

**KINGDOM OF CAMBODIA
NATION RELIGION KING**

**Solid Waste and Plastic Management Improvement Project
PROBLUE Trust Fund**

TERMS OF REFERENCE

*Socio Economic Surveys and needs assessment of existing waste pickers
Siem Reap, Kampong Speu and Kandal*

Institution: Ministry of Interior
Recruitment type: Firm/NGO
Hire/Procurement type: Firm/NGO
Closing date: MM, YYYY
Starting date: MM, YYYY

I. Introduction

The objective of the solid waste and plastic management improvement project (the Project) is to improve solid waste and plastic management in selected areas. The project will be implemented over a period of 6 years (2023-2029), and a budget of US\$67.3 million will be allocated for the following four components: Component 1 – Institutional Strengthening for Solid Waste and Plastic Management (US\$ 4.32 million, implemented by Ministry of Environment), Component 2 – Integrated Solid Waste and Plastic Management, Planning, Monitoring, and Capacity Building for Participating Provinces, Municipalities and Districts (US\$8.42 million, implemented by Ministry of Interior). Component 3 – Solid Waste and Plastic Management Infrastructure (US\$54.56, implemented by Ministry of Public Works and Transport) and Component 4 –emergency response with zero allocation has been provisioned for the Bank to provide emergency support in the event of a natural disaster, emergency and/or catastrophic event.

Components 1 and 2 are divided into sub-components for which component A is financed from the PROBLUE Trust Fund and Component B from IDA. There are separate legal agreements for the two financing sources. Specifically, sub-component 1A: Strengthening of institutions, legislation, policies, and regulations for solid waste and plastic management (PROBLUE TF US\$2.1 million) and sub-component 1B: Strengthening of waste information, cost calculations of solid waste services, and reporting systems (IDA US\$1.42 million).

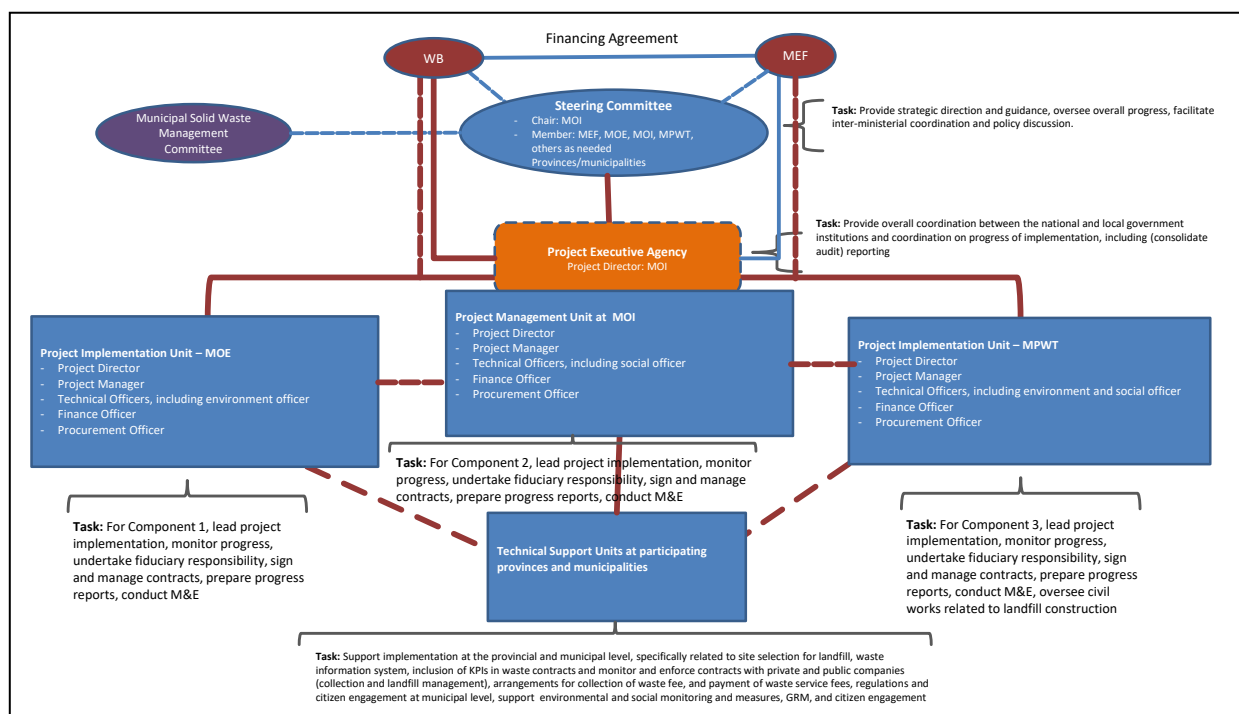
Component 2 will finance activities in eligible provinces, municipalities and districts including Siem Reap, Kampong Speu, Kandal, Battambang and Sihanoukville. Specifically: sub-component 2A: Strengthening the capacity of participating provinces, municipalities and districts in managing and monitoring waste services and improving solid waste and cleanliness conditions (PROBLUE TF US\$0.9 million); and sub-component 2B: Providing transaction advisory services and developing geospatial waste information systems to enable improved waste collection and disposal services (IDA US\$5.52 million).

Component 3 supports reducing waste (including plastic) leakage to the environment, improving resource efficiency and reducing environmental pollution in participating provinces, municipalities and districts. It focuses on: (a) increasing landfill disposal capacities; (b) reducing environment and social impacts of waste disposal and disposal sites; (c) reducing the volume of greenhouse gas emissions from the solid waste sector due to staged introduction of segregated collection, material recovery and recycling, as well as disposal with landfill gas collection and abatement; and (d) increasing the quantity of waste and plastic recovered, recycled, and composted.

Provinces that are envisaged to receive investment financing under component 3 are: (a) Siem Reap, (b) Kampong Speu, and (c) Kandal. Battambang and Sihanoukville have existing constructed sanitary

landfills, but the project could support other infrastructure including transfer stations and materials recovery facilities (MRFs) in these two provinces.

The implementation arrangements are presented in the figure below.



II. The Project Development Objective (PDO) and Key Results Indicators

The PDO is to improve solid waste and plastic management in selected areas, and in case of an Eligible Crisis or Emergency, respond promptly and effectively to it. There are three PDO level indicators that will be measured through the following indicators: (i) Proportion of population in selected areas with regular household waste collection, to be measured by the percentage of population that will have regular waste collection; (ii) the landfill disposal capacity operational per defined criteria, to be measured by the amount of landfill disposal capacity that will be realized under the project in Cubic Meter (m³); (iii) plastics policies, guidelines, or standards developed, to be measured by the number of policies, guidelines or standards developed; and (iv) the percentage of municipal solid waste recovered, recycled, composted and/or treated with other techniques.

There are also the following intermediate indicators that will measure the progress of implementation under the Project: (i) Solid Waste Information System from the Ministry of Environment expanded with regular information from the participating municipalities; (ii) Participating municipalities with improved waste collection and landfill management contracts, including performance indicators; (iii) Participating municipalities with waste fee payment established and functioning; (iv) Grievances responded to within stipulated service standards for response; (v) Voluntary integration of informal workers in the solid waste sector in selected areas with increased economic opportunities¹, plus a sub-indicator of which percentage of female waste pickers are to transition from informal sector to informal sector; (vi) Beneficiaries' satisfaction with improved waste collection and cleanliness in participating municipalities², (vii) Collected waste in selected areas that is properly treated or disposed; and (viii) Greenhouse gas emissions reduced.

¹ Percentage of persons voluntarily integrating from informal work into solid waste sector. This does not imply that solid waste sector employment has to occur through an employment contract with the landfill management company. It does mean an integration of the informal workers, that are eligible as per the census and interested, will be voluntarily integrated in the material recovery facility through registration, provision of protective materials, provisions of skill training, widening of recycling opportunities through the composting facility etc.

² The indicator measures the satisfaction of the beneficiaries with the improved waste collection services and cleanliness of the streets following the integration of key performance indicators into the waste collection contracts in the participating municipalities.

The World Bank's Environmental and Social Framework (ESF) applies to the project, including the following nine Environmental and Social Standards (ESSs), of which the social standards specifically relevant to this needs assessment are highlighted in **bold**:

- **ESS1: Assessment and Management of Environmental and Social Risks and Impacts;**
- **ESS2: Labour and Working Conditions;**
- ESS3: Resource Efficiency and Pollution Prevention and Management;
- **ESS4: Community Health and Safety;**
- ESS5: Land Acquisition, Restrictions on Land Use and Involuntary Resettlement;
- ESS6: Biodiversity Conservation and Sustainable Management of Living Natural Resources;
- ESS7: Indigenous Peoples/Sub-Saharan African Historically Underserved Traditional Local Communities;
- ESS8: Cultural Heritage; and
- **ESS10: Stakeholder Engagement and Information Disclosure**

Key documents to address environmental and social (E&S) risks include an Environmental and Social Management Framework (ESMF) and Preliminary Environmental and Social Impact Assessment (P-ESIA) for Siem Reap, Labor Management Procedures (LMP), Indigenous People Planning Framework (IPPF), Resettlement Policy Framework (RPF), Stakeholder Engagement Plan (SEP). There is also the Environmental and Social Commitment Plan (ESCP) that provides the specific environmental and social commitments that were agreed to be followed by RGC. All documents will be made available to the consultant. During implementation, Detailed Resettlement Plans will be developed by the General Department of Resettlement under the Ministry of Economy and Finance in close coordination with the MPWT and the MOI and Site-Specific Environmental and Social Impact Assessments and Management Plans for the waste infrastructure will be prepared by the MPWT.

III. The Project Components

The project has four components as follows:

- (a) Component 1: Institutional Strengthening for Solid Waste and Plastic Management
- (b) Component 2: Integrated Solid Waste and Plastic Management, Planning, Monitoring, and Capacity Building for Participating Provinces, Municipalities, and Districts
- (c) Component 3: Solid Waste and Plastic Management Infrastructure
- (d) Component 4: Contingent Emergency Response

Component 2: Social Assessment background and measures included in the Project related to waste pickers. The Preliminary Environmental and Social Impact Assessment (P-ESIA) for Siem Reap and the Environmental and Social Management Framework (ESMF) identified presence of children, including children under the age of 14 years. Children between 14 and 18 years old are only allowed to engage in non-hazardous work that will not affect their education and will not be harmful to their physical, mental or social development. Children under 14 at the landfill are not allowed to work in the project³. While children may be present accompanying their parents at the current open dumpsites, support measures are included in the ESMF to assist them and their parents.

These additional social measures that are included in the ESMF include (i) assisting poor waste pickers (those who are solely dependent on waste picking for their livelihoods) to obtain ID-Poor cards⁴, provided that the eligibility criteria for the ID-Poor program are met, and (ii) measures to support children to stay in school are implemented as well as after school and day-care opportunities for children that currently accompany parents to the dumpsite operations. For children under 14 that are present at the dumpsite operations, support will be provided to them and their families to access existing government social support programs, skills and vocational training as well as existing NGO programs.

³ The minimum age for work is per the applicable Labor Management Procedures for the project.

⁴ Access to this ID-Poor cards will enable them to access the government's social programs. Referral services will be made also made available to them to access other existing social programs provided by the Government/NGOs operating in the respective provinces.

There could also be other social risks related to child labor, forced labor, and Gender Based Violence, for which special interventions may be required and which will also be investigated as part of the needs assessment. The project could bring risks to community health and safety (both real and perceived) because of increased traffic volumes and inappropriate handling of hazardous wastes.

Adverse impacts on livelihoods of existing waste pickers will be avoided as the project will allow for continued access to recyclable materials in the community Material Recovery Facilities that will be included with the landfill investments to be constructed and operated under the project, and where waste pickers will have continued access to sort waste and collect recyclables. The project will improve the occupation, health and safety circumstances of waste recovery. Waste pickers who will be registered as eligible waste pickers (and as such will have access to the new community material recovery facility and composting facility), will benefit from skills training programs.

The project will take actions to improve the integration of women in the solid waste sector, improve safety, and reduce health vulnerabilities. Through the general applicable measures, female waste pickers, like the male waste pickers, will benefit from: (a) entry registration, (b) provision of personal protection equipment, (c) training on health and safety risks and measures and (d) provision of health checks (through the landfill and waste management operator). These will disproportionately benefit women who are overrepresented in the informal waste-picking business. At the stakeholder consultations and engagement workshops during the preparation of the project, female waste pickers frequently reported dirty and odorous conditions, as well as health problems, such as headaches⁵. Specific measures to consider the safety and security of women will also be included in the detailed design under component 3 of the project⁶ and management and operation contracts to be concluded for the landfill and material recovery facilities and composting facilities.

Targeted trainings will be developed and provided accordingly, helping women acquire new knowledge and skills within the waste recovery and management sector⁷, and other sectors. Skills acquisition on new technologies and equipment will also increase their opportunities for formal employment in the waste management sector. Other targeted trainings can for example benefit self-employed women, through the acquisition of skills and knowledge that could help women to obtain better prices for the sorted recyclables or by generating additional sources of income from compost production at the new composting facility. Lastly, skills and vocational training, relevant to other sectors (such as tourism), are foreseen to be provided by local government, based on the results of the needs assessment, and may include for example English language training, basic health and safety training, and basic business skills to allow women to transition into formal employment or self-employment in a different sector.

A needs assessment for the waste pickers will be undertaken under this TOR which will analyze the needs and specify the support measures in detail. This is further elaborated under the section IV below.

IV. Objective, Scope and Tasks of the Assignment

1. Objective

The consultant will undertake a **needs assessment for existing waste pickers at the existing dumpsites/dumping operations in Siem Reap, Kampong Speu and Kandal** and support MOI and the provinces/municipalities in the implementation of the measures as well as regular monitoring.

The needs assessment will include: (i) undertaking socio-economic surveys and focus group discussions to identify socio-economic situation, to assess needs and analyze risks for the waste pickers at the existing waste dumping operations; (ii) confirm the list of eligible existing waste pickers with the MOI and the provinces/municipalities that will be eligible to have continued access to the Material Recovery and Composting Facility to sort and collect recyclables once constructed and operational, (iii) organizing stakeholder engagement and consultations as well as establishing a cut-off date for the determination of eligibility of existing waste pickers (iii) assess needs and requirements for personal protection equipment,

⁵ The stakeholder consultations with female waste pickers in Kandal, Kampong Speu and Siem Reap revealed that smell and headaches are common among female waste pickers.

⁶ including dedicated and gender-specific showers, washing basins, clean toilets, and changing rooms.

⁷ Such as value of recyclable materials, marketable skills, and access to information.

occupational, health and safety days by the province/municipality and waste companies -to be organized by the environmental and social impact assessment consultants- and identify the needs and preferences for trainings for female and male waste pickers and children older than 14 years based; and (iv) recommendation and confirmation of the additional social measures based on the categories of support envisioned to be provided under project as mentioned in the ESMF and in the background section above.

Based on the needs assessment and the recommended additional social measures and stakeholder engagement and consultations, the specific agreed recommended measures will be developed for implementation together with the provinces/municipalities. The socio economic surveys under waste pickers in the needs assessment together with the stakeholder consultations and engagement and the registration process of the waste pickers will help to provide a baseline of eligible “existing waste pickers” that will be monitored and updated annually. The monitoring will be undertaken under a separate, subsequent contract, based on the implementation and monitoring plan to be developed under this TOR.

2. Scope of Work for the Needs Assessment

The Consultant will assist **the MOI team and with the participating provinces/municipalities in Siem Reap, Kampong Speu and Kandal** to (i) **prepare the needs assessment for the existing waste pickers, including stakeholder engagement and consultations** (ii) **confirm the additional social measures as listed above to support vulnerable and disadvantaged groups, specifically waste pickers with specific identification of the government and existing NGO programs that can provide the additional social measures** and (iii) **prepare the implementation and monitoring plan**, in collaboration with the Ministry of Environment and the Ministry of Public Works and Transport. The needs assessment should be in compliance with the Environmental and Social Management Framework, the Stakeholder Engagement Plan, and the Environmental and Social Commitment Plan. The immediate objectives of the assignment are (i) to ensure that the working conditions of the existing waste pickers are improved when the new material recovery and composting facilities are in operation; (ii) additional social measures are recommended with specific implementation and monitoring plans ; (iii) interim measures and training to improve the current situation are identified and planned; and (iv) facilitate communications with the existing waste pickers and help establish/strengthen a specific grievance redress mechanism for the existing waste pickers.

The consultants will work closely together with the Environmental and Social Impact Assessment Consultants that will be contracted by Ministry of Public Works and Transport under component 3 of the project, specifically for the socio-economic surveys and stakeholder engagement and consultations and trainings.

3. Tasks for the Needs Assessment

The main tasks of the consultant are included as follows:

Needs assessment, identification and confirmation of implementation modalities of the additional social measures, stakeholder engagement and consultations and implementation and monitoring plan. Key tasks will include:

Task 1. Conduct desk review, coordination meetings with MOI, identification of existing government and NGO programs as well as their implementation modalities and field visits

- Carry out a **rapid desk review, coordination meetings with MOI, identification of existing government and NGO programs as well as implementation modalities and field visits** to the existing dumpsites and dumping operations in co-ordination with MOI and the Siem Reap, Kampong Speu and Kandal provinces/municipalities as well as the district and community chiefs where the existing waste pickers are present and the waste companies. The field visits and meetings with Siem Reap, Kampong Speu and Kandal provinces/municipalities will also identify the available existing government program and NGO programs in the areas and their eligibility criteria, specifically ID poor, skill and vocational training programs and specific programs focused at waste pickers and/or vulnerable and disadvantaged groups, specifically women. After this rapid desk review, coordination meetings, identification of existing programs and field visits, a survey and implementation plan for the remainder of the tasks will be submitted. The survey and implementation plan will contain the draft survey design and questionnaire and detailed stakeholder engagement and consultation plan for the waste pickers. The survey and implementation plan will be agreed upon before the start of the surveys and engagement and consultations (see details below).

Task 2. Conduct socio-economic and prepare draft needs assessment and identification and confirmation of the draft available additional social measures and implementation modalities

- **Socio-economic and needs assessment.** One of the main objectives of the needs assessment is undertake socio-economic and needs surveys with all available existing waste pickers, as well as focus group interviews and key informant interviews. The existing waste pickers are those that are present at the existing dumpsites/dumping operations in Siem Reap, Kampong Speu and Kandal where the existing dumpsites and existing dumping operations will be closed and rehabilitated under the project. Attempts should be made to survey all existing waste pickers at the locations and at least four attempts should be made in different times of the day and the week during the fieldwork period of one month when the data for the surveys are collected. The socio-economic and need assessments and perception surveys will be taken together and before the surveys will be undertaken, the survey plan will be presented for approval, including the draft questionnaire and applicable safety parameters -specifically for the children-. Main areas that the socio-economic surveys should incorporate include:
 - Household demographics⁸, and contact information, livelihoods, income streams and expenditures, current debt commitments.
 - Residence, immovable assets, and function.
 - Existing social safety nets, specifically ID Poor program and existing NGO programs and eligibility criteria
 - Existing skills and vocational programs
 - Education and school situation for children waste pickers, school location and hours, periods of child waste picker presence at dumpsites -clear distinction in children age groups-. After-school and day-care situation and options in the community
 - Waste picking shifts, schedule and waste picker duration
 - Specific earnings from waste picking, venues for selling waste and types, volumes and prices for waste, including seasonality of earnings.
 - Diseases, working/living conditions, occupational, health and safety risks of the current waste picking work, other risks such as child labor, forced labor, including bonded labor, gender-based violence as well as other risks to community health and safety and potential legacy issues.
- **Support MOI and the provinces/municipalities in the identification and confirmation of the additional social measures as listed above and the implementation modalities and cost implications to support vulnerable and disadvantaged groups, specifically waste pickers and undertake perception and clarification surveys, specifically:**
 - Explanation of the ID-program and its specific eligibility criteria, and surveying interest to obtain ID-Poor cards- provided that the eligibility criteria for the ID-Poor program are met-
 - Surveying interest in school and after-school and day-care opportunities for children that currently accompany their parents to the dumpsites, or possibly playground area with limited facilities near the dumpsite area to create a safer location for children and support identification of options.
 - Support identification of possible alternative shelter for temporary residence/residential shelter locations (if applicable, specifically Kampong Speu).
 - Confirmation of availability and interests in skills and vocational trainings, specifically on the following subjects (i) training on occupational, health and safety, including personal protection equipment, (ii) value of different recyclable materials, recycling markets and access to information for recyclables, (iii) other skills and training in the waste sector, specifically material recovery and composting facilities and more formalized waste work at the landfill; and (iv) other skill training interest, such as English, tourism sector (specifically for Siem Reap), information technology etc.
 - Explanation of material recovery and composting facilities as part of the waste landfill infrastructure investments and availability to existing waste pickers to avoid livelihood disruption. Perceptions of material recovery and composting facility and registration process and criteria for entry for existing waste pickers
 - Facilitation interests to alternative jobs, counseling, training incentives etc.

⁸ Profiles with specific distinction in age groups for children < 14 years and children older than 14 years but younger than 18 years.

- Waste pickers concerns, suggestions, and proposals regarding the additional social support program
- Potential legacy issues
- **Surveying training needs and interests.** The consultants will survey for needs and interests for trainings for the existing waste pickers in collaboration with the waste companies and the provinces/municipalities. The training needs and interest will both cover training needs and interest in the solid waste sector⁹ as well as general training needs and interest that could be covered by government vocational and existing training programs

In addition to working closely with PMU-MOI and the participating provinces/municipalities, the consultants preparing the needs assessment will work closely together with the transaction advisor consultants, the detailed design engineer, and the environmental and social impact assessment consultants when determining the specifics and implementation modalities of the additional social measures. This is specifically applicable to the material recovery and composting facilities and access and OHS arrangements, trainings in the waste sector etc.

- **List of eligible waste pickers in Siem Reap, Kampong Speu and Kandal.** Consultants will work with existing waste pickers and provinces/municipalities as well as MOI to establish the list of eligible existing waste pickers in Siem Reap, Kampong Speu and Kandal that will continue to have access to the material recovery and composting facilities that will be constructed and operational under the project. Preliminary surveys in the ESMF identified some 273 waste pickers in Siem Reap, some 40 waste pickers in Kandal and some 40 waste pickers in Kampong Speu, but numbers and eligibility should be updated as part of the needs assessment. Validation of the list of eligible waste pickers by relevant stakeholders, including waste pickers/their representatives. Support disclosure of the list, including grievance redress mechanism to report errors or omissions.
- **Draft stakeholder engagement and consultation plan** for the engagement and consultations with the existing waste pickers in each of the provinces, Siem Reap, Kampong Speu and Kandal

After conducting the socio-economic and needs assessment and identification and confirmation of the draft additional social measures and implementation modalities (all items under Task 1), the consultants will prepare and submit the draft needs assessment report to the Project Management Unit/Ministry of Interior for review and feedback. The draft needs assessment report will include all tasks under Task 1 and key findings, recommendations, and confirmation of additional social measures aligned with the categories of support envisioned under the project. The report will consolidate all findings and recommendations while providing separate sections for each participating province and district/municipality administration. Upon receiving feedback from PMU, the consultants will incorporate all comments and recommendations to prepare the final stakeholder engagement plan.

Task 3. Stakeholder engagement and consultation.

- **Stakeholder Engagement and Consultations on the results of the draft needs assessment and the confirmed additional social measures and proposed implementation modalities.** Consultants will organize further stakeholder engagement and consultations with the waste pickers and other relevant stakeholders based on the draft needs assessment and the confirmed additional social measures and stakeholder engagement plan and to consult on the disclosed list of eligible waste pickers in collaboration with the provinces/municipalities in Siem Reap, Kampong Speu and Kandal. The consultations will focus on the existing waste pickers..
- **Establishment of Cut-off date.** After the stakeholder engagement and consultations, the consultants will support the provinces/municipalities and MOI to establish and publish the cut-off date for the determination of eligibility of existing waste pickers at the project waste facilities. However, if additional existing waste pickers are present that were not originally included during the initial time of the field survey work but that have a reasonable claim of -seasonal work- at the current dumpsites,

⁹ It is foreseen that the ESIA consultants will already organize least two trainings in each dumpsite location will be organized on (i) occupational health and safety (OHS) with provision of personal protection equipment for each of the existing waste pickers, such as boots, gloves and masks and (ii) the value of different recyclable materials, recycling markets and access to information for recyclables.

these will be added into the surveys and into the list of eligible waste pickers. And a procedure for determination and acceptance of further eligible waste pickers that may arise later until the period that the new material recovery and composting facilities and the landfill are constructed, operational and with fences and registration will be discussed, agreed and included in the needs assessment.

Task 4. Final needs assessment, Implementation and Monitoring Plan.

- Based on the stakeholder engagement and consultation, the final needs assessment will be prepared incorporating the comments and suggestions and including a summary of the discussions and list of participants etc.
- **Preparation of an Implementation and Monitoring Plan** that outlines the agreed manners of implementation of the additional social support measures as well as the institutional arrangements for implementation (implementation modalities), responsibilities and budgets together with monitoring indicators and monitoring templates for the monitoring of the implementation of the measures. This will also include monitoring indicators and templates to track the progress of these measures. The consultant should clearly describe the monitoring process to monitor the implementation of the agreed social measures and training under the needs assessment..

Deliverables:

1. **Inception report including survey design, including draft questionnaires and data collection tools and work planning**, after the completion of the rapid desk review, coordination meetings with MOI, identification of existing government and NGO programs and field visits (after 6 weeks). The survey design, draft questionnaires and data collection tools and planning s should (i) summarize the findings of the desk review, meetings and site visit, (ii) provide a detailed draft survey design with questionnaire and general detailed workplan, schedule, organizational arrangements, team, and (iii) provide a detailed stakeholder engagement and consultation plan for the waste pickers. The work plan will also contain support services and identify critical areas. The work plan will be agreed upon with MOI before start of the surveys and engagement and consultations.
2. **Draft needs assessment report:** this will include all the tasks and findings of all activities including the detailed additional social measures under Task 2. It is expected the needs assessment report will be outlined the different findings of each target provinces.
3. Stakeholder engagement and consultation report, including publication of the cut off date (Task 3)
4. **Final needs assessment report and implementation and monitoring plan (Task 4):** The final needs assessment will include the result of stakeholder engagement and consultations, and publication of the cut-off date. The implementation and monitoring plan will be included in the final needs assessment report and will include the specific monitoring indicators and templates for the additional social measures' implementation monitoring as well as the template for the assessment of socio-economic conditions that would be used for the last monitoring report -The monitoring itself will be done as part of a separate, subsequent, assignment (not part of this TOR).

V. Reporting, duration and staff-months

The consultant will work very closely with the Project Management Unit team at MOI and the provinces/municipalities at Siem Reap, Kampong Speu and Kandal and will report to the Project Director and Project Manager. All reports which are required in each deliverable will be in English and Khmer language.

In addition, the consultants need to submit to PMU the monthly progress report in English, summarizing progress, key issues and proposed actions. These monthly progress report will be short and concise 5-10 pages.

The duration of the assignment is eleven months with the following schedule for the deliverables.

Deliverables	Timeline Weeks to completion (cumulative)
Inception report (Task 1)	8
Draft needs assessment report including the identification and	28

confirmation of the draft available additional social measures and implementation modalities as well as draft engagement and consultation plan (Task 2)	
Stakeholder engagement and consultation report, including publication of the cutoff date (Task 3)	42
Final needs assessment report, including implementation and monitoring plan (Task 4)	45

Indicative staff and staff months

The following table provides an indicative estimate of the human resources required.

The Consultants are not bound by these estimates and can propose alternative staffing support levels.

No.	Position	Staff-months	
		International	National
1	International Team Leader - Social Specialist	2	
2	National Deputy Team Leader - Social Specialist		4
3	Social support measures and programs, skills development specialist		3
4	National Stakeholder engagement and consultations facilitator, including focus group discussions		2
	non-key expert: Liaison officer		3
	non-key experts: Local surveyors and other supporting experts		4
	Total	2	16

VI. Qualification Requirements

This assignment will be awarded to a specialized consulting firm/NGO with at least 8 years of experience in socio-economic surveys, community development, facilitation, public and stakeholder engagement. Experience with vulnerable and disadvantaged groups in Cambodia is preferred, specifically waste pickers and in waste sector. Experience with projects financed by international financial institutions is required and working experience with World Bank Group standards is preferred. The consultancy firm will need to demonstrate relevant experience working with socio-economic surveys and stakeholder engagement and consultations in Cambodia. At least 3 relevant references in the last 7 years will be required.

The consulting firm/NGO will provide a summary of experience, CVs of key project personnel demonstrating skills, and experience in livelihood disruption avoidance/restoration and vulnerable and disadvantaged groups- specifically waste pickers, socio-economic household surveys and monitoring, stakeholder engagement and consultations, etc. Key experts are listed below but the full team will consist of more specialists, including a group of field enumerators and the amount of field enumerators and qualifications will be required to be specified in the proposal.

Minimum Qualifications and Key Responsibilities for key experts

Key expert 1: International Team Leader - Social Specialist

Qualifications and experience: Master degree in Social Studies, development studies, public administration policy or other relevant field. Experience in carrying out socio-economic household surveys in the region and preferably Cambodia and preparing social mitigation measures and measures to support vulnerable and disadvantaged groups, stakeholder engagement and consultation plans according to the international financial institutions and preferably World Bank Social standards. 10 years of sector experience should be a

minimum requirement and international experience required. Experience in Solid Waste Management Environmental and Social Impact Assessments and specifically socio-economic surveys for waste pickers would be an advantage. Fluency in written and spoken English and good report writing skills.

Tasks and key responsibilities: International Team Leader – Social Specialist will be responsible for (but not limited to) the following:

As a Team Leader:

- Lead the Team and be responsible for overall management and administration of the consultant team, the planning and implementation of the assignment in close coordination with the Project Manager and the MOI-PMU and liaising with other government counterparts – specifically the Technical Support Units under the participating provinces/municipalities, consultants and other ministries and stakeholders.
- Prepare a comprehensive, high quality inception plan, Lead and prepare all tasks and activities as well as the reports under this TOR, acceptable to government and with comments from World Bank and in a timely manner based on the workplan and as per requirements.
- Ensure the documents prepared are in strict compliance with government and World Bank's Environmental & Social standards.
- Prepare a workable staffing plan, define a program and rational timeline describing each major stage of assignment including obtaining requisite governmental approvals.

As a Social Specialist:

- Lead and undertake the socio-economic and needs assessment as well as the support to MOI and the provinces/municipalities in the identification and confirmation of the additional social measures and the implementation modalities, and the formulation of the implementation and monitoring plan.
- Lead and undertake the Stakeholder Engagement and Consultations, the establishment of the cut-off date and the determination of the list of eligible existing waste pickers.

Key Expert 2: National Social Specialist:

Qualifications and experience: Master degree in social studies, development studies, public administration, public policy, or other relevant field. At least 5 years of relevant experience in, social-economic studies, needs assessment and monitoring. Experience of social surveys and social impact assessments in Cambodia in line with requirements of international finance institutions. Experience in Solid Waste Management environmental and social impact assessments and specifically socio-economic surveys for waste pickers would be an advantage. Khmer language requirement.

Tasks and key responsibilities: National Social Specialist will be responsible for (but not limited to) the following:

- Assist the Team Leader and facilitate in to perform all aspects of his duties and responsibilities for overall management and administration of the consultant team, the planning and implementation of the assignment in close coordination with the Project Manager and the MOI-PMU and liaising with other government counterparts – specifically the Technical Support Units under the participating provinces/municipalities, consultants and other ministries and stakeholders.
- Support the preparation of a comprehensive, high quality inception plan, Support the team leader to lead and prepare all tasks and activities as well as the reports under this TOR, acceptable to government and with comments from World Bank and in a timely manner based on the workplan and as per requirements.
- Ensure the documents prepared are in strict compliance with government and World Bank's Environmental & Social standards.
- Support the preparation of a workable staffing plan, define a program and rational timeline describing each major stage of assignment including obtaining requisite governmental approvals.

- Together with the Team Leader, undertake the socio-economic and needs assessment as well as the support to MOI and the provinces/municipalities in the identification and confirmation of the additional social measures and the implementation modalities, and the formulation of the implementation and monitoring plan.
- Together with the Team Leader, lead and undertake the Stakeholder Engagement and Consultations, the establishment of the cut-off date and the determination of the list of eligible existing waste pickers.

Key expert 3: Social support measures and programs, skills development specialist.

Qualifications and experience: Master degree in social studies, development studies, public administration, public policy, or other relevant field. At least 5 years of relevant experience in social programs in Cambodia, preferably with ID-Poor and its eligibility criteria, skill and vocational trainings as well as existing NGO social support programs for vulnerable and disadvantaged groups. Experience with waste pickers would be an advantage, Khmer language requirement.

Tasks and key responsibilities: The social support measures and programs, skill development specialist will be responsible for (but not limited to) the following:

- Support MOI and the provinces/municipalities in the identification and confirmation of the additional social measures as listed above and the implementation modalities to support vulnerable and disadvantaged groups, specifically waste pickers and undertake perception and clarification surveys.
- Surveying training needs and interests

Key expert 4: Stakeholder engagement and consultations facilitator, including focus group discussions.

Qualifications and experience: Master degree in education, business administration, management or other related field. At least 8 years of experience in capacity building, facilitation, public consultations, training and community engagement. Khmer language requirement.

Tasks and key responsibilities: The Stakeholder engagement and consultations facilitator will be responsible for (but not limited to) the following:

- Stakeholder Engagement and Consultations on the results of the needs assessment and the confirmed additional social measures

In addition, non-key experts will be needed. One will be a Liaison officer. Specialist to assist in liaising with Siem Reap, Kampong Speu and Kandal province/municipality, districts, the waste companies and the existing waste pickers at the dumpsites and the neighboring communities at proposed landfill infrastructure locations. Experience with Cambodian national and local government institutions and communities.

Local surveyors for the socio-economic surveys and other supporting experts are also foreseen to be needed.

VII. Location, Duration and Other Matters

The duty station will be at the Ministry of Interior and with provinces/municipalities in Siem Reap, Kampong Speu and Kandal.

The Consultant is expected to start the work as soon as conveniently possible.

VIII. How and where to apply.

Interested consultants are required to submit a Letter of Expression of Interests, including the firm's qualifications and experience to the address mentioned below:

- The Ministry of Interior.
- Solid Waste and Plastic Improvement Project, Rom No.356, 3rd Floor, Norodom Boulevard, Khan Chamcar Mon, Phnom Penh, Cambodia. Email: dst.samreth@gmail.com;