



Africa Institute for Environmentally Sound Management of Hazardous and Other Wastes

Private Bag X447, Pretoria 0001, South Africa.

www.africainstitute.info

**TERMS OF REFERENCE FOR AN INTERNATIONAL CONSULTANT FOR THE PROJECT ENTITLED
“PROMOTING CIRCULARITY AND RESOURCE EFFICIENCY IN THE ELECTRONICS VALUE CHAIN
ACROSS SOUTHERN AFRICAN COUNTRIES”**

**PARTICIPATING COUNTRIES: BOTSWANA, ESWATINI, LESOTHO, MOZAMBIQUE, NAMIBIA &
SOUTH AFRICA**

Position information summary:

Position Title	International Consultant
Project Title	Promoting Circularity and Resource Efficiency in the Electronics Value Chain Across Southern African Countries
Contract Type	International Consultancy
Duration	Up to 60 months, on an as-needed basis aligned with project implementation requirements
Duty Station	Remote, with travel to project participating countries as required
Expected Start Date	October 2026 (tentative)
Reporting To	Africa Institute for the Environmentally Sound Management of Hazardous and Other Wastes (Africa Institute)

1. Background:

The Africa Institute for the Environmentally Sound Management of Hazardous and Other Wastes (Africa Institute) serves as a regional centre supporting the implementation of the Basel and Stockholm Conventions in Africa through technical assistance, capacity development, research, policy support, and knowledge management.

The project, Promoting Circularity and Resource Efficiency in the Electronics Value Chain Across Southern African Countries, seeks to strengthen the transition towards a circular economy within the electronics sector across participating SADC countries. The project seeks to improve circularity and resource efficiency across the electronics value chain in participating SADC countries through interventions that strengthen policy and regulatory frameworks, enhance data and monitoring systems, build technical capacity, promote sustainable production and consumption, support reuse, repair, refurbishment and recycling, advance the

environmentally sound management of e-waste, and strengthen regional cooperation and knowledge sharing.

To support implementation of these objectives, the Africa Institute seeks to engage the services of an International Consultant with demonstrated expertise in the e-value chain management including e-waste management, circular economy approaches, electronics value chains, and environmental governance to provide specialized technical and advisory services throughout the implementation period.

2. Objective of the assignment:

The overall objective of this consultancy is to provide technical expertise and strategic advisory support to participating countries and project partners in advancing circular economy approaches, sustainable electronics management, and environmentally sound e-waste management practices across the SADC region.

3. Scope of Work and Key Responsibilities:

The Consultant will provide technical and advisory services in the following areas:

3.1 Technical Assessments and Strategic Advisory Support

- Review and validate existing assessments of electronics value chain management and e-waste management systems conducted during the project preparation phase.
- Identify technical, institutional, policy, and capacity gaps within participating countries.
- Recommend priority interventions and technical strengthening measures.
- Provide strategic and technical advice to national institutions involved in project implementation.

3.2 E-Waste Quantification and Material Flow Analysis

- Apply internationally recognized methodologies for e-waste quantification and material flow analysis to review, validate, and enhance existing baseline data on electrical and electronic equipment (EEE) flows, e-waste generation, collection, reuse, repair, refurbishment, recycling, and transboundary movements, and to support evidence-based decision-making, policy development, monitoring, reporting, and investment planning for circular electronics and environmentally sound e-waste management in participating countries.
- Support the assessment of electrical and electronic equipment (EEE) and e-waste flows within participating countries.
- Develop technical approaches for monitoring, reporting, and analysis of e-waste generation and management trends in participating countries
- Identify opportunities for improving resource recovery and circularity within electronics value chains.

3.3 Policy, Legislative and Regulatory Support

- Support legal and policy gap analyses related to electronics lifecycle management and e-waste governance in participating countries
- Provide technical input to the development of national and regional policy recommendations.
- Support the development of guidance on Extended Producer Responsibility (EPR) and related regulatory instruments.
- Support development of harmonized policy approaches, incorporating gender responsiveness and social inclusion considerations.
- Provide recommendations for the development and strengthening of regulatory compliance mechanisms, enforcement, and monitoring systems for circular electronics and e-waste management, and support the harmonization of policies, standards, guidelines, and compliance mechanisms to promote regional alignment, cross-border cooperation, and environmentally sound management of e-waste across participating SADC countries.

3.4 Capacity Development and Training

- Provide technical expertise for the design and delivery of training programmes related to circular economy and e-waste management and other components of the project.
- Support development of training materials, toolkits, manuals, and knowledge products on circular economy approaches, environmentally sound e-waste management, e-waste monitoring, repair and recycling practices, policy implementation, and sustainable electronics management for the participating countries' government officials, regulators, private sector actors, academia, and other key stakeholders.
- Contribute to technical and vocational education initiatives targeting relevant stakeholders, including SMEs to build practical skills in circular economy approaches, electronics repair and refurbishment, e-waste management, resource recovery, and sustainable business practices across the electronics value chain.
- Support educational and awareness-raising initiatives related to sustainable electronics management in participating countries
- Promote inclusive participation in capacity development activities, including women, youth, and vulnerable groups including the informal sector.

3.5 Data Systems and Knowledge Management

- Support the development of data collection, monitoring, and reporting protocols.
- Contribute to the harmonization of e-waste data management systems across participating countries.
- Provide technical input to regional knowledge-sharing and information management platforms.
- Support documentation and dissemination of lessons learned, best practices, and project results.

3.6 Circular Economy and Business Innovation

- Provide technical support for the development of guidance and roadmaps promoting circular business practices within the electronics sector.
- Contribute to assessments of innovation opportunities, market trends, and resource efficiency initiatives.
- Support development of workforce and skills development strategies aligned with circular economy objectives.
- Contribute to the review and development of technical standards relevant to circular electronics.

3.7 Technology Transfer and Pilot Demonstrations

- Identify suitable technologies and technical solutions for e-waste collection, repair, refurbishment, recycling, and resource recovery.
- Provide technical support for the design and implementation of pilot interventions where required.
- Assist in developing operational guidance, training resources, and monitoring tools for demonstration activities.

3.8 Partnerships and International Collaboration

- Facilitate technical exchange and knowledge sharing with relevant international organizations, research institutions, and technical partners.
- Support identification of opportunities for collaboration and synergies with related regional and international initiatives.
- Contribute technical expertise to project meetings, workshops, and stakeholder consultations.

3.9 Other Technical Support

- Provide specialized technical advice as reasonably required to support achievement of project outcomes.
- Contribute to regional knowledge management and dissemination activities.

4. Deliverables:

Specific deliverables, timelines, and level of effort will be agreed upon through individual work assignments issued during the consultancy period.

Indicative deliverables may include:

- Technical assessments and analytical reports.
- E-waste quantification and material flow analyses.
- Policy briefs/recommendations and technical guidance documents.
- Legislative and regulatory recommendations.
- Training materials and workshop reports.
- Technical standards and operational guidelines.
- Data management frameworks and reporting tools.
- Knowledge products and best practice documentation.
- Technical inputs to project reports and donor reporting requirements.

5. Reporting Arrangements

The Consultant will work closely with the Africa Institute, project management team, participating countries, and relevant project partners to support effective implementation of project activities. All deliverables shall be submitted to the Africa Institute for review and approval.

6. Qualification and Experience

Education

Advanced university degree (Master's degree or higher) in one or more of the following fields: Environmental Science, Environmental Engineering, Waste Management, Circular Economy, Public Policy, Sustainable Development, International Development, Business Sustainability, Natural Sciences, or a closely related discipline.

Required Experience

Applicants must demonstrate:

- Demonstrated extensive professional experience in electronics value chain management including e-waste management, circular economy, waste management, hazardous chemicals and waste management, or related fields.
- Demonstrated experience applying internationally recognized methodologies for e-waste quantification and material flow analysis.
- Proven experience in development of policy recommendations, technical guidelines, and regulatory frameworks.
- Experience in designing and delivering technical training and capacity development programmes.

- Experience working on projects funded multilateral environmental agreements, international organizations, or development partners.
- Excellent analytical, report-writing, and communication skills.
- Fluency in spoken and written English.

Desirable Experience

Preference will be given to candidates with:

- Experience working with and collaborating with international multilateral organizations and technical networks
- Experience in working with SADC/ African regional hazardous chemicals and waste programmes.
- Familiarity with the Basel, Rotterdam, Stockholm, and Minamata Conventions.
- Experience supporting Extended Producer Responsibility (EPR) frameworks.
- Experience in technology transfer and innovation within the electronics sector.
- Experience in regional data harmonization initiatives.
- Experience working in multi-country and multicultural environments.

7. Competencies

- Technical expertise in circular economy and electronics value chain including e-waste management.
- Strategic and analytical thinking.
- Strong stakeholder engagement and facilitation skills.
- Results-oriented approach.
- Ability to work independently and collaboratively.
- Excellent written and verbal communication skills.
- Cultural sensitivity and ability to work in diverse international environments.

8. Application Process:

Applications should be clearly marked for the attention of the Executive Director: Africa Institute for the Environmentally Sound Management of Hazardous and Other Wastes. Interested and qualified candidates are invited to submit their applications, which should include the following:

- Technical Proposal for implementing the assignment
- Detailed financial proposal including pricing structure, with all the necessary details. This should be transparent and inclusive.

Additional documentation:

- A motivation letter stating reasons for seeking employment with the Africa Institute.
- A detailed and up to date curriculum vitae (CV) indicating your nationality and gender.
- Three (3) referees with good knowledge of the candidate's work, furnishing full contact details, telephone, fax and e-mail addresses.
- Copies of qualifications.
- Track record of past work / References from work conducted in the past
- B-BBEE certificate (South African companies)
- Tax certificate for international applicants

Please quote **"International Consultant: GEM SADC"** on the subject line.

Applications must be emailed to Ms Neo Masha at nmasha@dffe.gov.za

Africa Institute shall not be held responsible for any costs incurred by the bidder in the preparation, presentation and submission of the proposal and reserves the right to cancel this RFQ without attracting any liability.

9. B-BBEE Considerations / National Requirements

- 9.1 For South African companies applications the service providers are requested to submit the original and valid BBBEE / National requirement Status Level Verification Certificate or certified copies thereof failing which the B-BBEE / National requirement preference points claimed will be forfeited.
- 9.2 Bidders who do not submit B-BBEE Status Level Verification Certificates / National requirement or are non-compliant contributors to B-BBEE / National requirement do not qualify for preference points for BBBEE / National requirement but will not be disqualified from the bidding process. They will score zero points.
- 9.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate / National requirement .
- 9.4 A bidder shall not be awarded the points claimed for B-BBEE status level / National requirement of contribution if it is indicated in the bid documents that such a bidder intends subcontracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capacity and the ability to execute the sub-contract.
- 9.5 Service providers/ companies from other jurisdictions, other than South Africa, must meet their national requirements for eligibility (including tax clearance certificates) to apply for this position.

10. Service Level Agreement

- 10.1 A successful Consultant shall enter into a contract with the Africa Institute for the provision of the service.

10.2 Before any service can be rendered the service level agreement shall be signed by both Parties (Africa Institute and the successful bidder). Should there be any issue regarding the finalisation of the agreement, the Africa Institute reserves the right to cancel the contract with no cost implications to the Institute.

11. Payment terms

The Africa Institute undertakes to pay out in full within 30 days all valid claims for services rendered to its satisfaction upon presentation and approval of the relevant reports and a substantiated invoice. Payment schedule shall be outlined in the contract. Payments shall only be made upon approval of the relevant report. No payment shall be made where there is outstanding reports/information

12. Closing Date

The closing date for applications is **21 September 2026 at 16:00hrs** Pretoria Time. Late submissions will not be considered.

13. Bids Evaluation

a. Rating scale

In evaluating the proposals, the following rating scale shall be used for each of the evaluation criterion.

Outcome	Non-compliant	Poor	Fair	Average	Good	Excellent
Rating/score	0	1	2	3	4	5

b. Evaluation Criteria and Weighting

The following is the weighting awarded for each element, and the threshold scores for each:

	Evaluation Criteria	Weight
Functionality	Relevance and level of academic qualifications (refer to section 6 above)	20%
	Demonstrated understanding of the assignment, including its objectives, scope of work, expected outcomes, and required deliverables. The proposal should present a clear and practical methodological approach for undertaking the assignment, demonstrate an understanding of regional	20%

	and country-specific implementation challenges, outline strategies for effective multi-country coordination and stakeholder engagement, and provide evidence of the consultant's ability to deliver responsive and flexible technical support across the various project components. Submission of references and/or a portfolio of past assignments (projects) successfully completed	
	B-BBEE considerations / National Requirements	5%
	Demonstrated extensive experience in electronic value chain management (refer to section 6 above)	25%
Price	Pricing	30%

The proposal must score a minimum of 70 % (2.45 weighted average) in functionality to be evaluated further on price and B-BBEE (NB: The B-BBEE requirement is for South African bids only). Bids that do not meet this minimum threshold will not be evaluated further on other criteria.

14. Inquiries:

Should you require further information regarding this consultancy, please do not hesitate to contact the following:

Name: Bianca H. Dlamini, Executive Director

Tel: 012 399 9861

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