**, Terms of reference**

**Project Personnel Terms of Reference**

**Job Description**

**Project:** “Awareness raising on ESM management of plastic waste in Montenegro”

**Post title**: Consultant

**Duration**: 12 months

**Date Required**: TBD

**Counterpart**: Basel Convention Regional Centre Slovakia (BCRC Slovakia)

**Duties**: The role of the consultant is to provide professional

consultancy, communicate, cooperate and assist BCRC Slovakia, national project manager and national project consultants in implementation of the below listed project activities and in achieving the expected outputs to the extent necessary to meet the objectives of the project.

**Project activities:**

1. Under activity 1 - Inventory of TBM of plastic wastes and plastic products:
   * Conduct an inventory of plastic wastes produced in the country during last 5 years;
   * Preparation of the list of plastic products included in the inventory;
   * Conduct an inventory of plastic products put on the market in the country during last 5 years;
   * Preparation of a report on activities 1.1 and 1.3.
2. Under activity 2 - Calculation of plastic wastes in the country using the BRS Plastic Waste Inventory Toolkit:
   * Plastic put-on-the-market (POM) Calculation Tool;
   * Plastic waste generated (WG) Calculation Tool;
   * Plastic waste inventory reports drafted and comparison of data of TBM inventory of plastic waste.
3. Under activity 3 - Study on potential for plastic wastes management in the country and in neighboring countries:
   * Report on the facilities for treatment (recovery and/or disposal) of plastic wastes in the country and in neighboring countries on Balkan Peninsula.
4. Under activity 4 Trainings of custom officers:
   * Preparation of training materials for customs officers to control TBM of plastic wastes;
   * Conduct three trainings for customs officers.
5. Under Activity 5 Communication:
   * Publishing the information on project and project outputs on a webpage of the project partner;
   * Publishing at least two contributions about the project in local media in the country.
6. Under Activity 6 Monitoring and evaluation of the project results:
   * Preparation of intermediate and final reports on the project progress;
   * Conduct a final on-line workshop with the participation of authorities from the partner country, as well as from other Balkan countries.

**Main tasks of the consultant:**

* Provide support and assistance to BCRC Slovakia and national project team in testing and application of the Basel Convention practical guidance on developing inventories of plastic waste in project country with a focus on testing and improving the applicability of the product lifetime methodology;
* Provide support and assistance to BCRC Slovakia and national project team in study on potential for plastic wastes management in the country and in neighboring countries;
* Prepare of training materials for customs officers to control TBM of plastic wastes
* Cooperate in conducting three trainings for customs officers
* Provide expertise, support and assistance to BCRC Slovakia and national project team in development of respective reports;
* Actively participate on relevant on line events;
* Cooperate with project partner and experts on preparation of final report.

**Expected Outputs from the consultant:**

Under activity 3 - Study on the potential for plastic wastes management in the country and in the neighboring countries:

* + Review of the report on facilities for the treatment of plastic waste in the country and in neighboring countries

Under activity 4

* Training materials for customs
* Presentations from on line trainings

Under activity 6

* Relevant presentations

**Other requirements**

* + Good cooperation with the project partner and all project experts
  + Flexible approach and prompt communication
  + The ability to prepare substantial reports on specified formats

**Reporting**

The expert will report to BCRC Slovakia.

**Qualifications**

At least 5 years of experience with proven records as an expert in the field of waste management.

Expertise on the following:

* Relevant provisions of the Basel Convention
* Practical experience in inventories of wastes and plastic products put on the market
* Experience in the field of plastics and plastic packaging is very welcome
* Experience in raising of the awareness regarding the project topic is very welcome

Required documentation:

* CV

**Language:**

Excellent command of spoken and written English

**Place and method of application:**

Required documentation should be sent to the e-mail address: ivana.jasikova@sazp.sk