

Terms of Reference

Regional Expert on Solid Waste Management

Project: “Promoting E-learning and regional knowledge base development on Gender Responsive Budgeting”

1. Project Description

NALAS supports its members, the Local Government Associations in building cross-border partnerships between the local governments in South East Europe in order to contribute to a modern and efficient local self-government system. By gathering local government associations, NALAS has a unique opportunity to include and help municipal elected officials, municipal administration experts and local practitioners on various topics of local importance. In its activities and approaches, NALAS relies on the inclusiveness principle by respecting the needs and including various target groups based on gender equality, opportunities for youth, combating poverty etc. Diversity is one of the NALAS basic values and principles as we declare in the statement within the Strategic Plan 2018-2022 that “we are open, multi-lingual, multi-ethnic, multi-cultural and inclusive. We promote an equitable development of rural and urban municipalities, young and old, men and women.”

In that direction, NALAS continuously strives to improve its capacities and capacities of its members, the Local Government Associations (LGA) from South East Europe (SEE) for gender mainstreaming and especially gender responsive budgeting (GRB) at both, governance and operational level. Therefore, NALAS implements the project “**Promoting E-learning and regional knowledge base development on GRB**”, within the framework of the regional UN Women project “**Promoting Gender Responsive Policies and Budgets: Towards Transparent, Inclusive and Accountable Governance in Republic of North Macedonia**”.

The NALAS project is focused on expanding contemporary learning opportunities for the municipal staff and local practitioners regarding gender mainstreaming and gender responsive budgeting. Ensuring political commitment of the women elected officials at local level from SEE for promotion of gender mainstreaming and GRB is also considered as key project’s achievement. In addition, the project will contribute in engendering local service delivery and practical application of gender mainstreaming concept in the municipal solid waste management. Project outputs will be disseminated among NALAS members and local governments in SEE through NALAS Knowledge Management System.

More specifically, the following activities will contribute towards achievement of the project expected results:

Expected Result 1: The e-learning course “Gender Equality at Local Level” is upgraded, access expanded and content delivered among LGAs and their members in order to increase the awareness, knowledge and capacities on gender equality and GRB.

Upgrading of the e-learning course “Gender Equality at Local Level”

Considering the previous experience in delivery of the e-learning course as part of the NALAS E-Academy (<http://nalas.eu/services/E-academy>), the content related to GRB will be upgraded.

Adaptation of the e-learning course to national languages

One of the key suggestions of the NALAS members was adapting the course to national languages in order the course to be closer and more attractive for user who face challenges in practicing English language. Therefore, once the English version of the course is upgraded, translation and its IT alignment will be proceeded.

E-learning course delivery

The upgraded and adapted course will be offered to the representatives of the NALAS members, municipal administration and local practitioners through the promotional activities of the NALAS Knowledge Management Assistants (KMA) located in the offices of the LGAs, as well as by using the channels of communication of the NALAS Knowledge Management System. Workshop for building of the capacities of

the KMA on promotion and advertisement of e-learning courses will take place before the delivery of the courses.

Two cycles of course delivery (spring and autumn) per year will be realized. Considering the methodological approach of the e-learning delivery, for each of the lingual versions, a facilitator will be engaged to lead the learning process and communicate with the participants.

Expected Result 2: The Gender Mainstreaming and Gender Responsive Budgeting at local level is raised on the agenda of NALAS members.

Establishment of the NALAS Forum of Women Mayors in SEE

The NALAS Forum of Women Mayors in SEE will be set up and led by both NALAS Vice Presidents - women mayors from Moldova and Serbia. The Forum will be used to communicate the importance of the Gender Mainstreaming and GRB concept and development of **regional policy recommendations** towards the LGAs for their role in improvement of the gender environment at local level. The recommendations will be presented at the NALAS General Assembly.

In addition, the Forum is considered as an arena for networking, discussion and exchange of good practices on GM and RGB. It will offer an opportunity to explore how good practices can be replicated in other municipalities in the region of SEE. NALAS Knowledge Management System will be utilized for their further dissemination to the local authorities in SEE.

The Forum will unite women mayors' structures of the LGAs in SEE, such as Women Mayors League from Romanian LGA, Network for Gender Equality from Serbian association, CALM Women Network from Moldova etc. At least 2 meetings of the Forum will be organized in the course of the project duration.

Expected result 3: Members of the NALAS Task Force on Solid Waste Management (TF SWM), municipal administration and staff of the utility company from the pilot municipality are capacitated for engendering the service delivery in the area of SWM.

Preparation of ground for piloting the Methodology for incorporation of gender aspects in solid waste management at local level.

The existing Methodology has comprehensive approach and includes interventions for engendering the local service in SWM from the very beginning in development of the overall planning framework.

Besides the Regional Gender Expert engaged by the project, a Regional SWM Expert will be also engaged. Their joint efforts will result in developed action plan and necessary tools for piloting of the Methodology for incorporation of gender aspects in solid waste management at local level for the particular local context of the selected pilot municipality.

The implementation of the methodological steps and action plan will be responsibility of national gender and SWM experts from the pilot municipality. They will be engaged by the project and will perform as resource persons for provision of the local context to the regional experts (Gender and SWM) in the preparatory stage as well as implementers of the action plan together with the municipal staff and the staff of the utility company.

The regional experts will provide continuous expert support to the national experts' activities.

The feedback from the implementation provided by the local experts will be used by the regional experts for adjustment and improvement of the Methodology.

Dissemination of case study on engendering local service delivery in SWM

The knowledge and lessons learnt from the implementation of the Methodology will be prepared as a case study by the regional experts. This knowledge will be shared to the NALAS TF members at their regular annual meeting. The case study will be also disseminated to the gender and SWM practitioners in the NALAS network.

2. Assignment Activities and Related Outputs/Deliverable

Having in mind the activities of the project's third expected result, **NALAS is seeking for competent Regional Expert on Solid Waste Management** with an assignment objective to support and contribute towards **piloting of the Methodology for incorporation of gender aspects in solid waste management at local level.**

The SWM Expert shall execute the following activities and deliver related outputs:

Activity		Related output/deliverable	Expert days	Period of implementation
Expected Result 3: Members of the NALAS Task Force on SWM, municipal administration and staff of the utility company from the pilot municipality are capacitated for engendering the service delivery in the area of SWM. (12 expert days)				
A. Preparation of ground for piloting the Methodology for incorporation of gender aspects in solid waste management at local level (7 expert days)				
Activity 1	Preparation of the Guide for application of the Methodology for incorporation of gender aspects in solid waste management at local level	Guide for application of Methodology prepared in close cooperation with Regional Gender Expert	5	August – September 2020
Activity 2	Provision of input in development of TOR for engagement of local Gender and SWM experts	Draft ToRs for local Gender and SWM experts developed	1	September 2020
Activity 3	Preparation and co-moderating of Joint preparatory workshop/meeting of expert team for piloting the Methodology	Methodology for incorporation of gender aspects in solid waste management at local level presented and discussed at the Joint preparatory workshop of expert team. Action Plan agreed among the expert team members.	1	October 2020
B. Piloting of the methodology and provision of feedback. (5 expert days)				
Activity 4	Provision of technical assistance to national experts on Gender and SWM for application of the Methodology	Technical assistance to national experts on Gender and SWM for application of the Methodology provided.	2	November 2020 – July 2021
Activity 5	Preparation of Case study and revision of the Methodology.	Case study from piloting of the Methodology prepared. Methodology for incorporation of gender aspects in solid waste management at local level revised.	2	July - August 2021
Activity 6	Preparation of Mission Report	Mission Report prepared and submitted to NALAS. NALAS project staff shall approve the Mission Report.	1	August 2021
Total Expert days			12	

The Regional Expert on Solid Waste Management will implement the activities in close cooperation and communication with the Regional Expert on Gender engaged by NALAS. In this regard, the SWM Expert is expected to develop a waste management plan as well as mechanisms for public involvement that will be based on the principles on gender equality, in general and in the pilot municipality. Together with the Gender Expert to identify the role of the citizens in identification of materials in the process of waste generation as one of critical elements for waste management planning based recognizing gender roles in sorting, collection, loading and packing of materials. Also, together with the Gender expert to advise a model of accessible, affordable, relevant, acceptable and effective waste management delivery service that responds to the expectations and preferences of women and men in one pilot community.

Some changes are possible during implementation of the ToR as a result of Covid19 and measures undertaken by Governments. The Regional Expert on SWM will be in regular contact with the NALAS office and will adjust and/or change activities, if necessary, based on the assessment of the situation.

The NALAS project staff shall approve all deliverables listed in the table above.

3. Timing and duration of mission

All above listed activities and delivery of the expected outputs are envisaged to take place between **24 August 2020** and **31 August 2021**.

The total number of expert days that shall be necessary to complete the activities listed under point 2 of this ToR is **12**.

4. Required Skills and Experience

4.1. Education

- Master's degree or equivalent in engineering, environment studies, public administration.
- Specific training/additional education relevant for the topic will be considered as an asset.

4.2. Experience

- At least 7 years of professional experience working in the area of solid waste management and programme development in the public sector, particularly at the local government level.
- At least 5 years of regional experience in SWM in the region of SEE.
- Proven experience in implementation of at least 1 gender related activity in the local service delivery, particularly in the area of solid waste management.
- Experience in writing analytical documents and reports, case studies, good practices. At least 3 studies prepared in SWM.
- Experience in working with at least 5 regional and international development organizations.
- Proven experience in moderation of online events, webinars, meetings. At least 3 webinars implemented on the topic of local communal affairs and SWM.
- Experience in working with local governments and local government associations (LGAs) in the countries of SEE region in the area of SWM. At least 5 initiatives implemented with the LGAs from SEE.
- Solid speaking skills and presentational experience in English language. Participation as speaker/panellist on at least 3 public events (preferably regional conferences, trainings, workshops etc.)

4.3. Language Requirements

- Written and oral proficiency in English is required

NALAS strives to assure equitable representation of women and minorities in all its activities.

5. Application Procedure

Interested candidates are asked to send:

1. **CV**,
2. **Cover Letter** that responds to all requirements of the section "4. Required Skills and Experience" of this ToR.
Please provide **concise description**, one paragraph for each of the bullet points from the section 4.2. Experience that correspond to your CV.
3. **Financial Offer** shall specify net amount per expert-day in EUR, as well as the total amount expressed in EUR.

The selection of the Consultant will be made in accordance with the quality-cost based selection method (70 % technical component and 30% price component)

The CV, Cover Letter and Financial Offer shall be sent **in separate pdf files** to info@nalas.eu with subject line of e-mail message as follows: **Regional Expert on SWM - NALAS**

Emails without a proper subject line may not be taken into consideration.

The **deadline for application is 16:30 (CET); August 11, 2020**.

6. Modification of Terms

NALAS reserves the right to modify the terms of the ToR at any time at its sole discretion.

7. Acceptance and Rejection of Proposals

NALAS may not necessarily accept the lowest priced proposal or any proposal. At its sole discretion, NALAS reserves the right to reject any or all proposals received and to accept any proposal which is considers advantageous, whether or not it is the lowest priced proposal. NALAS is not under any obligation to award a contract, and reserves the right to terminate the request for proposal process at any time, and to withdraw from discussions with all or any of the training service providers who have responded. NALAS reserves the right to accept the proposed offer in total or in part, to reject any or all offers, to waive any minor informalities, irregularities, or technicalities, and to accept the offer deemed most favourable.

If necessary, only shortlisted candidates will be contacted and advance to the next stage of the selection process.

8. Contract Negotiation

NALAS reserves the right to negotiate specific terms of the contract with the short-listed proponents prior to the final award of the contract. NALAS also reserves the right to negotiate specific terms of the contract with the Contractor as the contract progresses.