TERMS OF REFERENCE

Consultancy to research and develop Action Plan in Plastic waste reduction for Con Dao island

**Project code: 40001913/402619 BL 140003**

Supervised by: Nguyen My Quynh, Project Manager, Plastic MPAs Lead & Ta Anh Tuan, Plastic Comm and Campaign Manager

Technical report to: Vuong Trong Binh, Project Officer & Minh Trang, Plastic Comm and Campaign Officer

Work location: Consultant’s base

Duration: May – June 2021

1. **Background**

Vietnam is one of the top five countries that discharge the most plastic waste into the oceans. The root causes of these alarming volumes of marine plastic debris are directly related to the production and consumption (knowledge, attitude, behavior) of single-use plastic items as well as the management (sorting, collection, treatment) of plastic waste in Viet Nam.

WWF-Viet Nam has been actively developing its Plastic program to contribute to the reduction of plastic waste leakage into the oceans from Vietnamese territory, and also to advocate nationwide priorities in both national policies and mass public awareness for behaviour change.

With funds from Federal Ministry for Environment, Nature Conservation and Nuclear Safety (BMU), WWF-Viet Nam is implementing a project on mitigating marine plastic debris in Viet Nam. One output of the project is to reduce the deposition of plastic waste in the Marine Protected Areas (MPAs) of Con Dao island, via public and private collaborative interventions in decreasing single-use plastic consumption, removing current waste deposition and enhancing the islands’ solid waste management (SWM), with a focus on plastic waste. The island is expected to join the Plastic Smart Cities Program initiated by WWF with the key target of reducing 30% of plastic leakage to the environment by 2023 and no more plastic in nature by 2030.

To strive for the goal described above, the project is looking for a consultant to research and develop an Action Plan (AP) for Con Dao to implement plastic reduction activities from 2021 and onward.

1. **Objectives**
2. There will be a realistic and feasible roadmap for Con Dao to implement plastic reduction program from 2021 to 2025, with a detail annual workplan for 2021-2023, and a vision to 2030
3. The AP will clearly identify strategy, objectives, clear intervention areas, activities in each of the periods described above, and for each local relevant stakeholder. Monitoring & Evaluation (M&E) plan will be included.
4. Con Dao stakeholders will be involved closely, especially the governmental offices: the District People’s Committee (DPC), the Office of Natural Resources and Environment (ONRE), other relevant offices;

1. **Scope of work**
2. The Consultant will conduct literature review of existing reports, initiatives (e.g. the Plastic Smart Cities [PSC] model of WWF) and assessments (including findings from WWF-funded baseline assessment on waste management of Con Dao), to create a framework for the AP. Parallel initiatives on SWM should be integrated into the AP.
3. The AP should be flexible to be adapted and updated so that it may remain relevant, and continue to drive innovation and solve local plastic waste challenges.
4. The Consultant will consult with WWF, ONRE, other needed government authorities on Con Dao (Offices of Education, Tourism, Historical sites, Bến Đầm harbor, Waste department etc.), other key local stakeholders (collection service operators, disposal facility operators, local communities, community-based groups) and relevant national stakeholders (NGO, universities and research institutions, waste sector experts, recovery facility operators, representatives from informal sector). Field surveys to Con Dao for in-person consultation with local stakeholders might be needed.

The Consultant will work closely with WWF and the District authorities and collaborate throughout the entire process of developing the AP. The Consultant will act as the driving agent and content creation on behalf of WWF who holds the relationship with the stakeholders and government agencies.

1. The Consultant will prepare the AP to reduce single-use plastic waste / reduce plastic leakage on the island, including:

* **Clear definition of key intervention areas:** The proposed framework should distinguish four possible intervention areas (themes), namely, 1) prevention initiatives at source, 2) collection infrastructure and logistics, 3) recovery infrastructure and logistics, 4) disposal infrastructure. The consultant should evaluate the relevance and importance of these intervention areas.
* **Logical Framework**: Prepare a logical framework assessment, capturing all actions needed to operationalize the key intervention areas. The framework should include Goal (impact), outcomes, outputs, activities, indicators and means of verification. Risks and mitigation measures should also be considered. The cause-effect relation between the goal and outcomes as well as between the outcome and outputs should be clear, logical and realistic.

Indicators should be designed in accordance with the main objectives described above, and include high-level key performance indicators (KPI) and detailed KPIs.

* + The high level KPI should be aligned to the PSC Strategic Framework of WWF
  + Detailed KPI should target incremental improvements required to enable progress towards meeting the high-level KPIs to be tracked.
  + KPIs should be “impact” oriented (e.g. % of generated waste collected, tons/year of leaked plastic from landfill, tons/year of recovered amounts of plastic, etc.) rather than “counting” indicators (n° of people trained, n° of bins installed, etc.).

The Consultant should include an analysis to estimate the impact of the “business as usual” scenario as well as the impact of other similar initiatives (e.g. WWF’s project) in the outcomes and goal of the AP.

* **Monitoring and Evaluation Plan (M&E**): based on the identified priority intervention areas and the logical framework, the consultant should develop a M&E plan to track and measure the impact of the AP’s intervention.
* **Stakeholder mapping:** Identify key stakeholders responsible for -, affected by - and with interest in - an improved waste management system. Their capacity, on-going/planning activities in regard to plastic waste reduction and/or plastic leakage prevention,
* **Consultation workshop:** The Consultant will co-organise (with WWF office) and facilitate two workshops with key stakeholders:

a. Workshop 1: presentation of the baseline assessment and identification of priority intervention areas.

b. Workshop 2: presentation of the draft Action plan and feedback round with participating stakeholders.

The focus of the workshops is to engage a broad range (around 20-30) of key stakeholders (described in section 3b. above) and gather their final input on the Baseline Assessment and AP.

1. The Consultant should assist WWF and the District authorities in the AP finalisation and presentation for formal approval. The Consultant should support the District through the approval process for the AP, preparing an official presentation of the final AP for the district officials. The Consultant is not responsible for the District’s ultimate decision on the AP’s approval.
2. **Activities, expected outputs and timeline**

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| **No.** | **Activity** | **Expected outputs** | **Work Days** | **Timeline** |
| **I** | Pre-plan and discuss with WWF.  Literature review. | 1/ Inception report including detail workplan to develop the AP | 7 | Week 1, May 2021 |
| **II** | Stakeholder mapping: Identify key stakeholders responsible for -, affected by - and with interest in - an improved waste management system | 2/ A report on identification and analysis of each key stakeholder that cover following perspectives:  - Responsibility  - Beneficiary/ Vulnerability  - Interest, capacity  - Activities or initiatives | 10 | Week 2, May 2021 |
| **III** | Co-work with WWF team and Con Dao ONRE to define the end goal of the action plan, targets and areas of intervention based on the previously developed baseline assessment | 3/ Well-defined description of the goal to be achieved  4/ Clear definition of targets and areas of intervention  5/ An outline of logical framework assessment that should include Goal (impact), outcomes, outputs, activities, indicators and means of verification | 10 | Week 2, May 2021 |
| **IV** | Stakeholder workshop 1 | 1/ Preparation for workshop organization, in collaboration with WWF team  2/ Facilitation of the stakeholder consultation to identify priority of targets and areas of intervention  3/ A workshop minutes documenting defined targets and areas of intervention by stakeholders and other results | 4 | Week 3, May 2021 |
| **V** | Draft Action Plan which includes intervention and policy actions based on previously defined targets and areas of intervention and results from stakeholder workshop | 4/ Detail logical framework assessment  5/ Monitoring & Evaluation Plan  6/ Draft Action Plan | 15 | Week 4, May – Week 1, June 2021 |
| **VI** | Stakeholder workshop 2 | 7/ Presentation of the draft Action Plan and feedback round with participating stakeholders  8/ Workshop minutes on feedback from stakeholders | 4 | Week 2, June 2021 |
| **VII** | Action Plan finalization & presentation & DPC approval | 9/ Revised version of Action Plan  10/ Presentation and iterative review for finalisation of the Action Plan ready for approval by the City | 15 | Week 3-4, June 2021 |
|  |  | **Total of working days** | **65** |  |

1. **Qualification of the AP**
   1. The AP should draw a clear roadmap to achieve the goals set for the three defined period: 2021 – 2023, 2023 – 2025, and 2025-2030.
   2. The AP document is ultimately owned by the District, being a comprehensive AP Strategy on how the District can reduce plastic waste from the whole city’s perspective. Some of the activities included in the AP may involve WWF partnership and support, but not necessarily all of it.
   3. The AP should refer and build on strategies developed by the city in regard to waste management plans, but should also include new strategies based on Plastic Smart Cities initiatives.
   4. The AP should be flexible to be adapted and updated so that it may remain relevant, and continue to drive innovation and solve local plastic waste challenges.
   5. Key components should include in the AP:

* A well-defined description of the goals to be achieved
* Tasks/steps that need to be carried out to reach the goal
* People who will be in charge of carrying out each task
* When will these tasks be completed (deadlines and milestones)
* Resources needed to complete the tasks
* Measures to evaluate progress

1. **Required consultant profile**
2. Minimum of 5 years of relevant experience in municipal solid waste management, with the following topics:

* Baseline MSW surveys
* Planning and evaluation of MSW management systems
* Developing MSW policies and regulations
* Understanding economic and financial aspects of MSW
* Working with stakeholders across the resource value chain

1. Understanding of the targeted city, country or region, for example:

* National MSW sector framework conditions
* Regional/local MSW legal/institutional/organisational arrangements

1. Experience in preparing high quality written outputs
2. Experience in organising and moderating stakeholder consultation meetings
3. Computer literacy (Microsoft: Word, Excel, and Power Point)
4. Languages: fluency in English and Vietnamese
5. The Consultants should propose a team which consists of two Key Experts, involved in stakeholder consultation, AP development, and a pool of experts to complement additional expertise.

* Team Leader: Responsible for project management and liaison with WWF. MSW management experience preferably with national/regional/local experience.
* Stakeholder consultation expert: responsible for stakeholder mapping and analysis, and workshop facilitation
* Project planning expert: Responsible for AP development. Strong analytical skills, understanding of MSW data, organisational and logistical skills.
* Pool of experts: As required to complement the key experts for the complete delivery of the project.

1. **Proposal submission requirements**

The Consultant should submit applications by 14 May, 2021 23:59 (**GMT+7**). The application should be a maximum of 10-pages not including CVs, and include the followings as minimum:

* Covering letter
* Company description
* Relevant project references (with copies or online links, to at least two relevant projects)
* Proposed methodology and work plan, including milestones
* Project team
* Proposed budget (breakdown into reimbursement expenses and consultant fees; taxes included)

CVs of key experts (maximum 4 pages) should be provided in an annex.

Please submit your Proposal to **Mr. Vuong Trong Binh, email**: [binh.vuongtrong@wwf.org.vn](mailto:binh.vuongtrong@wwf.org.vn), **and Ms. Nguyen My Quynh, email:** [quynh.nguyenmy@wwf.org.vn](mailto:quynh.nguyenmy@wwf.org.vn)

Questions and requests for additional information should be addressed in writing to **Mr. Vuong Trong Binh, email:** [binh.vuongtrong@wwf.org.vn](mailto:binh.vuongtrong@wwf.org.vn)**.**