



TERMS OF REFERENCE FOR A CONSULTANT TO DEVELOP EPR PLAN FOR ELECTRONIC-WASTE PRODUCER RESPONSIBILITY ORGANIZATION OF KENYA (EPROK)

1. Background

The Electronic-Waste Producer Responsibility Organization of Kenya (EPROK) has been established to address the growing challenge of electronic waste (e-waste) in Kenya. E-waste refers to discarded electrical or electronic devices, and its improper disposal poses serious environmental and health risks. To mitigate this issue, EPROK aims to implement a comprehensive **Extended Producer Responsibility (EPR) Plan** that holds producers of electronic devices responsible for the collection, recycling, and disposal of their products after they reach the end of their life cycle.

The consultant is required to support EPROK in developing a robust and effective EPR Plan that aligns with Kenyan regulations, international best practices, and the specific needs of the country in managing e-waste.

2. Objectives

The objective of this consultancy is to **develop an EPR Plan for EPROK**. The plan will define the framework and strategies for the collection, recycling, and disposal of electronic waste produced by member companies in Kenya.

3. Scope of Work

The consultant will be responsible for the following tasks:

1. Review of Existing Policies and Regulations:

- Review and assess existing national policies, regulations, and frameworks related to e-waste management in Kenya.
- Identify gaps and challenges in the current system and make recommendations for improvement.

2. Stakeholder Mapping and Engagement:

- Identify key stakeholders involved in the management of e-waste, including manufacturers, importers, recyclers, local authorities, consumers, and NGOs.
- Develop a stakeholder engagement plan and conduct consultations with relevant stakeholders to ensure their input is incorporated into the EPR Plan.

3. Development of the EPR Plan:

- Develop a detailed **EPR Plan** covering the following key components:

- ✓ **Producer Responsibility Framework:** Define roles and responsibilities of producers in managing e-waste.
- ✓ **Collection and Recycling Systems:** Design a system for the collection, recycling, and disposal of e-waste that is efficient, sustainable, and scalable.
- ✓ **Financial Mechanisms:** Propose financial mechanisms for the sustainable operation of the EPR system, including cost-sharing models and potential funding sources.
- ✓ **Public Awareness and Education:** Develop strategies for raising awareness among consumers and the public about e-waste recycling.
- ✓ **Monitoring and Reporting Mechanisms:** Establish monitoring, reporting, and compliance frameworks to track the effectiveness of the EPR system.
- ✓ **Penalties and Enforcement:** Define enforcement mechanisms, penalties for non-compliance, and sanctions for producers and other stakeholders.

The Consultant is expected to

1. Review the E- waste annual plan.
2. Provide Data on the following;
 - Electronic and electric waste in Kenya
 - Existing national policies and laws
 - Challenges affecting the E- waste management in counties and Kenya as a whole.
3. Identify the key stakeholder in the E waste value chain.

The scope of work will cover the following areas:

1. **Inception Report** A detailed work plan, methodology, and timeline for the consultancy.
2. **Draft EPR Plan:** A comprehensive draft of the EPR Plan covering all necessary components as outlined in the scope of work.
3. **Final EPR Plan:** A finalized EPR Plan incorporating feedback from stakeholders and relevant parties
4. **Implementation Guidelines:** Detailed guidelines for the implementation of the EPR Plan.
5. **Financial Model and Budget:** A detailed financial model, including cost estimates and a sustainable funding strategy.
6. **Monitoring and Evaluation Framework:** A comprehensive monitoring and evaluation framework to track the effectiveness of the EPR Plan.

4. Timeframe and implementation schedule

The consultant will work under the overall supervision of the Electronic-Waste Producer Responsibility Organization of Kenya EPROK

The consultancy is to be conducted over 14 **working days**, starting April 11th, 2025, and organized into the following phases:

- **Inception and Work Plan Submission:**
- **Draft EPR Plan Submission:**
- **Review and Finalization:**
- **Final Deliverables Submission:**

The proposed timeline excludes the time gap between relevant meetings between the consultant and stakeholders; as well as the time that may be required for EPROK to review the output for approval purposes.

5. Qualifications of the Consultant

- (i) The consultant (Individual or Firm) must have extensive experience in Minimum of 5 years of proven experience in waste management, environmental policy, or related fields, with a focus on e-waste management and Extended Producer Responsibility (EPR) systems.
- (ii) Experience in designing and developing EPR systems or similar environmental management frameworks in developing countries.
- (iii) Knowledge of Kenyan environmental policies and regulations related to e-waste.
- (iv) Familiarity with international best practices in e-waste management and producer responsibility programs.

Educational Qualifications of Individual/ Lead consultant (s) in the case of a Firm should possess the following.

1. Have a bachelor's degree in environmental, economics, law, humanities, governance, public policy, Waste Management, Environmental Policy, Engineering, or related fields.
2. Have excellent writing and research skills.
3. Excellent communication skills as well as the ability to communicate fluently in English and Swahili. (Spoken and written)
4. Proven ability to work under pressure and meet deadlines.
5. Have proven track record, knowledge, and experience in public policy and governance in Kenya or regionally and global context.
6. Have excellent project delivery skills.

6. Application for consultancy

Interested consultants or entities are requested to submit technical and financial proposals to procurement@kam.co.ke by Tuesday, 8th April 2025. with the subject line: 'CONSULTANCY TO DEVELOP EPR PLAN FOR ELECTRONIC-WASTE PRODUCER RESPONSIBILITY ORGANIZATION OF KENYA (EPROK)

I. Technical proposal

1. Description of the firm and the firm's qualifications.
2. Copy of Company Certificate of incorporation.

3. CR12 Certificate
4. Tax Compliance Certificate (Valid).
5. Statutory KRA PIN and VAT certificate copies.
6. Brief description of Understanding of the requirements for service, including assumptions.
7. Proposed approach and methodology.
8. Proposed team structure.
9. Proposed project team members.
10. Executive brief of relevant similar projects undertaken in the past two (2) years.

Financial proposal

1. A summary of the price -
2. The period of its validity -

Curriculum Vitae and two recommendations (For a firm should contain CVs for all Consultants involved in the Consultancy)

KAM Physical address: KAM Procurement
Kenya Association of Manufacturers
KAM House
Mwanzi Road, Opposite Westgate Mall
P.O Box 30225 –00100
Nairobi

7. Payment terms (provisions)

Kenya Association of Manufactures policy is to pay for contractual services based on the performance of contractual services rendered.

8. Evaluation of proposals

- A two-stage procedure will be utilized in evaluating the proposals, with an evaluation of the technical component being completed prior to any price component. Scores will be awarded for the technical proposal.

- The price component proposal will be opened only for those firms/ institutions whose technical component meets the requirements for the assignment, as indicated by a score of more than 70%.

Please note only successful candidates will be contacted.