

Consultancy to develop a Waste Management Plan for Kulhudhuffushi City

TERMS OF REFERENCE

1. PURPOSE

Continuous changing life style and increasing anthropogenic activities wastes are being generated in ever growing volumes. With the current and inappropriate practices of dealing waste jeopardize the development. Although, waste generation is unavoidable, the pressure on the environment has become a matter of great concern as this may bring an irreversible negative impact. It is apparent that Kulhudhuffushi City cannot be disregarded from these effects. Hence, an urgent solution for wastes generated in Kulhudhuffushi City has become a priority for the City Council’s development agenda.

The Decentralization Act has mandated City Councils to manage waste generate with service provision within the City Councils’ jurisdiction. Further the recently ratified Waste Management Act set forth procedures for City Councils to operate waste management service. To this regard the City Council in collaboration with concerned government agencies is in the process of establishing a proper waste management system in-line with Government’s policies on waste management systems for Cities.

A waste management system to make it fully functional requires standard operating procedures and a comprehensive management plan. Therefore, Kulhudhuffushi City Council is seeking a full-time consultancy firm to develop a City Waste Management Plan along with standard operating procedures (SOPs)

2. BACKGROUND

Kulhudhuffushi City is located in the South Thiladhunmathi Atoll in the north of the Maldives with an area of 237.4 hectares in size and with a population of more than 10,046. The city has a designated waste dumpsite of approximately 17,010 square meters of land that is overfilled with its waste limiting its waste management capabilities stretched to a limit. Various problems including environmental degradation and health hazards are faced by the population due to the lack of appropriate waste management mechanisms. Kulhudhuffushi City Council, with the Ministry of Environment, Climate change and Energy and other stake-holders aims to develop and implement better waste management facilities and systems and the development of the solid waste management plan is the initial step towards long term restructuring of waste management mechanisms in the city.

3. OBJECTIVES OF ASSIGNMENT

The objective of this assignment is to develop a Solid Waste Management Plan to meet the safe waste management needs of Kulhudhuffushi City in accordance with national and international standards and the guidelines of Ministry of Environment, Climate Change and Technology.



4. SPECIFIC OBJECTIVES

In order to achieve the overall objective of this assignment the following are specific objectives:

- 4.1 Work closely with the client and other key stakeholders to ensure effective coordination of all stakeholders in the development of the Waste Management plan.
- 4.2 Ensure that the plan integrates all existing and planned interventions for waste management in Kulhudhuffushi, Region and national.
- 4.3 Ensure effective stakeholder consultations, information gathering and knowledge management required for planning.
- 4.4 Conduct all necessary assessments and studies associated with developing the Waste Management plan; including stakeholder analysis, regulatory framework, waste audit, willingness-to-pay surveys (identify maximum fee payable by waste generators) capacity assessment and awareness levels.
- 4.5 Conduct a capacity assessment to gauge gaps and challenges within the Council to move towards effective waste management.
- 4.6 Ensure that information and data from the field is captured, documented, analyzed and reported in a results-based manner.
- 4.7 Ensure full coherence and alignment of the Waste Management plan to local plans, national laws and regulations and international guidelines and best practices.
- 4.8 Ensure that the plan brings into focus waste reduction measures and current thinking of circularity in waste management.
- 4.9 Ensure that the Waste Management plan is developed within the island context and ensuring that it can be realistically implemented within the governance structure of the City Council.
- 4.10 Ensure Kulhudhuffushi City Council staff are trained in the implementation of the waste management plan.
- 4.11 Draft a City Waste Management Plan
- 4.12 Develop guidance manual for duty of care
- 4.13 Develop Standard Operating Procedures for various activities within the waste management system,
- 4.14 Identify the true cost of waste management that is specific to Kulhudhuffushi City



5. SCOPE OF WORKS

Major tasks include but will not be limited to the following:

- 5.1 Carry out stakeholder consultation in collaboration with the client.
- 5.2 Carry out a waste audit and identify per capita waste generation to set targets for the waste management plan.
- 5.3 Develop the methodology for compilation of the waste management plan.
- 5.4 Conduct assessments and identify risks for implementation and provide recommendations associated with waste management systems and strategy inline with the national policies.
- 5.5 Develop waste management plan in accordance with the Waste Management Regulation 2013/R-58 and based on the baseline information.
- 5.6 Define operational arrangements, roles and responsibilities to ensure organized and coordinated implementation of the developed plans.
- 5.7 Develop a cost recovery mechanism to implement the waste management plan, including a willingness to pay survey of community for waste management services.
- 5.8 Asses the infrastructure and other resources available for Waste Management.
- 5.9 Provide Recommendations based on infrastructure, machinery, and other resources needed for waste management.
- 5.10 Identify roles and responsibilities of stakeholders at City and National Level for implementation of the waste management plan
- 5.11 Prepare, deliver and share presentations during inception and final submission of Waste Management Plan.
- 5.12 Drafting of Waste Management Plan in consultation with all stakeholders in the City and/others, where necessary.
- 5.13 Validate the draft of Waste Management Plan, SOPs and Duty of Care manual through stakeholder consultation.
- 5.14 Finalize the Waste Management Plan based on stakeholder consultation outcomes
- 5.15 Conduct (Face to Face) awareness and training on Waste management plan to Kulhudhuffushi City Council staff and other Stakeholders at City level.

6. KEY DELIVERABLES

- 6.1 Inspection report (Demonstrating a clear understanding of the assignment, detailing the proposed work Schedule with timelines and methodology).
- 6.2 Report on initial stakeholder analysis and presentation.
- 6.3 Report on findings from initial assessment.
- 6.4 Report and recommendations based on the willingness to pay survey, including survey methodology and data.
- 6.5 Waste audit report submission and presentation including methodology and data
- 6.6 Final stakeholder analysis report with power point presentation.
- 6.7 Capacity assessment and community awareness report
- 6.8 Final Waste Management Plan for Kulhudhuffushi City. This Plan should include but not limited to:
 - 6.8.1 Technical recommendations and plans for Waste Management Site.

- 6.8.2 Operational plans for Waste Management Site.
- 6.8.3 Machinery and mechanization need.
- 6.8.4 Proposed Waste Management model for the city with justification. (If being outsourced clearly define responsibilities of council and party being outsourced)
- 6.8.5 Proposed Waste Management model for the city with justification. (If being outsourced clearly define responsibilities of council and party being outsourced)
- 6.8.6 All requirements as stated under the Waste Management Regulation 2013/R-58.
- 6.9 Report on validation workshop report with power point presentation.
- 6.10 Standard Operating Procedures for various activities within City Waste Management System,
- 6.11 At least two drafts of the major deliverables should be submitted to the client

7. TEAM COMPOSITION & QUALIFICATION REQUIREMENT FOR KEY EXPERTS

The Consultant's team will include 05 Key Experts, excluding Consultant's administrative, clerical and support staff. The experts' positions with their estimated input are provided in the table below.

#	Designation	Qty	Minimum requirements
1	Team Leader/ Planning Specialist	1	Minimum of a Bachelor's degree in Project Management or Development Planning or socio-economics or related field with minimum 05 years' experience in project management, along with specific experience in the field of managing Sustainable development projects. Experience in waste management planning will be an added advantage
2	Civil Engineer	1	Minimum of a Bachelor's degree in Civil Engineering or mechanical engineering, Construction Management with minimum 05 years' experience along with specific experiences in managing and supervising infrastructure development projects. Experience in waste disposal infrastructure development would be an added advantage.
3	Social specialist	1	Minimum of a Bachelor's Degree in Management, Social Sciences or a related field with minimum 05 years' experience. Experience in planning of waste management systems, capacity assessments, socio-economic-surveys, waste audits will be an added advantage.
4	Economist	1	Must poses a minimum Bachelor's Degree in economics and/or related field At least 5 years' work experience in the field
5	Waste Management Specialist	1	Must poses a minimum Bachelor's Degree in Environmental Management / Environmental Science or a related field. Must have at least 5 years' experience with waste management background



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