

TERMS OF REFERENCE (TOR)

Position	:	<i>Plastic 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	:	Assist the project team in gathering information about the types and qualities of plastics, as well as the science of processing, recycling, upcycling, and safe management. S/he must guide the team in reducing environmental pollution through various parameters such as temperatures, processing steps, and the segregation of plastic waste after collection, thereby promoting recycling and circular economy practices for the use of innovative technology to establish plastic managed communities and rivers in Kirtipur Municipality and adjacent wards of neighboring municipalities in the Kathmandu Valley.	
Provision of support services	:	Office space	No x
		Equipment (laptop etc.)	No x
		Secretarial Services	No x

A. Major Function:

The Plastic Expert must work with the Project Coordinator to define the qualities and science of treatment procedures so that the materials can be recycled and upcycled while respecting the environment. The documentation process on the significant impacts achieved by the interventions is primarily vital to the project, so collaboration with the selected women groups is necessary by the project team. This should help the team acquire the right value for recovering waste plastics and starting enterprise operated by selected women in the community.

B. Major Duties and Responsibilities:

1. Document waste plastic generation, collection, and retrieval before disposal. Develop a strategy to recycle and upcycle waste plastics based on their grade.
2. Collaborate with the project team and attend community consultations to improve understanding of plastic science and lead recovery efforts.
3. Led the project team to develop a plan for improving plastic waste recycling and management. Provided innovative solutions for trash reduction and management.
4. Offer technical support for implementing plastic waste management techniques.
5. Assess the status of plastic waste management projects.

C. Expected Results/Deliverables:

The assignment shall have the following deliverables:

1. Assessment report on the current scenario of plastic waste management.
2. Plastic waste management strategy plan and design training program for stakeholder on plastic waste management and operational precaution measures at the established recycling and upcycling center
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
	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.