landfill along with the recycling centre and composting facility, propose ‘soft’ activities such as policy development, awareness-raising and capacity building, aiming to put in place the enabling institutional, policy and regulatory frameworks necessary to regulate waste management, secure investments and remove the other barriers for private sector entry in the waste management sector.
- Identify possible income generating activities around the proposed new landfill project and recommend potential partnerships for the investment activities / loan component.
- Identify partnerships and capacity development needs for solid waste management that will need to be included in the proposal.
- Write up the necessary elements of the proposal (GCF), in the required format and with the necessary detail, in collaboration with and following the guidance of the Lead Consultant.
- Calculate the climate mitigation impact from the proposed interventions in terms of total tonnes of CO₂ eq avoided.
- Work closely with lead consultant, provide necessary advice to meet fund requirements (GCF) and address the comments made by NCT, UNDP and other stakeholders on the proposal (GCF team).
3. EXPECTED DELIVERABLES

Deliverables

- **Inception Report**, including the understanding of the consultant of the TORs, methodology to be used and workplan, to be drafted in close consultation with the Lead Consultant. To be delivered latest 1 week after start of the assignment, and to be incorporated in the overall assignment inception report as developed by the lead expert consultant.

- **Draft report** on the situational analysis of the waste management system in CoK, including the institutional arrangement, analysis of the possible income generating options, analysis of possible private sector involvement and recommendations on potential partnerships for the loan component, to be delivered latest 2 weeks after start of the assignment. This should follow the specific elements and requirements to be included in the proposal.

- **Final report**, including specific inputs under the different sections to be inserted in the concept, 1 month after start of assignment.

Reference documents

- Draft Concept City of Kigali: “Construction of Modern sanitary landfill with Sorting Facility, compost making plant and leachate treatment system”;
- Rwanda Country Program and strategic framework;
- Relevant strategies and policies;
- Source of fund documentation;
- UNDP Guidance Notes;
- UNDP Gender strategy;
- Detailed design report of modern landfill;
- EIA report of modern landfill;
- Others.

4. DURATION OF THE CONTRACT

The duration of the assignment is of 20 days to be undertaken within 1 calendar month, from June 25 – July 25th 2017, including the period of addressing comments.

5. INSTITUTIONAL ARRANGEMENT

The Consultant will report to the Lead Consultant for the assignment, who in turn reports to the Head of the Poverty and Environment Unit, UNDP Rwanda Country Office. The specialist consultant should also work closely with the Regional Technical Advisor appointed to lead the supervision. A Technical Working Group to guide the assignment will be established, made up of UNDP (Rwanda Country Office and Regional Service Centre) and City of Kigali technical staff. UNDP will facilitate all logistical requirement during the work at the duty station, including the provision of office space and transportation.

6. DUTY STATION

15 working days in Kigali, for ground-truthing, stakeholder consultations and validation of findings and 5 days working from home
7. REQUIRED EXPERTISE AND EXPERIENCE

Education:
- Minimum MSc. in Environment / Natural Resources Management, Engineering, Urban Planning, Economics, or related studies, with specialization in waste management an asset.

Experience:
- Minimum of 7 years’ experience in waste management, with establishment and operation of sanitary landfills a specific advantage;
- Minimum of 2 years’ experience with climate change mitigation, especially related to waste management in developing countries;
- Minimum of 5 years’ work experience in developing countries, with working experience in Rwanda an advantage
- Proven experience in developing concepts on sustainable waste management
- Proven Experience with project development for international donor agencies, including for UNDP, with having worked on GCF proposals a distinct advantage.

Competencies:
- Able to work under the supervision of a lead consultant and capable to independently deliver results
- Experience in working with teams and clients in a multi-cultural environment
- Excellent oral and written communication skills
- Excellent written and spoken knowledge of English. Knowledge of French an asset
- Computer literacy, and experience with editing concepts and reports

8. PAYMENT MODALITY

The consultant will be paid the consultancy fee upon completion of the following deliverables.
- 10% after the submission and acceptance of the Inception Report.
- 40% after the submission and acceptance of the Draft.
- 50% after the submission and acceptance of the Final report, including specific inputs under the different sections to be inserted in the concept.

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.
10. EVALUATION CRITERIA
The candidate will be evaluated against a combination of technical and financial criteria, using the 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:

<table>
<thead>
<tr>
<th>CRITERIA INTERNATIONAL CONSULTANT</th>
<th>WEIGHT</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum MSc. in Environment / Natural Resources Management, Engineering, Urban Planning, Economics, or related studies, with specialization in waste management an asset</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Minimum 7 years’ experience in waste management, with establishment and operation of sanitary landfills a specific advantage;</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Minimum of 2 years’ experience with climate change mitigation, especially related to waste management in developing countries;</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Minimum of 5 years’ work experience in developing countries, with working experience in Rwanda an advantage</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Proven experience in developing waste management concepts</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Proven Experience with project development for international donor agencies, including for UNDP</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Experience in working with teams and clients in a multi-cultural environment;</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Excellent communication skills</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

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. All applicants will be treated with the strictest confidence.

Approval

This TOR is approved by:

Signature: __________________________
Name and Designation: __________________________
Date of Signing: __________________________