

TERMS OF REFERENCE

Project title	Enhancing Urban Migrant Resilience through Sustainable Waste Management Practices in Dar es Salaam City, Tanzania
Consultancy title	Assessment study on the <i>right to city</i> and <i>governance status quo</i> to explore on the gaps and opportunities along the city migrants and or refugees with a potential to unfolding livelihood improvements through waste management value chain in Dar es Salaam.
Post level	National consultancy
Location	Dar es Salaam
Language requirements	Kiswahili and English
Estimate start and end dates	From 27 th December 2023 to 27 th January 2024
Assignment duration	4 weeks

Background

Dar es salaam is a metropolitan and populous city in Tanzania. It is a city with both rapid population growth and growing businesses in the Africa region. According to the recently conducted Population Census in 2022, Dar es salaam city has a total population of 5,383,728 million people and is expected to double its population by 2035. As the largest commercial hub in Tanzania, the city attracts and receives the largest number of people for socio-economic purposes. The city is said to receive more than 100,000 people every day who commute from various parts of the country for various reasons.

Climate driven movement of people is adding to migration already under way in the city. By the year 2017, internal immigrants accounted for more than 70% of the population in the city (IFC, 2017), thus the issue of what to do about rapidly increasing populations will only become greater and more urgent.

In the absence of adequate urban planning and infrastructure to keep pace with urban population increases, people resort to living in unplanned settlements, unsustainably exploiting natural resources such as water, woods, health centers and transportation at an alarming rate. Over the years, the increasing number of unplanned settlements without adequate management plans and resources have led to major challenges in the waste sector. This situation continues to impede efforts to increase urban climate resilience and further exacerbates risks to the impacts of climate change for all city dwellers.

To accommodate the growing number of people living in Dar es Salaam, the city has made an effort to improve and expand social services; however, limited data, resources and capacity represent a key barrier to city dwellers living conditions improvements. Through this project, the city continues to explore locally viable circular economy opportunities to create more green and equitable jobs to accommodate the climate-induced booming population in the city. This project therefore focuses on:

- Training and equipping 5 groups of entrepreneurs within urban migrant communities to recycle/reuse plastic waste, paper waste and organic waste for composting, biogas and insect farming and link them to markets.
- Linking 200 garbage collectors, sorters and transporters with the existing and newly established recyclers and re-using companies.
- Support 30 city residents and city migrants to start/improve horticulture farming in the city by using organic compost, link them to places to farm as well as steer entrepreneurship practices.
- Combining education, incentives, technology, and community engagement to encourage 30% of the selected ward residents to make better purchasing and disposal habits.

It is therefore of paramount importance to unfold the understanding on the city governance arrangement and preparedness for increased inclusion and involvement of such city migrants and or refugees in the ongoing efforts including waste management value chain to maximize a window of opportunity to sustainable city resident's services.

Objectives and scope of the work

The main objectives of this assignment include:

1. To understand the general undertaking by the city/local government authorities on the formal realization and service provision to city migrants and or refugees.
2. To pinpoint important gaps and opportunities along existing right to city and governance status quo in relation to improving waste management value chain for the city migrants and or refugees involved in waste management activities in Dar es Salaam.
3. Highlighting key approaches as the pathway to enhanced advocacy on increased realization of city migrants right to city and strengthened governance systems along improved ecological and socio-economic development of city migrants and or refugees in informal settlements of Dar es salaam.
4. To provide a technical and incentive based reflective leadership model training to city migrant communities for increased awareness on waste segregation at source and effectively engage in circular economies.

Tasks and deliverables

Task elements

The consultant in charge of this assignment will be responsible for delivering a report which consists of the following elements to fulfill the above objectives:

Element 1: Understanding the undertakings on local government authorities/city on realization and enhanced service provision along right to city and governance systems for city migrants and or refugees for the city of Dar es Salaam.

The consultant is expected to reveal the status on how the city government including neighboring municipals of Ubungu, Temeke, Kigamboni and Kinondoni has established mechanisms to enhancing right to city for city migrants and or refugees. This articulation will focus on the existing governance structures at different local government authorities (city and municipals) and current practices on how city migrants are encouraged to access ecological and social services. More importantly, the study will need to indicate ongoing initiatives by the city or central government on city migrants that are included in planning and implementation of socio-economic development, the case being exploitation of economic values from waste management value chain in the informal and formal settlements of Dar es Salaam. To achieve this, the consultant is expected to conduct several key informant interviews, and group discussions to city and local government authorities, as well as other relevant stakeholders as revealed relevant to enrich desk-based literature of the assessment study.

Element 2: Pinpointing gaps and opportunities that could aid an enhanced governance system and realization to improving right to city for city migrants and or refugees.

The consultant is expected to identify gaps constraining city migrants and or refugees right to city in terms of governance, coordination and resources and that way unfold synergies for tapping existing opportunities to strengthen improved ecological and social services access, and city governance systems through waste management value chain. In brief, the study will highlight areas for increased engagement, awareness raising and capacity building as well as advocacy opportunities in favor of improved right to city governance and service provision to city migrants and or refugees.

Element 3: Recommending viable approaches to be capitalized on enhancing city or local government authorities on handling city migrants for increased right to city access as the result of modern waste management practices.

Based on study element 1 and 2, the consultant is expected to provide a set of recommendations and strategic actions addressed to the local governments, project implementers and other relevant stakeholders on how to enhance right to city with a focus to ecological, socio-economic dimensions for city migrants and or refugees through sustainable waste management practices. Much focus needs to be directed onto linkages between inclusion and equity of marginalized groups such as women, youth, and elderly in the city migrant communities. The consultant will need to highlight and show best practices that have been implemented elsewhere in favor for improved city governance structures and systems, as well as prioritization of service provision to city migrants into informal settlements areas where most of them resides.

Element 4: Organize and undertake a technical and incentive based reflective leadership model training along improvement of waste management technologies to city migrants and or refugee communities for the city of Dar es Salaam.

Taking a reference from ongoing project activities that is being implemented by Elico foundation and partners, the consultant will conduct a reflective leadership training to a minimum of 20 household representatives and or waste handlers/dealers in the project area. The training will deep dive into influencing waste management behavior change through self-reflection among household and waste dealers’ practices on waste sorting and segregation at source. The training will ensure that city migrants are exposed to a self-behavior change initiative, and that youth as well as gender inclusion become part and parcel of representation during the training. The consultant will liaise with the project coordinator from Elico foundation to select street of the project beneficiaries to align with the training objectives. To achieve the training, Elico foundation will facilitate logistical requirements for the workshop while the consultant will be required to develop training tools (slide deck and presentations) and deliver the training. The consultant will provide a separate report on the training outcomes while putting forward the incentives to be provided for trained and best performing households, and or streets during the project implementation period.

Deliverables and timeline

The consultant shall provide two separate reports. One being for the reflective leadership model training workshop and one of publishable quality which comprises all outputs and results derived from the tasks performed for the Elements 1- 3 outlined above. The report should contain recommendations and strategic actions to be taken by ELICO, DCC and other stakeholders. It is expected that the consultant will achieve the objectives of this assignment with the delivery of following items:

Study Phase	Deliverables	Timeline
Study Inception Report	Work-plan and inception report approved by ELICO	29th December 2023
Desk review and field work (Key informant interviews & group discussions)	Literature reviews and field data collection	08th January 2024
Reporting phase 1: Study assessment draft report	Deliver a draft assessment study report which results from the Elements 1, 2 and 3 and are approved by ELICO	15th January 2024
Reporting phase 2: Behavior change training	Training report on technical and incentive based self-reflective leadership model on improved waste management.	19th January 2024

Reporting phase 3: Final study assessment report	Deliver the final report that reflect ELICO's final feedback to the draft	27 th January 2024
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Required profile

We are seeking a consultant (individual or firm) with substantive proven experience and capacity to provide the required contents and analysis as outlined above. In particular, the consultant is expected to have:

- In-depth understanding on population migration (climate induced migration), waste management value chains particularly their technical aspects including waste recycling and reuse, project planning and implementation, baseline surveys and waste characterization and disposal.
- Experience in the use of methodological tools to assess urban migration and sustainable waste management best practices.
- Good understanding of environmental and social issues surrounding waste management systems.
- Have an extensive network with relevant stakeholders such as governments, researchers, NGOs in Tanzania that enables them to identify state of the art of the subject and interesting cases and insights.
- Fluency in English and Swahili, written and spoken; Skilled at producing visual materials.

Terms of payment

Payment upon on-time delivery of the above deliverables to ELICO Foundation will be as follows:

Expected date of delivery (from the time of signing the contract)	Payment (% of the total amount)
1. Develop a work plan and inception report approved by ELICO	40%
2. Deliver draft reports (Phase 1 & phase 2)	35%
3. Deliver the final study assessment report and recommendations that reflect ELICO's final feedback to the drafts and are approved by ELICO.	25%

Criteria for technical evaluation of offers.

To assess best value for money, the technical evaluation of the RFP will be based on:

1. Past experiences in relevant areas: Track record that proves capability to extract relevant information needed for the tasks and to understand technical issues related to Sustainable Waste Management Practices and climate induced migration. – Provide samples of relevant past work over the last 3-5 years.	15%
2. Quality of the proposal in approaching on tackling assignment elements 1-4 while innovatively proposing alternative solutions to enhanced right to city and governance systems: How professional and innovative the approach is which the consultant proposes for identifying and compiling a wide range of methodology, data collection and analysis plan and work plan.	15%
3. Ability to identify and present good practices and policy measures: How extensive a network the consultant has and exercises to obtain relevant, quality	10%

information in a short period of time. How attractively the consultant can summarize and present such information.	
4. Ability to benchmark and identify suitable settlements in and around neighborhoods where city migrants live and waste characterization and disposal methods: How proficient the consultant is in benchmarking different human settlements, waste management and identifying material issues, risks and ethical considerations	10%
5. Ability to develop recommendations and strategies: How experienced the consultant is in providing organizations with strategic advice and how well received and applied by clients.	10%
6. Team quality: Composition, qualifications, and experiences of team – Provide CVs of at least 3 experts, whom you propose to undertake the tasks. Minimum qualification: with one at least 7 years and others at least 2-year experience of working with international organizations in the related field. Indicate your management and implementation plan.	10%

1. Those who score more than 50% in the technical proposal, will be considered for an evaluation of their financial bids. The financial bid will have a score of 30%, calculated based on value of the lowest financial bid in this category divided by the value of the financial bid being evaluated multiplied by 30% (which is the total score of the financial bid)
2. Then the final score will be obtained by adding the technical score and financial score to get the winning bidder.

Key tasks of the consultant

- 1) The Consultant shall propose an evaluation approach and methodology for the study, including but not limited to:
 - a. A concise and well thought baseline evaluation approach and design.
 - b. Clear stakeholders’ engagement strategy including a list of actors to be engaged in the study with reasons for each of the identified actors.
 - c. Clear data collection methods, tools for data collections and data analysis plan
 - d. A best approach to organizing and conducting training workshop.
 - e. The study plan (work plan)
- 2) The consultant shall provide a comprehensive description of the consultant’s understanding of the Terms of Reference and highlighting any significant gaps and inconsistency thereof.
- 3) The Consultant shall write the final assessment study and the training workshop report and submit to ELICO as highlighted within this ToR.

Duration

The consultancy will be starting **on 27th December 2023** and concluded on the **27th day of January 2024**.

Management arrangement for the consultancy

The E-LICO Foundation Executive Director will be a Focal Point for this consultancy and will have the overall coordination role including facilitating the logistical requirements for a consultant.

Submission of applications

Interested consultants should submit the following documents:

1. Technical Proposal based on the evaluation criteria including but not limited to:
 - a. Application letter

- b. Proposed study methodology and analytical approach, including training workshop modalities.
 - c. Detailed work Plan
 - d. CVs of key staff involved in the study.
2. Financial proposal that outlines an estimated tax inclusive budget for the overall assignment as a separate document/attachment.

Interested applicants should submit their technical and financial proposal as well as other supporting documents outlined above via email to procurement@elicofoundation.org no later than 23rd December 2023 Tanzania local time. Any comments or clarifications on these Terms of Reference should be directed to Fredrick.Mushi@elicofoundation.org by 21st December 2023.

Please mark the subject of your email as **Technical and Financial proposal “MMC - Urban Migrant Resilient – City Migrant Assessment Study”**