

### TERMS OF REFERENCE (TOR)

<b>Position</b>	:	<i>Environment and Social Framework Development (Consultant)</i>	
<b>Duration</b>	:	July 1, 2024- December 31, 2024 (6 Months) (The consultancy will be completed within the stipulated number of days of the given timeline)	
<b>Department</b>	:	Plastic Innovation Project/ Waste Management, CIUD	
<b>Coordination with</b>	:	Kirtipur Municipality and the selected communities	
<b>Thematic Assurance</b>	:	Team Leader	
<b>Report To</b>	:	Project Coordinator, Plastic Innovation Project, CIUD	
<b>Supervises</b>	:		
<b>Job Summary</b>	:	The Environmental and Social Framework Development (ESFD) Specialist will assist the Project team in identifying, assessing, and managing environmental and social risks and impacts associated with the project, including activities to strengthen the Kirtipur Municipality's environmental and social safeguard capacity, as well as to improve project quality and compliance with the Please Project/UNOPS/WB Safeguards policies. Because the project focused on plastic innovation activities in the specified ward and communities, S/he would be responsible for improving the working environment as well as ensuring the safety of team members at the workplace and bringing it to the attention of the addressing solutions as much as possible. All efforts in encouraging recycling and circular economy practices for the use of innovative technology to develop plastic-managed communities and rivers in Kirtipur Municipality and adjacent wards of neighboring municipalities in the Kathmandu Valley.	
<b>Provision of support services</b>	:	Office space	No x
		Equipment (laptop etc.)	No x
		Secretarial Services	No x

#### **A. Major Function:**

The Environmental and Social Framework Development (ESFD) Specialist will assist the Project team in identifying, assessing, and managing environmental and social risks and impacts associated with the project, including activities to strengthen the Kirtipur Municipality's environmental and social safeguard capacity, as well as to improve project quality and compliance with the Please Project/UNOPS/WB Safeguards policies. Because the project focused on plastic innovation activities in the specified ward and communities, S/he would be responsible for improving the working environment as well as ensuring the safety of team members at the workplace and bringing it to the attention of the addressing solutions as much as possible. All efforts in encouraging recycling and circular economy practices for the use of innovative technology to develop plastic-managed communities and rivers in Kirtipur Municipality and adjacent wards of neighboring municipalities in the Kathmandu Valley.

#### **B. Major Duties and Responsibilities:**

The scope of work for the Environmental and Social Framework Development (ESFD) Specialist will include the following:

- Support project team to undertake environmental and social screenings for project activities as per the project's ESFD and support the completion/preparation of any environmental and social studies and environmental and social management plans (ESMPs), or development and implementation of mitigation measures as required by the PLEASE Project/UNOPS/WB and the Kirtipur Municipality.
- Provide guidance and advice to the Project Team in implementing ESFD related activities including consultations, awareness raising and disseminations. Support the Project team to avoid and minimize environmental degradation and negative social impact to the extent possible due to either direct or from indirect, induced, and cumulative effects of project activities thereby enhancing the positive/sustainable environmental and social outcomes from project activities.

Carry out monitoring and supervision of project activities to ensure that activities are being implemented in compliance with ESFD, and provide periodic reporting on the implementation of activities to the Team Leader and to the PLEASE Project/ UNOPS/World Bank as required.

- Ensure effective functioning of the project's grievance redress mechanism (GRM), including receiving, addressing, resolving, reporting back and documenting grievances, in line with agreed service standard. This includes supporting the preparation of periodic GRM reports.
- Ensure that project activities are being undertaken in line with COVID-19 related Occupational Health and Safety (OHS) standards developed for the project.

### C. Expected Results/Deliverables:

The assignment shall have the following deliverables:

1. Assessment report on the current scenario of plastic waste, its environmental impacts and social safeguards at the project location.
2. Environmental safeguards and its possible interventions created from the team while implementing the project of plastic waste collection, transfer, processing, and production using innovative technologies and the product life cycle analysis
3. Final Progress report

### D. Qualification and Experiences:

1. Master's degree in Environmental Sciences, waste management from recognized university.
2. At least 5 years of professional experience in waste management project, with a focus on Plastic Recycling and proven strong experience in leading and managing large-scale plastic waste management projects.
3. Written and spoken English and Nepali languages.
4. Proficiency in computer MS Word and Excel and PowerPoint Presentation. .
5. Knowledge of relevant policies, regulations, and best practices in plastic waste management

### 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 Plastic Expert (Consultant). Proposed tasks to be accomplished within the time frame for the assignments are as follows:

SN	Activity	Number of Days
1	Assessment report on the current scenario of plastic waste management	5 days
2	Plastic waste management strategy plan and design training program for stakeholder on plastic waste management	18 days
3	Final Progress report	7 days
	<b>Total</b>	<b>30 days</b>

### 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](mailto:ciud.mail1@gmail.com) by 7<sup>th</sup> July 2024
3. Only short-listed candidate will call for further interview.