

**Terms of Reference for
External consultant services (Regional Expert) on the project:
Development of a Cost and Financing Model in Solid Waste Management**

Background

Solid waste management in South Eastern Europe (SEE) is characterized by a number of systemic deficits with regard to the legal/regulatory framework, the institutional and organizational set-up, the refinancing cycles as well as the physical infrastructure. These deficits lead to incomplete, inconsistent and fragmented business processes in the solid waste sector; they create ineffective and inefficient subsystems and endanger the environmental sustainability of solid waste management.

A key problem of solid waste management in SEE can be seen in the fact that the knowledge about “waste chains” from waste creation to final landfill including the different environmental impacts is incomplete, in other words: the “physical model” of solid waste management is incomplete or partially unknown. As a consequence, the costs of the different components – as far as these are known – cannot be estimated with the needed exactitude (core problem). Unknown environmental impacts of insufficient waste treatment (for example pollution of groundwater) which are not addressed today may cause significant financial repercussions in some years.

The incomplete physical model and the incompletely defined cost structure causes gaps and distortions in the refinancing basis of solid waste management. There is neither a solid basis for defining tariffs nor can the need for budget allocations be defended. It may happen that certain components are under-financed while others are over-financed. The deficits in the financing system hamper the delivery of services in solid waste management.

The project will develop a comprehensive cost and financing model(s) for solid waste management adapted to the conditions and the context in the countries of SEE. This model(s) will be introduced as an organisational framework in the different countries and municipalities of the region improving key business processes of solid waste management

Objectives

The aim of the project is to improve the methodological and organizational framework for the establishment of sustainable refinancing systems in the field of solid waste management (SWM) in the NALAS operational region of South Eastern Europe (SEE).

This will effect in:

- Models and related methodologies will be used by municipalities and other institutions to develop a physical model of solid waste management and the identification of the specific cost structure. Based on this cost structure model – will lead to definition and establishment of an effective, efficient and sustainable tariff and financing system in solid waste management.
- More effective and efficient business process of solid waste management in the local governments in South East Europe will have positive impacts on the service quality

for the citizens, and the environment (identification, elimination and reduction of environmental impacts, improved selection and operation of landfills, etc.).

- The cost and financing model will be based on European standards in this field; a functional SWIS will allow the countries of South Eastern Europe to fulfil their reporting obligations to the European Environmental Agency. Furthermore, they will assist donors in the identification and preparation of projects.

Expected outputs

1. Analytical Report containing review of existing documentation, and analysis on solid waste costs structure in SEE based on research/questionnaire.
2. Cost computation model
3. Knowledge/e-learning module

Project management

NALAS is responsible for the implementation of this project. NALAS will actively cooperate with Congress of Local Authorities from Moldova (CALM) and will be assisted by a GTZ advisor. For the purpose of implementation of the Project, an Expert Team will be set up consisting of one regional expert and four local experts nominated by the NALAS member associations.

Scope of work:

In the period defined by this ToR, the Consultant will provide technical assistance to the NALAS Task Force on Solid Waste Management and the Project Expert Team by delivering the following services:

1. Preparation and participation at project expert meetings (up to 4 events, first scheduled for March 2012)
2. Assisting the Project Expert Team in:
 - Reviewing of the documentation/guidelines on solid waste management costs provided by the relevant local expert from the leading association (CALM) and the other 3 participating associations
 - Review of EU waste requirements with focus on EU guidelines for setting waste tariff in SEE context.
 - In cooperation with the International Expert, defining a detailed template costs structure (cost breakdown) which will be used as a framework and constitute a base for further proceedings, where each cost position has to be precisely defined
 - In cooperation with the International Expert, elaboration of Questionnaire based on the framework on the framework defined above, liaising with the Project Expert Team during the filling of the Questionnaire, gather the filled in Questionnaires from the Project Expert Team and give initial overview of the results from a regional perspective.
 - Preparation, participation and follow up of the Workshop/Conclusion and preparation of the pilot phase: elaborate cost computation model/LGA: cost framework and methods to use for establishing, calculating or assessing each cost position; assist implementation into the SWIS model
 - Preparation and coordination, conclusion of the application of the model in 4 municipalities by each member of the Project Expert Team.
 - Preparation and elaboration of a NALAS devoted Knowledge Module.

- Participation in elaboration of e-learning/training module and implementation, and training of trainer. Testing of the e-learning/training module, sum up the findings of the testing and presentation to the TFs.
3. The Consultant would be responsible to NALAS, for the quality of the material produced at the end of the project. This means that the expectations of the implementers and donors is that the final product should become a useful tool for NALAS member associations and local authorities from the SEE in planning, implementation and monitoring processes in the field of solid waste management.
 4. The Consultant is expected to be in close contact and coordinate activities with other relevant NALAS and other international projects in the field of SWM.

Period of the engagement:

April 2012-February 2013 (around 45 working days)

Requirements:

- University degree in environmental engineering, economy/finance, technical sciences or related fields is an advantage
- In-depth knowledge in the field or working experience in solid waste management planning and landfills
- Excellent understanding of local governance/municipal administration and municipal public services in SEE.
- Demonstrated analytical and writing capacity
- Capability to write and communicate in English is a must
- Participation in all the project events (expert meetings and workshops)
- Experience in donor funded projects and working in international environment would be considered as strong advantages

Please provide your CV in English language to NALAS (garthley@nalas.eu) until February 29th, 2012.