

Terms of Reference (TOR)

Consultant for Baseline Survey on Solid Waste Management Practices and Material Composition

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:

The "Green Nepalgunj: Community Waste Transformation" project, funded by The Coca-Cola Foundation, implemented in consortium with BAS Nepal and technical support by CLEAN UP NEPAL. The project is understanding the baseline status of waste generation, collection, and composition, particularly the proportion of PET and other recyclable materials. This information is essential to designing effective interventions, measuring progress, and ensuring sustainability. To support this, a baseline study will be conducted to gather data on waste collection rates and material flow composition in the project area. The findings will establish a benchmark for evaluating the project's impact over time and contribute to data-driven decision-making and program adaptation. The study will also help identify challenges and opportunities for enhancing recovery, recycling, and community awareness around sustainable waste practices in Nepalgunj Sub Metropolitan City.

2) Job Title: Firm/ Consultant

3) Objectives

The primary objective of this consultancy is to collect and analyze data on current waste collection rates, material flow composition, and the proportion of key waste streams, particularly PET and other recyclables within Nepalgunj Sub Metropolitan City. This will provide a benchmark to assess

the effectiveness and impact of project interventions over time, guide evidence-based decision-making, and support monitoring, evaluation, and learning efforts.

4) Proposed Areas

Nepalgunj Sub Metropolitan City

5) Scope of work

The firm/ consultant will be responsible for designing and conducting a baseline study to assess the current status of waste management in the project area. The scope of work includes, but is not limited to, the following:

1. **Literature Review:** Review existing policies, reports, and data related to solid waste management in Nepalgunj Sub Metropolitan City, including PET and recyclable material flows.
2. **Study Design:** Develop a detailed study methodology, sampling framework, and data collection tools (qualitative and quantitative).
3. **Field Data Collection:** Collect primary data on:
 - Waste collection rates (household, institutional, and informal sector)
 - Material flow composition (e.g., PET, organics, paper, metal, glass, etc.)
 - Storage, segregation, and disposal practices
 - Stakeholder roles (including waste workers and recyclers)
4. **Data Analysis:** Analyze data to identify the current composition and flow of waste, and baseline indicators for future comparison.
5. **Reporting:** Prepare and submit a comprehensive baseline report, including key findings, datasets, and recommendations for monitoring and evaluation.
6. **Presentation:** Present key findings to project stakeholders and incorporate feedback.

6) Expected Deliverables:

a. Inception Report

The selected firm/ consultant will develop short inception reports including detail methodology, a list of stakeholders for consultation, sample size of the household, and tools for the study. The questionnaires and methodology will be finalized after consultation with CLEAN UP NEPAL.

b. Field Assessment Report:

The selected firm/ consultant will develop a field assessment report including detailed findings, data analysis, maps, photographs and recommendations.

c. Final Report:

The consultant will incorporate the feedback and suggestions and finalize the report before submission.

d. Presentation

The selected consultant/company will develop and deliver a presentation on the key findings of the study and recommendations. This presentation should also include key aspects of the scope of work.

7) Methodology:

The methodology should be scientific and participatory. The firm/ consultant will propose a short methodology, which will be enhanced with value-added elements. Scientific and participatory will be added value.

8) Timeline

The proposed duration of the consultancy is approximately 30 days and is expected to start from 28 July 2025 and needs to be accomplished by 27 August 2025. The detailed breakdown of the task is presented below:

Date	Key Tasks	Responsible
28 July 2025	Project Introduction Meeting, Signing of Contract	CLEAN UP NEPAL
1 August 2025	Finalization of the inception report	Firm/ Consultant
10 August 2025	Completion of Fieldwork	Firm/ Consultant

22 2025	August	Finalization of the assessment report	Firm/ Consultant
27 2025	August	Presentation of key findings of the study and recommendations. Also include key aspects of the scope of work.	Firm/ Consultant

9) Ethics and confidentiality

Adhere to ethical standards and principles of confidentiality in data collection, and dissemination, ensuring the protection of participants' rights and privacy.

10) Quality Assurance

Implement quality assurance mechanisms to ensure the accuracy, reliability, and validity of the data and information in the situational analysis report.

11) Who can apply:

A firm or an individual who has:

- Master's degree with experience in waste management research, climate change research, and community-based research methodologies, or a related field.
- Proven experience in conducting field-based research and data analysis.
- Strong communication skills to work effectively with local communities, stakeholders, and government officials.
- Demonstrated experience in conducting primary qualitative and quantitative data collection and analysis, study, research, and assessment.
- Experience involving such study before with proof and involved in advocacy of such issues.
- Strong report writing skills in English.
- Highly encourage to apply from firm/ company registered in VAT.

12) 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	Methodology (35%)	Understanding of ToR, proposed methodology
C	Relevant Years of Experience (20%)	Relevant experience, involved in research-based work, develop assessment/ survey report
D	Previous sample work/ Work experience document (20%)	Quality of work/ relevant 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%)

13) Submission of Proposal and financial proposed budget

Technical and Financial Proposal

The technical proposal should be prepared in the following format:

- Introduction
- Understanding of ToR
- Detail methodology
- Relevant experience
- Proposed Consultancy Fees

Note: Calculate the cost including taxes.

- CVs from the firm/ consultant
- Sample of Previous Work (google drive)

Note: College students may be provided by the project to serve as enumerators for a total of 6 days; therefore, there is no need to include enumerator costs in the proposal.

14) Submission of proposal

Firm/ consultant interested in applying should send their Technical and Financial Proposal budget under the specified headings. Additionally, include your Registration/ Renewal Certificate, PAN/VAT Certificate, and Tax Clearance Certificate, along with the resume to **career@cleanupnepal.org.np** with the subject line mentioning "**Proposal for Baseline Survey on Solid Waste Management Practices and Material Composition**" by 5:00 PM on 22 July 2025.

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.

