

## **Terms of Reference (TOR)**

### **Consultant for development of Vocational Training Module for Solid Waste Management**

CLEAN UP NEPAL, established in 2014, is a non-governmental organization (NGO) with a mission to clean spaces, clean air, clean water, and knowledgeable communities with responsible lifestyles and good health. The organization's focus is to ensure that communities have access to effective solid waste management, water, sanitation, and hygiene systems, along with the necessary knowledge and resources for maintaining a healthy and disease-free lifestyle. CLEAN UP NEPAL strives to create an inclusive and supportive environment by fostering connections, providing education, and empowering local communities and other stakeholders through a solution-oriented people-centered approach.

#### **1) Background:**

Green Empowering through Vocational Training for Solid Waste Management in Lalitpur (GEMS-L) Project is a pilot project focused on the Lalitpur Metropolitan City (LMC), the third largest city in Nepal. The project is funding support of BGZ (Berliner Gesellschaft für internationale Zusammenarbeit mbH). The project will be implemented in four wards, 2, 7, 9, 11 of Lalitpur Metropolitan City. GEMS-L aims to address the gap that arises due to enormous accumulation of waste in the city and the high youth unemployment problem in the city. These gaps will be addressed by implementing a vocational training program focused on the field of SWM for young people in Nepal. The project will focus on youth of the age group i.e., between the ages of 18 and 40 (National Population and Housing Census, 2021, a city has a population of 294,098, of which 46% are youths.

Waste is a growing problem in cities and rural areas in Nepal. The high youth unemployment rate is another major socio-economic challenge that Nepal encounters. Particularly, the majority of youths in urban areas have limited and unstable future perspectives. Based on the latest ILO report, the quality aspect of youth employment is low regarding productivity, earnings, and work conditions (ILO, 2023). The field of waste management will open good opportunities for youths, such as recycling and upscaling of waste resources. Solid waste management as an interactive theme in the green jobs field offers a sustainable solution by promoting environmentally friendly practices while creating employment opportunities. Youths can be trained in the waste management sector.

#### **2) Job Title:** Consultant

#### **3) Objectives**

To develop vocational training module on solid waste management. The module will integrate practical skills, entrepreneurial knowledge, and advanced concepts from VET 4.0, empowering youth to contribute effectively to environmental conservation and socio-economic development in Lalitpur.

The vocational training module will be based on the outcomes of the recently completed planning workshop and the ongoing situational analysis report.

#### **4) Scope of work**

The consultant is expected to cover following aspects as well:

- a. Understand the specific requirements of the youth and the local waste management sector in Lalitpur, the reference will be taken from the planning workshop and situational analysis result.
- b. Develop training materials covering waste characterization, segregation techniques, recycling methods, composting, health and safety protocols, and environmental regulations, local practices, opportunities, and so on.
- c. Integrate entrepreneurial skills training to promote innovation and risk management.
- d. Include VET 4.0 concepts such as automation, globalized internetworking and so on.

## 5) Expected Deliverables:

### a. Training Framework

The selected consultant or company will develop a short vocational training framework, including methodology, training module content, and tools. These components will be shared with CLEAN UP NEPAL upon signing the agreement. The development of the training module will commence only after the training framework is approved.

### b. Training Modules

The consultants need to develop a detailed vocational training modules for five days with chapters of waste characterization, segregation techniques, recycling methods, composting, health and safety protocols, and environmental regulations, local practices, opportunities, and so on.

The training module will initially be developed in English, and once approved, it will also be translated into Nepali.

### c. Presentation

The selected consultant or company will develop and deliver a presentation on the vocational training module to the CLEAN UP NEPAL.

## 6) Methodology:

The consultant or company will propose the detailed methodology for the vocational training module development.

### Timeline

The proposed duration of the consultancy is expected to start from 15 August 2024 and needs to be accomplished by 4 September 2024. The detailed breakdown of the task is presented below:

<b>Date</b>	<b>Key Tasks</b>	<b>Responsible</b>
15 August 2024	Project Introduction Meeting, Signing of Contract	CLEAN UP NEPAL
19 August 2024	Finalization of the training framework	Consultant
28 August 2024	Vocational training module first draft presentation	Consultant
4 September 2024	Finalization of the vocational training module	Consultant

## 7) Quality Assurance

Implement quality assurance mechanisms to ensure the accuracy, reliability, of the information in the vocational training module.

## 8) Who can apply:

A company or an individual who has:

- a. Master's degree in environmental science, Waste Management, Urban Planning, or a related field.
- b. Knowledge of vocational training program development, particularly in the context of the waste management sector.
- c. Knowledge of waste disposal methods, regulatory frameworks, and sustainable waste management practices.
- d. Experience in workforce development, including training needs assessment and program implementation aimed at creating green jobs.
- e. Understanding of policy enforcement mechanisms and ability to assess their effectiveness.
- f. Strong communication skills to work effectively with local communities, stakeholders, and government officials.
- g. Strong report writing skills in English and Nepali.

## 9) Evaluation Criteria

The Evaluation Selection Criteria Assessment numbers are outlined as follows.

S. N	Criteria	Description
A	Proposed Budget (15%)	Proposed budget amount close to, or under our stipulated ceiling amount
B	Quality of Proposal (35%)	Understanding of ToR, Methodology, and Implementation Approach
C	Relevant Years of Experience (20%)	Relevant experience, involved in social development sector, Research/ survey/ training facilitation/ Manual development
D	Quality of Sample work (20%)	Quality of Sample work
E	Affirmative Action (10%)	Dalit (5%); Janajati, Madheshi (3%), Geologically Remote areas (3%); Women, LGBTIQ+ (5%), and PWD (5%) (The score is calculated based on the average of the scores obtained per CV, provided the score does not exceed 10%)

## 10) Submission of Proposal and financial proposed budget

### a) Technical Proposal

The technical proposal should be prepared in the following format:

- Introduction
- Understanding of ToR
- Methodology
- Implementation Approach

- Workplan
- Proposed team members along with their CVs
- Quality of Sample work (share link or attached file along with proposal)
- Financial proposal (Note: Calculate the cost including taxes.)

### **11) Submission of proposal**

Consultant or company interested in applying should send their Proposal and Financial proposed budget under the specified headings. Additionally, include your Registration/Renewal Certificate, PAN/VAT Certificate, and Tax Clearance Certificate (for firms only), along with the resume to [career@cleanupnepal.org.np](mailto:career@cleanupnepal.org.np) with the subject line mentioning **"Proposal for Consultant for Vocational Training Module"** by 5:00 PM on August 11, 2024.

CLEAN UP NEPAL encourages a diverse workforce and practices affirmative action in favor of candidates from Women, LGBTQIA+, Dalit, Janajati, Madhesi, persons with disabilities, and geographically remote areas. Individuals from these backgrounds are strongly encouraged to apply. CLEAN UP NEPAL retains the right to cancel, postpone, or modify the entire recruitment process without the obligation to provide any specific reasons.