Short term assignment – Terms of Reference

Design of SW collection scheme and capacity building

Position description

Object	Design of SW collection scheme and capacity building
Activity reference (logframe)	**Project QA3: SWM: Improvement of Solid Waste Management in the UoM**
	Specific Objective 2: To improve service delivery to generate greater social stability outcomes, based on the needs of host, refugee and IDP populations.
	Activities:
	2.4.1 Capacity development: waste collection, data management system (using GIS), feedback mechanisms.
	2.4.2 Operationalise committee/unit supervising SW at Union Level.
	2.4.3 Draft action plan and technical specifications for equipment (bins)
	2.5.1 Institutionalise collaboration of technical Task Force with the UoM
	2.6.1 Define plan with number, size and location of bins using GIS.
Project background	MASAR for Local Governments is a programme funded by the **EU MADAD Trust Fund**. The overall aim of the programme is to strengthen the long-term resilience of targeted subnational governments and their host, refugee, and IDP populations to deal with displacement.
	Sub-national governments in Iraq and Lebanon have been the first to be confronted by the repercussions of the Syrian refugee crisis: increased pressure on local services, competition for local employment opportunities, corroding social cohesion, faster urbanization trends, rent-seeking behaviour, and inflation due to externally injected funds in the local economy, and so forth.
	MASAR focuses on the urban setting, which is the background of processes of displacement, investment, employment, and service delivery.
	In Lebanon, the programme aims to help governorates of Baalbek-Hermel, Akkar, **coastal plain north of Tripoli,** and their unions of municipalities to deal with accelerated urbanization caused by the crisis.
	This programme will mobilize municipal experts from Lebanon and Europe to contribute to building the capacity of subnational governments.
	This capacity development can include, among others:
	- provision of technical advice;
	- training;

	- coaching and mentoring addressed to municipal Planning Units or Service Departments.
	Capacity-Development activities will be complemented by **pilot quick impact projects** aiming to, for instance, designing an urban layout to improve an existing network of streets and roads to better accommodate a higher influx of traffic, or to set up a municipal solid waste sorting plant to better cope with increasing volumes of litter.
	MASAR project is being implemented by a consortium of European entities: VNG International (the association of municipalities of the Netherlands), the Polish Centre for International Aid (Polish acronym PCPM), the Catalan Agency for Development Cooperation (Catalan acronym ACCD), and Local Government Denmark (Danish acronym KL).
	The expert will work with **ACCD** under direct supervision by the Front Officer in the coastal plain north of Tripoli, including areas within the Governorates of North Lebanon and Akkar. See annex for ACCD's geographical area of intervention
Geographical scope of the assignment	• Union of Oussat Wa Sahel El Qaytaa (14 municipalities)
Specific background materials	• MASAR Inception Report. • Profile of the Union of Oussat Wa Sahel El Qaytaa. • Solid Waste Report: Gap analysis, Action Plan and Stakeholders Mapping • Union Solid Waste Task Force ToR
Aim and scope of this assignment	At the beginning of 2021, ACCD completed an assessment of Solid Waste Management capacities and equipment at the UoM Oussat wa Sahel al Qaytaa. The assessment analysed the existing facilities, equipment, management modes, gaps and priorities. It subsequently proposed a short-term action plan focusing on the most urgent needs. The proposed actions were chosen for: - Environmental, social, and economical sustainability. - Flexibility to fit to any future action plan. The resulting action plan revolves around 3 axis: 1- Upgrading **storage and collection** by increasing the number of bins and distributing them efficiently using GIS. Improvement of the routing scheme for collection. 2- **Capacity building** for municipalities focusing on creating a data management system, public reporting mechanisms. 3- **Community awareness** organised into different themes: role of citizens, prevention of littering, plastic bag reduction and rural home composting. Under this consultancy, the expert/firm will lead the implementation of the first two axis: design of the storage and collection plan, and capacity building. The design of the storage and collection plan shall be conducted using GIS data such as: street information, demographic data, land use, location of collection stations and collection frequencies. The expert/firm must therefore lead the data collection necessary for the design of implementation in coordination with the UoM and municipal personnel and the

	SW Task Force. As a result, the distribution of bins to be acquired shall match the waste generation needs as well as the current collection equipment (type of vehicles) available at each municipality.
	Capacity Development shall be conceived in a learning-by-doing approach where municipal staff participate in the design of the collection scheme while receiving specific training. Training shall cover basic principles of municipal SWM, reduction of littering and plastic use, sorting and composting. In addition, capacity development shall revolve around the creation of a sustainable data collection mechanism and information management system. Having reliable data is a pre-requisite for public accountability, which will be one of the core principles of the implementation of this project.
Key Responsibilities	The expert/firm will be responsible for leading the implementation of the SWM activities according to the following responsibilities: 1. Review the pre-existed reports and profiles produced by ACCD 2. Design GIS data collection in coordination with UoM Technical Unit and SW Task Force 3. Align his/her assignment with other pilot project activities of MASAR including coordination with short-term experts under the guidance of ACCD 4. Design storage and collection scheme including location of bins 5. Produce technical specifications of bins and assist ACCD in technical aspects of procurement 6. Build capacities of municipalities by conducting tailored training workshops and producing specific material 7. Design data collection scheme and public reporting mechanism in view of sustainability 8. Conduct workshops with mayors and municipal staff to monitor implementation 9. Meet with ACCD team to report on progress and challenges on regular basis 10. Draft written reports on activities as described in the next section
Main activities	**Output 0: Inception Phase** - Review the action plan and set realistic timeframe based on the context situation and the existing resources. - Recommend additional capacity-building workshops on SW management and produce an outline of the content - Define with the UoM and ACCD the prioritized areas/municipalities for the collection and storage action plan. **Output 1: Design Storage and Collection Plan** Based on the increased bin capacity defined in the action plan, the expert/firm will define the distribution according to needs, consultations with municipalities and existing collection equipment (trucks). In order to achieve this, the expert/firm will: - Plan GIS data collection for the design of the storage and collection plan including: street information, demographic data, land use, location of collection stations, transfer stations and collection frequencies.

- Conduct consultations with the mayors, collectors (including sub-contracted companies) and SW municipal workers
- Use the GIS maps for setting the plan for bins distribution (in coordination with the GIS expert)
- Design a collection scheme including frequency and routing considering: a) macro-routing for optimum scheme to transport the waste to the treatment and disposal sites; b) micro-routing of each vehicle assigned it its collection zone
- Involve the UoM Technical Unit and the SW Task Force in the design of the plan
- Lead field visits to validate the data
- Based on the calculations of SW the report and conclusions from the consultations, develop technical specification for procurement of bins.

Output 2: Capacity Development and Management Plan

The capacity-building for municipal SW management will be complementary to the improvement of the storage and collection capacity. It will focus on building a reliable and transparent data management system that in turn increases the accountability to service users. Capacity-building will, therefore, be inspired by a learning-by-doing approach. Additionally, specific training will be delivered to increase the awareness on basic SWM principles.

- **Improve technical capacities of municipal staff and Task Force:**
  - The expert/firm will conduct training workshops covering the following themes: 1) principles of municipal SWM; 2) prevention of littering and plastic use; 3) sorting and composting
  - The expert/firm shall prepare specific training materials
- **Data Management System:**
  - Collect and regularly update data on hardware: storage, collection, treatment, disposal, and recovery of materials
  - Collect and regularly update data on software: legal framework, financial status, community inclusivity, stakeholders mapping, etc.
  - Develop customised datasheet to store data and train municipal workers to use it
  - Establish a data collection frequency in consultation with the Technical Unit and the SW Task Force
- **Establish Performance Indicators scheme:**
  - Financial indicators: total SW management cost; treatment and disposal; collection and transportation; etc.
  - Awareness and compliance indicators to measure the acceptance at community level
- **Public Reporting & Feedback:**
  - Recommend a plan to use the existing UoM website as a tool for transparent sharing of data and performance indicators on SW management.

Output 3: Installation of bins

- Supervise the installation of the procured bins in accordance with the designed scheme
- Coordinate with the Technical Unit and the Task Force to map the bins in GIS

	- Monitor the adoption of the new collection and routing scheme in selected municipalities. **Output 4: Final report** - Draft final report of the consultancy covering the improvement of the collection system and financial analysis of costs, reports on training, creation of data collection scheme, results of the public feedback mechanism and recommendations for long-term actions
Tentative timeline	The implementation of activities is expected to last for a maximum of 5 months, including the procurement and installation of bins. As an orientation, an estimation is provided of the expected duration of each output: Output 0: Inception 2 weeks Output 1: Design plan 10 weeks Output 2: Capacity Development 8 weeks* Output 3: Installation & monitoring 3 weeks Output 4: Final report 3 weeks **TOTAL** **20 weeks** * NOTE: capacity development activities will run in parallel with design of the plan, the procurement of bins by ACCD and their installation.
Outputs / Deliverables	The expert/firm will prepare and submit the following outputs/deliverables: 1. Implementation timeframe 2. Capacity-building programme 3. GIS maps of existing bins 4. New collection plan and distribution of bins 5. Technical specifications for procurement of bins 6. Training materials 7. Plan for data management system 8. Performance indicators scheme 9. SW online portal outline 10. Report on bins installation and GIS map 11. Reports on consultations and workshops 12. Final report
Reporting and Coordination	The expert will work under the supervision of ACCD's Front Officer and in close collaboration with the project team including but not limited to: - Thematic Coordinator for Municipal SWM - ACCD's outreach and participation officer - Other short-term experts working for ACCD - Other short-term experts implementing SW activities for MASAR project partners

	- Project partners
Minimum qualifications	The minimum qualifications and skills of the expert are: **Education**: - Higher education degree (Masters level) in solid waste, environmental studies, bio-engineering or similar. - Postgraduate studies in GIS will be an asset **Professional Experience:** - Minimum of 8 years of experience in municipal solid waste management. - Minimum of 5 years of experience working with local governments in North Lebanon and Akkar - Extensive knowledge of Lebanese municipal context and development processes and institutions. - Proficiency in report writing, case studies, and other related documentation. - Having conducted at least two similar consultancies in Lebanon - Experience in teaching, training for local governments will be valued. - Cultural sensitivity and cross-cultural skills (religion, ethnicity, gender). - Experience in conducting training and preparation of training materials/ curriculum. - Proficiency in English and Arabic **Competencies:** - Autonomy, creativity, pragmatism, and orientation towards results; - Reliability: fulfilling obligations in a highly responsible manner; - Self-Control and maintaining composure; - Cultural sensitivity and cross-cultural skills (religion, ethnicity, gender); - Attention to details, proper information management; - Tolerance and adaptability.

Terms and Conditions	
Period of the assignment	End April-August 2021 for a total of 70 full working days approximately.
Selection	To be eligible for this assignment, the expert will provide ACCD with a technical and financial proposal as detailed in the tender documents. ACCD will evaluate the proposal and select the expert accordingly.
Location of the Assignment	Akkar Governorate: Oussat wa Sahel el Qaytaa Union of Municipalities (14 Municipalities)
Relevant contact details	Enric Ibarz (ACCD Front Officer, Tripoli): enric.ibarz@gencat.cat

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