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INTERNATIONAL INDIVIDUAL CONSULTANT**

Country: Rwanda

Date: 12/03/2020

Description of the assignment: Recruitment of an Individual Contractor as a Lead International Project Development Specialist (GEF PPG Team Leader) to Prepare a GEF-7 Project ‘Supporting a Green Economy - Decoupling Hazardous Waste Generation from Economic Growth’

Period of assignment: 60 working days in 11 calendar months

UNDP Rwanda is looking to recruit **Lead International Project Development Specialist (GEF PPG Team Leader) to Prepare a GEF-7 Project ‘Supporting a Green Economy - Decoupling Hazardous Waste Generation from Economic Growth’**. The Lead International Project Development Specialist will be the GEF PPG Team Leader and will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be responsible for managing all consultants on the GEF PPG Team and coordinating the Team’s work.

All interested and qualified international individual consultants may download the Individual Consultant Notice, Terms of Reference, and P11, Confirmation Letter and General Terms and conditions documents from UNDP Rwanda website at:

<http://www.rw.undp.org/content/rwanda/en/home/operations/procurement/notices/>

Delivery address: UNDP Rwanda, P.O. Box 445, 12 Avenue de l'Armée, Kigali, Rwanda, and Attn: Head of Procurement Unit, Or by email address at offers.rw@undp.org not later than **26 March 2020**, Time: 12h00 PM Kigali Rwanda local time.

N.B: 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 equally encouraged to apply.

Yours sincerely,

Valentine Niwemukobwa

UNDP Head of Finance and General Services



TERMS OF REFERENCE

Lead International Project Development Specialist (GEF PPG Team Leader) to Prepare a GEF-7 Project 'Supporting a Green Economy - Decoupling Hazardous Waste Generation from Economic Growth'

Application type:	External vacancy
Job Title:	Lead International Project Development Specialist (GEF PPG Team Leader)
Category	Environment / Chemicals and Waste
Duty station	Home based with travel to Rwanda
Application Deadline:	
Type of contract:	Individual Contract
Expected starting date:	Immediately
Duration	60 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.

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

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

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 **Lead International Project Development Specialist (GEF PPG Team Leader)** to lead the preparation of the full project document relevant to achieve the outcomes and global benefits outlined in the approved PIF. The consultant will work with and lead a team of consultants, comprising of 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 Lead International Project Development Specialist will be the GEF PPG Team Leader and will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be responsible for managing all consultants on the GEF PPG Team and coordinating the Team's work.

(2) Scope of Work

The Lead International Project Development Specialist will lead the preparation of the 1) Inception Report; 2) Preparatory Technical Studies; and the 3) Project Document and CEO Endorsement Document with all mandatory Annexes and necessary letters of endorsements, which will finally be validated through a 4) Validation workshop with workshop report.

Preparatory Technical Studies

The preparatory technical studies should include below components and be prepared with respective consultants in the team. This research should produce the background information required to prepare the ProDoc and CEO Endorsement Request, including but not limited to:

a. 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.

- 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 priority hazardous waste interim storage facilities, particularly the facility built by REMA 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.
- Any other analyses required to address all comments on the PIF received from GEF Secretariat, GEF Council members and STAP

b. Gender Analysis

This component will be prepared by the National Gender Specialist with guidance and quality assurance from the Team leader.

- A gender analysis will be prepared to fully consider the different needs, roles, benefits, impacts, risks, differential access to and control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.);
- Given the project's context, identify appropriate measures to address these issues as shown by the gender analysis and promote gender equality and women's empowerment in areas such as industries, waste streams, waste management facilities and relevant institutions and general public etc.;
- The analysis shall include gender disaggregated data and recommendations that will help formulate the Gender Action Plan and Budget to guide gender mainstreaming during project implementation based on specific interventions. The Gender Action Plan and Budget must be attached as Annexes to the Project Document.

c. Environmental and Social Safeguard Assessments

This component will be prepared by the International Safeguards Specialist with guidance and quality assurance by the Team leader.

- The social and environmental safeguards pre-screening (pre-SESP) prepared during the PIF design phase determined the overall risk categorization of this project as Moderate and highlighted potential safeguard risks to be further assessed during the PPG phase;
- The purpose of these assessments is to identify ways to avoid negative environmental and social impacts where possible (e.g., through site selection). If risk avoidance is not possible,

then mitigation and management measures must be identified, in line with the UNDP Social and Environmental Standards;

- If any of the required assessments cannot be undertaken or finalized during the PPG, they must be clearly recommended and completed during the first phase of project implementation.

d. 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.

e. Private Sector Analysis

This component will be undertaken by the International Private Sector Specialist and National Private Sector Specialist, in close collaboration with the National Waste Management Specialist and with quality assurance from the Team Leader.

- Analysis of capacity gaps in selected industries (e.g. agriculture, textile, paint, healthcare) in avoiding the generation of hazardous waste and recommended interventions;
- Capacity assessment of existing waste treatment facilities including treated volume, types of waste and upgrading potentials (volume, technologies, institutional capacity etc.);
- Private sector involvement during and after the project, including models and incentives for private sector investment and ownership will be analysed and explored;
- The potential private sector partners to be involved in the project will be identified and direct discussions conducted with them, together with their potential roles;
- Agreements or arrangements will be made with specific private sector partners, and included in a strategy and plan for their involvement in the project;
- An assessment of multiple waste streams that have valorization potential, with initial market analysis shall be conducted;

Develop the UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes

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 10th June 2021 (exact dates TBD). The Team Leader is responsible for drafting the ProDoc, with inputs from each consultant as needed.

Preparation of the UNDP-GEF ProDoc includes a specific focus on the following areas, which do not exhaustively capture the required ProDoc content:

a. Theory of Change

The detailed theory of change (ToC), based on the studies and data collection undertaken in the preparatory study, will be developed. The selected approach will be identified, with a clear rationale backed by credible evidence, integrating gender concerns into the approach. Additional guidance is available in the Annotated UNDP-GEF ProDoc template.

b. Results Framework

Based on the studies and data collection undertaken in the Preparatory Technical Studies and Reviews, the Results Framework will be further defined with appropriate Objective-level and Outcome-level quantitative and qualitative SMART indicators and mid-term and end-of-project targets. It will be designed in line with the following parameters:

- Do not include outputs or activities in the results framework. Outputs and corresponding indicators can be included in the results section and/or in Annex to the project document.
- Prepare a maximum of 2-3 indicators for the Objective and each Outcome. Aim to keep the total number of indicators in the results framework (and that require annual reporting to the GEF) to 15-16.
- Give special attention to include gender-responsive outcomes and other socio-economic benefits.
- Collect baseline data for each indicator using existing national sources when feasible.
- Disaggregate indicators by sex, including number of direct project beneficiaries.
- Set realistic mid-term targets and end-of-project targets that can be achieved by project closure.
- Summarize risks and assumptions, and sources of verification/data.
- In addition, the indicator choice should also be aligned to national reporting to global frameworks such as the FDES (Framework for Development of Environment Statistics which includes topics on toxic/hazardous waste) proposed by the UN Statistics Division

c. Monitoring and Evaluation (M&E) Plan and Budget

The on-the-ground monitoring could be undertaken by national institutes/universities as appropriate. Clarify the roles of various groups involved in project M&E, how project-level monitoring links with data collected at the national level, and specify the frequency of monitoring. Specify monitoring tools to be used; clarify responsibilities for completing the mid-term and terminal GEF Tracking Tools (see below). Complete the M&E budget included in the UNDP-GEF Project Document noting that the total budget should be between 3-5% of the GEF grant.

d. Stakeholder Engagement Plan

Based on the consultations undertaken during the PPG phase, a Stakeholder Engagement Plan will be developed. The International Safeguard Specialist will prepare a draft for this section.

e. Gender Action Plan and Budget

Based on the Gender Analysis conducted during the preparatory studies, the Gender Action Plan and Budget will outline the gender-specific outputs to be delivered during project implementation in order to promote gender equality and women's empowerment and to ensure that inequalities are not exacerbated. As part of the work of preparing the Gender Action Plan, indicators should be proposed for inclusion in the Results Framework to facilitate the monitoring of the proposed gender mainstreaming actions. The National Gender Specialist will prepare a draft under the guidance of the Team Leader.

f. Private Sector Strategy and Plan

Following the assessments and engagements with private sector actors, including those in the financial services sector, a strategy for the participation of the private sector will be developed, including a specific action plan that will be integrated into the project work plans. The International Private Sector Specialist shall prepare relevant quality text sections.

g. Social and Environmental Standards

In line with the assessments conducted during the preparatory studies and in line with [UNDP's Social and Environmental Standards \(SES\) policy and all associated SES Guidance Notes](#), the SESP will be finalized and all moderate and high risks identified in the SESP will be reflected in the risk table and risk section of the project document. The International Safeguard Specialist shall complete this section.

Mitigation and management measures for moderate and high risks will be developed and included in the project document, or included as a separate management plan in Annex to the project document, as required per UNDP's SES. If the mitigation and management measures cannot be fully detailed at the PPG phase (e.g., sites have not been determined), an environmental and social management framework (ESMF) will be prepared outlining the steps to be taken during the first phase of project implementation to address the moderate and high risks. The ProDoc must clearly state that none of the associated project activities will commence until: the assessment(s) have been completed; the required management plan(s) have been prepared; the plan(s) have been disclosed and approved by the Project Board.

h. GEF-7 Core Indicators

The required GEF-7 Core Indicators will be prepared, in line with the relevant GEF objectives, and included as an Annex to the ProDoc. See the [GEF's website](#) for the most up-to-date templates as these may change.

i. Project Management Arrangements

Based on the stakeholder analysis, capacity assessments if any, and consultations, agreement(s) on project management and governance arrangements—including roles, responsibilities and accountabilities of lead and partner Agencies—will be secured early in the project development phase and will be fully detailed in the ProDoc, in consultation with the Country Office.

j. Completion of the required official endorsement letters

(3) Specific Tasks

- 1) Management of the GEF PPG Team
 - a. Define and submit a detailed methodology and work plan in consultation with the other consultants with clear delegation of responsibilities for the International Consultant (IC) and National Consultants (NCs);
 - b. Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and
 - c. Verify and ensure that all project components are technically sound and cost effective.

- 2) Preparatory Technical Studies and Reviews:

The preparatory technical studies will be comprised of several studies, as elaborated above. The set of studies and reviews will be prepared with inputs from the team of consultants, as detailed in their respective TORs, and presented to and validated by stakeholders in a validation workshop before embarking on the drafting of the ProDoc.

- a. Compile baseline/situational analysis for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate;
- b. Lead and oversee the stakeholders' analysis and consultations, with support from the team of consultants, and ensure that they are complete and comprehensive including consultations with the private sector;
- c. Ensure the preparation of the gender analysis and ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;
- d. Ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage ("pre-screening") are fully implemented during the PPG, and update that screening in an iterative process throughout the PPG, and as appropriate;
- e. Oversee the identification of the project sites, with documentation of selection criteria and making sure that geo-referenced data and maps are clearly presented both for targeted protected areas and broader landscapes, as applicable;
- f. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes;
- g. Lead and oversee the identification of opportunities for private sector engagement and co-financing;
- h. Ensure the preparation of partner capacity assessments and discussions on management arrangements early in the PPG process;
- i. Oversee the consultations with partners regarding financial planning; and
- j. Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.

3) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes:

With inputs from the team of consultants, as detailed in their respective TORs, and based on international best practice:

- a. Develop, present and articulate the project's theory of change;
- b. Develop the Results Framework in line with UNDP-GEF policy;
- c. Develop a detailed Monitoring and Evaluation Plan and Budget;
- d. Oversee and ensure the preparation of a comprehensive Stakeholder Engagement Plan;
- e. Oversee and ensure the preparation of a Gender Action Plan and Budget;
- f. Oversee and ensure the updating of the SESP based on assessments undertaken during baseline studies, and ensure the development of required environmental and/or social management plan(s) as required;
- g. Oversee the preparation of the required GEF tracking tools (METT) and GEF Core Indicators and ensure these are supported by robust and validated data;
- h. Secure all co-financing letters;
- i. Prepare the indicative procurement plan (with UNDP country office support);
- j. Secure and present agreements on project execution and management arrangements and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support;
- k. Ensure the completion of the required official endorsement letters; and
- l. Synthesize all analyses, studies, etc. that are prepared under Preparatory Technical Studies and Project Document preparation process to produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the templates.

4) Validation Workshop:

A validation workshop will be held with relevant stakeholders to present, discuss and validate the project activities, and the final draft of the UNDP-GEF project document. A validation workshop report will be prepared for projects with an overall safeguards risk rating of moderate or high and approved by the technical working group.

- a. Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans;
- b. Oversee all necessary revisions that arise during the workshop; and
- c. Ensure completion of Validation Workshop Report.

5) Follow through:

- a. Finalize documents addressing all comments from UNDP-GEF and GEF secretariat

3. Outputs/Expected deliverables

The International Project Development Specialist will provide the following key deliverables:

Deliverable 1: 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 - 5).

Deliverable 2: Preparatory Technical Studies & Reviews. 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 - 20).

Deliverable 3: Draft of the UNDP-GEF Project Document, SESP, CEO Endorsement Request, and Mandatory and Project Specific Annexes. To be accepted upon presentation and validation at the validation workshop and submission of the validation workshop report. 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 - 23).

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 - 7).

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 - 5).

4. Duration of the contract

The assignment is expected to take 60 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 Rwanda (Kigali, project site and workshop venue). The consultant is required to travel at least 3 times over the duration; for the inception workshop and field visit (February/March), for the validation workshop of the preparatory technical studies (June) and for the final validation workshop (September). UNDP will facilitate international travel (flight ticket, daily subsistence allowance) and transportation to field visits.

7. Required expertise and experience

Academic Qualifications/Education:

- Master's degree or higher in a relevant field, such as Environmental Management, Waste Management or Chemistry;

Experience:

- Minimum 10 years of demonstrable experience in the technical area of chemicals and hazardous waste management, and preferably of using EPR schemes for pollution reduction ;
- Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches, experience in preparing high quality project documents, particularly for UNDP-executed and GEF-funded projects;
- Knowledge of and experience in private sector engagement and / or public private partnerships, preferably in the waste management sector;
- Experience working in Africa, or Rwanda in particular, on related initiatives is highly desired.

Language skills:

- Excellent written and oral communication skills in English; knowledge of French would be desirable.

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	10%
2	Submission and acceptance of the preparatory technical studies and reviews	20%
3	Submission and acceptance of the draft UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory Project Specific Annexes and delivering of the 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)	40%

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
Master's degree or higher in a relevant field, such as Environmental Management, Waste Management or Chemistry;	10	10
Minimum 10 years of demonstrable experience in the technical area of chemicals and hazardous waste management and of using EPR schemes for pollution reduction;	30	30
Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches; and experience in preparing high quality project documents, particularly for UNDP and GEF projects;	30	30
Knowledge of and experience in private sector engagement and / or public private partnerships, preferably in the waste management sector;	15	15
Experience working in Africa, or Rwanda in particular on related initiatives is highly desired.	10	10
Excellent written and oral communication skills in English;	5	5
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.