

## **TERMS OF REFERENCE (ToR) HIRING OF FIRM FOR DEVELOPMENT OF STANDARD OPERATING PROCEDURES (SOPs) on E-WASTE MANAGEMENT**

### **Background**

Punjab Resource Improvement and Digital Effectiveness program (PRIDE) supports the Public Financial Management Reforms Strategy and public finance management and governance pillars (pillars D and E) of RISE Punjab, which are the subsets of Punjab Growth Strategy, in the following areas:

#### (a) Strengthened Budget Formulation and Fiscal Risk Management

Activities include the support for: (i) organizational reforms in FD and P&DB; (ii) development of a medium-term fiscal framework incorporating fiscal impact of climate change; (iii) development of a regulatory framework to facilitate integration of recurrent and development budgets; (iv) improvements in public investment management; (v) management of fiscal risks, in addition to a framework of minimum standards that reflect the concerns of women, girls and vulnerable groups in disaster preparedness and response; (vi) development of a legal framework for disaster risk financing; (vii) strengthening capacity of LGs for disaster response; and (viii) establishment of the Disaster Risk Fund.

#### (b) Increased Use of Digital Technology for Delivery of Selected Public Services

Activities include the support for (i) review of existing business processes to identify redundant procedures; (ii) simplifying business processes to remove redundancies; (iii) digitization of public services for citizens and firms; (iv) improving women's utilization of newly digitized services; (v) development of a legal framework for electronic payments, mobile money, digital identification, geospatial systems and cloud-based computing; and (vi) revision of PFC award to introduce a need-based formula for transfers from the Provincial Government to LGs and a performance grants scheme for targeted support to LGs for the vulnerable population of Punjab.

#### (c) Improved Collection of OSR

Activities include the support for: (i) coordination of revenue policy and implementation measures; (ii) impact assessment of COVID-19 and climate events of recent past (recurrent) on revenue, to inform the design of related revenue policies and the revenue mobilization strategy and plan of the Provincial Government; (iii) expansion of the service sales tax base and increased taxpayer compliance; (iv) integration of taxpayers' data across three (3) tax authorities (selected taxes) and linkage with third party data; (v) simplification of tax administration processes and adoption of performance framework; (vi) development of online and mobile functionalities for tax payment; and (vii) building the capacity of ETNCD to modernize property valuation system to enhance revenue potential from public and private real estate.

It is in this regard that the P&D Department, Government of the Punjab is looking for a competent consultancy firm to undertake the activity for the preparation of Standard

Operating Procedures (SOPs) for E-Waste Management for the E-Waste generated through the PRIDE program and in the public sector otherwise.

### **Scope & Activities**

This consultancy calls for an exceptional, proven, and autonomous firm with a very high degree of familiarity with development of SOPs for E-Waste management in public sector in particular. Professionalism and project completion are of the utmost priority.

The expected output of the study shall chart a road map for managing the E-Waste output in an environmentally safe and viable manner. This will include establishment of an E-Waste management system onsite as well as tracking system, which would preclude exposure to hazardous waste through occupational exposure as well as indirectly, due to contact with contaminated soil, dust, air, water, and through food sources, including meat. The main tasks related to consulting are:

- Identify sources of E-Waste and estimate quantity of E-Waste generated in Punjab and expected to be generated by the program activities. Inventory of the types of E-Waste being generated by the organization along with the volume, composition and disposal costs.
- Identify and enlist enterprises/units dealing with recycling of E-Waste in Punjab.
- Assess the practices and capacity of recycling of E-Waste enterprises/units with respect to pollution control systems.
- Consult EPD to align the SOPs with the requirements of Punjab Environmental Protection Act 2012 and develop the procedures for the registration of E-Waste management certified companies.
- Consult ICT vendors/suppliers about incorporating buyback provisions at the time of procurement of ICT.
- Consult E-Waste contractors and processors regarding E-Waste disposal practices and ways and means to introduce international best practices.
- Develop detailed SOPs for the management of E-Waste in Punjab with focus on PRIDE ICT activities based on the requirements of Punjab Environmental Protection Act 2012 and international best practices for regulating hazardous waste, system regarding grant of environmental approvals for construction and operation of E-Waste/Lead Batteries Recycling Units. The scope of SOPs is as follows:

- Review the existing E-Waste management systems (if any) and advise on areas of improvement through preparation of a detailed implementation plan to guide the program team;
- Review regional and international obligations and other legal or pertinent information that may have direct or indirect linkages with E-Waste management and environmental as well as human health.

Recommend health and safety measures for the labor engaged in the E-Waste temporary storage and recycling in the light Occupational Health and Safety Act 2019 and international standards;

- Recommend the best applicable elimination and disposal method for E-Waste considering local market and human resource requirements;
  - Provide technical advice to the project team on preparation of tender specifications for sourcing of a company to eliminate and dispose E-Waste.
  - Assess capacity development plan of the provincial stakeholders on E-Waste management.
- Specification and allocation of roles and responsibilities for the E-Waste management plan.

Provide a work schedule for developing a comprehensive draft and final report with action plan, encompassing the requirements as stated above.**4. Methodology**

The Consultancy Firm will adopt the following ways and means to obtain quality information and data related to the Analytical Tasks and meet the stakeholders and relevant departments as needed;

- Literature Review: all related work, reports, and documents.
- Conduction of field visits and questionnaire development for collection of related primary data including input from field experts and electronic waste manufacturers, importers, waste recycling, professionals of government line departments.
- Analysis of data acquired and development of strategic framework and mitigation measures for addressing the issues identified.

### **Deliverables**

- Inception report detailing how the firm will undertake the tasks;
- Project review report and plan of action (detailing the review of the existing E-Waste systems (if any), gaps, next steps, timetable of additional missions, list of local activities for local project team, etc.);
- Standard Operating Procedures for E-Waste Management in Punjab/PRIDE;

- Detailed technical reports on assessment of the safety aspects and recommendations of the storage site; strategic plan for management of E-Waste;
- Develop capacity development plan for the E-Waste stakeholders and deliver relevant trainings as required;
- Consultancy completion report.

### **Schedule of Payments**

The consultancy firm shall be paid the consultancy fee upon completion of the following milestones.

- 30% after submission of the inception report
- 40% after acceptance of project review report, plan of action and SOPs
- 30% after the approval of the final report

The consultancy fee will be paid as Lump Sum Amount (all-inclusive of expenses related to the consultancy including travels inside and outside the duty station and any tax obligations). The contract price will be fixed regardless of changes in the cost components.

## **Guidance to Firms**

### **1. Reporting**

The firm will report to the Project Director, PRIDE, who will be advised by the PIU. Payments will be authorized by Project Director, PRIDE, and carried out by the PIU.

### **2. Input from the Client**

The following services and facilities will be provided by the Client without cost to the firm.

- a) *Data*. The Client will provide the firm with access to all available data, relevant project reports, survey data, information, and internal documents relevant to the consulting services. All reference material will be loaned to the firm and shall be returned at the completion of the assignment or earlier, as may be requested.

### **3. Team of Expert Required**

The following team of experts will be required for the assignment:

<b>Specialist</b>	<b>Experience &amp; Qualifications</b>
<p>Environmental Engineer or Scientist / team leader, experienced in E-Waste management, development of environmental SOPs for solid waste management, environmental impact assessment.</p>	<ul style="list-style-type: none"> <li>- Master's in Environmental Engineering or Sciences from HEC recognized university.</li> <li>- Minimum seven (7) years of experience in the field of Environment Engineering and additional experience for conducting E-Waste Assessment, E-Waste Management and development of relevant SOPs will be considered a plus.</li> <li>- Experience in development projects, including waste management sector and work experience in South Asia.</li> <li>- The team leader should have good project management skills and a good understanding of environmental assessment and public consultation. Excellent writing and communication skills. The team leader should have strong interpersonal skills and ability communicate and work well with diverse people.</li> <li>- The team leader should possess in-depth understanding and knowledge of Punjab's Technological Context.</li> <li>- Ability to deliver on time.</li> <li>- Additional certification in Environmental Laws will be given preference.</li> <li>- Experience in International/Regional level projects with a preference of local level projects.</li> <li>- The team leader will manage the entire assignment process and will be responsible for all deliverables, ensuring good quality standards.</li> </ul>
<p>Social Scientist/communication specialist</p>	<ul style="list-style-type: none"> <li>- A Master's degree in social sciences, development studies or similar from a HEC recognised university.</li> <li>- Strong experience in social impact assessment of solid waste disposal, Labor management, experience in participatory methods of</li> </ul>

	<p>stakeholder consultations, development of training manuals, experience in development and implementation of communication methods and strategies with people including those who are poor or otherwise vulnerable groups, experience in assessment and management of gender and GBV risks and impacts and organizing of capacity building training workshops.</p> <ul style="list-style-type: none"> <li>- Excellent writing and communication skills. The team leader should have strong interpersonal skills and ability communicate and work well with diverse people.</li> <li>- Additional certification in Environment will be given preference.</li> <li>- At least 3 assignments in similar projects</li> </ul>
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**4. Cost of Activities**

The firm shall be responsible for paying all costs of activities. On request from the Consultant, the Client would assist in providing access to documents related to the study and linking the Consultant to stakeholders for data collection.

**5. Duration of the assignment:**

Initial period of the assignment will be 6-month w.e.f. signing of contract extendable subject to satisfactory performance and with the prior approval of the client.

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