

TERMS OF REFERENCE

CONSULTANCY SERVICE FOR DEVELOPMENT OF NATIONAL WASTE ELECTRONIC AND ELECTRICAL EQUIPMENT MANAGEMENT POLICY

(GH-EHPMP-170703-CS-CQS)

1.0 BACKGROUND

Ghana has ratified the Basel Convention on the Control of Trans-boundary Movements of Hazardous Wastes and their disposal, which, among other substances, prohibits imports and exports of waste electronic and electrical equipment (WEEE), also known as “e-waste”. Although the Hazardous and Electronic Waste Control and Management Act (Act 917) has been passed and its accompanying Legislative Instrument (LI 2250) developed, it lacks the policy framework for its implementation.

There is also a lack of business models for e-waste management that are sustainable – i.e. economically profitable, environmentally sound, socially acceptable and financially capable of ensuring the appropriate treatment and disposal of toxic waste components (or fractions) from e-waste. Improper recycling of e-waste has the tendency to externalise costs related to the proper management of the hazardous fractions and associated rewards, giving the informal sector advantages over local companies that take into account environmental and social standards and ensure appropriate disposal of problematic e-waste fractions. These are some of the reasons why the formal recycling industry in Ghana is weakly developed.

This forms the basis for the development of a comprehensive Waste Electrical and Electronic Equipment (WEEE) Policy framework that will support the Environmentally Sound Disposal and Recycling of Electronic Waste.

In addition to the development of the Policy Framework, will be the development of an implementation plan and communication plan together with the facilities, tools and capacity needed to implement the policy.

The Policy will be applicable to all key stakeholders involved in the Electrical and Electronic Equipment value-chain, including importers, manufacturers, users/consumers, collectors and recyclers of Electrical and Electronic equipment waste, which includes, among other devices: home appliances, consumer electronics, office equipment and hand-held devices such as mobile phones, tablets, etc. It will also establish a classification of business models and business players within the value-chain.

The National WEEE Management Policy will be developed using the services of a national expert consultants. The National WEEE Management Policy will establish an effective, accountable and transparent framework for managing and controlling Environmentally Sound Disposal, Collection and Recycling of WEEE in Ghana.

Ghana is one of five African countries participating in the GEF-funded Africa Environmental Health and Pollution Management Programme (AEHPMP) with the development objective to reduce exposure to mercury and uPOPs pollution at pilot sites and strengthen the institutional capacity to manage and regulate mercury use in ASGM and e-waste in these selected countries. The Project in Ghana has four (4) Components as follow:

Component 1: Institutional strengthening, capacity building and knowledge

Sharing

The component will strengthen the knowledge and capacity base of public institutions and private stakeholders to address environmental health risks associated with mercury use in ASGM sector and POPs/UPOPs releases from e-waste.

Component 2: Support policy dialogue and regulatory enhancements

The component seeks to address current policy challenges as well as to strengthen regulatory frameworks and facilitate their implementation, to better address environmental health risks associated with mercury use in ASGM sector and POPs/UPOPs releases from e-waste. It complements activities under component 3, focused on operational-level approaches to incentivize practices and technologies less harmful to human health and the environment.

Component 3: Demonstrating the application of technological tools and economic approaches

The component will finance specific community-focused cleaner technology demonstration activities in contaminated areas, selected and designed based on environmental health risks and cost-effectiveness of interventions. The objective is to address technical and methodological challenges to the adoption and deployment of cleaner technologies and practices in complement to activities under component 2, which focuses on challenges and policy incentives to reduce environmental and health pressures.

Component 4: Project management

This component will cover the cost for project management, implementation and supervision of project activities, administration of procurement and financial management, monitoring and evaluation, and monitoring of safeguards compliance. The component will cover the cost of the Project Implementation Units (PIU) within the EPA.

2.0 OBJECTIVES OF THE ASSIGNMENT

The objectives of the consultancy are to:

1. Develop a National WEEE Management Policy for Ghana in consultation with MESTI, EPA and other stakeholders.

2. Develop an Implementation and Communication Plan for the operationalization of the Policy.

3.0 SCOPE OF WORK

This assignment will be executed under Component 2 of this project and under the supervision of the Director, Policy Planning Monitoring and Evaluation Department (PPMED) of the MESTI and the Project Coordinator. The consultant shall undertake the following tasks:

- Develop an inception report for the National Waste Electrical and Electronic Equipment (WEEE) Management Policy, Policy Implementation and Communication Plan taking into consideration stakeholder mapping and policy gap analysis.
- Undertake desk review of e-waste related documents, policies, action plans and documented experiences.
- Develop a zero draft Policy and a framework for the Implementation plan.
- Facilitate a series of workshops for broader stakeholder consensus at national and regional levels on the zero draft Policy document and Implementation Plan.
- Facilitate a stakeholder validation workshop on the 1st draft Policy document and Implementation Plan.
- Incorporate comments from stakeholder validation to revise final draft Policy and Implementation Plan.
- Integrate feedback comments from National Development Planning Commission (NDPC) into final draft Policy and Implementation Plan.

4.0 DELIVERABLES, DURATION AND PAYMENT TERMS

The consultant is responsible for the following deliverables:

The consultant is expected to submit the following deliverables prepared in English and submitted electronically. All documents and materials produced under this assignment shall be in the form, format and size that can be easily transmitted to all social media handles and devices. Copies of the reports and materials are required in appropriate electronic format such as MS Word, PDF, etc.

NOTE: The consultant shall report directly to the Project Coordinator. All data and reports related to this assignment belong to the Client and the Consultant must seek the consent of the Client before giving it to any third party.

#	Deliverable	Deliverable Deadline	Payment Terms
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1	Submission of inception report covering an outline of schedule of activities or workplan, methodology/approach, stakeholder mapping and literature review including the framework for the policy, implementation, and communication plans.	Within 2 weeks after signing of Contract	15%
2	Submission of draft WEEE Policy. The draft policy should include details of the following: <ul style="list-style-type: none"> ▪ Situational analysis of the e-waste sector. The EPA will provide the report of the ongoing National E-waste Inventory to the consultant. ▪ Detail stakeholder mapping and gap analysis of the various interventions within the e-waste sector. ▪ Review of e-waste related legal frameworks, policies, documents, etc 	Within 20 weeks after submission of inception report	35%
3	Implementation and Communication Plan for E-waste Management	Within 6 weeks after submission of draft policy	30%
3	Printing and submission of Policy Document, Implementation and Communication Plans	The following documents shall be submitted 4 weeks after submission and approval of draft documents. <ul style="list-style-type: none"> ✓ Electrical and Electronic Equipment (EEE) Waste Management Policy (1500 hardcopies and an electronic copy in MS Word & PDF) ✓ Implementation Plan (1500 hardcopies and an electronic copy in MS Word & PDF) ✓ Communication Plan 	20%

		(1500 hardcopies and an electronic copy in MS Word & PDF)	
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5.0 QUALIFICATION OF CONSULTANT

A duly registered consultancy firm/entity (NGO, company, academic institution, research institution, etc.) with qualified individuals or professionals and support staff available to be deployed to execute this assignment. The team should consist of a team leader, researchers or experts specialized in the different aspects of e-waste, hazardous waste or the topics related to this assignment and policy making. Preferably, the team should consist of:

- (a) team leader with broad experience in managing and leading studies in various fields of policy-making;
- (b) professional researcher with a high level of technical skills on sex-and-age disaggregated data collection and processing,
- (c) Other members specialized in waste management supply chains, environmental management and communication.
- (d) informal sector integration/ gender issues; and
- (e) be proficient in at least two local languages, particularly including the Northern dialects.

6.0 EXPERTISE OF FIRM/ORGANIZATION

- (a) Highly organized entity with the ability to produce quality work and meet tight deadlines;
- (b) Proven experience in working on similar projects and assignments, particularly in the area of policy development, preferably in the waste management sectors or related field;
- (c) Proven track record of client engagement.
- (d) Demonstrable experience with stakeholders' engagement in the waste sector, government institutions and international organizations in Ghana, and in the local Ghanaian setting;
- e. At least 10 years of experience in conducting in undertaking similar assignments.
- f. Proven track record of having successfully completed at least one similar assignment.
- g. Experience of working under pressure and within a limited timeframe.

7.0 QUALIFICATIONS/REQUIREMENTS

7.1 Team Composition

The nature of the assignment requires the consultant/firm to assemble well-qualified and experienced team of experts, of sufficient size and capacity, covering the professional disciplines required for successful preparation of the national inventory. All members of the consulting team should possess a master's degree in their relevant fields, or the above qualification is preferable.

7.2 TEAM LEADER

Qualification:

- (a) Minimum of a Master's degree in Environmental science, environmental management, planning, or any related discipline.
- (b) Specific Requirements:
 - At least 10 years of professional experience in environmental impact assessment.
 - Experience in working in the public sector will be an added advantage.
 - Experience in working with various stakeholders and maintaining professional relationships.
 - Good understanding of the e-waste business/value chain sector in Ghana.
 - Demonstrable experience to supervise, manage, and advise the team in the implementation of similar assignments.
 - Demonstrable experience of cooperation with stakeholders from the e-waste informal sector, government institutions and international organizations in Ghana, and in the local Ghanaian setting.
 - Good ICT skills and data manipulation tools
 - Excellent verbal and written communication skills (in English language), and demonstrated experience working with a variety of stakeholders, including senior government officials, pressure groups, policymakers, traditional leaders, the local people, etc.
 - Working knowledge or proficiency in at least one local language.
 - Have a demonstrable ability to write concise technical documents.

7.3 EXPERT 1

Qualification:

- (a) Minimum of a Master's degree in public policy, public administration or any relevant discipline.
- (b) Specific Requirements:
 - At least 5 years of professional experience working in policy formulation, developing strategies, and implementing plans.
 - Experience in working for the public sector will be an added advantage.

- Proven track record in identifying and assessing policy issues, and in playing an active role in dialogue with the government and/or other stakeholders.
- Proven capacity to work with multiple stakeholders, including government entities, civil society organizations (CSOs), academia, multilateral agencies, development partners, and the private sector.
- Strong capability in English writing, research and policy analytical skills, including ability to write cogently about the environmental costs of pollution; strong oral English skills;
- Deep knowledge of Ghana's environmental and natural resource challenges and opportunities across sectors – knowledge in e-waste or waste management is a plus;
- Proven ability to work in a team and in a politically sensitive intercultural environment with minimum supervision.

7.4 EXPERT 2

Qualification:

(a) Education: Minimum of a Master's degree in social sciences, social/community development or any relevant discipline.

(b) Specific Requirements:

- At least 5 years of professional experience in conducting socio-economic studies in the waste management or e-waste sector or in related fields.
- Experience in working with various stakeholders and maintaining professional relationships.
- Good ICT skills and data manipulation tools
- Demonstrate a competent ability of compiling and processing collected data independently and in a group.
- Excellent verbal and written communication skills (in English language);
- Demonstrated experience working with a variety of stakeholders, including senior government officials, the local/community, etc in Ghana.
- Working knowledge or proficient in at least one local language, particular in the Northern Languages.
- Experience and past performance on similar assignments.
- Have a demonstrable ability to write concise technical documents.

7.5 EXPERT 3

Qualification:

- (a) Education: Minimum of a master's degree in communications, Public Relations, Marketing Communication, or any relevant discipline.
- (b) Specific Requirements:
 - At least 5 years of professional experience of relevant work of similar complexity or scale.
 - An established track record in communications, public relations, and stakeholder management.
 - Excellent verbal and written communication skills (in English Language), and demonstrated experience working with a variety of stakeholders, including senior government officials, pressure groups, policymakers, traditional leaders, the local people, consultants and contractors in Ghana.
 - Experience in developing messaging and content for diverse audiences.
 - Proven experience in the field of communication and public education.
 - Proven past performance on similar assignments.
 - Have a demonstrable ability to write concise technical documents.

8.0 DURATION

This assignment is anticipated to last not more than 8 months. The duration of the assignment may be extended due to the legal procedures for approval by Cabinet that cannot be predicted or foreseen. It is expected that the Consultant will participate in all activities and deliverables outlined in this Terms of Reference even if the timeframe exceeds the expected completion date.

9.0 FACILITIES TO BE PROVIDED BY CLIENT

The Client will provide the following facilities to the Consultant:

- a. Letter(s) introducing the Consultant wherever required in the performance of the assignment.
- b. The Hazardous and Electronic Waste Control and Management Act, 2016 (Act 917)
- c. The Hazardous, Electronic and Other Wastes (Classification), Control and Management Regulations, 2016 (L1 2250)
- d. Report of the National E-Waste Inventory for Ghana
- e. Copies of the Communications strategies for E-waste Management

- f. Any other relevant information required by the consultant that is readily available to the client and within the scope of the assignment.

It should be noted that the Consultant will need to provide all the administrative, technical professional and support staff needed to carry out their services efficiently. The Consultant will also be responsible for providing all other necessary facilities and logistical support for their staff or team(s) engaged, including accommodation, vehicles/transportation, utilities, office supplies and other miscellaneous requirements wherever applicable to render their services.