



Africa Institute for Environmentally Sound Management of Hazardous and Other Wastes

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TERMS OF REFERENCE FOR THE CONSULTANCY TO ASSESS THE CAPACITIES FOR THE ENVIRONMENTALLY SOUND MANAGEMENT OF PCBs IN THE AFRICA REGION (SURVEY)

1. Background

BRS/UNEP and the Africa Institute agreed to co-operate with respect to the implementation of the Basel, Rotterdam and Stockholm Conventions' Programmes of Work (POW), in particular Activity No. 16 on 'Training and capacity development activities under the Stockholm Convention, to support Parties on the environmentally sound management of polychlorinated biphenyls (PCBs)'. In this regard, the Parties will implement the project entitled "Assessment of Capacities for the environmentally sound management of PCBs in the Africa region"

The consultancy is conducted by the Africa Institute and funded by the BRS secretariat. The Africa Institute is an inter-governmental organization established primarily to serve the African countries on matters of chemicals and hazardous waste management. The Africa Institute is seeking the services of a qualified consultant to develop a report on the assessment of capacities for the environmentally sound management of PCBs in English speaking African countries through a desk study and a survey.

2. Objective of the Consultancy

The overall objective of this consultancy is to develop a report on the assessment of capacities for the environmentally sound management of PCBs in English speaking African countries through a survey. The information obtained will be included in the PCB database that BRS/UNEP administers and will be shared with the region through an online webinar:

3. Scope of work and Tasks

- Conduct a survey in 24 the English-speaking African countries to validate information on the capacities for the environmentally sound management of PCBs;
- The questionnaires for the survey will be provided;
- Develop a report summarizing the findings and outcomes of the assessment;
- Organize a regional webinar to share the outcomes and conclusions of the assessment.
- Develop the final substantive report.
- Lead and organise the regional webinar to share the findings of the survey.

- The consultant will be required to work with the consultant tasked to conduct the Desk Study to assess the capacities for the ESM of the PCBs in the Africa Region.

4. Output Deliverables

- Filled questionnaires from the 24 English Speaking African Countries.
- Report developed on the findings of the survey.
- Regional webinar is organized to share the findings of the survey.
- Contribution made to the work of the Desk Study consultant.
- Final report on the survey.

5. Budget

The Consultant must present a detailed budget for carrying out the tasks of the study. The budget should include the costs in relevant categories, such as consultancy fees, per diems as well as all other expenses in detail.

6. Time Frame and Reporting

The selected bidder shall be contacted as soon as is practical for a briefing session with the Africa Institute. The selected consultant shall then prepare and submit to Africa Institute for approval an Inception Report which defines the approach and methodology in detail. The contract will start as soon as possible. It is expected that this consultancy will be completed within six weeks after commissioning, tentatively as follows:

DATE	ACTIVITY
September 26- 03 October, 2025	Advertising the tender
October 03, 2025	Evaluation and Selection of Bids. Notify and appoint the successful Bidder, Signing of Contract and meeting of successful consultants
October 10,2025	Inception Report: Compilation and submission of a detailed work plan and methodology and presentation of Inception Report
November 15, 2025	Implement a survey in English speaking African countries to validate information on the capacities for the environmentally sound management of PCBs;
November 15, 2025	Develop a short draft report summarizing the findings and outcomes of the assessment;
November 25, 2025	Regional webinar to share the outcomes and conclusions of the survey;
November 26, 2025	Present the final substantive report.

7. Required Skills and Experience

The following requirements must be fulfilled by applicants to this consultation:

1. Minimum educational background: Degree in environmental management/science, Natural Science, etc
2. Professional experience with regional integration processes (at least 5 years of working experience)
3. Past consulting experience in related topic will be an added advantage
4. Knowledge of national, regional and international legislations including on international conventions will also be an added advantage especially Stockholm Convention.

8. Submission of Proposals

All interested and qualified consultants must submit their expression of interest not later than **16.00 local time, October 03, 2025**. All proposals must be addressed to Ms. Neo Masha by emailing to nmasha@dffe.gov.za

Each proposal should contain the following information:

1. Signed **separate** technical and financial proposals. The Financial elements must include details on the bidder's calculation in form of a price schedule while Technical elements must include a description of the services and the scheduled working methods, a time schedule for the individual measures to be implemented with the earliest possible date for commencing the work, dates for the completion of steps of the project and alternatives for the dates where appropriate.
2. Applicant's experience and past track records on successful similar assignments
3. Curricula vitae (CVs) of the experts designated for the project.