

SCOPE OF WORK

Project:	: Vietnam Action Against Plastic Pollution (VnAAPP)
Position	: Solid Waste Management Expert
Reports to	: Chief of Party
Duration	: Short-Term Assignment (October - December 2024)
Location	: Vietnam (Ha Noi, Da Nang)
Number of Consultants	: 1

I. Background

The "Vietnam Action Against Plastic Pollution" Project (hereby called "the VnAAPP project" or "the Project") is an innovative and ambitious program designed to reduce ocean plastic pollution at its source in Vietnam through strategic approaches such as convening stakeholders' power, promoting the creation and implementation of data-driven policies, enhancing knowledge and sharing learning, promoting appropriately scaled technology and solutions, and providing technical expertise and building capacity of local governments to manage waste at its source and prevent plastic pollution in our oceans. Three main objectives of the Project are (i) supporting the development and implementation of sub-national level Integrated Solid Waste Management Plans (ISWM); (ii) supporting scalable, demonstrated Single Used- Plastics-Products (SUP) reduction measures; and (iii) supporting multi-stakeholder actions for Extended Producer Responsibility (EPR).

The VnAAPP project is a technical assistance project using the Official Development Assistance (ODA) fund from the Government of the United State of America and the United State Agency for International Development (USAID) is the Donor. From Vietnam, the Ministry of National Resources and Environment (MONRE) is the Managing agency, and the Pollution Control Department (PCD) is assigned as the Project Owner. Chemonics International Inc. (Chemonics) is the Implementing agency appointed by the Donor who shall implement the project in partnership with three local organizations: the Centre for Marine Life Conservation and Community Development (MCD), the Centre for Supporting Green Development (GreenHub) and the e-Policy Consulting Company Limited (e-Policy). The Project has an expected implementation period until September 2027.

Under the Clean City Blue Ocean Project (CCBO) financed by the USAID, some tools have been developed to support local governments to better manage solid waste including single used plastic (SUP) waste. As part of the learning process, the VnAAPP project is looking at learning and expanding the use of toolkits and guidelines relevant to solid waste management, including:

- Solid Waste Capacity Index for Local Governments (SCIL)
- Guidelines for Developing Integrated Solid Waste Management Plans
- Waste Characterization and Composition Study
- Rapid Appraisal Facility Tool (RAFT)
- Beach Litter Guidelines
- Cost of Service Analysis (COSA)/Funding Options

The VnAAPP Project seeks applications for one (01) short-term solid waste expert to support the knowledge sharing process and to advice on the potential opportunities to apply the above tools for solid waste management at the central and provincial level.

2. Overall objective

The expert is expected to take use of given opportunities to learn and master relevant tools and guidelines relevant to solid waste management and act as a key resource person for VnAAPP in this area. The expert shall work in collaboration with VnAAPP and relevant stakeholders to develop roadmaps and provide technical assistance for adapting, sharing and application of those toolkits and guidelines under the VnAAPP framework.

3. Key tasks and Responsibilities

The expert is expected to implement the below key tasks and responsibilities:

- Participate in an in-depth learning of the given tools and guidelines and engaging in planning sessions with VnAAPP and CCBO experts (16 & 17 October 2024).
- Engage in and support the training and discussion sessions on tools and guidelines, to be held on 11-15 November in Danang, led by CCBO experts,
- Work in close collaboration with VnAAPP, CCBO and relevant stakeholders on debriefing sessions,
- Post-event, working on the proposed adaptation of the training materials for further learning activities,
- Work in collaboration with VnAAPP and relevant stakeholders to develop approaches and roadmaps for learning and applying of those toolkits under the VnAAPP framework,
- Prepare a report consolidating the work process, findings and recommendations, to be attached with materials developed during the assignment.

4. Deliverables

#	Expected deliverables (all in English)	Description	Expected time frame
1	Brief recommendations on event agenda development / planning	Based on CCBO proposed agenda and two-day planning sessions in mid-October (including a ½ day with MONRE), share event planning/ agenda recommendations (in English).	No later than 31 October 2024
2	Post-Event debrief notes & discussions on proposed next steps, applicability	Including findings and recommendations	No later than 22 November 2024
3	Presentation of CCBO tools and guidelines in English and Vietnamese	Power Point debrief session(s) including 1) an introduction to each CCBO tools, 2) anticipated relevance and utilization of those tools at the provincial level, and 3) anticipated further assistance by VnAAPP to further utilization of the tools Note: Presentations may involve multiple discussions/sessions with VnAAPP staff.	Before 30 December 2024
4	Summary Recommendations report	Complementary report, clearly outlining: 1) the proposed engagement process in each priority province, 2) the proposed roadmap on the utilization and adaptation of tools under VnAAPP,	Before 30 December 2024

#	Expected deliverables (all in English)	Description	Expected time frame
		based on stakeholders' feedback in October/November 2024, and 3) other practical recommendations in alignment with VnAAPP's (draft) workplan and the objectives of this assignment.	

5. Locations

The tasks and responsibilities are expected to be conducted in Hanoi and Da Nang

6. Requirement of qualifications

6.1 Required Qualifications:

- **Extensive SWM Experience (10+ years):** This experience should include understanding of SWM regulatory framework, knowledge of SWM strategic planning and governance, and experience in implementation of SWM programs at both central and provincial levels in Vietnam.
- **Provincial Experience:** Understanding of the challenges and opportunities related to provincial SWM work, including knowledge of local waste generation patterns, existing infrastructure, and needs.
- **Experience with Local Authorities (DONRE)** and familiarity with local SWM work and processes is an advantage
- **Analytical and Reporting Skills:** Strong analytical skills to assess the current state of SWM systems, including technical, operational, and financial dimensions.
- **Stakeholder Engagement and Facilitation Skills:** The candidate must have strong facilitation skills, with a proven ability to **lead stakeholder consultations** and engage in participatory processes.
- **Cultural and Language Proficiency:** The expert must have an in-depth understanding of Vietnamese culture and socio-economic contexts, particularly as they relate to public participation in SWM. **Fluency in Vietnamese** (spoken and written) is required, and proficiency in English is highly preferred for engagement with international stakeholders and reporting.
- **Commitment to Environmental Sustainability and Circular Economy:** A deep commitment to promoting environmental sustainability through the application of **circular economy** principles in solid waste management, with experience in advocating for resource efficiency, reducing plastic waste, and fostering sustainable behavior change at the community and institutional levels.

6.2 Preferred Qualifications:

- **Experience or familiarity with CCBO or similar SWM Tools** / methodologies designed to reduce plastic pollution and improve waste management is an advantage. This includes experience in implementing or adapting these tools to local contexts.
- **Knowledge of International SWM Standards and Best Practices** is an advantage.
- Experience working with DONRE on the development of their 5 or 10 year plans.
- Experience co-facilitating workshops and training sessions.

By expanding on these qualifications, we ensure that the SWM expert possesses the technical expertise, experience with local authorities, and international perspectives necessary to contribute meaningfully to the VnAAPP project's success in improving waste management in Vietnam.

7. Integration of gender youth, social inclusion, and branding

The consultant will comply with the requirements and/or guidelines of the project on integrating gender, youth, social inclusion, and branding (details will be provided along with the consultant contract).

8. Remuneration

The successful expert will be paid an agreed remuneration based on the scope of work and the qualifications and experience, and Chemonics policies. The expert will be entitled to other payments in accordance with Chemonics' policies. Remuneration will only be paid when the tasks are completed, and the submitted deliverables are approved.

9. Monitoring and evaluation of deliverables

The project will evaluate the draft(s) and final version of the deliverables developed by the expert, based on the following criteria:

- Use the Project Report template and meet general standards for quotes, citation, and branding.
- Content focuses on research areas as required in the SOW and contract.
- Clarity, completion and timeliness of deliverables
- Evidence-based findings/assessments; Recommendations should be feasible and empirical built/analyzed based on findings/assessment.

10. Coordination and monitoring

The expert will work in close collaboration with assigned VnAAPP team members, and when tasked with other relevant stakeholders and regularly keep his/her supervisee up to date on the progress of assigned tasks, and associated deliverables, for her final review and approval (unless delegated to the Deputy Chief of Party, on an ad-hoc basis).

Application Instructions

Please send your CV/resume and cover letter to VnAAPP-recruitment@chemonics.com by **October 18, 2024**. Early applications are encouraged. Please include the title of the job in the email subject line. No telephone inquiries please. Shortlisted candidates will be contacted. We review applications on a rolling-basis. The protection of your personal data is important to Chemonics.

Chemonics is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Military veterans, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.