

REQUEST FOR PROPOSAL

Waste Management Expert for the project ‘Sustainable municipal waste management services’ in North Macedonia

PART 1: TERMS OF REFERENCE & DESCRIPTION OF REQUIREMENTS

1. Background & Rationale

The momentum in the North Macedonia’s EU accession process, the country’s decentralization process and Sweden’s results strategy for Western Balkans 2021-2027 underpin the relevance of an intervention that aim to strengthen the capacity of the local sector to align with EU standards on public administration, service delivery and gender equality as well as in the fields of environment. The new legislation and national strategy for waste management involves construction of modern waste treatment infrastructure at regional level and specifically municipalities will continue to play a vital role in waste management and governing of the regional system.

In line with the Swedish Result Strategy for reform cooperation, the action ‘Sustainable municipal waste management services’ (hereafter the project) will foster more sustainable public services, improved compliance with EU legislation and enhanced environmental responsibility among inhabitants. It will also help to strengthen local democracy by improving administrative capacity and public participation and by addressing gender and human rights aspects of waste management.

The project supports selected municipalities in the South-West and Pelagonija regions on the waste management planning process as well as implementation of plans. The project works with municipal administrations, local public utility companies and inhabitants in selected municipalities to improve waste management planning practices and strengthen the ability to deliver inclusive and sustainable waste management services. Secondly, working with the local government association, ZELS, it helps a wider group of municipalities to improve waste planning and performance and to apply gender mainstreaming practices in local service delivery. Thirdly, working with the Ministry of Environment and Physical Planning, the Ministry of Local Self-Government and other national and regional actors, it seeks to improve multi-level coordination and promote inter-municipal cooperation, thus improving the government’s capacity to support local authorities in implementing EU waste standards.

2. Two phases of project implementation

The project started with an inception phase, February 2022 to January 2023, and laid out a foundation for the upcoming work. In short, this phase served to establish the project team, bring together cooperation partners and key stakeholders, to refine planned activities and

expected results, and to introduce and integrate the project's guiding principles (human-rights based approach, gender equality, anti-corruption, ownership and sustainability) in the communication and interaction with stakeholders.

The implementation phase, which started in March 2023, is working firstly with support to selected municipalities on the waste management planning process as well as implementation of the Operational Regional Waste Management Plan (ORWMP). Secondly, the project carries out capacity development and knowledge sharing activities through the Association of units of local self-governments (ZELS). Thirdly, provides support to national authorities where the focus will be on key analytical work and additional support to localisation of the regional waste management plans, improving cooperation between different levels of government and other capacity development activities.

3. SALAR's & SALAR International's previous experiences

SALAR and SALAR International have significant experiences of supporting decentralisation reforms, local good governance and sustainable service delivery in reform countries in the Western Balkans, Eastern Europe and other countries. The scope of the international projects range from interventions at the system level, i.e. support to decentralisation processes, municipal legislation and intergovernmental financing to activities at the local level, i.e. sustainable urban development in pilot municipalities, as well as development of more effective & equitable service delivery in areas such as waste and water management and increased dialogue with citizens. The project will draw on former and on-going experiences in strengthening the local governance sector in the Western Balkans, including countries such as Serbia, Bosnia and Herzegovina, and Albania.

4. The role of Waste Management Expert

The Waste Management Expert is expected to provide high level technical expertise and support the waste management processes in the two targeted planning regions of South-West and Pelagonija. The main focus of the support will be devoted to the municipal support processes to improve waste management services and practices in both regions, foster inter-municipal coordination and provide thematic support in relation to the EU-accession process.

More specifically, the Waste Management expert is expected to:

- Provide thematic support to the implementation of the project in the area of (i) waste management and environmental impact; (ii) policy analysis on sustainable development and more specifically waste management and (iii) capacity development.
- Provide coordination and technical support needed for the implementation of the activities from the Local action plans (LAP) in both, pilot and non-pilot municipalities
- Review pilot municipalities waste management practices, identify issues in the current system and formulate solutions for improvement
- Contribute to the identification and dissemination of best waste management practices.
- Assist in identifying financing opportunities for municipal waste management projects and activities to support the implementation of the ORWMP.
- Contribute to monitoring, evaluation and assessment of the project activities related to municipal waste management processes.

- Support the networking process among project stakeholders, especially at the local level, and contribute to creating and maintaining good relations with municipal officials and staff.
- Provide thematic advice and input to all components of the project. This can include information and description of waste management policies and strategies as well as past or ongoing initiatives, projects, etc. carried out by the government or other actors.
- Contribute to the design of relevant support and development of capacities in municipal administration and utility companies in line with the expected results of the project.
- Provide input to communication material and other project communication efforts.
- Maintain close dialogue with partners and other actors within the field of waste management and environment.
- Ensure that Sida's horizontal objectives in development support (such as human rights, gender equality and environmental sustainability) is considered and integrated in the various activities of the project.

Further, the Waste Management expert is expected to maintain close communication with SALAR International's management team in Stockholm during the assignment and continuously report as agreed. Specific deliverables will be agreed. The WM expert will also represent SALAR/SALAR International in dialogue with key stakeholders in North Macedonia and is therefore expected to get acquainted with the organisations and follow SALAR International's Code of Conduct (CoC).

The WM expert will work in close collaboration with the International Experts as well as the Team Leader who is main responsible for the practical implementation of the project and the main representative of SALAR International in North Macedonia.

4.1. Planning & Time Frames

The assignment will be implemented during **March 2024 – February 2025**. The WM expert is expected to work for a total **of up to 60 days** (indicative) during the period and is available for consultations on a short notice.

4.2. The Team

The team consist of a Project Manager, a Deputy Project Manager, Project Support, Financial Manager, International and Municipal Experts (Sweden), Team Leader, Senior Project Coordinator and National Experts (North Macedonia).

5. Scope and Location

The WM expert is a consultant that will work on a per day fee rate, either as self-employed contractor or as representative of a company/organization that will provide it. Project activities are performed in Skopje as well as the two regions of South-West and Pelagonija.

The WM expert will invoice SALAR International as per the organization's invoicing policy. A full working day is considered 8 hours of work.

PART 2: REQUEST FOR PROPOSAL

1. Essential information

If you are interested in the role as WM expert, you should follow the information below.

a. How to submit a Proposal

Proposals, named *RfP- Waste Management Expert in North Macedonia*, should be submitted electronically, via email to the following email address:

Yama.omari@skr.se

b. Closing time

Proposals must be received at this email address no later than **4 December 2023**. It is the Applicants' responsibility to ensure that documentation is prepared and sent within the timeframe. An automatic response will be generated from the email address, which is valid as proof of submission.

c. Clarification and questions

Any questions for clarification or additional information can also be sent to the above email, no later than **30 November 2023**.

1. Information to be provided by Applicants

Proposals shall comprise the following information:

- a) An **email and/or a personal letter** that includes the following information:
 - a. a brief description of the Applicant's suitability for the role and relevance to the Selection Criteria listed below
 - b. the Applicant's readiness and possible start date (the SRA is expected to start to work as soon as possible)
 - c. Other assignments/employments that may affect the availability and flexibility of the Applicant
 - d. Contact details: Full name, current job title, telephone number and email address
 - e. The total daily fee requested by the Applicant in Swedish Krona (SEK). For more information, see "Price" section below.
- b) An up-to-date **curriculum vitae** (CV) of not more than seven (7) A4 pages length, showing relevant qualifications, experience and expertise

2. Selection Criteria & Assessment

Proposals will be evaluated against the Selection Criteria described below. The availability and readiness to start the assignment as soon as possible will also be taken into consideration. An interview will also be conducted with short-listed candidates and references may be taken. At the end of the selection process, the preferred Applicants will be assessed in terms of their proposed price relative to other Applicants. Based on this process, SALAR International will make an overall and balanced assessment that will result in a final and formal decision on

appointment.

The Waste Management expert can be national of the Republic of North Macedonia or from any of the countries in the region with the ability to work in North Macedonia.

Selection Criteria

- Graduate degree in a relevant area such as, environmental protection, engineering, governance, sustainable development or related fields;
- At least ten years of professional experience, of which at least five years in municipal waste management planning and implementation
- Proven experience in areas of waste analysis, waste management activities (collection, selection, recycling) and institutional development to support waste management improvement efforts
- Understanding of the principles underpinning waste management – impact of solid waste generation (including organic, construction and bulky waste), quantities of waste, legislation on waste and projections
- Experience working on the subject of municipal waste management, particularly in the context of donors funded projects
- Familiarity with result-based monitoring, evaluation and learning concepts
- Strong analytical and report writing skills
- Experience in the field of human rights and gender mainstreaming, environment (waste, water, air quality, etc.) and/or on complex international donor programmes and projects would be an asset.
- Ability to plan, organize and facilitate digital interactions and other project logistical activities such as interpretation and translation.
- Experience in working with international project teams, demonstrating flexibility in responding to developments and different needs as they arise.
- Working proficiency in English.
- Fluency in Macedonian. Knowledge of Albanian would be an asset.
- Possession of a driving licence (B category) and willingness to travel to the project regions.
- Either be self-employed or employed by a company/organization taking on the role as employer.

Price

The SRA will be paid a daily fee (8 working hours per day).

Applicants shall state their Price in the Proposal as a proposed daily fee in Swedish Krona (SEK). This shall be an all-inclusive fee that includes all relevant taxes (except VAT), social costs, insurances and any other overheads. Costs for travel, accommodation etc. will be reimbursed separately, on cost basis.

SALAR International reserves the right to negotiate the actual daily fee with the preferred Applicant on the basis of his or her seniority, experience and competitiveness for the position. Further, SALAR International may need to negotiate the daily fee rate based on the maximum rate available for this position as defined in the overall project budget.

3. Contracting arrangements

The Successful Applicant will be contracted by SALAR International, based in Stockholm, Sweden. The contract is expected to be signed in November 2023 and last throughout December 2024, unless otherwise modified due to any changes in the project contract.