

TERMS OF REFERENCE (TOR) FOR THE RECRUITMENT OF A CONSULTANCY FIRM

TO CONDUCT A CAPACITY ASSESSMENT OF THE SOUTH ASIA CO-OPERATIVE ENVIRONMENT PROGRAMME (SACEP)- THE CONSULTING ASSIGNMENT IS FINANCED UNDER THE WORLD BANK-FUNDED PLASTIC FREE RIVERS AND SEAS PROJECT (PLEASE) PROJECT

**ASSIGNMENT PERIOD: 80 MAN-DAYS (ON AN INTERMITTENT BASIS WITHIN 3 CALENDAR MONTHS)
CONSULTING FIRM RECRUITMENT WILL BE ON CONSULTING QUALIFICATION SYSTEM (CQS) BASIS**

Background

The regional “**Plastics Free Rivers and Seas for South Asia**” project (PLEASE) is a world bank-funded regional initiative that is executed by the South Asia Cooperative Environment Program (SACEP). The Project aims to strengthen innovation and coordination of circular economy solutions to plastic pollution flowing into South Asian seas.

The Project Development Objectives are based on a combination of two medium-term outcomes such as, strengthening the innovation of circular plastic economy approaches across South Asia and, strengthening coordination of circular plastic economy approaches amongst the public, private sector, and non-government stakeholders in SACEP member countries. These align with the objectives of project components which are;

- (1) to improve the identification and testing of plastic pollution mitigation solutions;
- (2) to increase leveraging of policy solutions and public-private sector engagement in plastic pollution, waste, and leakage mitigation across the value chain
- (3) to strengthen regional integration institutions.

The proposed **capacity assessment of the South Asia Co-operative Environment Programme** consultancy assignment will be financed under component 3 of the project.

Objectives of the assignment

The Project Appraisal Document (PAD) of the PLEASE project has identified many capacity gaps in the **South Asia Co-operative Environment Programme (SACEP)** at the PLEASE project appraisal stage. Accordingly, the PLEASE project has focused on building up SACEP as an institution with the capacity to sharply drive innovation and results for one important regional action mandated by all its member-states, namely, plastics waste and plastic pollution reduction that would lead to cleaner coasts, rivers, and seas across the region and also to have the necessary capacity to deliver all other future projects which will be tasked with SACEP, effectively. The Component 3 of the PLEASE project envisages strengthening regional organizations’ capacity (including SACEP) to coordinate and support their member-states to better deliver solutions to mitigate plastic pollution that flows into rivers and seas across South Asia and transition to a more circular plastic economy. To achieve this objective, the component would expect to build SACEP’s institutional

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capacity to better achieve its mandate by supporting its institutional strengthening of SACEP and ability to collaborate with other regional organizations and institutions.

Considering that SACEP has not been an implementing entity of a World Bank-funded project in the past, SACEP, therefore, will require significant capacity-building initiatives that will contribute in enhancing its financial, administration, and procurement capacity to handle the project.

Accordingly, there is a need for SACEP to have an optimum arrangement that balances efficiency and skills to work with a wide network of partners with care to limit the project management capacity burden on the focal points and to functions like coordination, convening, and monitoring and evaluation that need to be stronger for the longer term and will require strengthening SACEP as an institution in order to serve as an effective delivery institution at the regional level, that need to strategically complement the national level engagement and delivery mechanisms. To address capacity constraints within SACEP, the PLEASE project agreed to invest in building SACEP's capacity to strengthen SACEP as an institution for the medium term across all core functions and ensure it can effectively manage an IDA operation of this size. This includes dedicated support to upgrade systems to ensure transparent and effective fiduciary management, international and regional relations, procurement, budgeting, accounting, human resources management, financial reporting, administration, and IT. These initiatives assist to build SACEP's institutional capacity to better achieve its mandate to strengthen the environment as per the MoUs & LoAs/Declarations as agreed and indicated in <http://www.sacep.org/library/mous-loas-declarations> and its ability to lead plastic agenda in the region.

It is important to note that UNEP has been supporting SACEP through their existing MOU and second their staff (at their own expense) to advise SACEP over the course of project implementation, particularly with respect to governance. UNEP also plans to support several member governments to support SACEP's Focal Points with project activities on marine plastics, yet these interventions need to be refocused to develop institutional strengthening and address the capacity gaps of SACEP. Also being a bona fide regional organization, SACEP does not follow the public procurement law of Sri Lanka. Nevertheless, SACEP doesn't have its own procurement procedure or manual which is a prerequisite to attract any future development funding needs.

It is also important to note that the Environmental and Social Assessment (ESA) capacity of SACEP also needs to be strengthened and sustained beyond the life of the PLEASE project.

The capacity gaps in SACEP could be mitigated temporarily by hiring experts yet the danger is that these capacities will not be sustainable with the institutions at the end of those contracts' expertise get away. There is a risk of dependency on external expertise by SACEP mainly because

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the national/sub-national systems may be unable to maintain required technical standards as once the project cycle ends experts are no longer with the SACEP.

Additionally, to mitigate many risks associated with challenges faced by SACEP in managing the requirements and aspirations and the demand of the regional nations, SACEP is forced to build its institutional capacity, and skills and bring policy-level reforms to institutionalize plastic pollution mitigation across nations and other tasks associated with SACEP. The policy dialogue with planning ministries/commissions across various investments and planning processes relating to the key tasks of SACEP need expertise.

The identification of existing capacity gaps and making recommendations and implementation of solution to fix the gaps in SACEP administration and truly realizing its core mandate will ensure SACEP is fit to support member-states in undertaking the necessary transformation towards plastic pollution abatement and management, policy, and investments and execute the other tasks assign to SACEP effectively. These proposed reforms internally will attract and pave the way to optimize available resources from regional IDA funds, and other available funds in the pipeline. Also, such capacity enhancement of SACEP assists to establish a funding mechanism for which all Development Partners could pool resources to continue SACEP's project activities. Additionally, it will ensure SACEP's ability to convene and coordinate with regional organizations, line ministries, and governments, including uniformly collecting, analyzing, and interpreting environmental pollution data that will better inform policy and decision-making support for investment planning, design, and implementation. In doing so, SACEP would be able to put together a regional database of plastic pollution with data collected and aggregated from multiple sources and plastic pollution monitoring.

The success of the capacity assessment and its implementation will help to establish new longer-term human resource capacity for data analytics, monitoring and benchmarking, more active cross-country engagement, coordination, PPP collaboration, communication, and project management etc. These new skills will strengthen SACEP's capacity for sharing lessons on good practices, promoting innovations and solutions for a more circular plastics economy and other interventions in the mandate of SACEP, and driving implementation progress across countries, all activities that member-states envisage for SACEP. Importantly these initiatives will fulfill an institutional development vision by member-states for SACEP to grow into a knowledge-sharing, training, and regional program implementation, and support hub where governments, the private sector, and other stakeholders convene to discuss, confirm, and implement practical solutions to resolve regional and global ocean plastic pollution challenges. Success will be measured by SACEP's ability to build effective engagement channels, programs, plans, and targets for cross-regional collaboration.

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Accordingly, SACEP/PIU has taken the initiative to recruit an experienced firm to conduct this **capacity assessment of the South Asia Co-operative Environment Programme ability to handle, manage the above challenges**, and make recommendations for improvements.

Therefore, the objective of this assignment is to conduct a comprehensive capacity assessment of **the South Asia Co-operative Environment Programme** assessment of the SACEP Management structure, hierarchy, level of administration, staff, and experts' qualifications, along with the governing and organizational structure and level of member states representations to cater more effectively. At the outset, the consultant is required to focus on the present status as indicated above para from 1-11 and also propose aspirations included therein. The consulting firm needs to carry out a detailed Capacity assessment of the SACEP in the area of project management, staff qualifications in the environmental sector, technical knowledge of plastic pollution issues, finance, and procurement project management, contract management, intranational relations, policy and regulations development etc. The consultant needs to identify all gaps and make suggestions and needs to address the requirements indicated in items 10 and 11 above.

Therefore, the proposed **capacity assessment of the South Asia Co-operative Environment Programme** will serve as a mechanism for restructuring the SACEP's organizational structure, and policy directions to cater to the demand driven by the member states and market interventions.

Additionally, the report on the **capacity assessment of the South Asia Co-operative Environment Programme** and its recommendations will provide the basis for the World Bank, PARLEY for the Ocean, and the management of SACEP, to identify their strengths, weaknesses, opportunities, and threats that will provide the consultants to form concrete recommendations to harness the best of the strengths and opportunities be capitalized and to prepare in advance to take action on the threats and to minimize the weaknesses, in the structure and capacities and attain the target achievements in the Results framework of the PAD, on these requirements..,

Scope of work

The **capacity assessment of the South Asia Co-operative Environment Programme** is expected to be carried out via desk review of project documents, questionnaires, and structured interviews with the Director General of SACEP and all staff, key stakeholders including focal points of the Member countries, Governing committee, Consulting council to collect the data that will be used to conduct a **capacity assessment of the South Asia Co-operative Environment Programme** and prepare the report with recommendations.

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The Consultant should proactively ensure that all activities to be carried out in the **capacity assessment of the South Asia Co-operative Environment Programme** will be carried out as required and shall include the following activities:

- i. Gather information on the expectations of the focal points in the member countries, Governing committee, Consulting council, expectations of the donor organizations including World Bank and PARLEY for the Ocean, and expectations of the PAD and POM of the PLEASE project and its indicators mentioned in the results framework of the PAD.
- ii. Evaluate all systems in the SACEP including management and governing structure, administration, human resources management, staff's skills set, procurement and contract management, finance and office administration, budgeting and project formulation, policy and guidelines in respective sectors, engagement mechanism with member states, reporting mechanism for Governing body/Consulting body and social safeguards and gender-related internal policies etc., carryout detailed SWOT analysis to find and identify Strengths, Weaknesses, Opportunities, and Threats related to SACEP's business strategic planning and strategic management of their day to day operation.
- iii. Review all contracts documents related to the overall strategy of SACEP (Colombo declaration, Strategy 2020-2030, etc.), PLEASE project with World Bank including the PAD, Financing Agreement with IDFA/World Bank, Agreement (MOU) with Parley and other stakeholders and financing institutions, SACEP policy documents, SACEP Charter and any other similar agreements entered by SACEP, the Project Operational Manual (POM), and the Agreement entered with UNOPS.
- iv. As per the PAD and POM, Component 2; (i) Enabling Policies, Standards, and Analytics, and (ii) Enabling Regional Public and Private Engagement, required several activities to be carried out by SACEP/PIU to ensure the component satisfies the required PDO as per the results framework. The consultant is required to review SACEP's capacity to lead policy dialogue on plastic pollution in the region.
- v. As per the PAD component 3 include 2 key sub-activities: (i) construction of the building and (ii) project management. Construction of the building is carried out under the management of the UNOPS with agreed support services from SACEP/PIU. The consultant is required to assess the capacity of the SACEP to manage these premises and maintain the premises once the project is completed by UNOPS.
- vi. At the end of the PLEASE project, all inventions and experiences, and data gathering carried out shall be considered as knowledge products and study material and used for future dissemination of the member countries for the benefit of the member countries. The consultant needs to assess

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whether the required infrastructure, technical capacity, and IT capacity available with the SACEP for such storage and dissemination of these knowledge products for learning purposes for future requirements and whether SACEP has the adequate manpower to disseminate these with other member countries and international forum and conventions;

- vii. Review the present organizational and governing structure of SACEP and if not acceptable propose a suitable alternative structure considering the task and the future role of SACEP in the region and requirements.
- viii. Propose the methodology for documenting lessons learned in the implementation of the PLEASE project implementation which will assist this program or other similar program implementation to SACEP in the future;
- ix. Propose a staff performance evaluation template and scoring method based on an acceptable and more transparent scientific basis for the assessment of staff at the SACEP;
- x. To identify the financing and budgeting and sourcing of alternative financing for the sustainability of the SACEP for future challenges and to make deliverables.
- xi. To make recommendations for the additional staff, and post and to be created and TOR of those positions and their responsibilities and reporting modality to be defined.
- xii. Identify the staff skills development program (incl. Technical capacity in plastic pollution) and make the staff capacity development plan of SACEP and PIU together.
- xiii. Based on the findings the consultant makes its own **recommendations** on the future changes required in the SCACEP structure, capacity improvement, recruitment of staff, engagement mechanism with member states, and other recommendations.

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Team composition and qualification requirements for key and non-key experts

The team will leverage expertise from local consultants. An indicative list of the positions of key staff for the firm of consultants who will be evaluated during the technical evaluation process is given below. Two teams will be deployed in this work, including (i) a project management team, and (ii) a technical expert team.

Project management /Leadership team

The PLEASE PIU will oversee the project. The project leadership team will provide quality assurance on final deliverables, ensuring that the work draws on all collaborating forms' collective, regional and national experience.

PLEASE, PIU will oversee the **capacity assessment of the South Asia Co-operative Environment Programme**, including managing relationships with key leaders and stakeholders, facilitating individual consultations and project planning documents and selecting critical meetings, and leading the development of the final deliverables. The Project Leadership team will serve as overall project managers, acting as a lead point of contact for the PIU.

Technical Expert Team

The Team Leader will lead experts, drawing on the wider expert pool as required, and work to bring subject-level expertise to the project, particularly as related to conducting a **capacity assessment of the South Asia Co-operative Environment Programme** which involved analysis of data collection, interviews, and presentations, etc. They will also provide continual insight, analysis of data, and documentation to ensure the timely submission of the deliverables.

The key team composition for; conducting the **capacity assessment of the South Asia Co-operative Environment Programme** for the PLEASE project is given below;

Role	No experts	Total man-days
Key Staff		
Project Team Leader M&E Expert-K1	1	30
Financial management expert-K2	1	10
Plastic Waste Management Expert K 3	1	10

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Environment, safeguards and Gender Specialist-K4	1	15
Legal Expert K5	1	10
Procurement Specialist-K6	1	5
Total	6	80

Timeline

The assignment is required to be carried out by the Consulting Firm with a Level effort of 80 man-days within a period of 3 months beginning in the third week of September 2023. The Consulting firm is expected to carry out the allocated man days within the months of September, October, and November 2023.

Methodology

Desk review of existing regulatory literature relevant to the SACEP and project documents of the PLEASE project and analysis (Refer to the relevant website indicated above)..

- a) Site visits (the construction site is located in Colombo 8), if required, and Key informant and consultation will be available at the above locations.
- b) Estimated to have a minimum of 15 one-to-one meetings with key stakeholders including, SACEP officials, UNOPS, World Bank, Development Partners, and the key government institution (ministries, authorities, departments, etc.) involved in the plastic circular economy Deliverable Plan.
- c) An overview of the methodology to be applied in executing the capacity assessment of the South Asia Co-operative Environment Programme by the Consulting Firm is important. The methodology shall be in line with the inception report submitted by the Consulting Firm in their technical submissions.

Deliverables

The selected consultant will have to enter into a Lumpsum contract with PIU/SACEP to conduct the **capacity assessment of the South Asia Co-operative Environment Programme** as per the TOR.

- i. **Inception report:** The inception report shall be submitted **within one week** of signing the consultancy agreement. It may contain among others such as the proposed work plan, structural guidance for organizing the discussions /meetings, and scheduled date to submit the **capacity assessment of the South Asia Co-operative Environment Programme** report to PIU/SACEP with the

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recommendation. The work program shall include a timeline of distribution of man days with the tasks involved and submission of deliverables.

Submission of the draft report; Draft report shall be submitted before 15 October 2023.

ii. Final Report: Final report shall be submitted to the Director General of SACEP **Before 15 November 2023**. It should include findings on the contents and the work Scope of the TOR, a summary profile of the discussions /minutes of meetings including the findings, findings on capacity gaps, etc. The final report should also include all requirements requested in the TOR including:

(a) How recommendations will help to establish new longer-term human resource capacity for data analytics, monitoring, and benchmarking, more active cross-country engagement, coordination, PPP collaboration, communication, and project management, etc.;

(b) Importantly these initiatives will fulfill an institutional development vision by member-states for SACEP to grow into a knowledge-sharing, training, and regional program implementation, and support hub where governments, the private sector, and other stakeholders convene to discuss, confirm, and implement practical solutions to resolve regional environmental pollution challenges. Success will be measured by SACEP's ability to build effective engagement channels, programs, plans, and targets for cross-regional collaboration;

(c) Recommendations will also provide the basis for the World Bank, PARLEY for the Ocean, and the management of SACEP, to identify their strengths, weaknesses, opportunities, and threats that will provide the consultants to form many recommendations to harness the best of the get best of the strengths and opportunities capitalized and to prepare in advance take action on the threats and to minimize the weaknesses, in the structure and capacities and attain the target achievements in the Results framework of the PAD, on these requirements

Recruitment Qualifications and Experience:

The experience and expertise required for the consulting firm are listed below:

- i. In addition to the qualification requirements of the individual consultants indicated in TOR, the Consulting Firm shall have general consulting experience of a minimum of 7 years. The firm has had an average consulting turnover of Rs 25 Mn in the past 3 years.
- ii. A consulting firm shall indicate a minimum of 2 reference projects/contracts of the services carried out in the past 5 years which are similar to the activities included in the TOR. The minimum value of each activity shall be not less than LKR 5 Mn.
- iii. PLEASE project reserves the right to contact the companies provided as references by bidders (proposed consultants).
- iv. References will be requested by PIU/SACEP to provide feedback on the following aspects of service delivery similar to services expected in the TOR on the reference 2 projects listed by the

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- consultants: (i) Management capabilities of the firm, (ii) Accuracy and quality assurance of the administrative processes, (iii) Efficiency and cost-effectiveness in terms of delivery of services and timeliness, and (iv) responsiveness to the client services,
- v. The Consulting Firm shall provide a detailed approach and methodology for **capacity assessment of the South Asia Co-operative Environment Programme** to cover the proposed scope of work including task description and how such tasks will be performed on the given timeline in their submissions.

Evaluation Criteria

The submission for the EOI will be evaluated according to the criteria indicated below;

- i. **Past experience;** Consulting Firm shall have at 7 years of general consulting experience and with an average turnover of LKR 50 MN within the last 3 years with at least two traceable references relating to consulting services undertaken on **capacity assessment of the South Asia Co-operative Environment Programme** or similar reviews in the past five years. Provide a brief description of the scope and scale of the work undertaken for each and indicate the value of each contract. Points will be awarded to affirmative compliance to the Experience and qualification requirements of the firm indicated in the Recruitment Qualifications and experience listed in the TOR. **(45 points- (Compliance general Experience-5 , Turnover-10, two qualified projects- 15 each)**
- ii. **Team capacity- 6 Positions:** The Consulting Firm should demonstrate the capacity of the project team recommended to be engaged and to be utilized in the execution of the contract. Their skills, qualifications, experience, (the individual consultant's qualification and experience) etc. The CVs of staff should not be longer than 2 pages for each position and should be structured as follows:- (i) Professional qualification/s, (ii) Brief description of individuals' experience of similar work in the last five years. (iii) Name of previous employer/s and position.(iv) Role in the services to be provided in this bid. **(50 points –the Team leader 17 Financial Specialist 13 and others each qualified get 5 marks.**
- iii. **Value-added services** (these are the services that can add value to the Consulting assignment **(capacity assessment) (5 points) Recognition, Appreciation, awards etc**

The highest ranks Consulting Firm scored on the qualification grounds shall be called up for its detailed technical submission (program) and financial bid submission along with the request for contract negotiation on a lumpsum basis.

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The successful Consulting Firm will be requested to enter into a contract on a **lumpsum basis** to compete for the total **capacity assessment of the South Asia Co-operative Environment Programme** activities as indicated in the TOR provide deliverables.

Submissions: The closing date for submission of the qualification requirements indicated in the TOR is 20 September 2023 at 14 .00 Hours Colombo time.

NB: The Consulting Firm is to submit one (1) pack of the original proposal submission, marked “ORIGINAL” in a separate envelope, and marked “COPY” in a second envelope.

Consulting firm shall not submit any financial bid submissions along with the requested technical submissions. Tender submissions can be submitted in the tender box located in the Project Implementation Unit of the PLEASE project at 108/4, Rosemead Place Colombo 7, Sri Lanka.

Late submissions will be disqualified. For more information on the technical information in the TOR, contact: Kapila Rajapaksa, Acting Project Director/ Sarath Muthugala, Procurement specialist, on +94777761977 or e-mail: sarath.please_project@sacep.org./ kapila.please_project@sacep.org (Acting Project Director)

TERMS of REFERENCE OF INDIVIDUAL CONSULTANTS

Generally, each individual consultant will work under the direct guidance/supervision of the designated team leader of the firm of consultants in close consultation with the PIU/SACEP/UNOPS. The outline terms of reference of the individual consultants are briefly described below.

a. Team Leader/ Environmental Specialist

The Team Leader is preferred to have a Master’s degree in environmental engineering or similar disciplines and should have a minimum of 10 years of experience in the field. Experience in project management and waste management sectors is important. Experience in Conducting a **capacity assessment of the South Asia Co-operative Environment Programme** will be an added qualification. In addition to its line functions, the Team leader is expected to supervise, manage, and advise the team in the conducting of the **capacity assessment-related assignments** of the project. The team leader will coordinate the efforts of the project management team, to ensure that management and technical requirements stipulated in the TOR are correctly and consistently implemented in all aspects of the **capacity assessment-related assignments**. The team leader will be a point of contact and lead meetings to monitor the scope and schedule of the implementation of the activities as

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per the program. The team leader will also oversee the agenda of the project team meetings and folders and back up all pertaining documents for proper documentation. Monitoring team performance and intervening whenever necessary as required to ensure the successful delivery of projects is also important. It is a compulsory requirement to deploy the team leader on a full-time basis for 30 man-days period throughout the consultancy service or any other time agreed by both parties.

b. Financial management expert-K2

Financial management specialists should have a minimum of 7 years of experience in the same field with at least 3 years experience in Donor financed projects. Should have either associate/fellow membership of the Institute of Chartered Accountants of Sri Lanka or the Chartered Institute of Management Accounts, UK is a must. Additionally working in environmental / climate change assistance projects in the public sector will be an added qualification. The expert is responsible for all the activities relating to the environmental economics functions under the TOR. It is a compulsory requirement to deploy the team leader on a full-time basis for 20 man-days period throughout the consultancy service or any other time agreed by both parties.

c. Plastic Waste Management Expert K3

The Plastic Waste Management Expert should have a minimum of 10 years of experience in the field. At least a bachelor's degree; and a Master's degree in environmental sciences, or a related or similar field will be preferred. Experience working in plastics, and circular economy; experience in the public sector and multilateral organizations will be preferred. The expert is responsible for tasks under the TOR relating to plastic waste management-related activities which are not defined by any other consultants under the TOR.

d. Environment, safeguards and Gender SpecialistK4

Environment, safeguard, and Gender Specialists should have a minimum of 7 years of experience in the given field. At least a bachelor's degree; and a master's degree in social science or a related field will be preferred. Experience working in policy formulation, developing strategies, and implementing plans for governments is required. The expert is responsible for Environment, safeguards, and Gender-related activities under the TOR.

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e. Legal Expert K5

A legal expert should have a minimum of 7 years of experience in the given field. At least a bachelor's degree; and a master's degree in contract law /commercial law or a related field will be preferred. Experience working in contract review of the donor financed projects or working experience in the governments is preferred. The expert is responsible for legal-related activities under the TOR.

f. Procurement specialist K6

Procurement specialists should have at least a bachelor's degree in finance, commerce science, or an equal field; and a master's degree with a minimum of 7 years of experience in the relevant field. Experience working in a donor financed projects as a procurement specialist and working experience in the public sector experience will be preferred. The Expert is responsible for the activities relating to procurement subjects under the TOR.

REPORTING REQUIREMENTS AND TIME SCHEDULE

The total duration of the assignment is expected to be 85 man-days for the Selected consultants, and the consultant team will focus its efforts to facilitate the activities identified in the TOR to conduct the **capacity assessment of the South Asia Co-operative Environment Programme**. The selection of the consultancy firm will be based on the Consultant's Qualification selection basis (CQS). All consultants, including the firm and individuals, will be recruited in accordance with World Bank 's 'Procurement Regulations for IPF Borrowers'(Procurement in Investment Project Financing- Goods, Works, Non-Consulting and Consulting Services, July 2016 Revised November 2017 and August 2018), setting forth the World Bank's policy on conflict of interest.

CLIENTS' INPUT AND COUNTERPART PERSONNEL INTERACTION

The following conditions will be applicable to this requirement:

- a) The Consulting Firm shall use its own office and other resources to provide the services under TOR.

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- b) The Consultant will report progress on all deliverables and milestones in an agreed timeline and will report any deviations or issues at regular intervals. The consulting team will also have to strictly report to the overall project leadership and PIU team with regular updates.
- c) The Consultant will also report to the PIU/SACEP weekly and update on the status of implementation. The PIU is comprised of a Procurement Specialist, Acting Project Director, and the focal person at the SACEP who will receive these updates.
- d) The PIU will contain a strong monitoring and evaluation process on the progress of **capacity assessment of the South Asia Co-operative Environment Programme** to ensure overall deliverable quality and accuracy, including regular check-ups of the report-writing process, and stakeholder engagement process.
- e) The Inception Report which is expected within 2 working days shall also include a detailed success factor analysis, laying out the processes, tools, plans, skills, communication methods, and management techniques that will be used to ensure the success of the project. The project will be evaluated against this metric at regular intervals to ensure adherence to overall project success and quality.

27. Professional support counterpart personnel to be assigned.

Will provide adequate counterpart support to the consultant's team for this assignment.

28. Language requirements

Fluency in spoken and written English is essential. The additional local languages of in Sri Lanka will be advantageous.

29. Functional Skills expected.

- i. Continuous approaches with energy and a positive attitude to **timely delivering the outputs**;
- ii. Ability to prioritize the work, needs and, and multitask as needed;
- iii. Ability to work independently with limited supervision; and
- iv. Ability to work cooperatively in the different setups of organizations involved.

Works station

The consultant needs to find their own *Homework space* and is required to carry out field trips as required to facilitate meetings/discussions etc. All estimated traveling expenses are required to be prior approved by the PIU/ SACEP. The Consultant, if required, could work in the office of PIU too.

The **capacity assessment of the South Asia Co-operative Environment Programme** Consultant will have to report to PIU/ SACEP and work closely with the Project Director SACEP/PIU.

TERMS OF REFERENCE (TOR) FOR THE RECRUITMENT OF A CONSULTANCY FIRM

TO CONDUCT A CAPACITY ASSESSMENT OF THE SOUTH ASIA CO-OPERATIVE ENVIRONMENT PROGRAMME (SACEP)- THE CONSULTING ASSIGNMENT IS FINANCED UNDER THE WORLD BANK-FUNDED PLASTIC FREE RIVERS AND SEAS PROJECT (PLEASE) PROJECT

Data documents and facilities to be provided by the Client (SACEP/PIU).

Any supporting documents like all project-related documents including the Project Operation Manual and other relevant Project documents and progress reports of the PLEASE project.

- i. The Consultant shall verify the correctness of the data/information provided by the Client and satisfy them about the accuracy of data/information /material before these are used. Data/information /material provided to the consultants shall remain the property of the Client and shall be provided solely for the purpose of the work to be done under this contract.
- ii. Access to all reports disclosed by the World Bank.
- iii. Assistance may be provided in arranging meetings with the stakeholders including UNOPS.

Financial Plan

At the time PIU/SACEP requests the Consulting firm to submit the Financial bid which shall include;

- i. All costs for hiring individual consultants to carry out the detailed items of the scope indicated in TOR;
- ii. The Consulting Firm shall indicate its professional charges and Overhead (combined) and separately in the financial bid
- iii. The Consulting Firm submitted financial bid shall include VAT, as applicable.

The Consulting Firm's financial submission shall include their consultancy fees for the 80 man-days period on a lump sum **basis** together with the cost for the activities identified in the Scope of Works to be carried out by the Consulting Firm

The selected consulting firm will be paid as follows;

The contracted price for the consulting assignment for conducting the **capacity assessment of the South Asia Co-operative Environment Programme** will be paid;

Details	Submission	Percentage of the Contract value	Remarks
Submission of the Inception report	within one week of signing the consultancy agreement	20%	On the acceptance by PIU/SACEP
Submission of the draft capacity assessment of the South Asia Co-	On or before 15/10/2023	40%	On the acceptance by the World Bank

TERMS OF REFERENCE (TOR) FOR THE RECRUITMENT OF A CONSULTANCY FIRM

TO CONDUCT A CAPACITY ASSESSMENT OF THE SOUTH ASIA CO-ORPORTAIVE ENVIRONMENT PROGRAMME (SACEP)- THE CONSULTING ASSIGNMENT IS FINANCED UNDER THE WORLD BANK-FUNDED PLASTIC FREE RIVERS AND SEAS PROJECT (PLEASE) PROJECT

operative Environment Programme Report			
Submission of the final report	15/11/2023	40%	On the acceptance by the PIU/SACEP/World bank/UNOPS