MINISTRY OF NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION

OF THE REPUBLIC OF BELARUS

Project: GEF-6 Belarus POPs Legacy and Sustainable Chemicals Management

**Terms of Reference**

**for International Expert on the provision of services for the development of proposals for inclusion in the terms of reference for the environmentally sound disposal of consolidated remaining stockpiles of PCB-containing equipment and obsolete pesticides, taking into account international requirements**

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| **Reference:** | PIMS 5532 |
| **Country:** | Republic of Belarus |
| **Description of the Assignment:**  **Type of Contract** | (2020 Project Annual Work Plan activities 1.3.1.1. and 2.1.1.2.)  International Expert – Lump Sum Contract |
| **Project:** | **PIMS 5532:** GEF-6 Belarus POPs Legacy and Sustainable Chemicals Management |
| **Period of Assignment/Services:**  **Number of working days:**  **Payment Schedule:** | 15st May 2020 – 31st December 2020  12 weeks.  Payment will be made in two instalments: the first instalment of 1/2 of the total contract amount upon submissions of deliverables in accordance with the Part I of this Terms of Reference; the second instalment of 1/2 of the total contract amount – upon submission of deliverables in accordance with Part II of this Terms of Reference |
| *Proposal should be submitted to* [*POPs\_GEF-6@mail.ru*](mailto:POPs_GEF-6@mail.ru) *and* [*waste@minpriroda.gov.by*](mailto:waste@minpriroda.gov.by) *no later than* ***May 8, 2020, COB.*** *Any requests for clarification should be sent in writing to the above e-mails. The Ministry of Natural Resources and Environmental Protection will respond in writing by e-mail.* | |

The objective of the international technical assistance project “GEF-6 Belarus POPs Legacy and Sustainable Chemicals Management” (hereinafter – the Project) is the protection of public health and the environment by eliminating existing stockpiles of persistent organic pollutants (POPs) and capacity building for sustainable management of POPs as part of the environmentally sound chemicals management in Belarus. The objective will be achieved through the implementation of activities in 3 components: i) Sustainable PCB management; ii) Stockpile disposal of obsolete pesticides; (iii) Capacity strengthening and planning for chemicals sustainable management. The Project will be implemented over a 4-year period during which measures will be taken to environmentally sound elimination of existing PCB-containing equipment (estimated 1,100 tons), progressive environmentally sound elimination of PCB equipment as generated in accordance with the nationally mandated PCB phase out plan during the project period (estimated 1,270 tons), repacking, transfer and environmentally sound elimination of 1,900 tons of obsolete pesticides located at 88 warehouses of agricultural organizations in various regions of the country. The Project also provides support and capacity building for various aspects of POPs and hazardous waste managing infrastructure, environmental monitoring, sustainable chemicals management, gender mainstreaming, updating the National Implementation Plan (NIP) adopted by the Republic of Belarus to implement the provisions of the Stockholm Convention on Persistent Organic Pollutants, as well as awareness raising and public participation in the subject area.

The role of the International Expert is to ensure compliance with international requirements during the implementation of services for the environmentally sound disposal of available stocks of PCB-containing equipment and obsolete pesticides (including requirements for repackaging, transboundary movement and environmentally sound disposal of waste).

The International Expert should provide the following services:

Part I:

1.1 To provide a list of international requirements, including requirements for the provision of services for the environmentally sound disposal of PCB-containing equipment and obsolete pesticides (including repackaging, transboundary movement and environmentally sound waste disposal), and the requirements for the potential bidders required for inclusion in the Terms of Reference (hereinafter − TOR).

1.2. To develop a roadmap (as a work plan and a tool for monitoring and controlling of the progress of achieving goals) of organizing work on the packaging and consolidation of POPs-containing waste in logistics centres, obtaining permits for the transboundary movement of hazardous waste, ensuring cross-border transportation of waste to the place of disposal, and obtaining certificates on waste disposal and other stages of work required in accordance with international requirements.

1.3. To provide up-to-date information on organizations carrying out the safe destruction of POP-containing wastes (mercury and chlorine-containing) and providing services for obtaining permits for the transboundary movement of hazardous wastes, their repackaging and transportation.

1.4. To prepare proposals for inclusion in the Terms of Reference for the environmentally sound disposal of available stocks of PCB-containing equipment and obsolete pesticides, taking into account international requirements.

1.5. To inform potential participants involved in the destruction of POP-containing wastes about the ongoing tender for the provision of services for the environmentally sound disposal of available stocks of PCB-containing equipment and obsolete pesticides.

The first part of the assignment should be completed within 7 weeks after the start of work on the task.

Part II:

2.1. To take part in the evaluation of tender proposals received for participation in an open tender for the provision of services for the environmentally sound disposal of available stocks of PCB-containing equipment and obsolete pesticides.

The second part of the assignment should take place before the end of 2020. Work on Part 2 includes remote participation in the evaluation committee of tender proposals received to participate in an open tender for the provision of services for the environmentally sound disposal of consolidated stocks of PCB-containing equipment and obsolete pesticides.

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| **Key deliverables:**   * Report including:   - a list of international requirements, including requirements for the provision of services for the environmentally sound disposal of PCB-containing equipment and obsolete pesticides (including repackaging, transboundary movement and environmentally sound waste disposal), and the requirements for the potential bidders required for inclusion in the TOR.  - requirements and technologies available for determining the content of hazardous elements (chlorine and mercury), which are subject to limitation in technological processes of the destruction of such wastes and in obsolete pesticides shipped before disposal (for inclusion in the TOR);  - a roadmap (as a work plan and a tool for monitoring and controlling the progress of achieving goals) of organizing work in the field of packaging and consolidation of POPs-containing waste in logistics centres, obtaining permits for the transboundary transfer of hazardous waste, ensuring cross-border transportation of waste to the place of destruction, and obtaining certificates on the destruction of waste and other stages of work necessary in accordance with international requirements;  - up-to-date information on organizations that carry out the safe destruction of POP-containing wastes (mercury and chlorine-containing), as well as providing services for obtaining permits for the transboundary movement of hazardous wastes, their repackaging and transportation;  - proposals for inclusion in TOR on the environmentally sound disposal of available stocks of PCB-containing equipment and obsolete pesticides, taking into account international requirements;  - information on the results of interaction with potential bidders involved in the disposal of POP-containing wastes, on their informing about the ongoing tender for the provision of services for the environmentally sound disposal of available stocks of PCB-containing equipment and obsolete pesticides;   * A report evaluating tender proposals in an open tender for the provision of environmentally sound disposal services for available stocks of PCB-containing equipment and obsolete pesticides. Recommendations for identification of the winner.   **Other duties:**   * Performance of other related duties at the request of the Project Manager in order to most effectively complete this task. * Prompt consideration of the final TOR version and making comments/suggestions, if necessary, before the tender announcement. * Evaluation of proposals received from participants in an open tender for the provision of environmentally sound disposal services for consolidated stocks of PCB-containing equipment and obsolete pesticides.   **Institutional arrangements:**   * The expert will be provided will be provided with access to relevant information, which is essential for execution of tasks under this assignment, and access to which is not restricted by the laws of the Republic of Belarus. * The expert shall have his own computer equipment (PC, etc.) for work. |
| **Competencies** |
| **Corporate competencies:**   * excellent communication and networking skills * ability to work effectively in a team * strong interpersonal and negotiating skills * ability to work in a multicultural environment * sound judgment and discretion   **Functional competencies:**  **Education**   * University degree in the field of environmental protection, technical or natural sciences, or similar disciplines. * Academic degree in engineering is an advantage.   **Professional and technical knowledge and experience:**   * at least 10 years of experience in the field of hazardous waste and chemicals management, including obsolete pesticides and PCBs; * work experience related to the implementation of POPs destruction projects (will be an advantage); * knowledge of the transboundary movement of hazardous wastes in accordance with international legislation (Basel Convention, ADR, etc.), confirmed by relevant previous work experience. * knowledge of technical issues and international requirements related to packaging and transportation of obsolete pesticides and PCB-containing equipment (transformers and capacitors); * knowledge of environmentally sound technologies for the destruction of POPs, including the features of destruction processes, requirements for the loading schedule, physical and chemical characteristics of the waste, etc.   **Management and leadership:**  The candidate shall:   * Demonstrate strong oral and written communication skills * Focus on impact and results for the client and respond positively to feedback * Consistently apply an energetic, positive and constructive attitude to the work * Keep calm, stay in control over the situation and maintain self-control even under pressure * Act with tact and diplomacy * Show friendliness and ease of communication. |
| **Required skills and experience** |
| Languages:   * Fluency in English. * Fluency in Russian is desired, but not required |
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**ANNEX A – FINANCIAL PROPOSAL FORM**

From: (full name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Herewith I confirm my intent on provision of services in accordance with Terms of Reference and Procurement Notice*

Given the above, please see below my financial proposal

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|  | **Units** | **Rate / USD** | **Total / USD** |
| **Fee** | Working weeks |  |  |
| Part I | 6 |  |  |
| Part II | 6 |  |  |
| **Sub-total fee** |  |  |  |
| **Other expenses: \*** |  |  |  |
| ***Social Tax in Belarus\*\**** |  |  | **2,000** |
| **TOTAL** |  |  |  |

***\* Other expenses are considered separately for the proposal evaluation purposes only; they will be included in the final (gross) daily rate at contract signature. Only the total fee will be considered at evaluation.***

***\*\* The Social Fund tax is obligatory for all experts in Belarus; it indicatively amounts to USD 2,000 for this assignment assuming 2 payments to the expert***