

TERMS OF REFERENCE
CONSULTANCY TO CONDUCT A SITUATIONAL ANALYSIS OF THE RECYCLING SECTOR
(GLASS, PLASTIC, METAL, PAPER, AND OTHER MATERIALS) IN BELIZE

INTRODUCTION

The Government of Belize has enacted the Returnable Containers Act (RCA) Chapter 328:01 Revised Edition 2011 which provides for the establishment of a deposit return scheme for containers used in carbonated drinks. This legislation already provides value for certain products which are then collected by the informal sector and taken to redemption points/agents/centers. The most active of these until now is the beverage and liquid production group of companies. The Government has also enacted the Environmental Protection (Pollution from Plastics) Regulations, 2020 and its amendments which establishes a permitting system for the importation of restricted and prohibited products, establishes restricted products, and prohibited products and allows for the phaseout of the prohibited products.

The legislative framework may provide an opportunity to promote recycling in Belize as this sector is still in its infancy stage and is predominantly dependent on the efforts of independent companies who collect and receive materials and then export for processing. The informal sector would contribute to the collection systems, however information regarding the different actors and how they interlink is limited. To understand the local status, the Circular Caribbean Project is looking for a consultant to conduct a situational analysis of the recycling sector in Belize in close coordination with Department of the Environment (DoE) and other public sector (bodies or entities) that influence the sector.

The main counterparts for this consultancy are the Department of the Environment, Solid Waste Management Authority, Mayors' Association of Belize.

1.0 OBJECTIVE

To conduct a situational analysis of the collection and recycling sector (glass, plastic, paper, and other materials) in Belize with the aim of strengthening the sector and to obtain information that would assist in the strengthening of the Returnable Containers Act, and other related measures to regulate sectorial activities.

2.0 MAIN ACTIVITIES

The consultant is expected to gather the relevant information and conduct the relevant activities that will guide the situational analysis of the collection and recycling sector, these activities include the following:

1. Conduct one inception meeting with the Department of the Environment and Solid Waste Management Authority to present the workplan.
2. Mapping the different legislative instruments which govern solid waste management and/or recycling in Belize. One (1) list of legal instruments related with their respective links.
3. Compile the information on solid waste flows (collection, processing/recycling, types of materials/equipment imported and/or exported) available from the main counterparts and Customs and Excise Department utilizing desk study and in-site interviews where necessary.
 - 3.1 Develop an excel sheet, as in the example annexed below, providing the following information on all reasonably relevant contacts.



- 3.2 Name of entities, contact information (e-mail address, phone number) the type of materials they are collecting/recycling, location where the material is being stored, volumes of materials being collected (weekly, monthly, yearly), method of collection, company/entity used for processing/recycling of material collected.
- 3.3 Provide recommendations where relevant to enhance the current systems based on the information collected above.
- 3.4 Develop a map (with GPS coordinates) identifying critical/relevant points (collection, transfer stations, recovery centers, main recycling companies, etc.)
4. Develop a data base of feasibly accessible recycling centers (glass, plastic, paper, and other materials) in neighboring areas of Mexico, Guatemala and Honduras, with main contact information, and collect: a) types of materials accepted, b) the main market requirements (volume, quality, characteristics), c) other requirements (legal, etc.), d) transportation or shipping options. Utilize verifiable information available online (from official websites) wherever possible.
5. Analyze the information collected above and develop a situational analysis of the recycling sector that includes at least: a) recycling sector status (what is being done, who is involved, in which way, what material, volumes, quality for all the phases of the management (this task cannot be performed unless the person visits the collection points), including a schematic diagram or a visual representation wherever possible, b) main perspectives, c) recommendations to close gaps vis-à-vis best practices, d) potential risks, with prevention and mitigation options.
6. Develop a situational analysis report of the recycling sector, manufacturers and/or importers which presents the information collected in a manner that it can be utilized to inform the enhancement of the current structures in the recycling sector, including options for adopting principles of Extended Producer Responsibility (EPR).
7. Conduct a meeting with the main counterparts to present the results obtained.

3.0 DELIVERABLES

Draft and final copies of all documents are to be provided to the Department of the Environment. The following are the expected deliverables for the consultancy:

1. One minutes report of the inception meeting
2. One list of different legislative instruments – solid waste management, collecting and recycling
3. One Excel Sheet with contact information of companies/persons participating the value chain of waste valorisation (collectors, recovery centers, recyclers, coprocessing).
4. Recommendations to close the information loop with the Customs and Excise Department.
5. One map (of Belize) (with GPS coordinates) identifying critical/relevant points (collection, transfer stations, recovery centers, main recycling companies).
6. One database (e.g. Excel list) of the most economically accessible recycling centres in Mexico, Guatemala and Honduras.
7. One list of recommendations to assist in establishing EPR in the sector.
8. One situational analysis consolidating and connecting the information outlined above.
9. Present all the above at one workshop organized in collaboration with the Department of the Environment at the DoE to present the results, with a report on this workshop that includes at least: a) date, time, place; b)



list of participants disaggregated by gender, institution, c) objectives, d) results, e) agreements, f) photographs.

4.0 REQUIRED QUALIFICATIONS AND EXPERIENCE

The consultant shall possess knowledge and experience in environmental management, solid waste management, the recycling sector in Belize or working with solid waste management issues in Belize. The Consultant should possess minimum a bachelor’s degree in environmental science, Biology, Natural Resource Management, or similar field, or commensurate demonstrated work experience or other equivalent qualifications. Training and certification in waste management and related environmental fields would be an asset.

Consultant should also have the following:

- Demonstrable knowledge and understanding of institutional and policy issues in Belize, pertaining to solid waste management recycling and resource recovery.
- Fluency in oral and written English.
- Fluency in Spanish would be an asset;
- Prior experience preparing reports and working in the field is an asset.

5.0 REPORTING

Consultant will report and submit all documents (digital) to the Chief Environmental Officer of the Department of the Environment (DOE) for its review and acceptance.

The consultant will follow up with DoE’s technical procedures and Circular Caribbean Project’s administrative procedures.

6.0 PAYMENTS AND DELIVERABLES

The payments will be made after the delivery of the following by the consultant and upon the acceptance of these by the DOE.

Deliverable	Time-frame	Payment
1. One minutes report of the inception meeting	12 weeks	60%
2. One list of different legislative instruments – solid waste management, collecting and recycling		
3. One Excel Sheet with contact information of companies/persons participating the value chain of waste valorisation (collectors, recovery centers, recyclers, coprocessing).		
4. Recommendations to close the information loop with the Customs and Excise Department.		
5. One map (of Belize) (with GPS coordinates) identifying critical/relevant points (collection, transfer stations, recovery centers, main recycling companies).		
6. One database (e.g. Excel list) of the most economically accessible recycling centres in Mexico, Guatemala and Honduras.	8 weeks	40%



<ol style="list-style-type: none"> 7. One list of recommendations to assist in establishing EPR in the sector. 8. One situational analysis consolidating and connecting the information outlined above. 9. Present all the above at one workshop organized in collaboration with the Department of the Environment at the DoE to present the results, with a report on this workshop that includes at least: a) date, time, place; b) list of participants disaggregated by gender, institution, c) objectives, d) results, e) agreements, f) photographs. 		
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7.0 DOCUMENTATION REQUIRED

Selection will be based on the Consultant(s)’s qualifications, technical soundness, knowledge and experience and financial cost.

1. Interested applicants are asked to submit a proposal or expression of interest to the address below. The package is to include the following:
 - i. detailed technical proposal for the deliverables in PDF format, the technical proposal should include methodology and work plan.
 - ii. a financial proposal outlining the associated costs for the proposed work.
 - iii. an updated resume.
 - iv. Proof of qualification, including certification

8.0 SUBMISSION AND CONTACT

Those interested should present the technical offer and budget proposal that responds to the contents of the Terms of Reference no later than 5:00 pm July 31, 2023.

The proposal should be addressed to:

Chief Environmental Officer
 Department of the Environment
doe.ceo@environment.gov.bz
 RE: Bid for Recycling Sector Consultancy
 Copy to: fhunterj@gmail.com

For more information regarding this consultancy, email info@environment.gov.bz

ANNEX 1 TO – TERMS OF REFERENCE FOR CONSULTANCY TO CONDUCT A SITUATIONAL ANALYSIS OF THE RECYCLING SECTOR (GLASS, PLASTIC, METAL, PAPER, AND OTHER MATERIALS) IN BELIZE

Data collection of packaging material imports made from glass, plastic, metal, paper, other materials
 January 2022 to June 2023

Plastic containers						
Importer’s name	Website	Contact person	Telephone	E-mail	Characteristics of material	Total volume imported-kilos

Glass containers						
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Importer's name	Website	Contact person	Telephone	E-mail	Characteristics of material	Total volume imported-kilos
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Metal Containers

Importer's name	Website	Contact person	Telephone	E-mail	Characteristics of material	Total volume imported-kilos
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Paper Containers

Importer's name	Website	Contact person	Telephone	E-mail	Characteristics of material	Total volume imported-kilos
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Containers – Other Materials

Importer's name	Website	Contact person	Telephone	E-mail	Characteristics of material	Total volume imported-kilos
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Recycling companies-plastic

Recycling company	Website	Contact person	Telephone	E-mail	Characteristics of material	Total volume - kilos
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Recycling companies-metal

Recycling company	Website	Contact person	Telephone	E-mail	Characteristics of material	Total volume - kilos
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Recycling companies-glass

Recycling company	Website	Contact person	Telephone	E-mail	Characteristics of material	Total volume - kilos
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Recycling companies-paper

Recycling company	Website	Contact person	Telephone	E-mail	Characteristics of material	Total volume - kilos
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Recycling companies-other materials



Recycling company	Website	Contact person	Telephone	E-mail	Characteristics of material	Total volume - kilos
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Recovery centers- includes collection and separation

Recovery	Website	Contact person	Telephone	E-mail	Characteristics of material	Total volume - kilos
1. Company abc					Plastic bottles	
					Plastic bags	
					Pastic plates	
					Glass containers	
					Metal containers	
					Paper containers	
2. Company abc					Other material containers	
					Plastic bottles	
					Plastic bags	
					Pastic plates	
					Glass containers	
					Metal containers	
Paper containers						
Other material containers						

Coprocessing

Company's name	Website	Contact person	Telephone	E-mail	Characteristics of material	Total volume - kilos
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