

## TERMS OF REFERENCE (TOR)

<b>Position</b>	:	<i>Plastic Product Research and 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>	:	Support the project team in bringing the plastic product after semi-processing of the circular value recycling chain, as well as assessing the product market and improving the final product's quality. This also allows the team to produce exclusive designs while adhering to leakage prevention standards. S/he must create an effect, specify branding, and persuade customers to utilize and handle them properly. The entire effort will be supported by promoting innovative technology to construct plastic-managed communities and waterways in Kirtipur Municipality and surrounding 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 Plastic Product Research and Development(consultant) would collaborate with the facility's production team to ensure that the product's design is aligned with the appropriate marketable products after collecting plastic waste that is semi-processed after being collected from communities in defined areas. The product branding also includes its affects, use, and reasons for purchasing the items from the customer's perspective, in order to give value to the products and hence assist income generation from sales, orders, and offers in the local and international markets. S/he must collaborate with the project team, which includes the community women who own the established Plastic Recycling and Upcycling center and are responsible for its profitable operation. 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:

The duties and responsibilities of Plastic Product Research and Development (consultant) are as follows:

1. S/he should have understood the market, identified potential opportunities, and ensured that a product meets the needs and preferences of its target audience in order to create a customer-centric enterprise, such as the Plastic Recycling and Upcycling Center, which will be established by community women in Ward 2 of Kirtipur Municipality.
2. S/he should carry out product research, which might include both new product development and upgrades to existing products based on existing market innovation technologies.
3. Provide learning opportunities for the project team and local beneficiaries at the recycling and upcycling center to highlight the product's impact on the environment, plastic pollution issues, and the circular value chain. This will help maximize sales and improve product design.

### C. Expected Results/Deliverables:

The assignment shall have the following deliverables:

1. Design, redesign of the possible products for the recycling and upcycling after the semi process of the plastic waste.

2. Develop the branding, assessed impacts of its use, supports and meeting the environmental, economic and social benefits for maximizing the sale of the products that get manufactured in the center.
3. Final Progress report

**D. Qualification and Experiences:**

1. Bachelor's degree in Fine Arts, product design, industrial design etc. from recognized university.
2. At least 5 years of professional experience in crafts design, branding activities, 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 graphics design 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.