**Terms of reference**

**Project Personnel Terms of Reference**

**Job Description**

**Project:** “Plastic waste prevention – extended producer responsibility as an effective tool to reduce the environmental impact of plastic waste”

**Post title**: Consultant

**Duration**: 5 months

**Date Required**: TBD

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

**Duties**: The role of the expert is to participate in developing three case studies describing the status of the extended producer responsibility system in different countries in the CEE region with focus on packaging waste, to provide professional consultancy, communicate, cooperate and assist BCRC Slovakia in implementing the project activities and achieving the expected outputs to meet the objectives of the project.

**Project activities:**

**1.** Strengthening the legislative, institutional and infrastructural capacities for the separate collection and recycling of plastic packaging waste in participating countries.

* 1. Development of legal and institutional assessment report in participating countries with recommendations for the introduction or improvement of EPR schemes in these countries. The legal and institutional assessment report will include:
1. Assessment of the quantity and types of plastic packaging waste placed on the national markets (imports and national production), or quantities and types of plastic packaging waste generated per year indicating the sources of information and the methodology adopted for the inventory;
2. Mapping of the existing national infrastructure for the separate collection and recycling of plastic packaging waste (output of the SGP project mentioned previously);
3. Gap analysis of the national legal and institutional frameworks for the collection and recycling of plastic packaging waste and development of recommendations for amending the legislation to enable a sustainable collaboration between authorities, PROs and municipalities.
	1. Development of three case-studies with good practices of well-established EPR schemes for plastic packaging waste from different countries in the CEE region.
	2. Organization of round tables with national stakeholders from participating countries (state authorities, state supervisory authorities, representatives of packaging manufacturers, with focus on industry and trade associations and unions, municipalities and non-profit organizations, and any other relevant stakeholder) to establish or clarify roles and responsibilities in the development of EPR schemes for plastic packaging waste.

**Establishment of national platforms to improve the legislative, institutional and infrastructural background for environmentally sound management and minimisation of plastic packaging wastes**

1.1. Analyses of legislative possibilities for the introduction of EPR in partner countries - with expected content:

1. Analysis of the existing legislation of waste and packaging management including institutional provision of waste management (assessment of efficiency of collaboration of main stakeholders)
2. Packaging placed on the market or plastic packaging waste generated per year, indicating sources or methodology and existing infrastructure – selected parts of the output of the previous project
3. Existing shortcomings and gaps in the collection and management of plastics packaging waste, identification of needs for amending the legislation in order to create grounds for a sustainable collaboration between authorities, PROs and municipalities

1.2. Experience from countries in the region of CEE - three examples of good practice of the well-established EPR systems for packaging from different countries in the CEE region.

1.3 Round tables in every country with all the involved stakeholders (state authorities, state supervisory authorities, representatives of packaging manufacturers, with focus on industry and trade associations and unions, municipalities and non-profit organizations, multipliers) in order to set up roles and responsibilities in the packaging waste management.

**2.** Identification of joint solutions for the development of EPR schemes for plastic packaging waste in participating countries.

* 1. Organisation of a regional online workshop to present the results of the previous activities and discuss approaches for the development of EPR schemes for plastic packaging waste in participating countries. The workshop targets partner organisations and representatives of state authorities and producers from each country.
	2. Study tour to one selected country of the CEE region with a well-established EPR scheme (Slovakia or Czech Republic). The study tour will include meetings with:
1. representatives of the state department responsible for EPR (including information system and data reporting);
2. representatives of PRO´s / producers;
3. representatives of municipalities;
4. site visit – the system of separate collection of plastic packaging wastes, if possible, treatment facility of plastic packaging wastes.
	1. Elaboration of guidelines for the implementation of the EPR schemes in participating countries (X3). The guidelines will be prepared by BCRC experts in collaboration with partners and will contain recommendations for the development of legislation, economic and awareness raising tools and registration and reporting systems. The recommendations will focus on the following areas:
* system for the separate collection of plastic packaging waste in municipalities;
* the role of PRO´s in EPR schemes and financing mechanisms for the separate collection and recycling of plastic packaging waste;
* the role of a clearing house mechanisms in the EPR scheme;
* deposit – refund system for plastic packaging waste and opportunities for its successful implementation.

**Joint solutions to improve the efficiency of packaging waste management**

2.1. Online workshop, in which the results of the processed analyses are presented and potential approaches to the solution are discussed. Workshop is dedicated to partner organisations and representatives of state authorities and producers from each country. The workshop will be organised for at least 5 participants from every partner country.

2.2. Study tour to one selected country of the CEE region, with a well-established EPR system, from each partner country 3 participants. Study tour will conclude meetings with:

1. representatives of state administration responsible for EPR (including information system and data reporting)
2. representatives of PRO´s / producers
3. representatives of municipalities
4. site visit – the system of separate collection of plastics wastes, if possible, treatment facility of plastic wastes.

2.3 Elaboration of guideline for the implementation of the EPR system for partner countries. Guideline is prepared by BCRC experts in collaboration with partners and contains recommendations in the field of legislative, economic, awareness raising tools and registration and reporting systems. The focused areas for recommendations:

* system of separate collection of packaging wastes in municipalities
* role of PRO´s in the EPR and financing mechanism of packaging waste management
* clearing house mechanism and its role in EPR system
* deposit – refund system for packaging and possibilities of its successful implementation

**3. Knowledge Management and Communication**3.1. Final national workshops in participating countries to present the project recommendations. The workshop programs will be tailored to the specific requirements of each country.

3.2. Development of outreach materials for the global dissemination of the results and outputs of the project. This includes the following:

* + To develop a slide deck with pictures illustrating and summarizing the implementation of the project and highlighting key findings;
	+ To complete a project evaluation form;
	+ To complete the summary factsheet of the project;
	+ To prepare a collection of illustrative photos from the project;
	+ Contribute to the media on EPR issues and on project information.

3.1. Final workshops in countries for stakeholders, each for at least 20 persons, where the project recommendations are presented. The program will be tailored to the specific requirements of each country.

3.2. Dissemination (media contributions on EPR issues and project information). .

**Main tasks of the consultant:**

Activity 1.2. Experience from countries in the region of CEE - three examples of good practice of the well-established EPR systems for packaging from different countries in the CEE region.

* To develop a case study with good practices of well-established EPR for plastic packaging waste from his/her country in accordance with the BCRC Slovakia required structure;
* Provide support and assistance to BCRC Slovakia and national teams in the project partner countries on on-line basis;
* Actively participate on relevant on line events.

**Expected outputs from the consultant:**

Under activity 1.2. Experience from countries in the region of CEE

* Detailed analysis of the national situation in the EPR systems with focus on packaging waste as a case study of an example of good practices;
* Active participation on on-line workshop with presentation of the results of the analysis and discuss the potential approaches for successful solutions.

**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 extended producer responsibility field of waste management.

Expertise on the following:

* Relevant provisions of the Basel Convention
* Relevant practical experience in the extended producer responsibility
* Experience in the field of plastics and plastic packaging 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