



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
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FOR A BETTER URBAN FUTURE

Vacancy Announcement
TERMS OF REFERENCE

Date of Re-advertisement: Tuesday, 01st August 2023

ORGANIZATION:	United Nations Human Settlements Programme (UN-Habitat) UN Core Values: Integrity, Professionalism, Respect for Diversity
PROJECT:	Frontier Technologies for Inclusive Circularity of Low Value Plastics (LVP)
FUNCTIONAL TITLE:	Project Associate – Waste Management
DUTY STATION:	Bhubaneswar, Odisha
DURATION:	12 months with possibility of extension based on performance
TYPE OF CONTRACT:	UNOPS Local Individual Contractor's Agreement (LICA 8) - <i>contract will be issued subject to availability of funds from the Donor</i>

Background:

Low value plastics waste, representing the largest share of plastics, is presently severely underutilized and deposited in landfills in urban India leading to significant leakages. Based on extensive research of over 45 emerging technological interventions in the South Asia region, including India, two frontier technologies will be scaled up under this project. By demonstrating viable models for public-private financing, operations and maintenance in utilization of low value plastics and implementation of non-traditional methods such as frontier technologies for upcycling, the project provides impetus to India's sizeable private sector to engage in LVP and forge stronger functional mechanisms for institutionalizing government-private sector engagements. To facilitate a circular economy, numerous efforts are being made by UN-Habitat in supporting upstream solutions that focus on adoption of frontier technologies and the reduction in energy, waste, materials, and land wastage.

The project will effectively reduce plastic waste from entering the landfills and dumpsites in Bhubaneswar, and thus increase recycling alternatives for resource utilization, reduce plastic leakages, which in turn lead to avoiding manufacturing of virgin plastics. The project objective is: To demonstrate sustainable circularity of low value waste plastics through the application of frontier and emerging technologies in an inclusive manner. The anticipated outcomes of the project are increased upcycling of low value plastics through sustainable circular waste management in large and intermediate urban centers; improved "green business environment" catalysed for LVP upcycling through frontier technologies pilots; and enhanced well-being and livelihoods of marginalized women and men informally employed in waste sector.

Duties and Responsibilities:

Under the overall supervision of the Country Programme Manager, the Project Associate – Waste Management will work under the guidance of the Project Manager, and will be responsible to undertake the following activities:

A. Programme coordination and stakeholder consultations

- Conduct a thorough mapping of national/state and local level stakeholders pertinent to the waste management sector, including, government entities, businesses, investors, philanthropic organizations, NGOs, among others, and prepare a detailed stakeholder mapping across different tiers/hierarchy;
- Assist in liaising with key government institutions at local and state level, technology partners, and key non-governmental organizations;
- Support drafting a common workplan for all main implementing partners and coordinate implementation within set timelines;
- Co-lead with municipal focal point, a comprehensive due diligence for identifying and analyzing the operational, financial, legal and other viability aspects of selected targeted sites for installation and implementation of the two frontier technologies;
- Prepare terms of reference, SOPs, procurement procedures, and other institutional/legal requirements, aligned with the local, state and national government guidelines including UN, for seamless operationalizing of the project by the local government and technology partner;
- Provide technical backstopping to local government focal points and technology partners through applying the 3Rs in waste management;
- Conduct periodic consultations key stakeholders, including executing agency, implementing agency, urban residents, private sector, and civil society organizations, to identify the project design parameters, institutional bottlenecks, and major issues in effective collection and upcycling of LVPs;
- Facilitate compliance of technology partners with the current legislations in the transportation, handling and disposal of waste without contaminating air, land or water sources during operations of the facilities;

B. Research and technical advisory

- Review analytically the present waste management system and evaluate the lacking sustainable elements with focus on LVPs collection, transport and recycling;
- Review the local and state governments' policy to finance capital expenditure and O&M of infrastructure and assets, implementing agency's borrowing capacity and experience with charging tariffs, and cost recovery prospect of infrastructure investments;
- Support programme manager and government focal points on drafting policy recommendation in circular economy (3Rs) focused on the low-value plastic upcycling considering, a strategic long term approach enhancing sustainability based on the wide array of knowledge skills;
- Draft model business plan including O&M as well as handover processes to local partners beyond project period based on the learnings of the pilot projects;

C. Knowledge management and documentation of lessons learned:

- Document lessons learnt from a global perspective, with the ability to offer practical policy and programmatic advice on LVPs recycling and upcycling based on an understanding of legislative, planning and implementation, financial realities on ground.
- Contribute to in-depth primary and secondary research on plastic waste initiatives and case studies and circular economy
- Develop manuals and guidelines to institutionalize best practices in upcycling LVPs and Waste Management
- Assist in the development of information and promotional materials
- Co-lead regular workshops and seminars involving as many governmental agencies and NGO's as possible and to disseminate results.

Undertake any other related tasks, as may be required by the Country Programme Manager, UN-Habitat India.

Qualifications:

Education: An advanced university degree (Master's or equivalent) in Environmental Engineering/ Environmental Sciences, Civil Engineering, or any other related field.

Work Experience: At minimum of two (02) years progressively responsible experience in conducting research and assessments on waste/ plastics, provision of technical support for waste management, and waste related infrastructure design. Prior experience in implementing 3Rs: Reuse, Reduce and Recycle or other forms of circular economy policy development is a plus. Proven record of edited reports, publications, or documents.

Professionalism: Sound analytical and problem-solving skills, plus ability to handle a range of equipment used in communication. Should have advanced proposal writing, research, and analytical skills. Expertise in development of strategic documents, policy documents, local action plans as well as preparing and planning of various trainings/ workshops for different stakeholders. Able to work both independently and as part of a team in a multicultural environment and establish harmonious and effective working relationships both within and outside the organization.

Teamwork: Ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. The candidate needs to have experience of working with multiple stakeholders including government, civil society, and other partners.

Planning & Organizing: The candidate should be able to develop clear goals that are consistent with the agreed strategy; able to adapt to a new task and work context quickly and finish all duties within the given timeframe.

Client orientation: Experience in working with government institutions at national and local level is an advantage. Capable of working in a team and undertaking initiative to ensure smooth relations and open communication within the team and with partners is required. Professional and courteous attitude and demonstrated ability to work effectively in a stressful environment.

Language: Excellent communication and fluency in English and Hindi is required, any other national or official UN language would be an asset. Local language Oriya would be preferred.

Reporting Arrangements: The Project Associate – Waste Management shall report to the Country Programme Manager, and Waste Management Specialist, UN-Habitat India.

How to Apply:

Interested and qualified candidates are requested to please indicate their immediate availability to undertake the assignment as per terms of reference above. The application must be accompanied with a completed UN Personal History Form (P11). Please download the form (MS-Word) from UN-Habitat ROAP website https://fukuoka.unhabitat.org/wp-content/uploads/2021/12/Personal_History_P11-1.doc

The application should comprise of:

- UN Personal History Form (P11) – *without detailed P11 form, application would be rejected.*
- Recent Curriculum Vitae (CV)

Please indicate the Post Title: **“Project Associate - Waste Management, NREF (re-advertisement)”** in your email subject and send it to: unhabitat.india@un.org

Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. Overall remuneration will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome.

Deadline for application: Monday, 14th August 2023 before 05.30 pm (IST)

Due to a large number of applications expected, only short-listed candidates will be contacted. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).