



Terms of Reference

for Regional Expert

Title of ToR: Benchmarking on Solid Waste Management in SEE 2019

1. Background

NALAS responds to its members' needs, the Local Government Associations (LGAs) in strengthening their capacities and provide them with the regional know-how and policy argumentation, supporting their efforts to become viable representatives of local authorities who are up to negotiate with their national government and international organizations for the benefit of the local governments, utility companies and institutions and for the benefit of the ultimate beneficiaries, the citizens in the region of South-east Europe (SEE).

Through decentralized cooperation, NALAS members use the Network to support each other, share experiences, produce knowledge, cooperate on cross border projects and contribute to an equitable development, modern and efficient local self-government, increased democracy and stability in the region. Thereby, NALAS also contributes to the process of decentralization and EU integration. In this regard, the NALAS Task Forces (TF) have established different monitoring instruments that provide local policy-makers and analysts with reliable comparative data on different municipal matters.

The experience in preparation of the Report on Fiscal Indicators in SEE has been used for development of the methodology of preparation of the Report on Benchmarking in Solid Waste Management in SEE. Both NALAS efforts resulted in development and contributing to the Regional Decentralization Observatory, a comprehensive measure that will capture the progress in many aspects of decentralization and local governance.

Two editions of the report Benchmarking on Solid Waste Management in SEE were prepared, the first one in 2015 by including data for 2014 and the second one in 2016, both as joint effort of the members of the NALAS Task Force on Solid Waste Management (SWM). Due to the fact that significant changes in the sector of solid waste management could not be notified in a period of one year, the members of the NALAS TF on SWM have decided the report to be prepared every 3 years. The report's methodology has evolved over the time by increasing the number of indicators at national and local level, the type and size of the local sampling. During the last meeting of the Task Force, the members have agreed besides the regular monitoring of the established indicators, a central topic of the report 2018 to be included related to circular economy at municipal level with particular emphasis on the solid waste management and recycling.

The preparation of the next NALAS Report Benchmarking on Solid Waste Management in South-east Europe that will include data for 2018 compared with the data from the previous editions, will start as of mid of May 2019. The data will be collected by the members of the NALAS Task Force on Solid Waste Management from respective LGAs in their countries, while the compilation of the data and development of the report will be responsibility of a regional expert.

Therefore, NALAS is seeking for competent Regional Expert on Municipal Solid Waste Management who will contribute in further improvement of the methodology for Benchmarking on Solid Waste in the region of SEE, compilation and analysis of data and preparation of the report in close cooperation with the Task Force members.

2. Objective of the Report

The Report helps NALAS members – Local Government Associations in the countries of SEE region to gain an independent perspective of how well the SWM is performed compared to other countries and municipalities. It clearly identifies specific areas of opportunity, prioritizes areas of improvement, sets performance expectations and monitors change at the level of SEE region. Ultimately, it is about managing solid waste in a socially, environmentally and financially responsible manner.

This is the third edition of the Report and presents the progress in solid waste management of the countries in South East Europe for 2018, comparing it to the baseline year of 2014 and findings of the 2015.

3. Methodological Approach

Benchmarking of solid waste management performance at the national and local level was done by using a set of national and local indicators:

| National level indicators | Local level indicators |
|--|---|
| Indicator no 1 - Total population | Indicator no 1 - Population number |
| Indicator no 2 - Country income level | Indicator no 2 - Urban/rural ratio |
| Indicator no 3 - MSW generation per capita | Indicator no 3 - Population in urban areas |
| Indicator no 4 - Waste treatment indicator | Indicator no 4 - Population in rural areas |
| Indicator no 5 - Recycling rate | Indicator no 5 - MSW generation per capita |
| Indicator no 6 - Land disposal sites for solid waste | Indicator no 6 - Waste composition |
| | Indicator no 7 - Population covered with MSW collection services |
| | Indicator no 8 - Population covered with MSW collection services in urban areas |
| | Indicator no 9 - Population covered with MSW collection services in rural areas |
| | Indicator no 10 - Population covered with packaging waste collection services |
| | Indicator no 11 - Recycling rate |
| | Indicator no 12 - Waste management fee |
| | Indicator no 13 - SWM informal sector |
| | Indicator no 14 - Land disposal sites for solid waste |

The Report's primary object of analysis is first-tier local governments, meaning democratically elected authorities. It refers to the level of a municipality, city or canton.

Two questionnaires are developed and used to collect the necessary data for each of the indicators:

1. Questionnaire for Institutional and Legal Framework on SWM
2. Questionnaire for Solid Waste Management Indicators

Additional questionnaire should be developed by the regional Expert in order the report's central topic to be explored - circular economy at municipal level with particular emphasis on the solid waste management and recycling.

Besides the data collected by the TF members, additional sources should be consulted as well, such as:

- FISCAL Decentralization Indicators for South-East Europe: Report 2006-2017; NALAS (2018)
- EUROSTAT etc.

The European Union standards and targets set by European Waste Management Directives: The Waste Framework Directive 2008/98/EC (WFD), the Landfill Directive 99/31/EC and the Packaging and Packaging Waste Directive 94/62/EC should be considered as well.

4. Report's content

The Report is consisted but not limited of the following main sections:

- Report in brief
- Country reviews that provide a review of the current SWM in SEE countries, analyzed from the perspective of legal and institutional setup.
- Benchmarking of 12 SEE countries' SWM performance with a relevant discussion that gives insight into the overall situation of the region.
- Municipality reviews that describe the situation with SWM in sample municipalities in SEE countries using local level indicators.
- Benchmarking of sample municipalities for their performance in SWM with a relevant discussion.
- Status quo to circular economy at municipal level with particular emphasis on the solid waste management and recycling (report's central topic)

5. Assignment objective

The main objective of the assignment is preparation of the Report Benchmarking on Solid Waste Management in the region of SEE 2018, based on the revised and furtherly upgraded methodology.

6. Main Activities and Related Outputs/deliverables

The expert shall execute the following activities and deliver related outputs:

| Activity | Related output/deliverables | Expert days | Deadline for implementation of the activity |
|--|--|-------------|---|
| 1. Review of the methodology for Benchmarking on SWM in SEE. | <ul style="list-style-type: none">- Methodology and respective research instrument (the questionnaire) are revised and updated, especially in compliance to the NALAS Regional Decentralization Observatory.- A questionnaire for exploring the status quo on circular economy at municipal level with particular emphasis on the solid waste management and recycling in SEE is developed. <p><i>The revision of the methodology should be in accordance to the recommendation of the TF members contained in the Minutes of the Meeting of the TF on SWM held on 11 December 2018.</i></p> <p>The Methodology accepted by NALAS TF on SWM. (22 April – 30 April 2019)</p> | 3 | 22 April 2019 |
| 2. Finalization of the Methodology | <ul style="list-style-type: none">- The Methodology is finalized, based on the provided feedback by the TF members. | 1 | 06 May 2019 |
| 3. Support of the TF members in the data gathering process | <ul style="list-style-type: none">- Technical assistance provided to the TF members | 3 | 15 May - 13 September 2019 |

| | | | |
|---|---|-----------|--------------------------------|
| | Data will be collected by the TF members <i>Data collection process should start as of May 15, 2019 due to the fact that national statistical offices publish the SWM data as of beginning of June</i> | | |
| 4. Compilation of data, analysis and preparation of first draft of the Report | - First draft of the Report Benchmarking on SWM in SEE developed | 10 | 16 September – 04 October 2019 |
| 5. Presentation of the draft report and feedback from the TF members | Draft report presented, discussed and feedback obtained at the TF meeting <i>(Travel day included)</i> | 2 | By mid of October 2019 |
| 6. Finalization of the Report | Final version of the report prepared and submitted to NALAS | 1 | 25 October 2019 |
| 7. Preparation of the Assignment Report | Narrative Assignment Report submitted to NALAS | 1 | 31 October 2019 |
| | TOTAL expert days | 21 | |

The expert will ensure that all abovementioned activities are appropriately documented.

S/he is expected to work closely with NALAS programme team and NALAS Task Force on SWWM. All documentation/correspondence/presentations shall respect the NALAS visibility guidelines, as provided to the expert by the Programme Officer.

7. Timing and duration of mission

All above listed tasks and activities and the production of the expected outputs are envisaged to take place between **16 April 2019 and 31 October 2019**.

The total number of man/days that shall be necessary to complete the activities listed under point 6 of this ToR is **21**.

Costs related to travel and accommodation will be covered by NALAS. In addition, all personal income taxes and other taxes obligatory under the Macedonian Law, as well as the bank fees will be paid by NALAS before transfer of the net amount agreed between the parties.

8. Reporting

A Final Assignment Report with all related outputs shall be submitted to the NALAS Programme Officer, for reviewing and approval, not later than **31 October 2019**. The Final Assignment Report with all related outputs, shall also state observations on problems/risks encountered and recommendations for improvements/additional activities/risks mitigation actions.

9. Expert profile

The Regional Expert shall comply with the following qualifications and skills requirements:

Competencies

Technical Competencies:

- Excellent analytical and writing skills. All documents shall be prepared in the English language;
- Excellent communications and facilitation skills.
- Full computer literacy.

Corporate Competencies:

- Demonstrates integrity by modeling NALAS values and ethical standards;
- Promotes the vision, mission, and strategic goals of NALAS;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.
- Client Orientation: Organizes and prioritizes work schedule to meet client needs and deadlines; Responds to internal and external clients in a timely and appropriate fashion.
- Team Work: Acting as a team player and facilitating team work.

Required Skills and Experience

Academic qualifications:

- Master degree (or equivalent) in environment, waste management, technical science or engineering.
- PhD will be considered as an asset.
- Specific training/additional education relevant for the topic will be considered as an asset, too

Professional Experience:

- Have extensive (over 5 years) regional practical and consulting experience in the area of Municipal Solid Waste Management; Understanding of the sector, its specifics and challenges (specifically local governance, SWM and decentralization issues)
- Have demonstrable experience of policy development in this area, participating in at least 3 policy development assignments;
- Proven experience in setting Solid Waste Management indicators and Conducting at least 3 studies and/or analysis related to SWM.
- Previous experience in working with the representatives from central and/or local government level institutions of the project countries and/or countries of SEE region on issues related with the assignment. Participating in at least 5 projects.
- Knowledge/experience with EU legislation and legislation of the project countries relevant for the assignment.

Language Requirements:

- Language proficiency in both, written and oral English language.

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

Experts must be independent and free from conflicts of interest in the responsibilities defined by the Terms of Reference.

10. Application procedure

The interested candidates are required to send the following documents in English:

- **Cover letter** that clearly states motivation with explicit description/presentation of each of the points of the "Required Skills and Experience" (Academic qualifications and Professional Experience) requested within point 9 of this ToR;
- **Personal CV** including past experience in similar projects, and
- **Financial offer** shall specify net amount per man-day in EUR and total amount for completing the Assignment.

Application will be accepted by e-mail at: info@nalas.eu Subject: **RE/NALAS BSWM2019**

The **deadline for submission** is **16:00, Friday, 12 April 2019**.

11. Reference person

Reference person for the mission is the NALAS Programme Officer, Boran Ivanoski.

Email address: ivanoski@nalas.eu