

# **Terms of Reference (TOR)**

*For*

## **Consulting Service for Implementing Environment Friendly School Awareness Program**



**Government of Nepal**

**Ministry of Federal Affair and Local Development**

**Solid Waste Management Technical Support Centre (SWMTSC)**

**Lalitpur, Nepal**

**Terms of Reference (TOR) for Consulting Service for Implementing  
Environment Friendly School Awareness Program**

**Contract ID No. SWMTSC/S/QCBS/073/074-IV**

**1. Background :**

The environmental problems emerging as one of the greatest challenges with rapid economic growth and modernization in the world. Water pollution, air pollution, solid waste, climate change are some of the major environmental challenges in developing countries thus raising impact on human health and local environment. Every year thousands of children died in the country due to suffering from diarrhea and other communicable diseases. One of the major reasons is poor environmental condition and practices. Therefore, environmental education is at first utmost important for awareness raising, behavior change and environmental friendly practices. For sustainable environmental management and practices, there should be awareness raising and behavior change from childhood thus formal and informal environmental education needs to be prioritized at school level.

Solid waste management (SWM) issues is one of major issues especially in urban area. people usually disposed waste in street and burn the waste openly. For proper SWM, change in behavior and people participation are utmost important. Therefore, it needs to bring change people from school level. Theoretical and practical based SWM including environmental program needs to be incorporated in school curriculum. The school needs to be environmental friendly .

Many schools are nowadays environmentally conscious. They are trying their efforts to make school environmental friendly and providing theoretical and practical knowledge for the students in sustainable environment management. However, there are still lacks of proper SWM system in schools. Taking this into consideration, Solid Waste Management Technical Support Centre (SWMTSC) with an aim of waste minimization at source and establishing sustainable solid waste management in school have developed the concept of "**Environmental Friendly School Awareness Program**" and willing to implement SWM system in various schools.

**2. Main Objectives:**

- 1) To increase capacity building and awareness raising in government and community schools of Kathmandu Metropolitan City , Lalitpur SMC and Bhaktapur Municipality.

**2.1 Specific Objectives:**

1. To select 50 government or community schools in 3 municipalities with coordination of SWMTSC and municipalities.
2. To provide SWM training (atleast 2 days) for environment or child club members of schools.

3. To develop short SWM Plan framework of each school.
4. To estimate and distribute estimate numbers of waste bins for waste segregation practices in each school.
5. To increase awareness raising on waste segregation practices among students in school.
6. To encourage students of selected schools in producing various products from reuse waste
7. To follow up schools in implementing SWM activities.
8. To select best 10-15 schools out of 50 and organize school waste management awareness exhibition programs in 3 municipalities.
9. To honor best school with first, second and third prize out of 10-15 schools.

### **3. Scope of Work :**

1. Assessment and Selection of 50 Government or Community Schools (Lower Secondary to higher secondary level) eligible to establish sustainable solid waste management from list of nomination of schools provided by Municipalities. The school should have child club which is active and involve in organizing environment awareness programs.
2. To provide SWM training (atleast 2 days) for environment or child club members of 50 schools.
3. To develop short SWM Plan framework of each selected school.
4. To estimate numbers of waste bins for waste segregation practices in each school.
5. To distribute waste bins in each school including distributing MoU between SWMTSC and eligible school.
6. To build capacity on waste segregation practices among students in school.
7. To encourage and train students of selected schools in producing various products from reused waste.
8. To follow up schools in implementing SWM activities.
9. To select best 10-15 schools out of 50 and organize school waste management awareness exhibition programs in 3 municipalities.
10. To honor best school with first, second and third prize out of 10-15 schools.

### **4. Human Resource and their Input**

<b>S. No.</b>	<b>Human Resources</b>	<b>Qualification</b>	<b>Working Months (MM)</b>
1	Team Leader / Educationalist (1)	M. A in sociology, M Ed or M.Sc. in Environment Science or equivalent criteria	2.5 MM

		with atleast 5 years working experience in school related activities	
2	Solid Waste Management Expert (1)	M. Sc. in Environment Science or ME in Environment Engineer with atleast 2 years of experience in related field.	2 MM
3	Program Assistants/ Volunteers (2)	Studying B A in sociology, B Ed or B.Sc in environment Science or relevant subject	2.5 MM

## 5. Approach and Methodology:

The consultant should submit detail work plan during submission of the proposal. The Consulting Company or organization will immediately start work as soon as agreement. The consulting company can carried out following activities:

- Assessment of government or community schools as list provided by municipalities
- Selection of 50 schools out of listed schools
- Arrange and conduct 2 days training for eco-club members of 50 schools.
- Assess no. of waste bins at 50 schools
- Distribute and install waste bins at 50 schools
- capacity building on waste segregation practices
- capacity building on making products from reuse of various waste material
- follow up and monitor schools
- preparation on school exhibitions in 3 municipalities
- selection of 10-15 best / active schools in 3 municipalities
- facilitate in monitoring of selection of best schools
- report writing and submission

## 6. Duration of Implementation :

Magh 2073 to Jestha 2074 (total 3 months in intermitted basis)

## 7. Reporting Schedule :

The consultant has to submit following reports:

S. No	Type of Report	Timeframe	Copies
1	Inception Report	One month after commencement of work	2
2	Interim Report	2 months after commencement of the work	2
3	Draft Report	2.5 months after commencement of the work	3
4	Final Report	Two weeks after comments on draft report	5

The consulting service has to submit soft and hard copies with report including photos and necessary documents. The above mentioned activity by the consulting services including hard and soft copy of final report will be copyright of SWMTSC.

## 8. General Requirement of Consulting Service:

- The consultant will perform the service to the satisfaction of SWMTSC and will provide all the requisite staffs, equipments, supplies, and logistic supports for the performance of the work,
- During the service, the consultant will cooperate fully with SWMTSC and also work in close coordination and consultation with other stakeholders, and
- The consultant shall always respect the interest of the client and shall carry out the services with due diligence and efficiency.

## 9. Mode of Payment :

Payments will be done after submission of the Consultant's Invoices according to the following schedule:

- 20% of the contract amount after submission of Inception Report
- 30% of the contract amount after submission of Interim Report
- 30% of the contract amount after submission of Draft Report
- 20% of the contract amount upon acceptance of the Final Report.