

TERMS OF REFERENCE INDIVIDUAL CONSULTANT

Solid Waste Management Specialist

Caribbean Sustainable Ecosystems Activity

1. BACKGROUND AND JUSTIFICATION

The Pan American Development Foundation (PADF) believes in creating a hemisphere of opportunity, for all. We work across Latin America and the Caribbean to make our region stronger, healthier, peaceful, just, inclusive, resilient, and sustainable for current and future generations. For 60 years, we have served the most vulnerable communities, investing resources across the hemisphere. We partner with civil society, governments, and the private sector and empower them to achieve good for the region.

With 60 years of experience across Latin America and the Caribbean and strong partnerships with local communities, civil society, and the public and private sectors, we have an impeccable track record of success with extensive in-country networks and strong financial controls. We are uniquely positioned to develop and implement adaptable programs across multiple technical areas, rapidly deploy to any Latin American and Caribbean country and activate existing local networks, measure and evaluate our impact with comprehensive performance indicators, and communicate our progress through integrated communication strategies.

PADF is now accepting proposals for a Solid Waste Management Specialist to conduct a baseline assessment. This assessment will contribute to the design of initiatives to advance the program's Intermediate Objective/Result 2. This Intermediate Result 2 seeks to strengthen leadership and financial support from tourism stakeholders for improved solid waste management.

2. OBJECTIVE

The Solid Waste Management Consultant will conduct a baseline assessment for the Program's IR 2 in its different prioritized geographic areas of implementation together with the activity partners. A baseline assessment will be conducted for each current indicator before any major program implementation occurs. Indicators will reflect data from activities in the prioritized geographic areas under IR 2. The activities include banned or reduced plastic consumption by the tourism sector, tourism-sector supported solid waste management strengthening and supporting solid waste management initiatives in areas adjacent to their operations. The analysis of this initial data will inform subsequent targets.

The objective of this five-year project (2024-2029), funded by USAID, is to leverage the business interests and corporate social responsibility (CSR) commitments of tourism stakeholders to sustainably strengthen ecosystem and biodiversity management in coastal marine areas while promoting inclusive development in the Caribbean. The program is to be supported through three Intermediate Outcomes (IRs). IR 1 – Increased advocacy for leadership and financial

support by tourism stakeholders for improved management of MPAs, FMAs, and adjacent areas, IR 2 – Improved solid waste management practices by large-scale tourism stakeholders, and IR 3 – Increased sustainability of the fisheries sector and related ecosystems by large-scale tourism stakeholders. As mentioned above, this Request for Proposals focuses on IR 2.

3. CONSULTANT RESPONSIBILITIES

- a) Establish a baseline for solid waste management indicators to ensure data quality for technical activities under RI 2 to contribute to goals within the MELP together with the MEL Specialist for the Program
- b) Contribute to knowledge management and exchange activities on that baseline of indicators for solid waste management within the project's priority areas, with USAID, the government, local partners, and in particular, partners from the tourism sector.

4. ASSIGNMENT LOCATION

The geographic scope of the program includes program's priority areas in the following countries: Antigua and Barbuda, Barbados, Dominica, Dominican Republic, Haiti, Jamaica, St. Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Grenada, Trinidad and Tobago, Guyana, and Suriname. **Travel may be required to some of these locations.**

5. CANDIDATE PROFILE

Education:

- a. Bachelor's degree in environmental engineering or science or related field, or an appropriate combination of education and experience.

Experience and technical skills

- b. Minimum of ten (10) years of experience in solid waste management in the Caribbean Region with preference for experience with USAID programs
- c. Experience working and collaborating with the private sector, government, academic institutions and the tourism sector on issues of solid waste management
- d. Written and oral communication skills in English
- e. Experience working with international NGOs and/or international donors, especially USAID, is preferred.

Other required skills

- a. Analytical skills including data research and measurement, data collection, data processing and analysis, preferably with knowledge and experience in indicator data management processes used for MEL plans within USAID programs
- b. Knowledge of relevant indicators used for solid waste management, with preference for detailed knowledge and experience with indicators used in USAID programs

- c. Technical knowledge of software and methods relevant to data collection and processing (Excel, etc.), geospatial mapping (ArcGis, etc.) and statistical software (SPSS)
- d. Strong sense of organization, confidentiality, responsibility and initiative
- e. Ability to work in a diverse and multicultural team
- f. Proactive thinking and ability to work independently
- g. Ability to handle multiple tasks independently
- h. Attention to detail and consistency
- i. Experience in community outreach, as it may be required for data collection

Travel required

Travel to project intervention areas as determined necessary

Legal requirements

- Individuals or companies must be legally registered to work in their country and preferably be part of an association (not mandatory)
- Companies need a certificate of registration in their country
- Individuals or businesses must have a current tax status or tax identification number in their country.

6. CONTRACTUAL MECHANISM: FIXED PRICE

(All taxes, fees and other applicable costs must be included in the price proposal)

Please include the following information about your fee with your request:

- Provide a methodology and sources of information that would be used to conduct the baseline study and the associated costs .
- Travel expenses (if applicable)
- Other related costs (please specify)
- Total cost, including expected overhead rate, travel costs and other related expenses.
- Provide an expected rate for completed deliverables. Provide a detailed list of each deliverable, its cost, and price justification.

Schedule of Proposed Milestones / Deliverables			
	Estimated Delivery Date	Deliverables	Percentage of the Total
1	Week 2	Initial Report and Methodology Design. Describe the proposed methodology, data collection tools and detailed work plan.	25% of the total
2	Week 5	Data Collection and Preliminary Analysis. Complete indicator data collection in all 13	30% of the total

Schedule of Proposed Milestones / Deliverables			
	Estimated Delivery Date	Deliverables	Percentage of the Total
		countries using remote surveys, virtual interviews, and available secondary data sources. Submit a progress report summarizing the status of data collection, initial findings, and any adjustments made to the data collection process.	
3	Week 8	Final baseline assessment report and presentation. Deliver the final baseline assessment report, including a detailed analysis of all indicators and a complete baseline data set for all 13 countries. Provide a virtual presentation of findings to PADF stakeholders. Submit the finalized form incorporating stakeholder feedback from the presentation and including recommendations for continued monitoring and data management.	45% of the total
Total			100%

The consultant must provide a pricing model for each deliverable listed in the table above in USD.

7. PROPOSAL DOCUMENTS TO BE INCLUDED

- a) Please attach your Curriculum Vitae (CV) to demonstrate how you meet the requirements of the ToR.
- b) Please include descriptions of similar projects or assignments and at least three client references.
- c) Your preferred daily rate and justification for the rate. Include the information requested in Section 6, Contractual Mechanism.

8. CONTRACT TERMS

Estimated start date of the contract is December 15, 2024 and will last until February 15, 2025. The contract will last approximately 2 months (8 weeks).

9. SUBMISSION OF PROPOSALS

- a) Applications must be received no later than November 29, 2024. All application materials should be submitted to kcarter@padf.org, following the guidelines listed in these Terms of Reference.
- b) Offer validity: 90 days from the submission deadline.
- c) Amendments: At any time prior to the deadline for submission of proposals, PADF may, for any reason, modify the Terms of Reference document by means of an amendment which will be posted on the PADF website and/or communicated by email.
- d) Clarifications: Questions may be sent to kcarter@padf.org. The subject line of the email should contain the ToR number and the ToR title.

10. TERMS AND CONDITIONS

Winning Proposal

The ToR does not obligate PADF to execute a contract, or pay any costs incurred in preparing or submitting proposals. Furthermore, PADF reserves the right to reject any and all offers, if such action is deemed to be in the best interest of PADF. PADF, in its sole discretion, will select the winning proposal and is not obligated to share the results of the individual evaluation.

Confidentiality

All proprietary information provided by the bidder will be treated as confidential and will not be shared with potential or actual applicants during the bidding process. This includes, but is not limited to, price quotes, cost proposals, and technical proposals. The results of the PADF evaluation are confidential.