



National Chemical and Hazardous Waste Specialist (Lead National Consultant) to Support the Preparation of a GEF-7 Project ‘Supporting a Green Economy - Decoupling Hazardous Waste Generation from Economic Growth’

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| Application type: | External vacancy |
| Job Title: | National Chemical and Hazardous Waste Specialist (Lead National Consultant) |
| Category | Environment / Chemicals and Waste |
| Duty station | Kigali with occasional travel within Rwanda |
| Application Deadline: | |
| Type of contract: | Individual Contract |
| Expected starting date: | Immediately |
| Duration | 80 working days in 11 calendar months |

1. Background

Rwanda is a landlocked country situated in central Africa, also known as “the land of a thousand hills”. Rwanda’s Volcanoes National park in the Virunga volcanic mountains with its high altitude forests, is world famous for mountain gorillas and golden monkeys. In the southwest is Nyungwe National Park, with ancient mountain rainforests providing a habitat for chimpanzees and other primates. Rwanda is part of two water catchments, the River Nile and the Congo Basin and is an important source of water for its own inhabitants and those of the countries benefitting from the Nile and the Congo Basin. The country has one of the highest population densities in Africa (1,060/sq mi) with a young, mostly rural population. In 2019, the population is estimated at 12.79 million, an increase from 2013's estimate of 11.8 million¹. For 25 years since the war and the 1994 genocide, Rwanda has been developing very quickly. As such, like many other countries around the world, Rwanda is faced with the growing challenge of managing municipal, hazardous and toxic wastes as well as minimizing the environmental consequences of rapid industrialization impacting land, air and water quality and threatening the health of humans, water bodies and ecosystems.

¹ <http://worldpopulationreview.com/countries/rwanda-population/>

The country has made great strides through a number of well-known waste related interventions. For example, Rwanda is renowned for its excellent policy on the banning of plastic bags. The plastic ban policy entered in force in 2008, and it has had a tremendously beneficial impact on the nature of the country, and inspired other countries worldwide (in particular developing countries) to replicate similar measures. Moreover, the collection of waste in large municipalities, like Kigali, is effective and is ensured by a proper collaboration between private operators and the government. Another waste related highlight is the partnership between Enviroserve, FONERWA (the Rwanda Green Fund) and the Government, which led to the construction of an e-waste recycling facility that started operations in 2018.

On the other hand however, there remain significant shortcomings that expose the country to the severe impacts of improper waste management, while rapidly growing sectors like industry, agriculture and healthcare are not implementing cleaner production measures. As a result these sectors lead to releases of POPs and mercury through air emissions, waste disposal, effluent discharge and soil contamination such as unintentional POPs, POPs and mercury. Releases of such chemicals, in particular releases to water sources and air, have a global impact. While there are numerous types of hazardous waste streams in the country, responding to the objectives of the GEF the project will focus on POPs (including U-POPS, PCBs, pesticides), and mercury (Hg) which are under the Stockholm and Minamata Convention, respectively. This focus will be used to strengthen understanding, control and monitoring capacities of general hazardous and chemicals waste as well. The main root causes and barriers that need to be addressed to overcome the challenges mentioned are the following:

- A growing population and economy, which without applying the 4R approach (Reuse, Reduce, Recycle and Recovery) is leading to the generation of increased emissions, releases and waste volumes of hazardous and toxic chemicals
- A policy and regulatory environment that does not promote/incentivize or prescribe cleaner production, the assessment and introduction of POPs/Hg-free alternatives, or management/treatment for hazardous waste streams
- Limited investment opportunities to launch new businesses in waste recovery, reuse, recycling or disposal/treatment
- Limited understanding of the main hazardous waste flows because waste data is not regularly collected, monitored or managed (except for a few limited baseline studies) and an increase in the complexity of hazardous waste streams
- Too few adequate, compliant landfills, hazardous waste treatment facilities or interim storage facilities

In order to address these pertinent issues, a project concept titled **“Supporting a Green Economy - Decoupling Hazardous Waste Generation from Economic Growth”** was developed. The concept was submitted to and was approved by the Global Environmental Facility (GEF) in December 2019 for further development into a full project document (Prodoc). The GEF has since granted Rwanda a Project Preparation Grant (PPG) to develop the Prodoc.

The project aims to support the Government of Rwanda and its private and public sector in decoupling hazardous waste generation and harmful releases from economic growth by enhancing the introduction of the 4R approach (Reuse, Reduce, Recycle and Recovery) in priority industries and economic sectors, while at the same time enhancing private sector led national waste treatment capacity to ensure the sound management of wastes, generate income, create jobs and protect human health and the environment. It will address the aim through the following four components.

Component 1: Establishment of an enabling policy/regulatory framework to create (financial) incentives for the sound management of chemicals, the introduction of safer alternatives, minimization of hazardous waste generation and its environmentally safe treatment.

Component 2: Minimize hazardous waste generation through the introduction of safer alternatives and cleaner (production) processes in selected industries and priority sectors.

Component 3: Improve private sector and institutional capacity for the sound environmental treatment and disposal of hazardous waste streams.

Component 4: Raise awareness to support behavioral change, capture and disseminate experiences, lessons-learned and environmental best practices. Gender will be mainstreamed throughout project planning, implementation, monitoring and evaluation.

In this regard, UNDP Rwanda is hiring a **National Chemical and Hazardous Waste Specialist** to support the preparation of a full project document. The consultant will be a specialist in chemicals and hazardous waste, with knowledge in the field of waste management. S/he will work as part of a team of consultants comprising of; a Lead International Project Development Specialist (GEF PPG Team Leader); a National Chemical and Hazardous Waste Specialist (Lead National Consultant), International Private Sector Specialist, National Private Sector Specialist, International Safeguard Specialist, and National Gender Specialist.

2. Objective and Scope of Work

(1) Objective

The National Chemical and Hazardous Waste Specialist will be the lead national consultant and will be responsible for providing inputs on policies, baseline projects, systems, institutions and stakeholders on chemical and hazardous waste management, as well as provide site assessments to support the development of the UNDP Project Document (ProDoc).

(2) Scope of Work

The National Chemical and Hazardous Waste Specialist will lead the preparation of a Baseline Report as part of the Preparatory Technical Studies; and prepare quality inputs to the Project Document, as well as take lead in preparing all necessary consultation processes and workshops. The consultant will work in close coordination with the International Team Leader and be the initial contact point for national stakeholders and other national consultants.

Preparatory Technical Studies:

Desktop and field-based studies and baseline data collection

This report will be drafted by the National Waste Management Specialist with guidance and quality assurance from the Team Leader. The baseline study will report on the detailed analysis of the baseline for POP/Hg and hazardous waste management in Rwanda including policies, legal frameworks, institutions, inventory and waste management streams, and needs assessment; along with recommended project interventions under Component 1 (regulatory framework), Component 2 (piloting with industry) and Component 3 (PCB) responding to the baseline analysis;

The report will include below, but not limited to:

- Development challenge and strategy (including threats, problems and barrier assessment);
- Review of national policy and legislative frameworks (policies, laws, regulations) related to chemicals treatment, hazardous waste management and industry incentives on waste reduction / cleaner production / EPR, to identify gaps and necessary updates;

- Capacity assessment of related institutions on handling and monitoring, especially the customs to handle hazardous waste and chemicals;
- Review of the web-based monitoring system and its gaps or barriers for operationalization, both in government institution and industry;
- Most updated status of PCB inventory, sites and analysis of contaminated site with recommended interventions;
- Updated inventory of obsolete POPs and non-POPs pesticides to be disposed with list of geographic coordinates;
- Capacity assessment of existing hazardous waste interim storage facilities and recommended improvements;
- Analysis of awareness raising needs and recommended KAP assessment questionnaire;
- Review of relevant past and ongoing baseline projects and lessons;
- Based on the above reviews, and through consultation with stakeholders, the targeted project sites will be identified with GIS coordinates.
- Any other analyses required to address all comments on the PIF received from GEF Secretariat, GEF Council members and STAP

Financial planning (co-finance)

Co-finance will be identified mainly by the National Waste Management Specialist under the guidance of the Team Leader and through workshops and consultation processes.

- Co-financing will be confirmed and additional sources identified through a series of consultations with partners to ensure a coherent and sustainable financing package for the project, including post-GEF grant phase to the extent possible.

Project Document:

Based on the technical studies and reviews undertaken, the full UNDP-GEF Project Document will be developed (following the 2019 annotated UNDP-GEF Project Document), and the GEF CEO Endorsement Request (available [here](#)) will be prepared. The final ProDoc, which addresses all comments received from the stakeholders and UNDP-GEF will have to be prepared and submitted to the UNDP-GEF by 10th October 2020 and to the GEF before 10th December 2020. All comments from GEF Secretariat must be addressed and Prodoc be endorsed by the GEF Council by 10 June 2021 (exact dates TBD). The International Team Leader is responsible for drafting the ProDoc, with inputs from each consultant as needed. The National Chemical and Hazardous Waste Specialist will provide quality inputs upon request and collect additional data or inputs from stakeholders as needed.

(3) Specific Tasks

- 1) Management of the PPG team:
 - a. Support the GEF PPG Team Leader with management of the PPG Team, ensuring coordination between individual national consultants in stakeholder consultation and other data collection activities; ensure frequent communication with the International Team Leader.
- 2) Preparatory Technical Studies and Reviews: Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Leader, including:
 - a. Prepare inputs for the baseline/situational analysis on Rwanda's hazardous and general waste management policy, planning, operations, institutional coordination and stakeholder engagement processes. This will include analyses of national policies related to hazardous

- and general waste management as well as EPR, inventory and assessment of waste streams containing POP and mercury; baseline projects and initiatives; institutional roles and processes; site assessment for PCB contaminated sites and transformers; capacity development needs for institutions and private sector; and outreach and engagement of stakeholders. This will largely cover Component 1 (regulatory framework) of the draft PIF, along with contributions to Component 2 (private sector), and Component 3 (remaining PCB);
- b. Assess opportunities and bottlenecks for the approval of the draft PCB law; identify other areas for strengthening of POP / Hg regulatory framework toward phase out; in collaboration with the International and National Private Sector Specialists identify opportunities for private sector engagement and EPR legislation;
 - c. Support the development of Component 2 for industries to reduce hazardous waste generation and/or monitor for appropriate management, utilizing the digital system (in close coordination with the International and National Private Sector Specialists);
 - d. Identify capacity needs of relevant national and district institutions and conduct baseline assessments of capacity using the UNDP Capacity Assessment Scorecard;
 - e. Identify appropriate Results Framework indicators and targets related to hazardous waste management and POP/Hg phase out; collect baseline data for the relevant indicators; choose the means of measurement; and define targets, key risks, and assumptions linked to these indicators;
 - f. Prepare a detailed GIS of intervention sites or area;
 - g. Prepare recommendations for the disposal of the remaining PCB contaminated oil, cleaning of equipment and remediation of storage sites as well as capacity needs for storage and treatment facilities under Component 3, for consideration and review by the PPG Team Leader;
 - h. Support the stakeholders' analysis, consultations and co-financing contributions, particularly with national-level stakeholders and private sector, and ensure that they are complete and comprehensive;
 - i. Develop a baseline framework for measuring Knowledge, Attitudes and Practices (KAP) hazardous waste handling and treatment among target audiences including local communities, with inputs from other national consultants
 - j. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader.
- 3) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes:
 - a. Provide relevant quality text sections for the ProDoc package on the aspects mentioned above.
 - 4) Validation Workshop:
 - a. Contribute to the validation workshop, including the ensuring of a satisfactory representation of key stakeholders in that workshop;
 - b. Support the drafting of validation workshop report
 - c. Support all necessary revisions that arise during the workshop, as appropriate.

3. Outputs/Expected deliverables

The International Private Sector Specialist will provide the following key deliverables:

Deliverable 1: Provide relevant inputs to the Inception Report. The inception report will be approved by the technical working group and UNDP RTA. To be delivered within 3 weeks from the signing of the contract (estimated number of work days - 2).

Deliverable 2: Preparatory Technical Studies & Reviews (Desktop and field-based studies and baseline data collection; list of potential co-finance). The deliverable will be accepted upon validation by stakeholders and after duly addressing the comments received, to be approved by the technical working group and UNDP RTA. To be delivered within 4 months from the signing of the contract (estimated number of work days - 60).

Deliverable 3: Contribution to the Draft of the UNDP-GEF Project Document, SESP, CEO Endorsement Request, and Mandatory and Project Specific Annexes and delivery of the validation workshop. The GEF PPG Team Leader will be responsible for the consolidation and finalization of all required materials. The deliverable will be accepted upon validation by the stakeholders and approval by the technical working group and UNDP RTA. To be delivered within 6 months from the signing of the contract (estimated number of work days - 15).

Deliverable 4: Final UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes. The final deliverable shall duly address the comments from the validation workshop and UNDP-GEF. The deliverable will be accepted upon submission and approval by the UNDP RTA. To be delivered within 9 months from the signing of the contract and before the submission deadline (estimated number of work days - 2).

Deliverable 5: Final document addressing all comments from GEF secretariat for CEO endorsement. The deliverable will be accepted upon submission and approval by the UNDP RTA. To be delivered within 11 months from the signing of the contract and before the submission deadline (estimated number of work days - 1).

4. Duration of the contract

The assignment is expected to take 80 work days in the period of 11 months and before any given GEF final deadline. The approval and clearance by UNDP-GEF should be secured within 9 months and before the internal deadline.

5. Institutional arrangement

UNDP will recruit and contract the individual consultant who will be selected through a competitive process and to undertake the assignment as described in this ToR. The consultant will report to the Programme Specialist and Head of Unit, Sustainable Growth Unit of UNDP Rwanda or any person delegated to perform such duty.

A technical working group will be formed, which should be composed of technical staff from the UNDP Country Office and Rwanda Environment Management Authority, chaired by the Head of Unit, Sustainable Growth Unit, UNDP to clear the deliverables and provide daily guidance and support to the consultants team. Guidance will be given by this technical working group, UNDP/GEF Regional Technical Advisor (RTA) and if necessary senior managers in UNDP CO. Deliverables submitted by the individual consultant should be accepted by both the technical working group and/or UNDP-GEF RTA and approved by DG REMA before any payment is made.

6. Duty station

The assignment is home-based with required travels to the field (project site and workshop venue). The consultant is expected to organize own transport within Kigali and to potential sites outside of Kigali for data collection (expected 15 work days). UNDP will facilitate transport and daily subsistence allowance in case validation workshops take place outside of Kigali.

7. Required expertise and experience

Academic Qualifications/Education:

- Master's degree or higher in a relevant field, such as chemistry; waste management; environmental policy and management, public sector management;

Experience:

- Minimum 10 years of demonstrable experience in the technical area of hazardous waste management; experience on PCB or other forms of POP and Hg will be an asset
- Demonstrated understanding of political, legal and institutional context and priorities for the Environment and Natural Resources Sector as well as comprehensive understanding of sectors related to hazardous waste management (Industry, Health, Infrastructure etc.);
- Experience working with UNDP and/or on GEF projects an advantage;

Language skills:

- Excellent written and oral communication skills in English and fluency in Kinyarwanda.

Competencies:

- Demonstrates practical knowledge of inter-disciplinary development issues;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates strong oral and written communication skills;

8. Payment modality

The consultant will be paid the consultancy fee upon completion of the following deliverables.

| Deliverable# | Description | Payment rationale (%) |
|--------------|--|-----------------------|
| 1 | Submission and acceptance of the inception report | 20% |
| 2 | Submission and acceptance of the preparatory technical studies and reviews | 40% |
| 3 | Submission and acceptance of the draft UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes and validation workshop and report (Deliverable 3) | 30% |
| 4 & 5 | Submission of the final UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes, duly addressing comments from the validation workshop and from UNDP-GEF (Deliverable 5) and after addressing all comments from GEF secretariat for CEO endorsement (Deliverable 6) | 10% |

9. Application procedures

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- Personal CV or P11, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- Brief description of why the individual considers him/herself as the most suitable for the assignment and a methodology, on how they will approach and complete the assignment;
- Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, to be provided by the UNDP procurement.

10. Evaluation criteria

The consultant will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%. The technical evaluation will include the following:

| Criteria | Weight | Max. point |
|---|--------|------------|
| Excellent methodology for undertaking the assignment; | 30 | 30 |
| Master's degree or higher in a relevant field, such as chemistry; waste management; environmental policy and management, public sector management; | 10 | 20 |
| Minimum 10 years of demonstrable experience in the technical area of hazardous waste management; experience on PCB or other forms of POP and Hg will be an asset | 20 | 20 |
| Demonstrated understanding of political, legal and institutional context and priorities for the Environment and Natural Resources Sector as well as comprehensive understanding of sectors related to hazardous waste management (Industry, Health, Infrastructure etc.); | 10 | 10 |
| Experience working with UNDP and/or on GEF projects an advantage; | 20 | 10 |
| Excellent written and oral communication skills in English and fluency in Kinyarwanda. | 10 | 10 |
| Total | 100% | 100 |

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply. All applicants will be treated with the strictest confidence.
