

TERMS OF REFERENCE(TOR)

Position	:	<i>Business Development Expert (Consultant)</i>
Duration	:	July 1, 2024- December 31, 2024 (6 Months) (The consultancy will be completed within the stipulated number of days of the given timeline)
Department	:	Plastic Innovation Project/ Waste Management, CIUD
Coordination with	:	Kirtipur Municipality and the selected communities
Thematic Assurance	:	Team Leader
Report To	:	Project Coordinator, Plastic Innovation Project, CIUD
Supervises	:	
Job Summary	:	Support project team and the communities and carryout a Business Plan for leveraging innovative technologies to establish plastic managed communities and the rivers in Kirtipur Municipality and adjacent wards of neighboring municipalities as part of the Kathmandu Valley.
Provision of support services	:	Office space No x Equipment (laptop etc.) No x Secretarial Services No x

A. Major Function:

Under the direct supervision of the Project Coordinator, the Business Development Expert's major function would be to carry out a comprehensive market analysis of the waste plastics and its circular value chain in the Kirtipur Municipality, bring the skeleton of the business plan associated with the plastics waste collection, sorting, transfer to the processing facility, processing steps that include cleaning, washing, drying, and storage; detailed pre-process, pr This also includes quality outputs, product promotions (branding, marketing), a detailed roadmap, and a financial model with income estimates for the project. This is in line with the establishment of plastic waste management innovative technologies to successfully construct plastic-managed communities and rivers in Kirtipur Municipality and adjacent wards of neighboring municipalities.

B. Major Duties and Responsibilities:

1. Conduct market research on plastics waste generation, resourcing and available options of management technologies and efforts and understanding opportunities and challenges.
2. Carry out the draft Business plan outline to safely manage the plastic waste generation, as an enterprise for processing, marketing of the products.
3. In build the information of circular value chain of the plastic waste management (recycling and Upcycling) that includes potential partners, investors, and stakeholders.
4. Finalize the business plan through interactive discussions on the draft business plan and ensures the plastic waste management enterprise run sustainable and move on progressive path.
5. Detailing of the strategic plan for Quality production, sales/marketing, promotional activities

C. Expected Results/Deliverables:

The assignment shall have the following deliverables:

1. Inception report showing the approach and methodology, logistic plan for field assessment including schedules, analysis, processing, and reporting procedures that the consultant will follow in preparing the report
2. Draft Business Plan report analyzing plastic waste generation in chosen wards, including material consumption, processing, recycling, upcycling, and product manufacturing to ensure quality production and marketing. This includes potential revenue creation ideas as well as an assessment of the enterprise's overall costs.

3. Share the draft business plan with a group of women in the community and incorporate realistic issues and principles to establish a sustainable business model for the municipality and finalize it

D. Qualification and Experiences:

1. A minimum of a Master's degree in Business Administration from recognized university.
2. At least 5 years of proven experience in developing and carrying out business plan and orientating the beneficiaries in the Solid Waste Management sector, Environment management.
3. Proven experience in data collection, analysis and reporting, and the elaboration of indicators are required.
4. Familiarity with Waste management business and priority would be given for the plastic-based recycling upcycling enterprises.
5. Knowledge of GESI policy/strategy, code of conduct or policy on the prevention of harassment, sexual harassment, and sexual exploitation is desirable.
6. Written and spoken English, Nepali and Newari languages.
7. Proficiency in computer MS Word and Excel and PowerPoint Presentation.

E. Required Competencies:

1. Ability to go beyond established procedures and models, propose new approaches which expand the range of projects.
2. Builds strong relationships with all partners, focuses on impact and results and responds positively to critical feedback.
3. Consistently approaches work with energy and a positive, constructive attitude.
4. Ability to work in a multi-cultural team environment with a positive attitude.

F. Time frame:

The assignment will be of 30 working days stretched over 6 months from the date of the agreement as a Business Development Expert (Consultant). Proposed tasks to be accomplished within the time frame for the assignments are as follows:

SN	Activity	Number of Days
1	Inception report showing the approach and methodology, logistic plan for field assessment including schedules, analysis, processing, and reporting procedures that the consultant will follow in preparing the report	5 days
2	Draft Business Plan report analyzing plastic waste generation in chosen wards, including material consumption, processing, recycling, upcycling, and product manufacturing to ensure quality production and marketing. This includes potential revenue creation ideas as well as an assessment of the enterprise's overall costs.	18 days
3	Share the draft business plan with a group of women in the community and incorporate realistic issues and principles to establish a sustainable business model for the municipality and finalize it	7 days
	Total	30 days

G. Payment modality:

- a. 30% payment after submission and approval of the inception report as the first installment.
- b. 30% payment after submission and approval of the draft report as the second installment.
- c. 40% payment after submission and approval of the final report as the final payment.

H. Review/approval time required to review/approve the outputs before authorizing payments:



CIUD reserves rights to withhold/reassign/review the work and/or return it to the party contracted for finalizing the work if need be. The payment will be delivered once the assignment is completed with finalized product.

I. Confidentiality and Data Ownership:

All data, information and product received for this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of this ToR are assigned to the CIUD. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed written authorization of the CIUD.

J. Application Process:

1. The interested candidates must fill the job application in the link:
<https://forms.gle/p3syjLzigvARUha6> .
2. Please also submit your Cover letter and latest resume in our email id ciud.mail1@gmail.com by 7th July 2024
3. Only short-listed candidate will call for further interview.