



HELVETAS Swiss Intercooperation Kyrgyzstan Terms of Reference (ToR)

For Consultant on Solid Household Waste Management planning For «Public Service Improvement Project»

1. Background

The Public Service Improvement (PSI) project is a long-term, approximately 12 MM CHF initiative funded by the Swiss Agency for Development and Cooperation (SDC) and implemented by Helvetas Swiss Intercooperation in consortium with the Development Policy Institute.

The overall goal of the Swiss Cooperation in the Kyrgyz Republic as set in the Program for Central Asia 2022-2025 is "to contribute to peace and social cohesion as well as to responsive and strengthened institutions and sustainable development in order to improve the resilience of the population". In its Governance, Human Rights and Service Delivery Domain for Kyrgyzstan the goal is set as – Accountable and responsive public institutions in dialogue with civil society and the private sector deliver high-quality basic public services, and people, including vulnerable groups, participate in decision-making. The PSI project with its own objective for people in rural Kyrgyzstan to enjoy better living conditions thanks to improved public services is contributing to these SDC goals.

During PSI Phase I (2015–2019), the primary aim was to introduce sustainable, effective, and responsive management solutions in targeted municipalities, addressing citizens' real needs and delivering tangible service improvements. The project developed a unique methodology in this phase, positively tested to assist local self-governments (LSGs) in better planning, managing, and providing services based on local priorities. In PSI Phase II (2019-2024), the focus shifted to deepening, replicating, and scaling up successful models from Phase I to improve public services nationwide. Despite operating in only two target provinces, the project extended its impact through capacity-building and investments in national partners, reaching additional two provinces where the good practice was used and services improved, and ultimately through national learning dissemination mechanism to all the provinces and municipalities.

During the 2nd phase (2019-2024), there was a need to adopt a more financially efficient strategy and leverage economies of scale by integrating the resources of several municipalities with the project's technical guidance. This was aimed at establishing services and service providers that were not only more sustainable but also extended to cover more municipalities with existing potential.

Transitioning into the 3rd phase, the project and its local partners confront a new challenge posed by administrative territorial reform. Despite the collective ambition to expand services to encompass additional municipalities and a larger populace, this reform presents a serious challenge. The existing Inter-Municipal Cooperation (IMC) arrangements, services, and the investments—both technical and

financial—are at risk of significant setbacks due to the evolving territorial landscape. With municipalities relocating their seats and changes in leadership, including political and executive shifts, continuity is jeopardized.

To maximize the impact of the existing IMC services, extend their reach, and safeguard both the populace and assets, as well as to set a precedent for newly established municipalities within the reorganized districts nationwide, the project will embark on adapting and piloting integrated services covering entire districts (rayons) or selected areas in phase 3.

Integral to this endeavor is the utilization of existing tools and procedures to ensure meaningful citizen participation in planning, monitoring and financial accountability. Additionally, training modules for service providers and municipal stakeholders will be employed extensively. A notable aspect will be the inclusion of district authorities from the planning phase onward, with roles encompassing promotion and facilitation of integrated service management systems.

Under this framework, municipalities will retain autonomy in decision-making regarding their funds and priorities. However, district stakeholders will assume a constructive role as facilitators, ensuring the longevity of service management agreements and providing political and advocacy support when needed.

The project will focus on sustaining the results and effective use of the already allocated resources, supporting the key national partners in own development and accompanying the LSGs during the transition and post ATR and provide long and reliable support to the municipalities beyond Project's life cycle.

2. Objective(s) of the consultancy

The international consultant (the leader of the team) will work in tandem with a local consultant and will support the PSI PIU team by preparing district waste management plans for the six selected districts of the Issyk Kul, Jalalabad, Talas and Chui provinces of Kyrgyzstan. A local consultant will provide all necessary data, assist the international consultant during the in-country mission while the international consultant will be responsible for the overall elaboration of the district waste management plans.

3. Expected results (or Output)

The international consultants is expected to deliver the following:

Preparation phase (3 days):

- a) Working Plan – short overview and consultation with the Project (0.5 days)
- b) A Project Outline – short description of process, purpose/objectives (0.5 day)
- c) Elaboration of Program’s structure, preparation of data requests for local consultant (2 days)

Distance work (7 days)

Preparing draft of six WM Plans based on collected data;

In country mission (14 days including travel):

- a) Work with PIU and local consultant on organizing received data (2 days)
- b) Field work - Presentation of first draft and validation with the relevant stakeholders – validation workshops for the relevant districts stakeholders (8 day)

Distance work (6 days)

Collection of missing data and finalization of the district waste management plans.

Each WM plan should include the following main sections:

- 1) Analysis of the current situation in each districts in the field of waste management,
 - total number of the population and the number of the population covered by the service,
 - enterprises providing services - their technical capacity and existing infrastructure,
 - availability and requirements of normative legal acts regulating the management of solid waste,Number and size of current landfields, mapping
 - tariffs - economic adequacy and assessment of the solvency of the population,
- 2) Review of volume of generated waste and preparation of an indicative forecast of its generation and composition for the planning period (2025-2030),
- 3) Elaboration of a district waste management plan program for 2025-2028, providing:
 - three development alternatives - minimum, maximum and optimal,
 - indicative assessment of necessary investments,
 - identification of actors to be involved in the implementation of the plan, their tasks and responsibilities,

Deliverables and deadlines:

- 1) Working plan with indicated deliverables and deadlines by end of October 2024
- 2) Data collection by local consultant by end of November 2024

- 3) Preliminary Waste Management Plans by end of December 2024
- 4) Final District Waste Management Plans by end of March 2025
- 5) Final Report by end of March 2025

4. Requirements

- Work experience in the area of solid waste management planning - minimum 7 years,
- Experience in various countries (European Union preferably) in the preparation of feasibility studies, master plans, corporate development programs and other program documents,
- Demonstrated experience and involvement in the planning and/or implementation of at least one project in the field of solid waste management in the countries of Central Asia and Caucasus over the past 10 years (2014-2024), knowledge of the relevant context in the Kyrgyz Republic is an advantage
- Fluency in spoken and written English, knowledge of Russian is an additional asset

5. Time Frame of the assignment

24 working days for international consultant, including 14 days of in-country mission.

6. Logistics

The in country logistics will be arranged by the Employer. An international consultant is provided with a local consultant who provides the information that is needed to elaborate the regional plan.

7. Reporting / Debriefing

The international expert will consult the Technical Advisor on each of the tasks. The consultant will report the Project Manager on work progress and will send their final written inputs/recommendations by March 31, 2025.

8. Payments

50% to be paid upon submission of deliverables 1 and 3

50% to be paid upon submission of Final report