



## TERM OF REFERENCE

### Consultancy assignment – Expert Support to MinDevelopment

#### 1. Background

The Swedish Agency for International Development Cooperation (Sida) is funding the Swedish Association of Local Governments and Regions, SALAR International and Avfall Sverige to implement a multi-year Program for Swedish support to reforms of the Municipal Solid Waste (MSW) sector in Ukraine (WM4U).

As outlined in the Programme document the Ministry for Development of Communities and Territories of Ukraine (MinDev) is the main beneficiary of WM4U and the budget provides for resources to support the capacity of the Ministry.

The Ministry has requested support from WM4U, in order to be adequately resourced for the additional work required to engage in a qualified dialogue with the Programme.

#### 2. Scope of Service

This assignment aims at providing the MinDev with expert support for managing the WM4U Programme.

The scope of work will, inter alia, include the following duties:

1. Supporting the formulation and implementation of state policies in the field of municipal waste management services in alignment with the WM4U Project's objectives.
2. Reviewing documents and materials developed under the WM4U Project concerning waste management.
3. Participating in the development of national strategic planning documents (strategies, programs, plans, schemes, etc.) related to municipal waste management that contribute to achieving the WM4U Project's objectives.
4. Reviewing and providing proposals and comments on regional waste management plans for the pilot regions of the WM4U Project submitted to the Ministry for approval.
5. Assisting in the analysis, identification, study, and systematization of issues in municipal waste management, as well as preparing information for public disclosure by the Ministry regarding the WM4U Project's tasks.
6. Contributing to the development of new legislative, regulatory, and methodological acts, as well as amendments to existing ones, in the field of municipal waste management relevant to the WM4U Project's tasks.
7. Supporting the alignment of national legislation on municipal waste management with European Union directives in areas related to the WM4U Project's objectives.
8. Assisting in defining the Ministry's position on legislative, regulatory, and methodological acts related to municipal waste management submitted for review and/or approval concerning the WM4U Project's tasks.



9. Preparing proposals for the development of standard explanations of legislative application practices relevant to the WM4U Project, aimed at reducing inquiries from territorial communities, businesses, and citizens involved in municipal waste management.
10. Reviewing and providing input on municipal waste management issues received from international technical assistance projects, organizations, foreign representatives, and financial institutions to ensure alignment with the WM4U Project's objectives.
11. Participating in working groups, round tables, seminars, conferences, forums, and other dialogue events on behalf of the WM4U Project as needed.
12. Contributing to the preparation of materials for meetings of the WM4U Project's Supervisory Board.
13. Attending meetings of the Section on Reforming Housing and Communal Services of the Ministry's Scientific and Technical Council to address municipal waste management issues.
14. Participating in the review of feasibility studies for projects developed under the WM4U Project.
15. Contributing to the identification of directions and topics for capacity-building programs for representatives of territorial communities, businesses operating in municipal waste management, and public organizations, including reviewing Training Program Profiles.
16. Participating in training sessions, as necessary, within the framework of the WM4U Project.
17. Assisting in preparing information for mass media and social media on municipal waste management related to the WM4U Project's tasks.
18. Contributing to the preparation of semi-annual and annual reports of the WM4U Project for submission to the Ministry, in accordance with the Cabinet of Ministers of Ukraine Resolution dated February 15, 2002, No. 153.
19. Participating in business trips as necessary within the framework of the WM4U Project activities.
20. Supporting the implementation of other activities within the WM4U Project.

### **3. Resources and steering**

The expert support will over time not exceed 50% of full time, i.e. on average 10 days per month. This assignment will run for a test period until 31 December, 2025, after which the support will be evaluated to give guidance on possible further support. The MinDev will be responsible for the day-to-day management of the expert, while the expert will be contracted and remunerated by WM4U. The expert shall provide monthly time reports and invoices to WM4U.

### **4. Qualifications**

- Post-graduate qualification in relevant areas (environmental engineering, environmental science or related field)
- Over 10 years' experience of working with issues concerning waste management, including steering instruments, legal and operational issues conditions.



- Well-connected and generally knowledgeable regarding current Ukrainian reform efforts in the field of waste management
- Knowledge of EU directives and regulations, as well as decision making procedures.
- Experience of working with international institutions, donors and the like.
- S/he should have prior experience of advising agencies or ministries within the relevant areas and should command English and Ukrainian language
- S/he must be independent and free from conflict of interest.

## 5. Deliverables

The expected deliverables to be achieved under this assignment are the following:

- A monthly report briefly summarizing the support rendered to the MinDev