

**SWITCH to Circular Economy in Eastern and Southern Africa (SWITCH-2-CE in ESA)**



**Terms of Reference**

**SWITCH-2-CE Initial Study - Methodology, CE Mapping, CE Maturity Assessment and Dissemination Strategy**

**January 2025**

**I. Context**

The Multi-Donor Action “Switch to Circular Economy in East and Southern Africa” (SWITCH-2-CE in ESA) is jointly co-financed by the European Union and the Federal Ministry of Economic Cooperation and Development (BMZ), implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and Expertise France (EF). The duration of this Action is scheduled from 1 April 2025 to 28 July 2029[[1]](#footnote-2).

The program aims to foster an inclusive transition to a circular economy (CE) in the East and Southern Africa region through enabling policy frameworks, skilled workers and SMEs participation, and improved financing mechanisms for CE businesses. The activities will contribute to mitigation of climate change by promoting circular business models. The foreseen capacity development and strengthening of the regulatory and policy framework aim to contribute to the East and Southern Africa (ESA) countries efforts to meet their obligations under the United Nations Framework Convention on Climate Change (UNFCCC). The Common Market for Eastern and Southern Africa (COMESA) is the main regional partner of the project.

The program is structured around three main outcomes, focusing on two priority value chains (PVCs): “packaging/plastics waste” and “electronics/e-waste”.

The program aims to achieve the following outcomes:

* Outcome 1: To establish an enabling policy framework for circular economy across the ESA region;
* Outcome 2: To enhance the participation of formal and informal workers and SMEs, including women and youth, in circular economy models;
* Outcome 3: To improve access to and use of financing by circular economy businesses

More specifically and in a few words:

Output 1.1 provides CE resources to regional policymakers, fostering a common understanding of CE benefits in plastics/packaging and electronics/e-waste, to promote awareness and prioritize CE principles.

Output 1.2 supports CE integration into national and regional policies by establishing a Policy-Support Facility that facilitates stakeholder dialogue and drives flexible, demand-based policy harmonization.

Output 1.3 bolsters Extended Producer Responsibility (EPR) through landscape analyses, knowledge product dissemination, and a pilot EPR scheme. An EPR community of practice should also foster collaboration and share best practices.

Outputs 2.1 - 2.3 focus on incorporating CE topics into regional higher education (HE) and technical and vocational education (TVET) systems, designed to meet the labor market’s CE demands. Gender-sensitive training modules targeting diverse participants, including marginalized groups should be developed. In addition, knowledge resources will support firms by providing CE training and awareness of business models and financing.

Outputs 3.1 - 3.2 work to enhance financial support for CE-businesses through a Matching Grant Facility (MGF). Additionally, these outputs concentrate on supporting financial institutions by building their activities to understand and support CE business models. Finally, targeted incubation and advisory services are planned to improve financial readiness, business planning, and technical development for CE businesses and MGF beneficiaries.

The operationalisation of SWITCH-2-CE will require project implementation at a regional and national-level, managed and coordinated by a Project Management Unit (PMU) based in Lusaka. The intervention will be determined by initial diagnostics (Initial Study and Landscape Studies), mapping the Circular Economy (CE) ecosystems and assessing the CE maturity in the Eastern and Southern Africa region.

The assessment should be done on the following list of countries: Kenya, Ethiopia, Uganda, Tanzania, Malawi, Zambia, Burundi, Rwanda, Mozambique, Angola, Botswana, Namibia and South Africa.

The initial diagnostics will be conducted through a two-tiered approach:

1. **Initial Study**: The first step will be to conduct an Initial Study. This will include defining a methodology to map CE ecosystems (stakeholders, policies, initiatives, etc…) and assess CE maturity for the two Priority Value Chains, plastics/packaging and e-waste, in the region (selecting the relevant parameters/indicators to be gathered); gathering preliminary data for each country (through existing resources and appropriate data collection as interviews); identifying first needs and gaps to explore further in the Landscape Studies; and identifying first ideas to make the Initial Study findings accessible to all stakeholders.

The Initial Study will ideally be conducted through an international/regional consultancy or consortium with presence/experience in the ESA region.

1. Landscape Studies: The Initial Study will provide the basis to more detailed Landscape Studies to be commissioned for Outcomes 1, 2 and 3.

The present Terms of Reference have been drafted to allow for the recruitment of a service provider to conduct the **Initial Study**.

**II. Objectives and expected results of the engagement**

Objectives

The objective of this mission is for a global consultancy or a consortium of consultancies with experience in the region to accompany the SWITCH-2-CE project team through the implementation of the Initial Study. More specifically, the consulting mission aims to:

* Inform the design of the project by specifying regional activities and prioritising national activities (i.e. prioritise intervention countries in the region)[[2]](#endnote-2) – to be potentially validated during Landscape Studies;
* Provide a solid foundation for the Landscape Studies to be carried out thereafter (work packages not included here);
* Inform the baseline values of the relevant indicators as well as potential data sources related to the Impact level (e.g. investments in circular economy, waste generation quantities and quantities of waste treated) and to Outcome 1 (e.g. number of CE policy instruments or CE elements included in other policy instruments)[[3]](#footnote-3);
* Contribute towards making the Initial Study findings accessible to relevant stakeholders;
* Provide the main inputs for the programme’s Inception Report.

**III. Method and services to be rendered**

Approach

The service provider should work closely with the project PMU throughout the engagement.

Description of the Services

* **Describe the CE context**, by
  + Presenting macroeconomic insights on the two PVCs (plastics/packaging and e-waste) in ESA: within the global and regional context, the consultancy will identify and map the key characteristics (types of waste, sources of waste, drivers and challenges of the waste, waste management systems, both formal and informal) and stakeholders involved in these value chains, including manufacturers, importers, collectors, recyclers, and waste processors, to provide a clear understanding of the ecosystem. This will include an assessment of market sizes, both in terms of volumes (e.g., metric tons per year) and monetary value, providing insights into the economic significance of these sectors. The study will also include trade considerations, analyzing the proportion that is imported versus locally produced. A basic employment analysis (e.g the number of direct and indirect jobs created across various stages of the value chains, such as production, recycling, and processing).
  + and presenting the 3 Regional Economic Communities (RECs) - i.e. the Common Market for Eastern and Southern Africa (COMESA), the South African Development Community (SADC) and the East African Community (EAC): map their existing CE initiatives, plans and institutional frameworks, and how they align with the African Union’s (AU) initiatives. NB: in-depth documentary review might be required on the RECs (e.g. mandates, regulatory frameworks, treaties, organisation charts, etc.).
* **Define a CE mapping and CE maturity assessment** **methodology**, which should include, in consultation with the SWITCH-2-CE project team, the EUD-Zambia and COMESA
  + The methodology to map the CE ecosystem, including which (categories of) data points (in ESA for the two PVCs) must be collected, the means of collection,
  + The methodology to assess the CE maturity (elements considered),
  + The methodology to identify gaps,
  + The criteria to specify and prioritise activities.

Some relevant data for the CE mapping could include:

* + National and regional CE stakeholders, which should include as primary focus:
    - relevant departments of regional organisations, regional alliances, Ministries and public agencies in charge for CE;
    - specialised NGOs, universities, think tanks and other specialised organisations;

And as secondary focus:

* + - relevant stakeholders operating in the training sector, relevant training institutions;
    - business associations, networks and representatives of the private sector, main private sector actors
* National and regional, existing and upcoming CE policy framework (policies, strategies, laws, rules and regulations already adopted or under preparation) and the level of enforcement of these regulatory frameworks. This should include both policy mechanisms (e.g; regional CE policy coordination and harmonisation, regional harmonisation of CE standards, certifications and standards, national cross-ministerial collaboration, national CE Committees/Offices/Agencies, EPR schemes) and policy measures (e.g. regional CE Strategies/Action Plans/Roadmaps, regional free-trade agreements, national CE Strategies/Action Plans/Roadmaps, national policies on public procurement, NDCs, fiscal policies and incentives, sectoral policies, financial policies);
  + Past/current/planned development programmes (public, development cooperation, private) and their reports;

Some relevant comparative dimensions for the CE maturity assessment could include:

* a regional/geographical assessment;
* a sectoral assessment for the two Priority Value Chains;
* a gender- and youth-focussed assessment.
* **Collect the first** **data sources** (such as databases, studies, reports, analyses, past/present/ future mapping projects and analysis of final reports, as well as CE maps, list of key stakeholders to interview) and construct a database of referential information with sortable and searchable information.
* Suggest potential data sources related to measure the programme indicators at Impact level (e.g. investments in circular economy, waste generation quantities and quantities of waste treated) and related to Outcome 1 (e.g. number of CE policy instruments or CE elements included in other policy instruments) and **set baseline values for the relevant indicators**.
* **Map the CE ecosystem and assess CE maturity in the ESA region** both through desk-based research and through key stakeholder interviews, based on the methodology defined above.
* **Identify regional and national gaps and obstacles** in the two value chains and the main challenges faced by relevant stakeholders.
* Based on these findings as well as on the preliminary programme workplan and indicative activities, **make recommendations**:
  + specify regional activities and prioritise national activities that could bridge the gaps in each of the two PVCs;
  + suggest potential dissemination strategies to ensure that the Initial Study findings are accessible to relevant stakeholders.
* Once regional and national activities have been specified and prioritised, support the SWITCH-2-CE team in **setting target values for the above-mentioned indicators**, for the duration of the project.
* **Design, produce and translate 3-4 factsheets** based on the above findings (including graphic design, copywriting and translation into English/Portuguese). The specific content and target audience of these factsheets will be developed in consultation with the SWITCH-2-CE project team, the EUD-Zambia and COMESA, based on the outcomes of the above study.

**IV. Expected Deliverables**

The following deliverables are expected at the end of the engagement:

1. Introduction of the CE context in ESA for the two PVCs
   1. *Format suggestion: slide deck (approx. 10 slides per PVC and 10 slides per REC, i.e. 50 slides total)*
2. Initial Study Methodology
   1. *Format suggestion: slide deck with sufficient slides to outline approach, organigramme, timeline, etc.*
3. Database of referential information
   1. *Format suggestion: Excel database, with tabs per category and searchable options*
4. Updated LogFrame with baseline values
   1. *Format: programme Logframe*
5. CE mapping and CE maturity assessment in the ESA region report
   1. *Format suggestion: slide deck (approx. 50 slides)*
6. Stakeholder Workshop report
   1. *Format suggestion: PDF in a format which is adequate to be shared with stakeholders (including institutional stakeholders)*
7. Gap Report and Recommendations and prioritisation of potential activities (national and international)
   1. *Format suggestion: slide deck (approx. 30 slides)*
8. Updated Logframe with annual target values
   1. *Format: programme Logframe*
9. 3-4 factsheets
   1. *Format: one-page flyer*

**V. Methods**

Organisation

Expertise France will provide the preliminary elements of the project work, including the conceptual note of the programme, the preliminary workplan and the logframe, formats of programme reports, and key contacts. EF will also regularly monitor the execution of the work.

Date and location

The engagement will take place between April 2025 and November 2025.

The consultants should plan to work primarily remotely, from their place of residence throughout the duration of the engagement, in order to complete the assignment.

We strongly encourage consultants to rely either on existing local branches, to partner with local consultancies or alternatively, consultants can put forth potential fields missions in selected countries. Locations and modes of interventions should be detailed and justified in the offer.

However, the consultants should also plan to engage regularly with Expertise France and GIZ as the SWITCH-2-CE implementing partners, with the EUD-Zambia and COMESA, as well as with key stakeholders, mainly via videoconference.

An indicative example of the project timeline is proposed below, and will be finalised in conjunction with the consultants:

| **Activities** | | **Indicative Work Days** | **Deadlines (Week of)** |
| --- | --- | --- | --- |
|  |  |  |  |
| **A** | **Day-to-day management** | **3 - 5** |  |
|  | Kick-off meeting and regular check-ins with EF to manage the assignment | 3 -5 | 1 week after contract start and at least monthly during the assignment |
| **B** | **Introduction and Methodology** | **9 - 13** |  |
|  | Preparation | 4 – 5 |  |
|  | Kick-off meetings with SWITCH-2-CE project team to define methodology | 1 -2 | 1 week after contract start |
| > | *Deliverable 1: Introduction of the CE context in ESA for the two PVCs* | 2 - 3 | 4 weeks after contract start |
| > | *Deliverable 2: Initial Study Methodology* | 1 – 2 | 3 weeks after contract start |
|  | Presentation of Deliverables 1 & 2 to the SWITCH-2-CE project team | 1 | 4 weeks after contract start |
| **C** | **Initial Study** | **31 - 43** |  |
|  | Construct information base with relevant referential documents (data sources and list of key informants) | 5 - 6 |  |
| > | *Deliverable 3 : Database of referential information* | 1 - 2 | 2.5 months after contract start |
| > | *Deliverable 4 : Update LogFrame with baseline values* |  | 4.5 months after contract start |
|  | Map the CE ecosystem and assess CE maturity in the ESA region (both through desk based research and key stakeholder interviews) | 15 - 20 |  |
| *>* | *Deliverable 5: CE mapping and CE maturity assessment in the ESA region* | 4 - 5 | 4.5 months after contract start |
|  | Identification of regional and national gaps and obstacles | 1 - 2 |  |
|  | Identification and prioritisation of potential regional and national activities | 2 - 3 |  |
|  | Validation workshop with key stakeholders | 1 - 2 | 6 months after contract start |
| **>** | *Deliverable 6: Stakeholder Workshop Report* |  | 6.5 months after contract start |
|  | Adjustments to Gaps and Recommendations |  |  |
| > | *Deliverable 7 : Gap Report and Recommendations and prioritisation of potential activities (national and international)* | 2 - 3 | 7 months after contract start |
| **>** | *Deliverable 8: Updated Logframe with annual target values* |  | 7.5 months after contract start |
| **D** | **Production of dissemination supports** | **3 – 4** |  |
|  | Workshop with SWITCH-2-CE team, EUD-Zambia and COMESA to define the target audience and specific content of the factsheets | 1 |  |
|  | Design, produce and translate the factsheets | 2 - 3 |  |
| > | *Deliverable 9 : 3-4 factsheets* |  | 8 months after contract start |
| **E** | **Restitution** | **6,5 - 10** |  |
|  | Present deliverables to project team | 2,5 - 5 |  |
|  | **TOTAL Working Days** | ***51,5 - 75*** |  |

**VI. Required expertise**

Professional Qualification and Experience

Firms with the following qualifications and experiences are invited to apply:

* A consulting firm (or the equivalent) which is specialised in circular economy, with an international presence (i.e. through representation or networks in the ESA region, or through partnerships with other consultancies in the region)
* Proven experience in supporting circular economy transitions in the ESA context, developing CE ecosystems, and particularly in the two PVCs (plastics/packaging and e-waste)
* Good knowledge of key actors and issues within the context of international development cooperation
* A team with at least 1 senior (at least 10 years of experience, Master’s degree or higher in a relevant field) as well as 2 junior/mid-level experts (with at least 4 years of experience) and people with the following experience (for those who will be in charge of the related activities) :
  + General – at least 10 years of work experience on the circular economy or sustainable consumption and production, incl. on the two Priority Value Chains (plastic/packaging and electronics/e-waste)
  + Specific – at least 7 years of work experience with circular economy policies/policy processes
  + Regional – at least 4 years of experience working with stakeholders in the Eastern and Southern Africa region
* A team leader with a Master’s degree or higher in a relevant field such as Environmental Science, Sustainability, Circular Economy, Resource Management, Economics, or Development Studies.
* Skills in data collection, analysis, and mapping, or other relevant mapping tools
* Project management skills, ability to plan, execute, and deliver project outputs on time and within budget.
* Communication and report writing, ability to produce high-quality reports, policy briefs, and presentations tailored to different audiences.
* Experience with donor-funded projects or international organizations, including of monitoring & evaluation for EU-funded projects
* C2 Speaking and writing skills in English
* Portuguese would be an asset

**VII. Financial information**

The total amount of the contract, excluding VAT, cannot exceed €99,000. The payment can be divided into parts based on the consultants' financial offer and the proposed deliverables. Consultants are responsible for determining how to structure these payments, ensuring that each is linked to the relevant deliverables.

**VII. Required documents**

The firm should upload their Application Form including the following documents on the online tender platform (PLACE) in order to be considered for the engagement:

* The Curriculum Vitaes (CVs) of the consultants who will be assigned the implementation of the activities
* A technical offer, describing the methodology which will be employed to execute the activities, as well as a work plan
* A financial offer
* All other required documents, as described in the Tender rules

1. Please note that the project is still under discussion between the European Union, GIZ and EF, and pending final validation. As such, the formulation of the project is still tentative and some aspects might still be adapted. [↑](#footnote-ref-2)
2. The list of indicative activities will be shared with the service provider, as soon as it has been validated. [↑](#endnote-ref-2)
3. The Logframe will be shared with the service provider as soon as it has been validated. [↑](#footnote-ref-3)