Terms of Reference

Short-Term Consultancy
Conduct of Waste Analysis and Characterization Study in Iskandar, Malaysia

Position title: Consultant for the conduct of Waste Analysis and Characterization Study
Direct supervisor: Project Assistant / Project Officer
Classification: Consultancy (Individual or Firm)
Working hours: Output-based
Term: October – November 2021
Starting date: 2nd week of October 2021
Payment: Fixed cost and inclusive of applicable taxes and government mandatories

1. About the project

The Alliance to End Plastic Waste (AEPW) and ICLEI-Local Governments for Sustainability South and Southeast Asia Secretariats have entered into a partnership to implement the "Alliance + ICLEI Developing Plastic Waste-Free Cities" programme. The programme seeks to address the needs of urban local governments, which are primarily tasked with the daunting challenge of ensuring sustainable and scientific plastic waste management.

It is being implemented in 5 Asian Cities— including 3 cities in Southeast Asia namely Jambi City (Indonesia), Iloilo City (Philippines), and Iskandar Region (Malaysia). Through this initiative, ICLEI Southeast Asia will provide technical support to the cities in developing a plastic waste management plan and an implementation road-map. ICLEI will also identify a specific financially viable and scientifically sound implementation project, which would subsequently be funded by the Alliance to End Plastic Waste, based on final approval by 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 in preventing leakage of plastic in the environment and promoting circular solutions.

2. Scope of Work

The consultant shall develop a waste analysis and characterization study (WACS) of the municipal solid wastes and plastic wastes in Iskandar, Malaysia. The following activities shall be undertaken by the consultant:

| Facilitate | • Conduct at least five (5) consultation |
consultation workshops | workshops with ICLEI, Iskandar Regional Development Authority (IRDA), Solid Waste Management Agency, Solid Waste Management and Public Cleansing Corporation (SWCorp), target respondents to:
- Determine and finalize sampling locations based on identified waste generators
- Understand and enhance capacities on the standard operating procedures (SOP) and WACS methodology to be employed
- Develop sampling schedule and work plan
- Debrief on the WACS results, methodologies, and lessons learned

Conduct of on-ground WACS of municipal solid wastes and plastic wastes | • Collect, characterize, and quantify wastes based on the agreed SOP and WACS methodology as well as sampling schedule and work plan.
• Assist the ICLEI team in managing waste samples to be forwarded to the partner laboratory for chemical analysis

Data processing and analysis | • Maintain database of collected information
• Organize, prepare and submit a report on the WACS results, analysis, and recommendations.

3. Deliverables and time frame

The consultant is expected to work closely with the ICLEI Southeast Asia Secretariat project team based in Iskandar, Malaysia and Manila, Philippines as well as with the representatives of IRDA, SWM, and SWCorp.

A maximum of 45 days are estimated to complete the deliverables as stated below. The engagements and consultations with ICLEI, IRDA, SWM, and SWCorp will be both online and in-person (subject to COVID-19 restrictions in Iskandar Region). The following table outlines the deliverables and their respective delivery dates.

<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>Consultation workshops</td>
<td>10 days</td>
<td>October – November 2021</td>
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</table>
4. Payment schedule

ICLEI Southeast Asia Secretariat shall pay the expert for the services herein stipulated. Payment will be made following the schedule of tranches below.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Milestone</th>
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</thead>
<tbody>
<tr>
<td>30%</td>
<td>Upon contract signing (mobilization fund)</td>
</tr>
<tr>
<td>20%</td>
<td>Upon submission and approval of sampling locations, SOP and WACS methodology, sampling schedule and work plan</td>
</tr>
<tr>
<td>20%</td>
<td>Upon the conduct of WACS</td>
</tr>
<tr>
<td>30%</td>
<td>Upon submission and approval of final report</td>
</tr>
</tbody>
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5. Qualifications

- A firm or local individual consultant is eligible to apply for this consultancy. If applying as an individual consultant, s/he is responsible for her/his team members for the duration of this consultancy.
- Individual consultants must have at least a bachelor’s degree in environmental science/management, urban and regional planning, or other relevant degrees; or a combination of relevant undergraduate education and required experience. Master’s degree or further studies on environment, waste management, urban planning or sustainable development would be an advantage.
- Firms must be a legal entity in Malaysia and are composed of individuals with background as mentioned in the preceding item.
• A minimum 5 years of work experience or research related to waste management. Preferably, prior experience in the conduct of waste analysis and characterization (WACS).
• Experience in working with local governments would be an advantage.
• Excellent field research, report writing, and data 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, Google Meets).
• High level of initiative, flexibility, and resourcefulness with a drive for efficiency and results.
• A resident of or place of business in Iskandar Malaysia or Johor State is preferred.

6. Reporting

The consultant will report directly to the Project Assistant based in Iskandar Malaysia and to the LEDS Manager based in Manila, Philippines.

7. Application

Interested applicants are requested to apply on or before October 1, 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:

If applying as individual consultant:

• Expression of interest and confirmation of availability for the consultancy’s duration
• Latest CV
• Financial and technical proposal (methodology, budget and work plan corresponding with the required deliverables)

If applying as a firm:

• Expression of interest and confirmation of availability for the consultancy’s duration
• One-page summary of company profile
• CVs of team members
• Copy of business registration in Malaysia
- Two-page summary outlining relevant previous work engagements
- Financial and technical proposal (methodology, budget and work plan corresponding with the required deliverables)

For any queries, please contact ICLEI SEAS via email address above or at +639063002670.