



RFP – Waste Management Consultancy Assignment

Assessment of Existing Solid Waste Situation at Aqaba Hotel Industry

Date of Announcement: July 10, 2018

Date of Submission: July 23, 2018

Period of Performance: July 2018 – September 2018

Email to: Rasha AbuHamdia: projectofficer@edama.jo

A. Project Description:

Jordan is experiencing a marked increase in solid waste generation due to the rapid population growth. Municipal Solid Waste (MSW) in the country has increased from 1.5 million tons in 2000 to 2 million tons at a steady rate of 3% per year, putting increasing pressure on the country with regards to waste management.

In urban areas, per capita MSW generation is 0.9kg per day, and 0.8Kg per day in rural areas. Improper management and disposal of solid waste will negatively impact the local environment and threaten public health, especially for those with lower social-economic statuses. Training relevant stakeholders on efficient solid waste management practices such as recycling, reusing, and upcycling will reduce MSW generation, improve Jordan's environmental management, and enhance the well-being of its citizens.

EDAMA's new RFP Assessment of Existing Solid Waste Situation at Aqaba Hotel Industry: Under the EU funded SwitchMed project EDAMA Association for Energy, Water and Environment is working on a project in collaboration with the Ministry of Environment and the United Nations Environment Programme (UN Environment) to improve solid waste management in the hotel industry at Aqaba city, that presents a pilot project in which hotels at the city of Aqaba institutionalize solid waste management concepts and practices in the Hotel industry to reduce the amounts of waste generate while adopting sustainable solid waste management practices. EDAMA started implementing the project in coordination with ASEZA – Aqaba Special Economic Zone Authority – since 2017; the study is now expanded to include more hotels.

“Improving Solid Waste Management in Hotel Industry at Aqaba” Main Activities

Below is a brief description of the main activities of the component “Improving Solid Waste Management in the Hotel Industry at Aqaba”:

First Activity: Assessment of Existing Situation and Waste Reduction Goals

An assessment of the current solid waste management practices at 10 hotels will be conducted; the assessment should be qualitative and quantitative by which quantities, compositions, sources and characteristics of the waste generated are analyzed. Waste Audits are a practical tool to conduct the assessment and should be utilized to develop the assessment report. Based on the report developed "Solid Waste Assessment Report" the baseline conditions are clearly defined; accordingly, waste management goals "Benchmarks" will be determined following thorough consultations with the Hotel management and relevant stakeholders.



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To track efficiency and progress of the adopted solid waste management measures, an effective Monitoring and Evaluation system needs to be developed. The system should clearly define key performance indicators (KPIs) that are simple and easy to measure. Final report including lessons learned and good practices for replication.

Second Activity: Developing a Policy Paper

The component “**Improving Solid Waste Management in Hotel Industry at Aqaba**” was carried out by EDAMA recently (phase 1). However, because hotels in Aqaba pay fixed annual fee for their solid waste generate based on the hotel’s total built-up area, hotels that participated in the first phase of the assessment were not encouraged to consider new solid waste management practices. From here, EDAMA discussed with ASEZA a potential adjustment on the solid waste fee regulations where hotels pay solid waste generate fee based on the actual amount generated which will encourage them to reduce their solid waste generate amount. However, ASEZA requested further assessment on solid waste generate in more three, four, and five-star hotels at Aqaba.

With the previous in mind, EDAMA will express the need for adjusting the regulation of the solid waste fee by issuing a policy paper. The policy paper must present the current regulation of the solid waste fee, explain its relation and consequences on the environment, and suggest a new regulatory concept where hotels are encouraged to adopt new solid waste reduction practices and highlight its importance for the environment. This must be accomplished in light of the assessment conducted in phase 1 and 2.

Currently, EDAMA is looking for a third party with expertise in waste management and advocacy to successfully complete the main activities “*Assessment of Existing Situation and Waste Reduction Goal*” and “*Developing a Policy Paper*”.

Terms of References:

B.1 Purpose

The overall purpose of this assignment is:



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Assess the existing situation regarding waste management at the hotels in Aqaba, to determine the areas and needs of improvement, goals and priorities of the waste management in each hotel. In addition to issuing a comprehensive policy paper.

B.2 Target Groups

The target group will be hotel staff at the hotels in Aqaba and governmental regulators.

B.3 Assignment Activities, Outputs and Timeframe

The consultant will be assigned to complete the following main activities:

1. Assessment of Existing Situation and Waste Reduction Goals.
2. Develop a policy paper to be submitted to ASEZA.

The Required deliverables of the main activities are detailed in Annex 1 “Activities Outputs and Deliverables”.

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Activity	Sub-activity	Number of days needed to be delivered
Seek the participation of 10 hotels	Contact hotels of different star rates (3,4,5) and guarantee their cooperation in the study by explaining its goal	7
Meet with hotels	Meeting with hotels of study before the solid waste assessment to introduce them to the study and its purpose and arrange work with them.	3
Develop a detailed solid waste audit form	Detailed solid waste audit form developed based on the previous form and presented to EDAMA project team for approval	2
Solid Waste Audit Form filled for each hotel	Solid waste audit form filled for each hotel several times distributed on days of high season e.g. Eid days, weekends, and low season e.g. weekdays, and else. The assessment should take place between (July, August, Sepember)	25
Develop solid waste assessment report and list of reduction goals	Data collected from all hotels analyzed to develop solid waste reduction goals for each hotel and report	5
	Solid waste assessment report and list of reduction goals for each hotel finalized and sent to EDAMA for verification and approval	5
Develop an effective M&E plan	M&E plan with clearly defined key performance indicators that are simple and easy to measure, lessons learned and good practices for replication.	7
Develop an official informative policy paper	The policy paper includes a comprehensive explanation of the environmental impact of the current solid waste generate fee regulation, suggests a new regulatory concept where hotels are encouraged to adopt new solid waste reduction practices and highlight its importance for the environment, in light of the previous assessments (phase 1 and 2)	5



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B. Eligibility Requirements

Bidders must meet the following eligibility requirements:

- Bidder must have relevant expertise in waste management.
- Bidder may be either individual or consortium of Individuals
- Each proposal must comply with all the criteria in the RFP; proposals not meeting all criteria will be considered non-responsive and may be rejected.
- The financial proposal should show the cost per activity in both Jordanian Dinar and US dollar.

C. Bidding

The bid shall be comprised of four parts which should take into consideration the parameters outlined above: 1) Narrative Proposal, 2) Key Personnel 3) Past Performance, 4) Total Cost

The proposal should be submitted via email to Rasha AbuHamdia (Project Coordinator) at: projectofficer@edama.jo.

Offers will be evaluated based on the following

Narrative Proposal	40%
Key Personnel	15%
Past Experience	15%
Total Cost	30%

Important Deadlines



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Date of Announcement	July 10, 2018
Date of Proposal Submission	July 23, 2018
Date of Awarding	July 26, 2018

D. Contract Mechanism

EDAMA anticipates awarding a fixed-price purchase to the bidder whose quote will be evaluated based on offering the best value. The payment schedule will be based upon deliverables to be determined during the award stage.

E. Disclaimers

- a. EDAMA may cancel solicitation and not award;
- b. EDAMA may reject any or all responses received;
- c. Issuance for solicitation does not constitute award commitment by EDAMA;
- d. EDAMA will not compensate offerors for response to solicitation;
- e. EDAMA reserves the right to issue award based on initial evaluation of offers without further discussion;
- f. EDAMA may choose to award only part of the activities in the solicitation, or issue multiple awards based on solicitation activities;
- g. EDAMA reverse the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.



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Annex I. Activities Outputs and Deliverables

	Activity	staff/partner in charge	Location	Expected Results/ outputs	Tools/means of verification
1	<u>Assessment of Existing Situation and Waste Reduction Goals</u>				
	Contact 3,4,5-star hotels to participate in the study	Waste Management Consultant	Aqaba/Amman	Ensure the participation and commitment of varying star rates hotels (10 hotels)	An Email or official paper from each hotel's management expressing their willingness to cooperate in the study.
1.1	Meeting with hotels of study	Waste Management Consultant	Aqaba	Meetings should introduce hotels to the designated study and arrange work with them	MoM issued by consultant and approved by EDAMA
1.2	Prepare a detailed waste audit form	Waste Management Consultant	Aqaba/ Amman	Waste Audit form should include the following information: 1. Source 2.Composition 3.Weight 4.Volume 5.Destinations 6.Sorting and recycling mechanism 7.Effectiveness of current waste management strategy 8.Areas for waste reduction and recycling improvement And any other information that might be needed to	Audit instrument prepared by Consultant and approved by EDAMA



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				develop a comprehensive solid waste assessment report and post project plan.	
1.3	Visit each hotel to perform waste audit	Waste Management Consultant	Aqaba	Data collected on solid waste at each hotel several times through filling the waste audit form, and through other tools. Waste audit forms should be filled for each hotel several times to consider the variation of waste generate and composition during high and low seasons e.g. Ramadan days, Eid days, weekends, weekdays, etc.	Waste collected should be clearly labeled by date, location and season variation, as well as sorted by type, especially noting recyclable material that has not been recycled or reused.
1.4	Analyze data and prepare a waste assessment report	Waste Management Consultant	Aqaba/Amman	Report should include (not limited to) the following information: <ul style="list-style-type: none"> • Current waste management conditions and strategies • Gaps in strategy and knowledge • Waste management goals and priorities for the project • Recommendations • Cost/Benefit analysis • List of waste reduction goals 	Report completed by Consultant and approved by EDAMA
1.5	Suggest a list of goals to be developed for each hotel	Waste Management Consultant	Aqaba/Amman	List of waste reduction goals	List completed by Consultant and approved by EDAMA



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1.6	Finalize report and list of reduction goals for each hotel	Waste Management Consultant in cooperation with EDAMA project team	-	Final report	Final Report completed by Consultant and approved by EDAMA
1.7.	Develop M&E plan based on activities in phase 1 and 2.	Waste Management Consultant	-	M&E plan developed	M&E completed by Consultant and approved by EDAMA
2	<u>Develop a policy paper to be submitted to ASEZA</u>				
2.1.	Analyze data from the previous activity and phase 1 to draft an informative policy paper.	Waste Management Consultant	-	Policy paper ready to be submitted to the concerned authority	Policy paper completed by Consultant and approved by EDAMA
2.2.	Present the policy paper to EDAMA for revision and possible modifications.	Waste Management Consultant and EDAMA project team	-		
2.3.	Finalize the policy paper as per EDAMA's project team notes and comments.	Waste Management Consultant	-		