



Africa Institute for Environmentally Sound Management of Hazardous and Other Wastes

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TERMS OF REFERENCE FOR THE TRAINING ON THE METODOLOGY OF INVENTORY OF PLASTIC WASTE BY THE INTERNATIONAL EXPERT

1. Background:

The Secretariat of the Basel Convention (SBC) on the Control of Transboundary Movements of Hazardous Wastes and their Disposal, a Multilateral Environmental Agreement (MEA), which is administered by the United Nations Environment Programme (UNEP), an international inter-governmental organisation established by the General Assembly of the United Nations (UN) and the Basel Convention Regional Centre for Training and Technology Transfer for African countries, (BCRC-South Africa) / Stockholm Convention Regional Centre for Capacity-building and the Transfer of Technology for the African countries (hereinafter referred to as the "Africa Institute"), co-operated with respect to the implementation of the Basel Convention's Programme of Work (PoW), in particular activity No. 20 on technical guidelines and on activity No. 24 on national reporting. In this regard, in the implementation of the project entitled "Testing of inventory guidance of plastic waste and testing of technical guidelines on the ESM of plastic waste" in Kenya (hereinafter referred to as the "Project").

2. Objectives:

In decision BC-15/13, the Conference of the Parties (COP) to the Basel Convention took note of the practical guidance on the development of inventories of plastic waste and requested Secretariat of the Basel Convention (SBC) to pilot test this guidance with a view of preparing revised guidance. SBC has also developed a toolkit for the preparation of the inventory of plastic waste arising from different sources, to facilitate implementation of the methodologies proposed in the guidance. This project aims, inter alia, to improve the applicability of the guidance and its associated toolkit and build capacity in Kenya on the development of plastic waste inventories.

The objectives of the TORs are to source the services of the consultant to specifically contribute to the following;

- a) Pilot testing of the practical guidance on developing inventories of plastic waste in Kenya.

3. Scope of Work:

Pilot testing of the guidance on inventory

- a) Organise online training for the national inventory team on the application of the product lifetime methodology set out in the guidance and on the use of the associated toolkit, in collaboration with SBC/UNEP and the regional centre.
- b) Provide guidance to the national inventory team on gathering data using the methodology and application of the toolkit to develop the inventory of plastic waste., including through online consultations and review of collected information.
- c) Review drafts of the completed inventory toolkit and inventory report to ensure quality control, correct application of the methodology, coherence in data and results, consistency in the conclusions and recommendations.
- d) Participate virtually in workshops and consultations related to the development of the inventory, as necessary to provide expert support.

4. Deliverables:

The international Expert is expected to:

- a) Training of the national inventory team on the application of the product lifetime methodology (at least 1 introductory session of 3 hours and follow-up consultations).
- b) Guidance is provided to the national inventory team on gathering data using the methodology and application of the toolkit to develop the inventory of plastic waste., including through online consultations and review of collected information.

- c) The completed inventory toolkit and inventory report are reviewed to ensure quality control, correct application of the methodology, coherence in data and results, consistency in the conclusions and recommendations.
- d) Participation in workshops and consultations related to the development of the inventory, as necessary to provide expert support.

5. Qualifications:

The ideal candidate should possess the following qualifications:

- BSc degree in Environmental studies, or a related field. A master's degree in these fields would be an added advantage
- Demonstrated knowledge in the development of inventories of plastic waste using the methodologies set out in the practical guidance on developing inventories of plastic waste is required
- Experience with training of stakeholders from developing countries on the development of inventories is required.
- Demonstrated a strong understanding of Multilateral Environmental Agreements (MEAs), particularly within Kenya. Familiarity with plastic waste management issues in Kenya will be an added advantage.
- A minimum of 5 years of practical experience in working with MEAs, in Africa. Work done within Kenya will be an asset.
- Familiarity with policies and approaches for plastic waste management is an advantage.
- Excellent communication and facilitation skills.

6. Duration:

The consultancy is expected to last approximately five (5) months, with a tentative start date in late June 2026.

7. Reporting:

The consultant will be directly supervised by the Africa Institute and the National Coordinator working closely with the project team. During the consultancy, the Consultant will be expected to attend meetings for general

information exchange, to provide updates on the progress of the works and discuss feedback as required. This will include, but not be limited to, the introductory briefing meeting and the consultancy closeout meeting.

8. Functional competencies:

- Ability to plan and execute assigned tasks in a multi-stakeholder environment
- Ability to maintain strong relationships with project stakeholders
- Ability to work well with tight deadlines - ability to manage a pre-determined workload within the project timeline while maintaining optimal quality of work
- Strong interpersonal, communication, and diplomatic skills
- Excellent technical writing and reporting skills with proven ability to prepare technical reports that are clear, concise, and meaningful
- Proficiency in the use of Microsoft Office Suite

9. Application Process:

Interested and qualified candidates should submit their applications which should include the following:

- Technical Proposal for implementing the assignment
- Financial Proposal for the Assignment

Please quote **“The training on the methodology inventory of plastic waste by the international Expert”** on the subject line.

Applications must be emailed to Ms. Neo Masha at nmasha@dffe.gov.za no later than Thursday, 18 June 2026.

10. Closing Date

The closing date for applications is 30 June 2026 at 13:00 Pretoria Time. Late submissions will not be considered.