Terms of Reference for National Expert for the Development of a Community-Based Waste Management Project Sustainability Plan

IKI Ambitious City Promises project
As of 30 June 2020

1. About the Ambitious City Promises project

The Ambitious City Promises: Commitments for low-carbon urban development in Southeast Asian large cities is a 3.5-year international project being implemented by ICLEI – Local Governments for Sustainability with support from the International Climate Initiative (IKI) of the German Federal Ministry for the Environment, Nature Conservation, and Nuclear Safety (BMU).

The project aims to support selected large cities in Indonesia, the Philippines and Vietnam to establish strong greenhouse gas (GHG) reduction commitments, local climate action plans directed by concrete targets, enhanced multi-stakeholder engagement and integrated strategies. “City Promises” (city’s Local Climate Change Action Plan) shall be developed in three model cities and their implementation shall be outlined and initiated. Throughout the project period, each local government will design locally-appropriate targets and action plans on the basis of their development framework and priorities.

In Indonesia, the project works with DKI Jakarta, Tangerang, and Bekasi. DKI Jakarta government is committed to reducing its 30% GHG emission reduction target from business-as-usual (BAU) levels by 2030, as stated in Governor Regulation No. 131 Year 2012 on Local Action Plan for DKI Jakarta’s GHG Emission Reduction. Based on the regulation and result of a series of focus group discussions and public consultation with various stakeholders and community groups, waste is one of the priority sectors of DKI Jakarta to achieve its GHG emission reduction target.

DKI Jakarta faces challenges of increasing waste volume and waste management. In 2017, DKI Jakarta generated about 7,165 tons of waste per day; 6,872.18 tons per day is transported to the final disposal site in Bantar Gebang located in Bekasi City. However, the waste in this final disposal site is mostly unmanaged and it is foreseen that the capacity of the landfill will be exhausted in about three years. There are 292.25 tons per day which are not transported to the landfill site. From these, only 9-10% are managed through composting and recycling processes (Central Bureau of Statistics, 2018). Based on this data, effective waste management at source is important in the overall strategy of DKI Jakarta in significantly reducing its waste generation and disposal including its associated costs. Furthermore, DKI Jakarta seeks to implement waste management strategies that also deliver economic, social, and environmental co-benefits driven by the active engagement of communities.

Therefore, through the ACP project, the Provincial Government of DKI Jakarta and ICLEI seeks to implement a pilot project on community-based waste management to demonstrate a solution to address the current waste management challenges and to contribute to the achievement of GHG reduction targets of DKI Jakarta. In particular, the pilot project aims to implement a local and environment-friendly technology in partnership with a local community. The pilot project also

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1 For the purposes of this ToR, the expert will only work with Jakarta
aims to demonstrate the circular economy model by deploying a decentralized community-based waste management system in DKI Jakarta. Hence, it can offer an alternative and additional source of income for the beneficiary community, while raising awareness among the community on community-based waste management.

2. Terms of Reference for National Expert for the Development of a Community-Based Waste Management (CBWM) Project Sustainability

The project requires the services of experts for the development of a community-based waste management project sustainability plan to develop sustainability plans of the pilot project, including community, financial and organizational aspects to ensure its sustainability. The expert shall conduct awareness raising and capacity building for the community and management team to support the implementation of the pilot project as well as develop monitoring system and guideline on choosing and adopting appropriate CBWM.

2.1 Scope of work

The following activities will need to be undertaken in order to help meet the objectives of the project.

| Development of Sustainability Plan for a CBWM project | • Identify existing community waste management activities in the pilot site  
• Conduct scoping activities to assess the readiness of the community to adopt and sustain a community-based waste management project in terms of but not limited to community participation as well as financial and institutional capacity.  
• Prepare a detailed recommendations on the following for the management and sustainability of the CBWM project ensuring social, economic, and environmental safeguards are in place:  
  a) community mobilization and participation to support the operation of the CBWM project leveraging on existing initiatives,  
  b) SOP and management plan for the operationalization of the CBWM project in cooperation with the service provider and CBWM technology expert,  
  c) Institutional structure to facilitate transfer, ownership and management of the CBWM project,  
  d) business plan to ensure revenue generation of products generated by the CBWM project  
• The recommendation shall undergo further review and validation by ICLEI and DKI Jakarta prior to its implementation. |
<table>
<thead>
<tr>
<th>Capacity Building and Awareness Raising Activities</th>
<th>Monitoring and evaluation as well as recommendations for scale-up</th>
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<tbody>
<tr>
<td>● In order to eliminate the risks posed by COVID-19, the expert shall ensure that the conduct of scoping activities shall not risk the health and safety of all partners by exploring other means of facilitation (e.g. online survey, Zoom meetings, designing physical meetings while keeping physical distancing, small group meetings)</td>
<td>● Monitor and evaluate the overall performance of the CBWM project and document success factors and challenges as well as other potential risks (economic, social, environmental) of the implementation of the CBWM project.</td>
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<td>● In cooperation with the technology service provider and CBWM technology expert, design and deliver SOP manual and capacity building workshops for the personnel to be in-charge (i.e. management, marketing, technicians) of the daily operations of the CBWM project.</td>
<td>● Provide detailed recommendation for an M&amp;E system as well as mitigation actions for any identified potential risks of the project to guarantee economic, social, and environmental safeguards.</td>
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<tr>
<td>● In cooperation with the technology service provider and CBWM technology expert, design and deliver information materials as well as awareness/raising activities and/or capacity building workshops for the community members on their participation to the implementation of the CBWM project and this shall include but not limited to the following: a) waste segregation at source, b) waste collection and disposal, c) marketing and use of products generated by the CBWM project.</td>
<td>● In cooperation with the CBWM technology expert, develop a guideline for other local communities on choosing and adopting appropriate CBWM technology for their context.</td>
</tr>
<tr>
<td>● In order to eliminate the risks posed by COVID-19, the consultant shall ensure that the conduct of scoping activities shall not risk the health and safety of all partners by exploring other means of facilitation (e.g. online survey, Zoom meetings, designing physical meetings while keeping physical distancing, small group meetings)</td>
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2.2 Deliverables and time frames

The work will entail providing on-ground support and expertise during the implementation of pilot project from August to December 2020.

A maximum of 50 working days are estimated to complete the deliverables as stated below. The engagement and consultation with ICLEI and Jakarta Provincial Government will be made both in-person and online (e.g. via e-mail). The following table lists the deliverables and their respective delivery date.

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Indicative number of working days</th>
<th>Indicative timeframe</th>
</tr>
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<tbody>
<tr>
<td>Sustainability Plan of the CBWM Project</td>
<td>20</td>
<td>4th week of September 2020</td>
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<tr>
<td>Facilitation of capacity building activities and submission of activity report</td>
<td>10</td>
<td>4th week of October 2020</td>
</tr>
<tr>
<td>Guideline for other local communities on choosing and adopting appropriate CBWM technology for their context</td>
<td>10</td>
<td>1st week of December 2020</td>
</tr>
<tr>
<td>Final Report</td>
<td>10</td>
<td>2nd week of December 2020</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>50</strong></td>
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3. Payment

Yayasan ICLEI Indonesia shall pay the web developer for the services herein stipulated. Payment will be made in cheque following the schedule of tranches.

<table>
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<tr>
<th>PERCENTAGE (%)</th>
<th>MILESTONE</th>
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<tbody>
<tr>
<td>15</td>
<td>Upon contract signing (Mobilization Fund)</td>
</tr>
<tr>
<td>35</td>
<td>Upon the performance and/or submission, acceptance and approval by ICLEI of all of the following reports/documents:</td>
</tr>
<tr>
<td></td>
<td>• Sustainability Plan of the CBWM Project</td>
</tr>
<tr>
<td>20</td>
<td>Upon the performance and/or submission, acceptance and approval by ICLEI of all of the following reports/documents:</td>
</tr>
<tr>
<td></td>
<td>• Facilitation of capacity building activities and submission of activity report</td>
</tr>
</tbody>
</table>
3. Upon the performance and/or submission, acceptance and approval by ICLEI of all of the following reports/documents:
   - Guideline for other local communities on choosing and adopting appropriate CBWM technology for their context
   - Final Report

4. **Service provider requirements**

   The successful national expert must:
   - At least 3-5 years of professional experience in implementing community projects, particularly:
     a. Experience in conducting social preparation and facilitating workshops with community groups.
     b. Experience in preparing market plans and setting up potential business models
   - Significant experience in engaging stakeholders within Indonesian context in awareness raising or decision making on sustainability or environmental issues;
   - Significant experience in community organizing; assisting communities in exploring their own capabilities and resources to contribute to a set of goals
   - Demonstrated ability to develop effective citizen and stakeholder mobilization and engagement strategies.
   - Completed a university degree in social science, sociology, environmental science with specialization in solid waste management, environmental engineering, chemical engineering, business administration and management, or other related fields.
   - Significant experience of working with communities and other local actors in the context of NGO work
   - Have flexibility and a shared vision for the project outcome, since the work will be undertaken in close cooperation with Local Expert on technology for Community-Based Waste Management.
   - Proficiency in MS Office, email programs.
   - Excellent command of written and spoken English.
   - Excellent writing, presentation, communication, and facilitation skills.
   - Able and willing to travel domestically.

   Additionally, advantageous criteria for prospective service providers include:
   - Background on working in climate change issues particularly low emission development; and
   - Prior work experience in communities situated in city;

5. **Reporting requirements and management**

   - The expert will report to Mr. Selamet Daroyni, Project Officer for Ambitious City Promises (ACP) Project of Yayasan ICLEI Indonesia and the activities in Jakarta will be implemented in close collaboration with Ms. Happy Tiara Asvita, Project Assistant for Ambitious City Promises (ACP) Project of Yayasan ICLEI Indonesia, and Ms. Pamela Cabacungan, Senior Officer of ICLEI Southeast Asia Secretariat.
   - Regular meetings/calls to report on progress on specific tasks and deliverables will be required.
● Payment of the service provider will be contingent on the timely submissions of deliverables listed in this term of references.

6. Requirements for the proposal

The following information must be provided in the proposal:

● Letter of Intent addressed to Mr. Selamet Daroyni, Project Officer for Ambitious City Promises (ACP) Project of Yayasan ICLEI Indonesia
● Latest CV
● Organization profile and individual CVs of potential team members, if applying as an organization/company.
● Technical (including a work plan) and financial proposal. Financial proposal should outline professional fee (day rate in IDR) and breakdown of direct costs

7. Closing date for submission

To apply, please submit a Letter of Intent that demonstrates your experience, qualifications, and proposed professional fee along with your latest CV, proposal (work and budget plan), and supporting documents

Please send all materials in one PDF document via email with subject “National Expert for CBWM Sustainability Plan ACP” to iclei-indonesia@iclei.org no later than Wednesday, 05 August 2020

For any queries related to submission, please contact Yayasan ICLEI Indonesia via the e-mail address above.

Please use English for all communications. Only successful candidates will be contacted. Due to the volume of applications being received, our office would not be able to entertain phone calls. For more information about ICLEI Southeast Asia Secretariat and ICLEI Indonesia Office, visit http://icleiseas.org/.