

Terms of Reference

Waste Management Expert and Trainer (2 positions) Bosnia and Herzegovina

Role Information	
Organisation	British Council, Bosnia and Herzegovina
Role	Waste Management Expert
Project title	Responsive Democracy Fellowship Programme
Duration	Max 20 working days in total from October – December 2024
Work model	Hybrid (Home based work & on a location in Sarajevo BiH)
Report to	Project Manager

Project description

Implemented by the British Council and supported by the UK Government, the Responsive Democracy Fellowship Programme addresses Bosnia and Herzegovina's cross-sectoral challenges, with waste management selected as the inaugural focus. The programme aims to empower up to 20 experts from politics, public administration, business, and civil society by equipping them to drive impactful policy reforms. Participants will gain first-hand exposure to the UK's policy-making processes through study tours, enhancing their understanding of effective waste management practices. It is expected that the participation in the programme will contribute to the existing efforts and bring new achievements in local regulations and legislation. The first cohort will learn from the UK's innovative sustainability strategies, with the aim of adapting these insights to BiH's context. The fellowship includes pre- and post-visit workshops, collaborative efforts to create actionable proposals, and interactive sessions with BiH and UK experts. By fostering cross-sectoral dialogue, inclusivity, and transparency, the initiative seeks to promote a more stable, secure, and sustainable BiH.

About British Council

The [British Council](#) is the UK's international organisation for cultural relations and educational opportunities. It supports peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide. British Council celebrates 90 years in 2024. The British Council is committed to policies and practices of equality, diversity, and inclusion across everything we do, and we want to encourage applicants from under-represented groups to apply.

Scope of Work

Waste Management Expert is expected to support participants in learning and developing their relevant waste management documents and regulations. Under the overall supervision of RD Fellowship Project Team, the Waste Management Expert will be responsible for the implementation of the following:

1. Needs Assessment (up to 5 days)

The first task involves conducting a needs assessment with the selected participants, where the expert will evaluate the current knowledge, challenges, and expectations related to waste management and identify key areas where participants require capacity-building to benefit from the study visit in Edinburgh. Moreover, the expert will propose clear, actionable steps for each participant to apply their learnings.

The needs assessment will be conducted by the beginning of October 2024 and will serve as a baseline for all future activities.

2. Pre-Visit Seminar and Panel Discussion (up to 4 days)

Another key responsibility will be the outline development for a one-day seminar, focusing on key waste management challenges in BiH and potential solutions. In addition to the outline development, the selected expert will attend the panel discussion, offer insights and guide the dialogue.

The pre-workshop seminar will take place in mid-October 2024.

3. Workshop Development and Facilitation (up to 8 days)

Based on the needs assessment, the selected expert will develop 2 interactive workshops tailored to the participants' needs, with a strong focus on interactivity and engagement. The selected expert should research the Scotland's waste management practices, identify parallels and differences between practices, and integrate the findings into the workshop materials. Moreover, the first workshop should be followed by the development of a concise report evaluating participant's knowledge and outlining key action points that participants will work on during the second workshop, after the study visit. During the workshop content development, the expert will coordinate and work closely with the project management expert while designing and executing the workshops.

In total, 2 workshops will be held, with the duration of maximum 3 days. First workshop will be held by mid-October 2024, prior to the study visit, while the second workshop will be held by mid-December 2024. All content related to the workshop must be submitted for approval by the project team at least 5 days prior to the workshops.

4. Periodic monitoring and feedback (up to 7 days)

After the post-visit workshop, the selected expert will be in charge of providing feedback on training evaluation results, including proposals with steps on how to address potential issues, and will periodically monitor the progress of defended activity implementation of each participant.

The periodic monitoring and feedback will be conducted by the end of December 2024 and will be covered in the final report.

Expected Outputs

- Detailed needs assessment report summarising the needs assessment findings developed.
- Workshop content and material developed and approved.
- Structured outline of the panel discussion for the pre – workshop seminar developed and approved.
- Post – Workshop report on the action points developed.
- Final report

Location

The project is implemented in Sarajevo, Bosnia and Herzegovina. The Consultant is expected to travel to Sarajevo for the purposes of seminar participation and workshop delivery if he/she does not reside in Sarajevo. The rest of Consultant's work is home based work.

Reporting

The Consultant is expected to work closely with British Council team. This includes a series of meetings to ensure that the Consultant's deliverables meet British Council's standards.

At the end of each month, the Consultant shall submit a timesheet with the number of days worked and brief description of the activities or tasks performed. The timesheet will be a base for payment along with invoice, and it needs to be approved by the British Council.

Timing of deliverables will be agreed with the British Council team.

Requirements

Education:

- University degree in engineering, environmental sciences, sustainability studies, urban planning or public policy with a focus on environmental or waste management or other relevant field.

Language skills:

- Fluent in written and spoken English (minimum C1)
- Fluent in written and spoken B/H/S language

Professional Experience:

- Minimum 10 years of extensive experience in the field of waste management, including policy development, operational practices, and environmental impact mitigation.
- Demonstrated ability to conduct comparative analysis between waste management practices in different regions and propose actionable insights.
- Demonstrated ability to design and conduct interactive workshops, ensuring high levels of participant engagement and knowledge transfer.
- Demonstrated experience in conducting needs assessments, particularly in assessing participant knowledge and identifying areas for capacity building.

Other competencies:

- Excellent communication skills

- Experience of working in multicultural environments
- Experience of working in dispersed teams in collaborative manner; giving and receiving feedback
- Coordination skills and networking

Application process

Applicants are required to send in English:

- **CV including references'** full name, job title, company name, email address and tel. number.
- **Cover letter** (max 2 pages) stating a) how they meet the qualifications and experience requirements b) to provide a brief outline – approach to the assignment.
- **Consultancy fee** as a lump sum amount. The proposed total fee shall be all-inclusive (i.e., inclusive of all taxes, gratuities, bank charges, costs required to perform the deliverables, local transportation and per diems etc.).

Note:

1. British Council considers Consultancy fee as output-based price regardless of any potential extension of contract duration due to changes in the project timeline.

Evaluation criteria:

British Council shall evaluate experience and qualification first and then the proposed Consultancy fee. British Council prefers a value for money approach and does not necessarily weight a lower price over a quality candidate.

Criteria	Percentage Weight
Demonstrable experience and qualifications for carrying out the assignment	40%
Proposed approach to assignment – Outline	40%
Price	20%

Background check:

The British Council has a legal obligation to ensure that we are not negligent in our recruitment practice. The robust screening of selected applicant will be undertaken, including Pre-Appointment Checks, Post appointment measures, Criminal Records Checks, in line with organisation's procedures and policy.

Timeline:

To apply please send your application to british.council@britishcouncil.ba

Please put: *Application for Waste Management Expert– RD Fellowship* in the subject of the email.

Deadline for applying is Wednesday 25 September 2024, at 23:59 CET.

Interviews are expected to take place on 27 September 2024.

Successful applicant should be ready to start working in early October 2024.

Only shortlisted candidates will be contacted.