

TERMS OF REFERENCE

Assignment Title: Assessment of waste management and recommend practical solutions at the local level for Doti and Bajhang

Project Name: CLIMATES

Project Locations: Doti and Bajhang Districts

Application Deadline: 19 March 2023, Sunday

Assignment completion deadline: 26 April 2023, Wednesday

1. Background of the work

UMN is implementing Climate Change Impact Mitigation and Adaptation for Environment Sustainability (CLIMATES) project in Bungal Municipality of Bajhang and Bogatan Fudsil Rural Municipality of Doti since January 2022. This project is implemented through partner NGOs in both municipalities and aimed to be completed in 2026. The focus of the project is on creating resilient communities that mitigate and adapt to climate change impacts, adopt diversified livelihood options, and capably cope with climate-induced hazards in a sustainable manner. The project locations in Bogatan Fudsil Rural Municipality (RM) of Doti are Ward no. 1, 4 and 7 and Bungal Municipality of Bajhang district are Ward no. 4, 5, 6.

One of the major problems identified by the project is waste production and its management. Hence, to assess local waste management and recommend local solutions to the problem, the project team plans to carry out an assessment to understand the dynamics of waste production and identify possible management solutions. The findings and insights of this assessment will inform our interventions on to locally manage these wastes within CLIMATES project for the coming years.

1.1 Objectives

The Overall Objective of the assignment is to identify solutions for waste management in three selected wards of Bungal Municipality, Bajhang district and three selected wards of Bogtan Fudsil Rural Municipality of Doti district.

The Specific Objectives of the assignment are:

i). To assess waste and its management within the municipality by addressing the following assessment questions;

- Source: What is the major source of waste at the Municipality and Rural Municipality (amount of waste per day or week or month, type/nature of waste-degradable and non-degradable, from where it is generated?)
- Disposal of waste: Where it ends up after use? What happens to those wastes? How does it get disposed, how are wastes managed at each ward/village?
- Management: How is waste managed locally (community level and ward level) and how it can be done effectively? Are there any best practices happening locally? How much waste can be recycled or reused and how? What are locally viable technologies for waste management?
- Impact of waste: What impacts has it brought to the environment and locals? And how?

ii). Identify and recommend practical models and interventions of waste management at the ward and the municipal level, including the waste management technologies that are viable at the local level.

- Possible local solutions: What viable technologies are at the local level in managing waste? Are there any local best practices for managing waste? Document those practices. What are your recommendations? What institutions and policies should be in place for the effective mechanism?

1.2 Methodology

The consultant/s or consulting firms submit the technical and financial proposal clearly outlining the processes, methodology, timeline and tools to apply for an assessment of waste management in local level of Doti and Bajhang.

2. Deliverables

The assignment is expected to deliver the following outputs:

1. Inception report that details methodology and plans including all required methodology for the assessment.
2. A guide for waste management interventions considering actions for the immediate, medium and long term based on the findings.
3. Develop a brief report of the findings including best practices documentation.

3. Budget and Timeline

The consultant/s or contracting firms are expected to submit a detailed work schedule and budget as part of the technical and financial proposal. The proposed budget should not exceed **NPR 7,00,000/-** (Seven lakhs only), including tax/VAT. This budget should include all the costs of assessment, including travel, accommodation and logistics. The consultant/s or contracting firms are expected to complete the deliverables by **26 April 2023**.

4. Assessment Team and Responsibility

The Consultant individual or may make recommendations regarding how many members the team requires for conducting an assessment with justification and clear role division.

UMN staff members will also be attached to the assignment team to observe the process, ensure quality and to support the Consultant where necessary.

The Consultant will be responsible for:

- Conducting the assessment to achieve the purpose and objectives mentioned in this ToR.
- Recommend waste management mechanisms at the municipal level, including the waste management technologies that are viable at the local level
- Develop a concise assessment report
- Document local best practices for managing waste
- Ensure ethics and quality during the assessment

- The day-to-day management of operations of the assignment
- In-Cluster and Kathmandu-level debriefs
- Consolidation and presentation of assignment findings and writing the final assessment report. The production of deliverables in accordance with contractual requirements.

UMN will be responsible for:

- Providing relevant documentation for preparation and data collection.
- Arranging meetings with community people and stakeholders during data collection.
- Providing other support to the assessment team as required to meet key stakeholders during the entire assessment period.

The Consultant will report to UMN's concerned Project Manager and/or Cluster Team Leader copied in.

5. Consultant Qualifications

The Consultant will need to:

- Have extensive experience in conducting assignment and a proven record in delivering professional results in the waste management sector at local level.
- Be fluent in English (written and spoken) and Nepali (spoken) languages. Familiarity with the local language will be an added value.
- Follow and agree to abide by UMN's processes, rules, and policies, including Safeguarding Policy.
- Use a mixed methods approach for data collection.
- Focus on learning and improvement when presenting findings and recommendations.
- Engage openly with local community, listen to and synthesize varied perspectives.
- Ensure that gender, conflict sensitivity, environment and climate change and disability issues are assessed as a part of the assessment.

The Consultant should have:

- Experience and skills in facilitation, particularly with people having low or no literacy skills.
- Sensitivity and respect for local culture, customs and traditions.
- Knowledge and experience in relevant subject matter environment, waste management, waste recycling, institutional waste management etc.
- Experience and skills in participatory processes, rural and social development, and cross-cutting issues such as gender, conflict sensitivity, disability.
- Experience and skills in learning-oriented data processing, data analysis and report writing.
- Commitment to accomplish work by the given timeline.

6. To Apply

UMN expects the submission of the technical and financial proposal within the mentioned deadline accommodating the following documents:

- Letter of interest
- Technical proposal
- Financial proposal
- Copy of legal documents like: PAN/VAT, recent tax clearance certificate & registration documents etc.
- Self-declaration
- CVs of proposed professionals

Interested private firms, NGOs, and individuals, who meet the above requirements should apply by submitting their Expression of Interest (EoI) with the proposal that clearly outlines the details to accomplish the assignment to consultants.meal@umn.org.np. The closing date for application is 19 March 2023. Only short-listed consultant/s or contracting firms will be contacted for further discussion . *The UMN reserves the right to accept or reject any or all proposals without assigning any reason.*

7. OWNERSHIP, CONFIDENTIALITY and ETHICS

The assessment report will become the property of UMN. The Consultant agrees that the information obtained remains confidential and any publication or citation needs prior written approval from UMN.

In addition – this is obviously not compulsory – if the evaluator discovers issues of particularly sensitive nature which they do not feel are appropriate to include in the general report, a separate, confidential report can be sent to the Programme Director.

The Consultant will ensure that no one, either direct or indirect beneficiary of the project, will be forced to participate in the assessment process or provide information.

The assessment team will be sensitive to local context and culture while carrying out assessment and present themselves with modesty and humility while dealing with issues related to women, children, disability and marginalised groups. Any person found guilty in child abuse, gender-based violence or any other criminal offence will not form part of the assessment team. The Consultant will sign UMN's Code of Conduct for Safeguarding Children and Vulnerable Adults which will form part of the Contract (Annex 1).

Annex 1: UMN's Code of Conduct for Safeguarding Children and Vulnerable Adults

UMN staff, representatives and agents must:

- Familiarise themselves with the Safeguarding Policy and indicate their acceptance of it by signing a copy of the Code of Conduct.
- Ensure they always work with children and vulnerable adults, where possible, with the knowledge and informed consent of those responsible for them.
- Report any allegations relating to potential breaches of this policy to the relevant Safeguarding Advocate.
- Co-operate with any investigation process formed under the relevant procedure within this policy.
- Not disclose the nature or details of an investigation to any unauthorised person.
- Abide by the Good Practice Guidelines in respect of electronic communication (see Appendix 2)

UMN staff, representatives and agents must not:

- Threaten or use any form of physical punishment or hitting against a child or vulnerable adult.
- Use language or behaviour towards child or vulnerable adult that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Spend excessive amounts of time alone with children or vulnerable adults. Meetings with individual children should take place within the sight of others and such meetings must occur with the knowledge of UMN supervisors and those responsible for the child or vulnerable adult.
- Fondle, hold, kiss, cuddle, tickle or touch children in an inappropriate or culturally insensitive way. Physical touch between adults and children can be healthy but should occur in public places. A general guideline is not to touch children in areas that are normally covered by shorts and t- shirt.
- Take or use images of children or vulnerable adults which are detrimental to their dignity. (See UMN Visual Images Policy and Guidelines.)
- Use resources such as telephone, mobile phones and/or other IT/electronic/digital resources to develop inappropriate relationships with children or vulnerable adult or to store or view explicit or degrading images.
- Fail to report when they have concerns about harm to a child or vulnerable adult.

- Hire children or vulnerable adult for domestic or other labour which is inappropriate given their age or development stage, which interferes with their time available for education and recreational activities, or which places them at a significant risk of injury.

I have read and understood this information. I understand that behaviour contravening these guidelines may be investigated by UMN and, if warranted, be reported to the appropriate legal authorities.

Signed

Name

Date

Witnessed by a UMN staff member

Signed

Name

Designation

Date