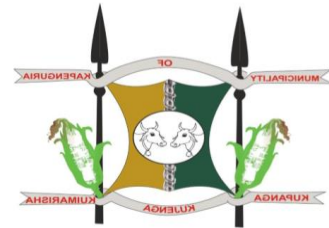


# WEST POKOT COUNTY KAPENGURIA MUNICIPALITY



## TERMS OF REFERENCE (TOR) FOR CONSULTANCY FIRMS TO UNDERTAKE DEVELOPMENT OF SOLID WASTE MANAGEMENT POLICY FOR KAPENGURIA MUNICIPALITY

<b>DUTY STATION</b>	KAPENGURIA MUNICIPALITY –WEST POKOT COUNTY
<b>TYPE OF CONTRACT</b>	CONSULTANCY
<b>LANGUAGES REQUIRED</b>	ENGLISH
<b>REPORT TO</b>	MUNICIPAL MANAGER

@2019

## **1.0 BACKGROUND AND RATIONALE**

The volume of solid waste is increasing rapidly worldwide, and its sustainable disposal is becoming an increasing problem. In Kapenguria Municipality, solid waste management is a major challenge, especially in urban areas. Improper waste disposal, inefficient waste collection and lack of disposal facilities are among the dominant concerns in the county's solid waste management system. Unless these are addressed, the wastes generated from various sources will continually lead to health hazards and serious environmental impacts such as spread of diseases, ground and surface water contamination, flooding and air pollution. Solid Waste is a challenge that governments are not able to cope alone. A multi-stakeholder approach and - partnership is necessary with state, business, science and civil society actors on board to find effective, efficient, appropriate and sustainable solutions for waste management and recycling.

## **2.0 Objectives of the consultancy work**

The purpose of this consultancy is

a) To provide a detailed assessment and analysis of the

- Legal and institutional framework in West Pokot County
- Solid waste management situation
- Relevant stakeholders for solid waste

b) To develop policy for a solid waste management project.

- The results of the consultancy will be used by the contracting bodies to decide in which temporal, financial and geographical scope and with which stakeholders a project will be further planned and implemented.

**c) Analysis of the legal and institutional framework**

- County Government's strategy and objectives,
- Legal provisions and regulations
- Responsibilities of the governmental authorities
- Implementation of the legal conditions and regulations into practice

**d). Analysis of the solid waste management situation**

- Waste production, composition of municipal waste, and amount of waste
- Waste collection, waste disposal, waste management
- waste treatment, waste management

#### e) Stakeholder analysis

- Governmental stakeholders in this sector
- Business stakeholders (solid waste collectors, recycling companies, environmental technology technologies, informal sector, etc.)
- Non-Governmental/ Private Stakeholders ((I)NGOs, researchers, universities, etc..)
- Interests of the stakeholder: Are conflicts of interest? Are there potential synergies?
- Which local organizations are suitable to be a potential project partner and why? What Capacities (institutional, technical, personnel, financial) do they have.

### 3.0 METHODOLOGY

The methodology to be adopted by the consultant and other stakeholders in the development of solid waste management policy is stipulated below:

- In house engagement: The consultants meets with municipal manager and other technical staff to agree on proposed objectives and data collection instruments
- Secondary data review: Existing data including data from various stakeholders (National and County governments, Research Institutions, business, informal sector, (I)NGOs, donors, will be reviewed and analyzed
- Primary data collection: The consultant collects primary data from municipality residences in public barasas in key strategic locations. Key informants will be interviewed and data analyzed.
- First draft report: The consultant develops first draft report and share with county executive for further technical information and produce second draft report key stakeholders for further technical input
- Second draft : The consultant presents second draft report to stakeholders for validation and prepare final report
- Final report submission: The final reports will be submitted in both hard copy and electronic format.

## 4.0 Timetable for this EOI

The proposed timetable for completing the EOI is as follows:

Milestone	Target Dates (EAT)
Release of EOI	29 <sup>th</sup> October 2019
Clarification answered	Within three working days of receipt of sought clarifications. If this is not achievable, the Consultancy Firm will be advised accordingly.
Last Clarification	2 <sup>nd</sup> September 2019
EOI Closure	12 <sup>th</sup> September 2019 (EAT)

- It is expected that the whole task should be finished within 30 calendar working days from the starting date

## 5.0 EOI EVALUATION

The EOI shall be evaluated using the criteria below

Evaluation Criteria	Score
<b>Relevant qualification for Consultancy Firm</b>	
<ul style="list-style-type: none"><li>• The consultancy firm should demonstrate relevant qualification in handling and facilitating Solid Management Policy (SWP)</li></ul>	<b>30</b>
<ul style="list-style-type: none"><li>• Demonstrate experience in project management in reference to Company profile</li></ul>	<b>20</b>
<ul style="list-style-type: none"><li>• Demonstrate commitment in working with teams of International, National and County advisors: (Stakeholder and Commitment engagement i.e Public private sector actors and development partners on Integrated Development Plan)</li></ul>	<b>25</b>
<ul style="list-style-type: none"><li>• Demonstrable experience in Kapenguria Municipality and West Pokot</li></ul>	<b>15</b>

County	
<ul style="list-style-type: none"> <li>• Consultancy Firm Requirements (<b>Refer 4.0</b> )</li> </ul>	<b>10</b>
<b>TOTAL SCORE</b>	<b>100</b>

## 6.0 Deliverables

The consultant (team) will produce the following deliverables in English

### **Final Version of solid waste management policy**

## 7.0 REQUIREMENTS

Interested individuals, companies or research firms should submit the following as two separate documents:

- The technical proposal should include an interpretation of the objectives of the consultancy, detailed methodology and an elaborate work plan. Organization/individual capacity statement.
- The financial proposal should include a detailed budget proposal; proposed terms and schedule of payment; a detailed contact address
- Provide a copy of **Registration Certificate, Tax Compliance Certificate and ITAX PIN** where applicable.

## 8.0 NATURE OF PENALTY CLAUSE IN CONTRACT

If the reports and documents are not submitted according to the deliverables and timeframe stated in this TOR, the payments will be withheld.

**Kapenguria Municipality** reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs are incomplete, not delivered or failure to meet deadlines. All materials developed will remain the copyright of **Kapenguria Municipality** and will be free to adapt and modify them in the future.

## **9.0 SUBMISSION**

Interested applicants should send their expression of interest documents (in PDF readable), clearly marked **“Expression of Interest – SOLID WASTE MANAGEMENT POLICY”** on or before **12<sup>th</sup> September 2019** To the **KAPENGURIA MUNICIPAL MANAGER, ARDHI HOUSE P.O. Box 222– 30600, KAPENGURIA-WEST POKOT.**