

## Terms of Reference

### **GreenTec Capital Africa Foundation gGmbH – Circular Economy 4 Africa Kenya**

#### **1. Background information**

Rooted in the commitment to foster a successful business environment and economic perspective of the development of African countries, “GreenTec Capital Africa Foundation” (GCAF) conducts a variety of support activities. GCAF cooperates closely with impact investors in Germany and Africa, which enables a translation of first-hand experiences in the equity investment sphere into the non-profit capacity building sphere in line with the official development aid principles of the German government. Its activities include knowledge sharing conferences, trainings for companies and investors, market analysis and discussion rounds to foster market transparency, capacity building for business operation to companies and investors in Africa.

#### Context of the project

In the context of the project “Circular Economy 4 Africa” the GreenTec Capital Africa Foundation supports efforts to introduce and enhance circular economy approaches in Africa with a specific focus on Kenya and Ghana.

Within the frame of the project, the impacts of Covid-19 on workers in the recycling industry shall be mitigated by protecting existing and creating new jobs along the waste value chain and providing trainings on how to continue work in the waste sectors safely in the time of Covid-19.

#### **2. Tasks and Deliverables**

**In close collaboration with the GCAF staff, the Consultant will provide the services outlined below:**

#### **Work packages:**

##### ***A. Job preservation and safety measures for workers in recycling plants***

The consultant will provide trainings on covid-19 adapted work procedures including social distancing and hygienic measures needed to maintain a safe and healthy work environment for at least 300 workers. Furthermore, the consultant will procure needed equipment for health and safety purposes including face masks, gloves, gumboots, dustcoats, overalls and make them accessible to the trained workers.

The consultant will also plan and conduct the building of sanitary facilities for waste pickers that are necessary to reduce risks of the spread of covid-19 or other infectious diseases.

***B. Safety measures and job preservation for waste pickers***

The Consultant will provide trainings on covid-19 adapted work procedures including social distancing and hygienic measures needed to maintain a safe and healthy work environment for at least 200 waste pickers in the greater Nairobi region. Furthermore, the consultant will procure equipment needed for health and safety purposes including face masks, gloves, gumboots, dustcoats, overalls and make them accessible to trained waste pickers.

The consultant will also plan and conduct the building of sanitary facilities for waste pickers that are necessary to reduce risks of the spread of covid-19 or other infectious diseases.

Lastly the consultant will establish a framework that shall support waste pickers in gaining access to different social benefits.

***C. Job creation for waste pickers***

The Consultant will plan and build two waste buy-back centers at which waste pickers can sell their collected waste. Both buy-back centers will consist of a small building, a baler, a forklift and will have access to electricity. The consultant will identify an organization with the capacity to operate the buy-back centers or will run the buy-back centers himself after the project duration.

The Consultant will develop a training curriculum for waste pickers which supports them in learning how to sort waste in the best possible ways.

**3. Process & Estimated Timeline**

Items	Details	Timeline
<b>Work Package A</b>		
Training 1	Trainings on: social distancing, hygienic measures, identification and handling of Covid-19 related waste streams	Week 2, January 2021
Training 2	Trainings on: social distancing, hygienic measures, identification and handling of Covid-19 related waste streams	Week 1, February 2021
Training 3	Trainings on: social distancing, hygienic	Week 4, February 2021

	measures, identification and handling of Covid-19 related waste streams	
Training 4	Trainings on: social distancing, hygienic measures, identification and handling of Covid-19 related waste streams (total of 300 workers trained in all 4 trainings)	Week 2 March 2021
Set-up of sanitary facilities	Set-up of toilets, shower, changing facilities, hand-washing facilities for the 300 workers	Week 1, February 2021
<b>Work Package B</b>		
Trainings 1 on Covid-19 adapted work procedures	Social distancing, hygienic measures, Covid-19 related waste streams	Week 2, January 2021
Trainings 2 on Covid-19 adapted work procedures	Social distancing, hygienic measures, Covid-19 related waste streams	Week 1, February 2021
Trainings 3 on Covid-19 adapted work procedures	Social distancing, hygienic measures, Covid-19 related waste streams	Week 4, February 2021
Trainings 4 on Covid-19 adapted work procedures	Social distancing, hygienic measures, Covid-19 related waste streams (total of 200 waste pickers trained in the 4 trainings)	Week 2 March 2021
Set-up of sanitary facilities	Set-up of toilets, shower, increased changing room space, hand-washing facilities for the 200 waste pickers	Week 1, February 2021
Development of social benefit scheme for waste pickers	Development of a framework that helps to provide different social benefits to waste pickers	Week 2, January 2021
Testing and adaptation of the scheme		December 2020 to week 1, March 2021
<b>Work Package C</b>		
Build buy-back center one	Including baler, power access, small building, forklift	Week 2, January 2021
Start operations of buy-back center one		Week 1, February 2021

Build second buy-back center	Including baler, power access, small building, forklift	Week 1, February 2021
Start operations of second buy-back center		Week 1, March 2021
Development of Training curriculum for waste pickers	Comprehensive training curriculum that can be applied to train waste pickers on how to sort different waste types	Week 2, January to week 2, March 2021
Optimization of recycling processes: Technical analysis of existing plastic recycling facilities	Identification of inefficiencies in current operations	Week 2, January 2021
Optimization of recycling processes: Improvement plan	Establishment of improvement plan that addresses the current challenges and can be implemented in the facility	Week 1, February 2021
Implementation of improvement plan		Week 4, February 2021 to week 2 March 2021
<b>Reporting</b>		
Written Report of project status	Including the progress on all project elements, expenditures, outlook and current challenges in the realization of the project (templates and details of reporting format to be delivered by GCAF)	Monthly during the whole project phase
Verbal report	Including the progress on all project elements, expenditures, outlook and current challenges in the realization of the project	Every two weeks during the whole project phase
Expenditure report	Report on all expenditures made during the project from beginning until February 28 <sup>th</sup>	March 10 <sup>th</sup>
Final report	Final report describing all activities conducted during the project phase; materials created (e.g. curricula); compiled learnings made; as well as financial report of all	March 30 <sup>th</sup>

	expenditures in a format provided by GCAF	
Collaboration	The Consultant executes the project in close collaboration with appointed GCAF staff, informs GCAF in case of foreseeable changes in the project execution and requests approval before making decision deriving from the initial execution plan.	During the whole project phase

#### 4. Provisional schedule

**Contract Duration:**

- Start of Contract: January 2021
- End of Contract: April 15th 2021

#### 5. Required experience

**All received offers will be assessed upon the following criteria:**

1. Education and knowledge of subject matter
2. Work and sector experience
3. Reference projects
4. Regional/ Country knowledge
5. Appropriateness of the proposed concept
6. Price

**Minimum requirements are the following:**

- 5 years of experience in the Kenyan waste and recycling sector
- 5 years of experience in plastic recycling
- In-house recycling capacity for injection, blow and thermoforming
- Considerable waste recycling market share in Kenya
- Operational plastic recycling facilities in Kenya
- Fluent in English

**Interested contractors must submit a complete proposal which includes fees and a CV of key staff until 24th of January 2021 at 5pm GMT. Please send proposals and CV to [procurement@greentec-foundation.com](mailto:procurement@greentec-foundation.com).**