TERMS OF REFERENCE

HIRING OF THE SOLID WASTE MANAGEMENT EXPERT FOR THE PROJECT "STRENGTHENING CAPACITIES FOR IMPROVED MANAGEMENT OF LOCAL REVENUES AND LOCAL SERVICES".

Posted date	17-Jan-25	**Last date to apply**	27-Jan-2025
Country	Pakistan	**Location**	Khyber Pakhtunkhwa
Type of Services	Consultancy Contract	**Category**	Municipal services management
Position	01	**Tentative commencement date of services**	01st Feb 2025
Length of Assignment	32 person days	**Tentative duration**	01st Feb 2025 to 31st March 2025
Proposals / applications to be submitted at: hr@c-gpa.org			

A.   ABOUT CENTER FOR GOVERNANCE AND PUBLIC ACCOUNTABILITY

Centre for Governance and Public Accountability (CGPA) is a not-for-profit, non-governmental, non-partisan, civil society organization working for the promotion of public accountability and good governance. CGPA was established in 2011, and registered in January 2012 under the Societies Registration Act, 1860. CGPA is governed by a Board of Directors, comprising of seven members. CGPA has been actively providing specialized and expert technical services in public policy and governance, service improvement, promotion of peace and tolerance, inclusivity, rule of law, local governance, local finance & planning & revenues, digital solutions for service delivery and improved governance, transparency and access to information, civic education through research and analytical work, budget accountability and social audit, electoral reforms, legislative strengthening, and democratic development.

B.   ABOUT THE ASSIGNMENT

B. 1. BACKGROUND

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) has initiated a project titled as Participatory Local Governance (PLG) to assist the governments in Punjab and Khyber Pakhtunkhwa to further strengthen their local governance system towards improved services delivery to the citizens. PLG builds on the earlier gains of its two completed projects in Punjab and Khyber Pakhtunkhwa i.e., the Support to Local Governance Project and the FATA Development Project by creating synergies on the already achieved results and the capacities built. The PLG will provide support mainly in three areas i.e., local revenue

generation, participatory development planning, and digitalization for improved services delivery.

GIZ has partnered with CGPA to assist the Government of Khyber Pakhtunkhwa (GoKP) in further deepening and expanding key reforms pertaining to local revenue mobilization, improving service delivery, and adopting sophisticated and improved mechanisms for citizens' engagement in service delivery. To deliver services in these areas, the GIZ has awarded a project titled as "Strengthening Capacities for Improved Management of Local Revenues and Local Services" under the overall umbrella of PLG Project.

The overall goal of the project is to "strengthen the capacities of the local governments for provision of improved local services and realization of local revenues". Specific objectives are:

a. Strengthening capacities of the local governments for provision of improved local services through training and capacity building activities focusing especially on inclusive and gender responsive management of local services; and

b. Strengthening capacities of the local governments for improved collections of local revenues through training and capacity building on use and operations of the FRIMS.

B. 2. Purpose and Objectives of the Assignment

The Centre for Governance and Public Accountability (CGPA) is seeking to hire a highly qualified Solid Waste Management (SWM) Expert to support its initiatives aimed at strengthening municipal service delivery and promoting sustainable waste management practices. The purpose of this engagement is to pilot effective waste collection and management systems, enhance community participation, and provide a solid foundation for scaling sustainable waste management practices in targeted areas.

The Solid Waste Management Expert will lead the implementation of a door-to-door waste collection demonstration to establish an efficient and community-focused model. They will also conduct a detailed waste characterization study to analyze waste composition and inform strategies for effective management. Additionally, the expert will develop a comprehensive business plan for a waste segregation unit, ensuring its operational and financial sustainability while promoting resource recovery and recycling.

B. 3. Scope of the Assignment

The assignment will be implemented across eight Tehsil Municipal Administrations (TMAs) in Khyber Pakhtunkhwa, focusing on enhancing solid waste management systems. The scope includes designing and demonstrating an efficient door-to-door waste collection model, conducting waste characterization studies to analyze composition and generation patterns, and developing a sustainable business plan for a waste segregation unit. These activities aim to improve waste management practices, promote environmental sustainability, and create replicable models for broader implementation in the province.

B. 4. Activities and Tasks

The following activities and tasks will be performed by the Project Manager:

 Inception Phase:

- Conduct an inception meeting with CGPA to finalize the assignment scope, methodology, and timelines.

□ Stakeholder Engagement:

- Schedule and hold introductory meetings with Tehsil Municipal Officers (TMOs) and Chairmen of the selected 08 TMAs to brief them about the assignment.
- Gather input from stakeholders to understand existing waste management systems, challenges, and priorities.

□ Baseline Assessment:

- Review the current waste collection and management practices in the selected TMAs.
- Identify gaps and opportunities for improvement in existing systems.
- Collect data on population, waste generation patterns, and infrastructure availability.

□ Door-to-Door Waste Collection Demonstration:

- Design a pilot model for door-to-door waste collection, tailored to the local context.
- Train municipal staff and community members on the implementation process.
- Supervise the pilot demonstration and document the outcomes and challenges.

□ Waste Characterization Study:

- Conduct field visits to collect samples of municipal solid waste in each TMA.
- Analyze waste composition, generation rates, and potential for segregation and recycling.
- Prepare a detailed report on findings with recommendations for waste management improvements.

□ Development of a Business Plan for the Segregation Unit:

- Develop a business model, including operational structure, financial plan, and sustainability measures.
- Identify potential markets for recyclable materials and resources.

□ Capacity Building and Community Engagement:

- Conduct awareness sessions with communities on the importance of waste segregation and recycling.
- Train TMA staff on waste characterization, collection, and segregation practices.

□ Monitoring and Reporting:

- Develop and use monitoring tools to evaluate the effectiveness of the door-to-door collection demonstration and other activities.
- Document lessons learned and best practices during the assignment.

Final Report and Dissemination:

- Prepare a comprehensive final report summarizing all activities, findings, and recommendations.
- Present the report to CGPA, TMAs, and other stakeholders through a dissemination workshop.
- Provide guidance on scaling up the demonstrated models across other TMAs.

C. Deliverables and Payments

The following table provides the list of deliverables and payments schedule:

Sr.#	Description	Timeline	Payment %
1.	Report of the waste characterization studies including evidence of door-to-door collection demonstration	March 2025	75%
2.	Business Plan for Segregation Unit	March 2025	25%
	Total		100%

D. REPORTING STRUCTURE AND COORDINATION

The Solid Waste Management Expert will be supervised by the Project Manager, CGPA. The Solid Waste Management Expert will report to and will get directions during the currency of the provision of services from the Project Manager.

E. REQUIRED QUALIFICATION AND EXPERIENCE

This position requires a professional with extensive technical knowledge and hands-on experience in solid waste management systems, who can engage with stakeholders, analyze waste streams, and propose sustainable solutions. The expert will work closely with local governments, communities, and project teams to ensure effective waste management practices are adopted and aligned with environmental and regulatory standards. The following are the key qualification & experience criteria required for selection:

- Education: Master's degree in Environmental Sciences, Environmental Engineering, Waste Management, or a related field. A Bachelor's degree in the above fields with extensive experience in solid waste management may also be considered.
- Additional certifications (desired): Certification in Waste Management, Environmental Impact Assessment, or related courses.
- Overall experience: A Minimum of 10 years of professional experience in solid waste management, with a focus on waste collection systems and characterization studies.
- Relevant experience: At least 3–5 years of experience in conducting waste characterization studies, door to door waste collection demonstration, data collection, analysis, and reporting.
- Community engagement: Hands-on experience with community engagement and capacity building related to waste management.

- Knowledge of SWM in KP: Knowledge of solid waste management practices, including segregation, recycling, and disposal methods. Understanding of regulatory frameworks and standards related to waste management.
- Experience of working with local governments: Experience in working with local governments, municipalities, or private-sector organizations on waste management projects.
- Travelling ability: Willingness to travel to project sites for fieldwork and community interaction.
- Local language preference: Proficiency in relevant regional/local languages is an added advantage.
- Strong communication and inter-personnel skills: The candidates should have excellent communication and inter-personnel skills to effectively build rapport and create linkages at the local level.

F. HOW TO APPLY

Interested individuals can send their detailed CVs/Profile highlighting the relevant experience and qualification as well as the per day fee rate at: hr@c-gpa.org mentioning the title of the consultancy assignment in the subject line. Last date for receiving applications is provided in the summary table above. Females are encouraged to apply. CGPA may call for tests or interview for which no TADA will be admissible. CGPA holds the right to cancel the process of hiring before award of contract without assigning any reason thereof.
*Late submissions will not be entertained