



Terms of Reference

Project Assistant for the Implementation of the Development of Plastic Waste-Free Cities Programme in Iskandar Regional Development Authority (IRDA), Malaysia

I. Background

The “**Alliance + ICLEI Developing Plastic Waste-Free Cities**” programme is a 20-month long project being implemented by [ICLEI-Local Governments for Sustainability South Asia Secretariat](#) (SAS) and [Southeast Asia Secretariat](#) (SEAS) with funding support from the [Alliance to End Plastic Waste \(AEPW\)](#). Through this initiative, ICLEI will provide technical support to two selected cities in South Asia and three cities in Southeast Asia regions in developing a plastic waste management plan and implementation roadmap. ICLEI will also identify a specific financially viable and scientifically sound implementation project, which would subsequently be funded by the AEPW. The overall objective is to identify and develop investment-ready potential projects which are consistent with the AEPW’s goal of effective waste management infrastructure that helps prevent leakage of plastic in the environment and promotes circular solutions.

Iskandar Malaysia is selected to become one of the 3 Southeast Asian cities to participate in the program. It was selected considering various technical, institutional, and financial information presented in its Expression of Interest (EOI) and during interview with the City Officials. The City, through a Memorandum of Understanding (MOU), validated its commitment to undertake its roles and responsibilities under the program.

II. Scope of Work

The Project Assistant (PA) will be engaged to assist ICLEI SEAS on the implementation of project activities in IRDA and deliver the expected project outcomes and outputs in an effective and efficient manner. In particular, the following are the detailed roles and responsibilities of the (PA):

Project Management and Administration

- Develop a City Work Plan that is aligned with the overall Project Work Plan. It shall include expected activities, timeline, and cost estimates, for review and approval of ICLEI SEAS.
- Coordinate with IRDA and other community stakeholders the execution of work plan and gathering of necessary information
- Report to the ICLEI SEAS updates on day-to-day operation and issues on project implementation
- Participate in meetings of the ICLEI Project Team
- Prepare progress and financial reports

Project Implementation

- Provide technical and administrative assistance on the execution of the City Work Plan particularly on the conduct of the following activities:
 - Primary and secondary data collection to establish baseline data for municipal solid waste and plastic waste of IRDA





- Review of relevant policies, programs, and projects of IRDA that may serve as entry points for the project
 - Drafting of the plastic waste management plan and implementation roadmap
 - Identification of infrastructure project concept and preparation of investment ready proposal
 - Presentation and solicitation of feedback to the draft plastic waste management and implementation roadmap to the IRDA officials and AEPW
- Prepare and manage an organized database of collected information, data, literature, reports, and other project documents and references
- Coordinate, facilitate, and prepare documentation reports of at least three (3) consultation meetings with key technical staff and officials of IRDA, and other relevant stakeholders (e.g., community, experts, etc)
- Perform such other functions as may be directed by the ICLEI SEAS Regional Program Manager

III. Duration and Location

The project-based employment will be within a period of **ten (10) months** from **July 2021 to April 2022** and activities shall be undertaken in **Iskandar Malaysia, Johor**.

IV. Qualifications

- Master's Degree in environmental science/management, urban and regional planning, or other relevant degrees; or a combination of relevant undergraduate education and required experience;
- At least three (3) years of experience in solid waste management;
- Experience with international and/or bilateral/multilateral development institutions would be an advantage, as well as prior work involving coordination with local government;
- Experience in working with high level public and private sector counterparts is highly desirable;
- Excellent research, report writing, and documentation/database management skills
- Excellent presentation as well as oral and written communication skills in Malay and in English;
- Active user of MS Office applications (Word, Excel, PowerPoint) and virtual conference meeting applications (e.g. Zoom, Microsoft Teams, Skype, Google Meets); and
- High level of initiative, flexibility, and resourcefulness with a drive for efficiency and results
- A resident of Iskandar Malaysia or Johor State is preferred.

V. Exclusivity

All data, documents, reports, and other materials prepared as part of this assignment shall be the property of IRDA, ICLEI, and AEPW, and shall be turned over upon completion of the assignment. The consultant shall not pass on to any third party any data, document, report, or other material prepared or obtained during the assignment and three (3) years thereafter.



The Project Assistant shall be on an exclusive basis of employment with ICLEI SEAS and shall not engage in any other business activities which may be in conflict with the performance of his/her duties and responsibilities.

VI. Reporting

The consultant will report directly to the Regional Program Manager and Senior Officer of ICLEI SEAS.

VII. Application

Interested individuals are requested to apply on or before **July 2, 2021 (Friday) at 5:00 PM Philippine Standard Time** by sending the following documents in English to **Ms. Pamela Cabacungan** via email address pamela.cabacungan@iclei.org:

- Cover letter and confirmation of availability for the consultancy's duration
- Latest CV
- Expected salary

For any queries regarding this Terms of Reference, please contact ICLEI Southeast Asia Secretariat via email address above or at +639063002670.