



This project is funded by the European Union



Inclusion of informal Roma waste collectors into the formal waste schemes

Strengthening the Role of Civil Society in Promoting Human Rights and Democratic Reform

TERMS OF REFERENCE

For:

Engaging a consulting company for conducting situation analysis and provide policy recommendations for inclusion of informal Roma waste collectors into formal waste management schemes in the country as well as to provide trainings for creating Municipal action plans for inclusion of informal waste collectors in the city of Skopje and municipalities of Strumica and Kocani.

A. Background

The overall project's objective is creating sustainable model for inclusion of Roma informal waste collectors in the formal waste management scheme at local government level that will contribute towards enabling possibilities for them and their families to exercise their basic human rights: employment, education, social and health welfare.

The informal waste collectors who are mainly of Roma ethnic background contribute significantly to the waste management and resource efficiency by collecting and sorting packaging waste. This group of people are confronted with extremely hazardous working and living conditions. They generally lack sanitary services, health care and social benefits. Child labour is very frequent and life expectancy is very low. However besides the aim to improve social inclusion and protection there are environmental and economic arguments to integrate their work within the formal waste management system.

The growth of the recycling industry has contributed towards increased need of employments in this sector. Both industry and Public utility companies have voiced this need. Representatives from all relevant sectors have shown interest in participating in the process that will finalise with developing long guidelines and local action plans for inclusion of the informal waste collectors in the formal waste management system. The inclusion and formalisation of the informal waste collectors consequently will enable their employment with the recycling industry as part or complementary to the waste management system in the respective municipalities and will enable this disadvantaged group to exercise their basic human rights.

Specific objectives:

1. Establish stakeholder working group in each municipality focused on finding solutions for informal waste collectors in formal waste management;
2. Identify possible formalization strategies and Local Action plans for inclusion of Roma informal waste collectors in the formal waste management system through review and drafting of municipal waste management plans and programs and local environmental action plans with actions inclusive of informal waste collectors;
3. Raise awareness among stakeholders and the wider public concerning the challenges the informal waste collectors are facing as well as disseminate info on project main goal to the media.

The main **target group** of this project are Roma informal waste collectors. Almost ALL of the informal waste collectors are Roma. Currently, the Roma informal waste collectors are conducting their

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activities together with their families. In most cases the man is the carrier of the activity, and the wife and children are supporters. Inclusion of the informal collectors in the formal waste management scheme will mean formal employment of both, men and women, which will ensure equality between them. At the same time, it will prevent involving children as labour force and will protect children's rights. There is a high level of discrimination of the informal waste collectors. That is mainly due to the fact that they are not part of the formal waste management system thus these people are seen by the public utility companies and the municipal authorities as dealing with illegal business. Therefore, even though 95% of the packaging waste that is brought in the recycling industry comes from the informal collectors, they have not found their recognition and they are not treated with the dignity they deserve. The project will contribute to promoting the non-discrimination by addressing the root of the problem – inclusion of the informal waste collectors in the formal waste management scheme.

Expected results from this project are following:

- Dialogue among the stakeholders, civil society and public institutions on local level established in the area of waste collection established
- Established cooperation between the decision makers and the stakeholders as well as representatives of the informal waste collectors
- Capacity of the civil society and public institutions on local level in the area of waste collection increased
- Created situation analysis for Skopje, Strumica and Kocani
- Created guideline how to incorporate the informal waste collectors into formal waste management system.
- Action Plan developed and adopted by Municipal council and public utility company, will contain a detailed description of procedures necessary to formalize the informal waste collectors.

B. SCOPE OF WORK

The purpose of assignment for the consulting company is to:

I. Conduct Situation Analysis on informal waste collectors

To conduct **situation analysis** in the City of Skopje, Municipalities of Kocani and Strumica Situation analysis should provide information on: existing policies on municipal level that could serve as a basis for developing the strategies and action plans of inclusion of informal waste collectors; assessment of municipal capacities; capacities of the public/ private utility companies to absorb new employments; capacities of the recycling industry for absorbing new employments

1. The following topics to be covered through the process:
 - To identify needs of the informal waste sector, with a focus on Roma collectors in these municipalities, in relation to formalizing and upgrading their work as part of the solid waste system in relation to the newly presented laws in waste management and recycling.
 - Assist the Project Team in creating the data base
 - To informal needs of the informal waste sector, with a focus on Roma collectors in these Municipalities, in relation to access to financing/ micro financing
 - To assess status of solid waste and recycling in these municipalities, with a focus on identifying models of integrating the Roma informal sector into formally sponsored recycling initiatives; and
 - The supply of financial products and services, which could fill the needs of the solid waste informal sector.

The final aim of this situation analysis is to have a clear image of necessary information for all institutions and stakeholders involved in the waste management hierarchy and particularly in the packaging waste management schemes in the country and develop common understanding of informal waste practices and benefits to the waste management system. This will assist partners and stakeholders in the waste management system in Skopje, Strumica and Kocani in the translation of the waste management practices in concrete actions for the inclusion of the informal waste collectors as a complementary piece in the waste management.

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- II. **Stakeholder group training on situation analysis, trainings to be held in three municipalities**
- III. **Provide policy recommendations based on the initial findings of the SA and held work shop on policy recommendations**
- IV. **Provide training on action planning and assist the Municipal working groups in drafting the action plans for the integration of the informal waste collectors into the formal waste management system**

Methodology for implementing outlined activities:

Document review and desk research, interviews with project staff and partners

For the purpose of situation analysis consultants will have to conduct broad analysis of the issues, challenges and potentials that will consider both desk work and field visits to municipalities targeted by the project. Individual interviews will be conducted with: City Council Presidents; Directors of Municipal PUC; Staff of the Municipal Recycling yard/land field staff/ head of waste collection; Managers and workers at City public works yards, dumpsites, and city recycling Operations; Municipal environmental officers in charge/LEAP/Plan and program for waste management; Economic development officers/LED/LED strategy; City social issues development staff/ social security department; Employment agency; Chamber of artisans; Roma municipal representatives/councilors, leaders of Roma associations/ZNS

Private Recycling firms sponsored or supported by the municipality; Other relevant municipal staff; PAKOMAK Local activity assessment/Plan for the future.

The expert should present also the global context of the informal sector in the formal waste management. As well the ISWM and the process of modernization of waste management systems in the country should be a point of assessment.

The Action planning process will gather all relevant stakeholders on municipal level gathered in Working groups that are already established. The process will be interactive and participatory and should be implemented through serial of group meetings to be conducted in each of the targeted municipalities. The action plans should be developed in correspondence with specific needs and situation that is detected in each municipality. Evaluations of the process will be conducted so changes in the methodology are made in accordance with the capacities of each working group/municipality.

Precise actions required for the following tasks:

- I. **Situation Analysis (Maximum 30 days of engagement April through June)(10 days for each municipality gathering data and preparing the final Situation Analysis Paper)
Budget reference: 5.2.1**
 - Desk research, analyze documents/LEAP/PPWM/local development strategies/ Roma action plan/ Conduct analysis of the legal framework formal recycling V.S informal recycling/ National strategy for poverty reduction/ Roma strategy in the country/National strategies and action plans on Roma Health, employment, social inclusion, housing, and education
 - Agree with project staff on a list of institutions, organizations and informal waste collectors site in collecting data
 - Communication with the WG members and the project staff will be a daily task for the experts
 - In close collaboration with the project staff, the experts will prepare timeframe for the collection of the data from the field

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- Prepare a detailed template with instruction for the data base of informal waste collectors in the three municipalities
- Prepare a questionnaire for the field visits for the informal waste collectors and questionnaire for the field visits for the local and national institutions and stakeholders pre identified.
- Work closely with the project staff in identifying sites where informal waste collectors live and work / prepare a time frame/schedule for the field visit to informal waste collectors in Skopje Strumica and Kocani
- Draft SA content in close collaboration with project staff prior to SA training and field visits containing minimum the following
 - Background
 - Executive summary
 - Government/sectoral policy
 - Activities of formalization of the Informal waste collectors
 - Collection of Paper/Cardboard
 - Collection of PET and other types of plastic
 - Identify beneficiaries and parties involved
 - Social mobilization of the IWC's
 - Waste quantities/forecast
 - Final recyclers market
 - Analyze the social and health insurance system in the country
 - Analyze Solid waste management operations in the three municipalities as part of the situation assessment/implementation of the law on waste management
 - Analysis of the implementation of the law on packaging and managing packaging waste/government and sectoral policy
 - Analyzes of the law on labour and law on cooperatives and social entrepreneurship/ law on associations
 - Analyze the law on traffic safety and roads
 - Law on health care
 - Features of the waste management sector
 - Beneficiaries and parties involved
 - IWCs living and working conditions and stakeholder analysis (Roma NGO's, Other NGO's local government officials, ministry of environment, Pakomak, Ministry of labour and social affairs, middle man, junk shops, Ministry of Economy)
 - Waste generators in the three municipalities-Residential, commercial, retail, hospitality industry, offices, education, industry, end industries)
 - Identification of the problems to be addressed (Issues/problems and relationships between Informal Waste Collectors and different stakeholders
 - Analysis of IWC's and the authorities
 - Analysis of IWC's and the: generators of waste, General public, PUC, Pakomak
 - Financing and financial needs for the IWC's, financial products available/ Analysis of the micro financial institutions/Access to finance
 - Private public partnerships in waste management and recycling
 - Licenses and permits for starting an Informal waste collection/ occupational health and safety/ traffic safety
 - IWC's and public awareness concerning their work

II. Stakeholder group training on situation analysis, trainings to be held in three municipalities (Maximum 6 days, two days of preparations and one day of reporting for the three municipalities)

Budget reference: 5.7.1.5

- Data gathering process
- Review the content and data to be gathered in each municipality for the situation analysis
- Prepare the training material for the work shop

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- Explain the role of the municipal working groups in the data gathering process
- Thoroughly explain the questionnaire and the extent of information required
- Establish channels of communication with each member of the working group and local partner NGO's
- List and analyze Municipal policy papers as part of the SA with focus on LEAP (local Environmental Action Plans, Plans and Programs for waste management, Local development strategy, Municipal Roma inclusion plans,

III. Provide policy recommendations Based on the initial findings of the SA and held workshop on Policy recommendations (Maximum 10 days(Two days preparation two days delivery and one day report writing)(June2013-July 2013)

Budget reference: 5.7.2.5

- Drafting a report on the findings of the SA on Policy recommendations based on the assessment of the municipal enabling environment and their interest to integrate the informal waste collectors in the modernization process versus the implementation of the law on Packaging and managing packaging waste.
- Review of the enabling environment as municipalities are key to Informal waste collectors activities (Municipal councils, Landfills, Police, PUC management and practices)
- Review and revise Local policies, municipal waste management plans, Local environmental action plans and various local policies and practices
- Review the packaging waste management practices of the Packaging waste management operators like Pakomak and Eko Euro Hit Pak in Kocani
- Hold a two day work shop on policy recommendations on local and national level based on the reviewed and revised national and local policy papers concerning employment, registration, environmental practices, waste management practices and micro financial institutions financing practices/Mobilizing of environmental factors to improve the waste management practices in the three municipalities, how to mobile the financial institutions to improve policies and practices to finance individual waste collectors
- Potential for professionalization of the informal waste collectors through improving the enabling environment

IV. Provide training on Action planning and assist the Municipal working groups in drafting the action plans for the integration of the informal waste collectors into the formal waste management system (Two two - days training sessions) (Max 20 consulting days)(August 2013 November 2013)

Budget reference: 5.7.3.5 and 5.7.4.5

- In close collaboration with the project staff the expert will prepare training agenda for the SA training/Action planning training
- Undertake 3 two day trainings on Situation Analysis and action planning
- Prepare the training material for the workshops
- Assist the participants to formulate a training follow up action plan
- Upon completion of the trainings, evaluate the effectiveness of the training versus project objectives to be achieved and make recommendations for improvement/prepare detailed training report
- Prepare guidelines for interview with stakeholders and informal waste collectors.
- Prepare agenda for the training of the stakeholder municipal working groups on action planning/held two day training session
- Conduct two day field visits to each municipality and enable online assistance in drafting the action plans throughout the whole period of engagement April through end of September
- Prepare agenda for the workshop on policy recommendations based on the initial findings of the SA - joint workshop (three Municipalities)

- Communicate with the project staff and stakeholders in drafting the guidelines on how to integrate the informal waste collectors into the formal waste management under the Public Private Partnership
- Guide the stakeholder municipal working groups in finalizing the municipal action plans for the inclusion of informal waste collectors/ two day training session held
- Three Municipal Action Planes for inclusion of informal waste collectors reviewed by the consultant and commented
- Guidelines prepared for inclusion of informal waste collectors into the formal waste collection system drafted and submitted to the project staff for approval
- One day field work in assisting the Working Group in lobbying for adoption of the action plans in the three municipalities/participation in the work of the municipal council sessions in the three municipalities

The Action plan should be focused on the following areas:

- Activities related to training and capacity building of the Roma informal sector and other key stakeholders who interact with and influence their activities;
- Activities related to facilitating access of the Roma informal sector to financial products and services; and
- Activities related to the enabling environment in which the Roma informal sector operates, whose primary focus is on other stakeholders, and not on the Roma informal sector directly
- Creation, strengthening, or designing key intermediate structures and socio institutional infrastructure to serve as bridges between the Roma informal sector and the enabling environment.

C. Expected outputs from the consulting company/experts:

- Desk research conducted
- Questionnaire for the situation analysis created
- Stakeholder municipal working groups trained on data and information collection/two day training session held
- Field work reports submitted/all pre identified locations of informal waste collectors visited and data gathered
- Informal waste collectors data base created
- Situation analysis report for each municipality prepared and presented in front of the Project and each of the municipal Working Groups, including the following main aspects (Economic, Financial, regulatory, Operational, social, educational and environmental)
- Stakeholder municipal working groups trained on action planning/two - day training session held
- Policy recommendation workshops conducted and policy recommendations provided
- Two - day field visits to each municipality and online assistance in drafting the action plans conducted
- Stakeholder municipal working groups guided in finalizing the municipal action plans for the inclusion of informal waste collectors/two - day training session held
- Three Municipal Action Plans for inclusion of informal waste collectors created including minimum the following: Actions for the IWC focused on recycling programs in the respective municipalities, Capacity building needs for the Informal waste collectors in the three municipalities, Integration of the informal waste collectors and actions needed, Sustainability of the Informal waste collectors
- Guidelines for inclusion of informal waste collectors into the formal waste collection system based on the Public Private partnership Principles
- Reviewed and revised municipal waste management plans, Local environmental action plans and various local practices that create the enabling environment for the integration

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- of the informal waste collectors into the formal waste management system/held two day work shop on policy recommendations
- One day field work in assisting the Working Group in lobbying for adoption of the action plans in the three municipalities, preparing the presentation for the WG for the council session

D. WORK SCHEDULE

The time-frame of proposed set of activities is from April - October 2013.

Total number of working days 66

E. PROFILE OF THE EXPERTS

Qualifications and skills:

- University degree in social sciences
- Fluency in written and spoken English
- Excellent communication and analytical skills

General professional experience:

- Minimum three years experience in the area of waste management/ recycling programs
- Good knowledge about challenges of Roma population, with focus on informal waste collectors
- Good knowledge of the waste management and recycling sector

Specific professional experience:

- Strong background in conducting situation analysis, policy papers
- Strong background in creating Action plans and other development plans with municipalities
- Experience in developing/ conducting trainings
- Previous work experience in and knowledge of the socio economic related to the informal waste collectors in the country

F. Content, language, format and number of reports

The Experts should submit all reports in English to the Project team.

Activity reports shall be submitted no later than 10 days after completing of the activity.

