

REQUEST FOR APPLICATIONS

And

TERMS OF REFERENCE (TORs)

NATIONAL INDIVIDUAL CONSULTANCY

TECHNICAL ADVISOR AND COORDINATOR ON PHASE OUT, COLLECTION, STORAGE PREPARATION, STORAGE AND DISPOSAL OF POLYCHLORINATED BI PHENYLS (PCBs)

TANZANIA

Job title	Technical advisor and coordinator on phase-out, collection, storage and disposal of Polychlorinated Bi Phenyls (PCBs)
Project	Disposal of PCB oils contained in transformers and disposal of capacitors containing PCB in Southern Africa
Application deadline	June,1 2021
Commencement of Duty	Immediately(Once contractor make contact with the country)
Type of Contract	Individual
Duration of Assignment	12 Calendar months – renewable if necessary

1. BACKGROUND

PCBs were discovered in the early 20th century. As far back as the late 1960's, poisonings from PCB exposure began to surface. In one incident, over 14,000 persons became ill in Japan from ingesting PCB-contaminated rice bran. Occurrences of PCB toxic effects in birds and other animals are well documented. PCBs were used heavily since the 1930s as dielectric fluids in capacitors and transformers and for other applications such as flame retardants, ink solvents and plasticisers. In the 1970s, their adverse effects on the immune system, liver, skin, reproductive system, gastrointestinal tract and thyroid gland became prominent and their use was phased out. Today, PCBs remain common contaminants of animal and human food chains, generally at low concentrations, and diet remains one of the main sources of exposure of the general population.

The Stockholm Convention (SC) prohibits any new production and use of PCBs. The parties to the Convention are required to eliminate the use of PCBs in existing equipment by 2025 and ensure environmentally sound waste management of them by 2028.

While the parties to the Stockholm Convention can no longer produce PCBs and are obliged to stop using this chemical, there are existing equipment that contain or are contaminated with PCBs which may continue to be used until 2025. To ensure that all PCB uses are ceased by 2025, parties, especially those that are developing countries or countries with economies in

transition, needed support and funds have been made available Global Environment facility, through United Nations Environment Programme (UNEP) to assist these countries to comply with the SC.

The project seeks to verify all existing potentially contaminated electrical equipment in the participating countries and dispose those readily available. The threshold of 1990 for date of manufacture of the equipment has been set to determine suspected contaminated equipment.

The following 12 countries are taking part in the project through their Department of Environment and Electricity supply and distribution companies: Botswana, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, Swaziland, Tanzania, Zambia, and Zimbabwe. Further, Southern African Power Pool [SAPP] is a major stakeholder as an association of the Utility companies in these countries.

2. OBJECTIVE AND SCOPE OF WORK

The purpose of this consultancy is to provide overall technical support, guidance and coordination of activities towards the development of a PCB phase out plan, collection, safeguarding, storage and final disposal of identified and released PCB oils and contaminated equipment in the country.

3. TASKS OF THE CONSULTANT

The consultant shall therefore:

- Consult all relevant stakeholders and authorities – Environment Ministry, Utility companies and private equipment owners, and confirm release of contaminated equipment.
- Work with the appointed disposal contractor and facilitate activities between equipment owners, relevant regulatory authorities and contractor and develop clear workflow plans for activities covered in these TORs
- Update the national database of contaminated equipment and PCB oils
- Advice on the design and supervise construction of a temporary storage of PCB oils and contaminated equipment, in consultation with relevant national regulatory agencies and international experts on health and environmental safety standards where none exist and is required- to be ready by September 2021, Including upgradation of existing facility, if any.
- Work with national focal persons to negotiate and secure access to the sites and amenities where contaminated equipment is located and gather requisite information for seamless collection and transport
- Facilitate training of technical personnel by contracted company on technical and safety procedures for purposes of collection, transport, storage and final disposal/decontamination of PCB oils and contaminated equipment.
- Negotiate and facilitate provision of requisite equipment from utility companies for collection and safeguarding of equipment and oils
- Monitor activities, including conformation to required safety and other operational standards and develop reports for all activities towards collection, storage, decontamination and disposal of PCB contaminated equipment and oils

- Coordinate with the disposal contractor on day to day basis for environmentally sound disposal of PCBs and submit report to UNEP/EA”
- Coordinate and develop a phase out plan for the country and communicate with contaminated equipment owners about the need and importance of the phase out plan and its adoption.

4. OUTPUTS/EXPECTED DELIVERABLES

Component 1: Planning

- ***Deliverable 1:*** Operational plan agreed between the contractor, regulatory authorities and utilities

Component 2: Inventories & Phase out plan

- ***Deliverable 2.1:*** Up to date database of contaminated equipment and PCB oils.
- ***Deliverable 2.2:*** Consolidate data sources and information as requested by AI letters sent to utilities and provide full documentation package
- ***Deliverable 2.3:*** Draft PCB Phase Out Plan
- ***Deliverable 2.4:*** Report on Phase out plan consultations
- ***Deliverable 2.5:*** Final endorsements received by utility and key stakeholders
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Component 3: Temporary Storage (where approved and funded)

- ***Deliverable 3.1:*** Detailed plan and technical specification for upgrade/ building
- ***Deliverable 3.2:*** Permit and contract issued for construction contractor
- ***Deliverable 3.3:*** Report on temporary storage completion status with pictures and drawings

Component 4: Support to Elimination

- ***Deliverable 4.1:*** Operational plan agreed between utility & contractor
- ***Deliverable 4.2:*** Import of equipment and PPE ensured along with tax exemption
- ***Deliverable 4.3:*** support to finalization of Basel notifications and permits
- ***Deliverable 4.4:*** Equipment Collection and safeguarding reports (with personnel and equipment provided by utilities)
- ***Deliverable 4.5:*** Transportation/Export, decontamination and disposal reports + final Assignment report

5. DURATION OF THE CONTRACT

The expected workload for the consultancy is 84 man days-part time (7 days per month) over 12 calendar months. Africa institute may extend the contract in line with the disposal activity progress.

6. INSTITUTIONAL ARRANGEMENTS

The consultant will sign a contract with and report to Africa Institute Executive Director through the Project Coordinator. All deliverables submitted by the individual consultant should

be approved by National Coordination Committee then Africa Institute before payment is made.

7. DUTY STATION

The assignment is both field and home-based. The duty station in the country shall be the capital city/where utility operations are Headquartered. Transport during the assignment should be part of the contract cost.

8. REQUIRED EXPERTISE AND QUALIFICATIONS

Education:

University degree in the areas of Electrical Engineering, Chemistry, Chemical Technology, Environmental or, Hazardous waste management or other related fields; a post graduate degree will be an added advantage;

Experience:

- At least 5 years of experience in chemicals/waste management and disposal;
- At least 2 years in technical roles or consultancy in international projects;
- Adequate knowledge of the international benchmarks in legislation and management of hazardous waste;
- International exposure and good knowledge of principles of chemicals management (as related to Stockholm and Basel conventions);
- Demonstrated ability to facilitate, coordinate and of analytical report writing work.

Language requirement

- A working knowledge of written and verbal communication skills in English

Functional Competencies

Leadership: capacity to engage with a wide audience at various levels

Technical skills: Good understanding of principles of electricity supply, chemicals safety and health

Communication: The consultant will have a good interpersonal and corporate communication skills

Teamwork: ability to establish and maintain good working relations with colleagues in multi-disciplinary environment

9. PAYMENT MODALITIES

The consultant shall be paid an all-inclusive consultancy fees upon completion of the following milestones commitment: Every payment shall be sanctioned upon receiving proof of completion of deliverables as per these TORs:

<i>Deliverables</i>	<i>Disbursement percentage of total cost</i>
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<p>Component 1: Planning</p> <ul style="list-style-type: none"> • Deliverable 1: Signature of the Contract • Work plan for the assignment • Signature status report of MOU between the contractor and utilities 	<p>10%</p>
<p>Component 2: Inventories & Phase out plan</p> <ul style="list-style-type: none"> • Deliverable 2.1: Up to date database of contaminated equipment and PCB oils. Including new inventories where necessary. • Deliverable 2.2: Consolidate data sources and information as requested by AI letters sent to utilities and provide full documentation package • Deliverable 2.3: Draft PCB Phase Out Plan • Deliverable 2.4: Report on Phase out plan consultations • Deliverable 2.5: Final endorsements received by utility and key stakeholders 	<p>30%</p>
<p>Component 3: Temporary Storage (where approved and funded)</p> <ul style="list-style-type: none"> • Deliverable 3.1: Detailed plan and technical specification for upgrade/ building • Deliverable 3.2: Permit and contract issued for construction contractor • Deliverable 3.3: Report on temporary storage completion status with pictures and drawings 	<p>30%</p>
<p>Component 4: Support to Elimination</p> <ul style="list-style-type: none"> • Deliverable 4.1: Operational plan agreed between utility & contractor • Deliverable 4.2: Import of equipment and PPE ensured along with tax exemption • Deliverable 4.3: support to finalization of Basel notifications and permits • Deliverable 4.4: Equipment Collection and safeguarding reports (with personnel and equipment provided by utilities) • Deliverable 4.5: Transportation/Export, decontamination and disposal reports + final Assignment report 	<p>30%</p>

10. INSTRUCTIONS TO BIDDERS

All interested consultants are requested to submit the following documents to the National Focal Points on or **before the 1st June 2021, by 16:00 hours CAT** by email:

E-Mail:.....

- a. A cover letter of application indicating qualification/suitability of the consultant
- b. A motivational document showing an understanding of the TORs herein and mode of execution of the tasks outlined.

- c. A Financial proposal outlining breakdown of costs (fees, travel, other overheads etc) and
- d. A comprehensive curriculum vita

All of these should be in one document with clear page numbers.

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