TERMS OF REFERENCE

Design and implementation plan for organic waste collection and valorization pilot project (2 municipalities)

Country: Trinidad and Tobago

TC Number: TT-T1122

Technical Cooperation Name: **Trinidad and Tobago Organic Waste Municipal Curbside Recycling Programme (MCRP)**

1. Background and Justification

1.1. Trinidad and Tobago is an independent twin-island Republic located in the Caribbean and is considered as a high-income economy by the World Bank. The population of the country was just over 1.3 million as of 2011. The mainstay of the economy is the petroleum and natural gas sector and many large industries have developed to support this sector. This has led to waste generation that differs quite substantially in quantities and types from the rest of the Caribbean. According to the 2010 Waste Characterization Study for Trinidad and Tobago, the composition of household generated waste was reported as follows: organics 126,700 tones; plastics 89,460 tones; and paper and cardboard 105,470 tones.

1.2. Waste management in Trinidad and Tobago is fraught with several legislative, institutional, infrastructural, social, and economic challenges. Chief among these are the following: (i) The lack of a single overarching body with the necessary regulatory authority and mandate to address all aspects of waste management. (ii) Several agencies are currently involved in Solid Waste Management (SWM), and their regulatory roles/responsibilities are not always clear. (iii) A combination of outdated legislation (including the Public Health Act) and a lack of targeted legislation pertaining to such critical aspects as management of medical waste, hazardous waste, e-waste, etc. (iv) The high overall costs of waste collection when compared to disposal. (v) The existing disposal sites are not managed in accordance with international best practices. Inadequate environmental management practices pose risks to human health, the environment and to the country's fragile ecosystem. (vi) Common environmental problems include fires, co-mingling of healthcare waste with domestic solid waste, lack of leachate and landfill gas management, etc. (vii) Unreliable data on waste quantities managed at the waste disposal sites because there are no weigh scales available at any of the disposal sites. (viii) The lack of full-fledged implementation of programs for recovery of useful resources and the associated absence of source segregation. (ix) Illegal salvaging of metals (and other valuable materials) from existing waste disposal sites and the associated health and safety risks. (x) No national-level cost recovery mechanisms are in place.

1.3. Since 2016 SWMCOL, through its Municipal Curbside Recycling Program (MCRP) has been pursuing partnerships with municipal corporations across the country with the objective of transforming citizens' attitudes towards waste disposal to one that is eco-friendlier. The MCRP focuses on waste reduction, separation, and collection of post-consumer beverage containers – glass and plastic bottles, aluminum cans, and drink cartons – at the household level. Pilot campaigns have been successfully rolled out in: Couva/ Tabaquite/Talparo, San Fernando, Arima, Port of Spain, Princes Town, Sangre Grande and Siparia.

1.4. It has been estimated that about 27% or 126,700 tons of organic waste is generated by households. Therefore, it makes sense to target the organic waste fraction for separate collection through the MCRP and to incorporate additional municipalities. Poor solid waste management is closely related to impacts on health, the environment, and greenhouse gas (GHG) emissions. In this sense, waste is the third anthropogenic source of methane (20%), after fossil fuels (35%) and agriculture (40%). Mitigation of this gas is key to tackling climate change over the next decade given its higher global warming potential compared to carbon dioxide (25 times higher). Recent satellite studies reveal

that methane emissions at the city level are between 1.4 and 2.6 times higher than what is usually indicated in emission inventories and that final waste disposal sites contribute up to 50% of these emissions

1.5. The current Municipal Curbside Recycling Programme (MCRP) is a program that allows SWMCOL to partner with Municipalities and focus on waste reduction, separation, and collection of post-consumer beverage containers – glass and plastic bottles, aluminum cans, and drink cartons – at the household level. The MCRP are considering expanding the scope of the program to include the separation, collection, and processing of organics fraction in the following Municipalities: Chaguanas, Diego Martin, Mayaro/ Rio Claro, Penal/ Debe, Princes Town, and San Juan /Laventille. The MCRP Pilots will focus on the use of digital technology, GIS, and apps to improve the logistics as well as include a public education and awareness program within the communities and schools

1.6. The IDB is looking for an organization with experience in the solid waste management sector to support the IDB and Solid Waste Management Company Ltd. (SWMCOL) of T&T to design and implementation plan for organic waste collection and valorization pilot project (2 municipalities).

2. Objectives

2.1. Develop a study that analyzes, based on the context of Latin America and the Caribbean, and specifically Trinidad and Tobago, the benefits, costs, and requirements to be considered for the diversion of organic waste from final disposal systems in two selected municipalities, to recommend strategy and recommendations for its implementation in the country, with particular emphasis on the use of digitization techniques and technologies to facilitate these separation practices.

3. Scope of Services

3.1. To achieve the goals of the consultancy, the consulting team will travel to Trinidad and Tobago to achieve the objectives of this consultancy, the expected products must comply with the following scope:

3.2. General and Technical Competences:

- Ability to work with multidisciplinary teams, public entities, and private companies of the public cleaning service.
- Ability to work independently.
- Ability to draft and produce written documents with analysis of sectoral information.
- Ability to communicate appropriately and to exercise leadership.
- Systemic thinking, analytical and strategic action skills.
- Innovation and creativity.

3.3. Opportunity Summary:

- **Type of contract and modality:** Consulting Firm.
- **Contract duration:** 12 months.
- **Start date:** September 2023.
- **Location:** Have availability to travel to Trinidad and Tobago.

- **Responsible person:** Senior Water and Sanitation Specialist (INE/WSA).
- **Requirements:** You must be a firm from one of the 48 member countries of the IDB and have no family members currently working in the IDB Group.

4. Key Activities

4.1. To Prepare a detailed work plan, work schedule and a preliminary proposal of the outline (content) of the study

4.2. Review the normative and regulatory context that has been implemented for the differential management of organic waste based on local, regional, and international experience.

4.3. Carry out a quantitative and comparative analysis of the impacts and requirements for the differential management of organic waste: according to implementation scenarios (i) Business as usual of organic waste available with gas capture and burning systems (ii) Gradual ban on the entry of organic waste to final disposal sites.

4.4. In collaboration with SWINCOL, select the two municipalities that offer the best conditions to design and implement the pilots. The analysis must be framed in an integral way in the waste management system, including:

- Adjustments in the waste separation, collection, and transport system.
- The technical and financial adjustments (leachate, emissions, stability, odors, useful life) for the final disposal sites that no longer receive the waste.
- The Need for Diverted Organic Waste Treatment Alternatives
- Implications in investment, operation, and maintenance costs.
- Governance.
- The market/destination requirements of the by-products of the treatment processes and the options if there is no such market.
- Consider the costs of externalities to the scenarios

4.5. Design the two pilots, including the assessment of the options/protocols to carry out the monitoring, verification, and reporting of the results.

4.6. Identify the type of instruments in digital technologies that can be used to track and monitor and promote time the source separation activities, considering the different techniques used by the operators. Carry out an evaluation of the possible instruments in digital technologies that can be used for follow-up and monitoring.

4.7. Define the specifications of the equipment selected for the development of the pilot exercise in each of the indicated municipalities. For the purposes of the pilot test, the equipment must be provided by the consultant (under the loan modality).

4.8. Implementation of the two pilots. Test and record of the results

4.9. Articulate the technical and financial findings to identify the barriers, opportunities, and recommendations with a comprehensive view of the impact of the scenarios for organic source separation and valorization systems in T&T. The recommendations must have a vision of (i) the indicators, criteria, variables required for the formulation of these projects (ii) public policies, regulation, and collection systems in the countries under study.

5. Expected Outcome and Deliverables

5.1. Proposal for the work plan and content (outline) of the study

5.2. Context, progress in LAC, objective, and scope as the initial chapter of the study ((part of Report 1)

5.3. Chapter on quantitative impacts and comparison of scenarios (part of Report 1)

5.4. Selection of two municipalities (part of Report 1)

5.5. Assessment of digitalization elements (part of Report 1)

5.6. Design and implementation of pilots (part of Report 2)

5.7. Monitoring, verification, and reporting chapter (part of Report 2)

5.8. Assessment on opportunities and recommendations (part of Report 2)

5.9. Final study reviewed and approved (part of Report 2)

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6. Project Schedule and Milestones

6.1. The duration of the consultancy will be twelve months. The schedule for submission of deliverables is presented below.

6.2. Report 1. Ninety (120) days after contract signature.

6.3. Report 2. One hundred and fifty (340) days after contract signature.

7. Acceptance Criteria

7.1. The IDB will review all deliverables along with SWINCOL, beneficiary of the activities of the contract. The IDB will be responsible to approve all deliverables. The IDB will have five calendar days to approve or provide comments from the date in which a deliverable is received.

8. Supervision and Reporting

8.1. The consulting firm will report to the IDB. The IDB Team in charge of supervision and review of the deliverables includes Gilroy Lewis, Alfredo Rihm and Magda Correal, from the Water and Sanitation Division of the IDB.

8.2. Monthly meetings between the consulting firm, the IDB and SWINCOL will to be held to monitor the progress in the accomplishment of the objectives of the consultancy.

9. Schedule of Payments

9.1. The table below shows the payment schedule.

Payment Schedule	
Deliverable	**%**

1. Advance payment upon signature of the contract	30%
2. Report 1	40%
3. Report 2	30%
TOTAL	100%

10. <u>Eligibility and Acceptance Criteria:</u>

10.1. The consulting firm is invited to submit an offer for the assignment of the contract with the activities of these terms of reference. The proposals must include, as a minimum: the profiles of the experts, the general business experience relevant to the object/area of the study, and the technical proposal to comply with the activities of the terms of reference, equipment, and measurement instruments to be used in the pilot test. The technical proposal document should be a maximum of 100 pages (including annexes). The firm, and at least three (3) professionals on the team, must meet the following eligibility, education, and experience requirements.

10.2. Experience of the consulting firm:

- Overall Experience:
  - At least ten (10) years of experience in solid waste management, specifically in collection, transportation s and source separation schemes.
  - It is desirable to have at least five (5) years of experience in monitoring and tracking using digital technologies based on the Internet of Things (IoT) for georeferencing, recording and reporting information online and in real time for the management of public services and/or transport logistics.
- Specific Experience:
  - Experience in the development and/or use of platforms for information management.
  - Experience with monitoring of municipal solid waste management.

Key personnel must not be changed after hiring without the written consent of the IDB.

Trinidad and Tobago

TT-T1122 Trinidad and Tobago Organic Waste Municipal Curbside Recycling Programme (MCRP)

Terms of Reference

Financial sustainability study for municipal solid waste management in selected municipalities of Trinidad and Tobago

Background

Trinidad and Tobago is an independent twin-island Republic located in the Caribbean and is considered as a high-income economy by the World Bank. The population of the country was just over 1.3 million as of 2011. The mainstay of the economy is the petroleum and natural gas sector and many large industries have developed to support this sector. This has led to waste generation that differs quite substantially in quantities and types from the rest of the Caribbean. According to the 2010 Waste Characterization Study for Trinidad and Tobago, the composition of household generated waste was reported as follows: organics 126,700 tones; plastics 89,460 tones; and paper and cardboard 105,470 tones.

Waste management in Trinidad and Tobago is fraught with several legislative, institutional, infrastructural, social, and economic challenges. Chief among these are the following: (i) The lack of a single overarching body with the necessary regulatory authority and mandate to address all aspects of waste management. (ii) Several agencies are currently involved in Solid Waste Management (SWM), and their regulatory roles/responsibilities are not always clear. (iii) A combination of outdated legislation (including the Public Health Act) and a lack of targeted legislation pertaining to such critical aspects as management of medical waste, hazardous waste, e-waste, etc. (iv) The high overall costs of waste collection when compared to disposal. (v) The existing disposal sites are not managed in accordance with international best practices. Inadequate environmental management practices pose risks to human health, the environment and to the country's fragile ecosystem. (vi) Common environmental problems include fires, co-mingling of healthcare waste with domestic solid waste, lack of leachate and landfill gas management, etc. (vii) Unreliable data on waste quantities managed at the waste disposal sites because there are no weigh scales available at any of the disposal sites. (viii) The lack of full-fledged implementation of programs for recovery of useful resources and the associated absence of source segregation. (ix) Illegal salvaging of metals (and other valuable materials) from existing waste disposal sites and the associated health and safety risks. (x) No national-level cost recovery mechanisms are in place.

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focuses on waste reduction, separation, and collection of post-consumer beverage containers – glass and plastic bottles, aluminum cans, and drink cartons – at the household level. Pilot campaigns have been successfully rolled out in: Couva/ Tabaquite/Talparo, San Fernando, Arima, Port of Spain, Princes Town, Sangre Grande and Siparia.

It has been estimated that about 27% or 126,700 tons of organic waste is generated by households. Therefore, it makes sense to target the organic waste fraction for separate collection through the MCRP and to incorporate additional municipalities. Poor solid waste management is closely related to impacts on health, the environment, and greenhouse gas (GHG) emissions. In this sense, waste is the third anthropogenic source of methane (20%), after fossil fuels (35%) and agriculture (40%). Mitigation of this gas is key to tackling climate change over the next decade given its higher global warming potential compared to carbon dioxide (25 times higher). Recent satellite studies reveal that methane emissions at the city level are between 1.4 and 2.6 times higher than what is usually indicated in emission inventories and that final waste disposal sites contribute up to 50% of these emissions

The current Municipal Curbside Recycling Programme (MCRP) is a program that allows SWMCOL to partner with Municipalities and focus on waste reduction, separation, and collection of post-consumer beverage containers – glass and plastic bottles, aluminum cans, and drink cartons – at the household level. The MCRP are considering expanding the scope of the program to include the separation, collection, and processing of organics fraction in the following Municipalities: Chaguanas, Diego Martin, Mayaro/ Rio Claro, Penal/ Debe, Princes Town, and San Juan /Laventille. The MCRP Pilots will focus on the use of digital technology, GIS, and apps to improve the logistics as well as include a public education and awareness program within the communities and schools.

The IDB is looking for an individual consultant with experience in the solid waste management sector to support the IDB and Solid Waste Management Company Ltd. (SWMCOL) of T&T to carry out a diagnosis and strategies to improve financial sustainability of solid waste management, for general integrated management and for specific plan of source separation of organics.

Objective:

To assess and propose a financial sustainability plan for comprehensive municipal waste management, and specific source separation plans, to be implemented the T&T municipalities to improve cost accounting for comprehensive municipal waste management, identify management strategies to improve financial sustainability, train officials in such management and monitor the state of progress of the improvements through economic-financial indicators.

Tasks:

The consultancy will be divided into two stages: (i) methodological design of the plan; and (ii) application of the methodology in a sample of selected municipalities. The first stage will include at least the following activities:

Activity 1: Development of a tool for self-diagnosis and survey of solid waste management costs that allows:

- Record the costs of waste management in its different phases (including organic sources separation), specifically identifying the items/accounts and any other means of recording involved, in such a way as to ensure agility in their follow-up.
- Gather additional information from the municipality on budgetary, population and generation aspects, which allow complementing the cost analysis. Among others:
    - Amounts of waste generated by phase and by generator.
    - Population and urban information.
    - Economic and budgetary information.
    - Income from the sale of recycled material or other income.
    - Additional information from the municipality regarding type of taxes and characteristics.
- Establish financial sustainability indicators that relate the above information and make it possible to determine:
    - Total solid waste management cost, per phase, per category, per inhabitant, per generator and per ton.
    - Total sustainability rate and per generator.
    - Rate collectability levels.
    - Waste recovery, sales income, other income.
- Develop a monitoring plan that establishes the guidelines for monitoring and updating the information collected.

Activity 2. Development of action plans. A plan developed per municipalities assessed will have its own action plan consistent with the diagnosis obtained. The plan must include a proposal for a financing scheme to improve sustainability indicators. It may include collection actions to improve collection rates; tax adjustments to adapt the value of the rate to the real management costs, awareness and communication actions to achieve citizen commitment and improve the propensity to pay; tax reforms to modify or constitute specific waste rates, other measures that have already been identified as successful experiences.

Payment Schedule

Reports and Payment schedule	Payment
First payment Upon submission of the work plan for the consultancy	30%
Second payment Upon submission of Report of Activity 1	40%
Final payment Upon submission of Report of Activity 2	40%

Characteristics of the Consultancy

1. Type of Consultancy: Individual
2. Start-up date, length, and duration: This will be 180-day consultancy (discontinuous days) starting 2023 and ending 2024.
3. Place of work: Trinidad and Tobago and consultant's base of operations
4. Qualifications: The Consultant shall be a qualified firm and will provide the necessary expertise to contribute to the achievement of the objectives and activities relating to the Project. The Consultant will be expected to have expertise in: Institutional arrangements of waste management; legal and regulatory requirements; and corporate governance and change management.

Coordination and Supervision

The consultant will report to Mr. Gilroy Lewis, Water and Sanitation Specialist of the IDB.

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Because we are committed to providing equal employment opportunities, we welcome diversity based on gender, age, education, national origin, ethnicity, race, disability, sexual orientation, and religion. We encourage women, people of African descent and people of indigenous origin to apply.

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Our Human Resources team carefully reviews all applications.

Design and implementation plan for behavioral change campaigns in selected municipalities of Trinidad and Tobago to improve recycling and organic waste

Terms of reference

Interamerican Development Bank - IADB

Country: Trinidad and Tobago
TC Number: TT-T1122
Technical Cooperation Name: Trinidad and Tobago Organic Waste Municipal Curbside Recycling Programme (MCRP)

Background and justification

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anthropogenic source of methane (20%), after fossil fuels (35%) and agriculture (40%). Mitigation of this gas is key to tackling climate change over the next decade given its higher global warming potential compared to carbon dioxide (25 times higher). Recent satellite studies reveal that methane emissions at the city level are between 1.4 and 2.6 times higher than what is usually indicated in emission inventories and that final waste disposal sites contribute up to 50% of these emissions.

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In this sense, **there is a need to promote the participation of communities and the public in waste recovery and valorization initiatives that require separation at the source and awareness of the role of the generator in waste management**. On the other hand, there is a need to generate a change in the behavior of users in terms of payment and recognition for the waste services provided in the country.

Therefore, the IDB is looking for a consultant **with experience in behavior change in the solid waste management** sector to support the IDB and T&T to design and pilot (in 2 municipalities) a plan for strategic intervention for behavior change towards circularity. The objective of the consultancy is Testing different behavioral economics interventions to modify solid waste separation of organics behaviors among citizens in two selected municipalities of Trinidad and Tobago.

Specific Objectives

- To propose the municipalities to design pilots and campaigns
- Analyze what is the social norm regarding behavior and what are the main emotional, rational, or behavioral barriers that the individual faces in the process of behavior in solid waste separation processes at the source, especially with regard to the separation of the organic fraction of the municipal solid waste
- Determine the behavioral design of the intervention and the principles of behavioral economics to be applied in a direct intervention, the determination of the total population, the sample and the random assignment to the intervention or control groups, the day-to-day logistics, the forms of measurement, the required support, and the necessary material
- Accompany in the implementation of piloting, follow-up, and monitoring

The team's mission

The NSI/WSSA Division of the IDB seeks to ensure universal and sustainable access to high quality water, sanitation, and solid waste management services to contribute to the sustainable economic growth of our member countries in Latin America and the Caribbean and a better quality of life for their citizens; in that sense this consultancy is important as a first step to have objective elements for the analysis of the sector's financial requirements and demands.

What you will do

To achieve the objectives of this consultancy, the expected products must comply with the following scope:

- Collection of primary information, background review and literature review to learn about other interventions similar to the one intended to be carried out. It seeks to identify with the literature, what are the psychological and cultural barriers that exist around the issue of recycling and separation of solid waste at the source in other geographies, and, if these were applicable to the territory to be piloted in two municipalities of Trinidad and Tobago.
- Qualitative analysis: when dealing with this research on individual behavior, it is essential to understand what is the cognitive process that the person goes through before making the relevant decision. Qualitative interventions, the implementation of qualitative interventions and the reporting of results of said implementations must be planned.
- Behavioral design of intervention: identify the principles of behavioral economics that can be applied in the territory to be piloted to change user behavior in relation to the separation of solid waste at the source and recycling
- Application in the field with experimental design: determine the total population, the sample and the random assignment to the intervention or control groups.
- Piloting and evaluation: monitoring and reporting of intervention in the territory to be piloted

Key Activities

i. Propose municipalities where design and test the pilots
ii. Analyze what is the social norm regarding behavior (what people think about behavior in its different forms) and what are the main emotional, rational, or behavioral barriers that the individual faces in the process of the behavior to be modified.
iii. Determine which biases or “mental shortcuts” are used to decide, and generate specific strategies that counteract the biases present, using tools such as focus groups, open interviews, surveys, among others; that are appropriate considering the characteristics of the key informants.
iv. Determine which principles of behavioral economics can be applied in a
v. direct intervention, in the redesign of the message or in the redesign of the process.
vi. Generate a review process with another expert in behavioral economics to fine-tune the best intervention to change the user's behavior
vii. Determine the logistics for a field execution of the measurements and the units of measurement as well as the implementation time. Determine who the partners are, the day-to-day logistics, the forms of measurement, the support required, and the necessary material
viii. Monitor and report the execution project in the field
ix. Constantly supervise the execution and data collection

Project Schedule and Milestones

Deliverable number	Deliverable	Estimated time (month)	Percentage
1	Workplan	10 days after starting	10%
2	Population characterization report : With the results of activities i and ii described in number 4 of these terms	2	30%
3	Intervention design : With the results of the activities iii to vi described in numeral 4 of these terms.	6	30%

4	Evaluation of the implementation of the intervention : With the results of activities vi and vii described in numeral 4 of these terms.	8	30%

What you will need

Citizenship: You are a citizen of one of our 48 member countries.
Consanguinity: you do not have family members (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working in the IDB Group.
Education: Bachelor's degree in administration, economics, psychology, engineering or similar. Master's or doctorate studies in related areas is a plus.
Experience: Specific experience of more than 5 years in the design or implementation behavioural change strategies and pilots. Experience and proven capacity in stakeholder articulation, facilitation of multi-sector dialogue processes, conflict resolution and governance in complex issues. Knowledge and experience in strategic communication and preparation of final documents is also required.
Languages: English.

Summary of the opportunity

Type of contract and modality: External Products and Services Contractual - International Consultant
Contract duration: 8 months (50 effective working days).
Start date: September 2023
Location: Consultant's headquarters, and traveling to Trinidad and Tobago
Person responsible: senior specialists of the Water and Sanitation Division (INE/WSA).
Requirements: You must be a citizen of one of the 48 IDB member countries and have no family members currently working at the IDB Group.

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