



Islamic Relief
Kenya

Terms of Reference

CONDUCT TRAINING TO 5 YOUTH GROUPS ON SETTING UP, OPERATING AND MANAGEMENT OF THE PLASTIC WASTE COLLECTION POINTS.

IRK/WJ/ENHANSINGPLASTIC WASTE/001/06/2025

May, 2025

Project:	ENHANCING PLASTIC WASTE MANAGEMENT AND YOUTH EMPLOYMENT IN WAJIR COUNTY
Activity:	Conduct training to 5 youth groups (50 youth) on setting up, operating, and management of plastic waste collection points.
Location:	Wajir County
Duration:	5 days

1.0 BACKGROUND

Islamic Relief is a humanitarian and developmental organization inspired by the Islamic Faith, Envisages a caring world where communities are Empowered, social obligations are fulfilled, and people respond as one to the suffering of others. Islamic Relief started operations in Kenya in 1993 on orphan's sponsorship Programme. Over the years Islamic Relief has implemented various development and relief activities in Northeastern Kenya tailored towards sustainable development, emergency response, recovery, DRR & livelihood support. Moreover, Islamic Relief's programmes are aligned to respond to & comply with government developmental policies (such as Vision 2030), community focus, regional vision as well as global sustainable development goals.

2.0 PROJECT SUMMARY

Wajir County, located in Kenya's Arid and Semi-Arid Lands (ASALs), faces severe environmental and socio-economic challenges due to inadequate water infrastructure and high consumption of bottled water. This reliance on bottled water has led to a significant increase in plastic waste, resulting in pollution and threatening the county's environmental sustainability. With low plastic recycling rates and widespread improper disposal, there is an urgent need for an effective plastic waste management solution.

The Green-Wajir project addresses these issues through a comprehensive approach. It will establish 5 plastic collection points across Wajir Town, managed by newly formed youth groups, each consisting of 10 members. These groups will purchase, sort, and sell plastic waste creating economic opportunities for local youth and women. To support these youth groups, the project will assist with their formation and registration, provide start-up grants, and deliver extensive training in waste management, business operations, and financial skills. Experienced trainers from successful enterprises will conduct these sessions, ensuring practical and applicable knowledge.

In addition to building waste management infrastructure and creating employment, the project will enhance public awareness and promote sustainable practices. Educational campaigns will include school-based sensitization programs for 2,000 students. The project will also distribute 2,000 reusable water bottles and high-capacity, long-lasting, non-chemical water purifiers to schools, reducing reliance on single-use plastics and improving access to clean drinking water.

Project Impact: Improved environmental sustainability and socio-economic development in Wajir County through enhanced plastic waste management and youth employment.

Purpose and Scope of The Training on Setting, operation and management of the Plastic waste collection points.

Purpose:

Islamic Relief Kenya (IRK) is implementing the Green-Wajir Project, which seeks to address plastic waste pollution in Wajir Town by empowering local youth through employment and enterprise opportunities in plastic waste collection and recycling. The project forms and supports five youth groups, each with 10 members, who will manage plastic waste aggregation points and sell the sorted waste to an available market.

As part of the project, IRK seeks to engage a community-based waste management organization (trainer group) to deliver practical, hands-on training to the 50 youth Rightsholders. The training will focus on the setup, operation, and sustainable management of plastic waste collection points.

Objectives

- Equip 50 youth rightsholders (5 groups) with practical skills in managing plastic waste collection points.
- Promote local entrepreneurship in waste management.
- Foster knowledge in waste segregation, collection efficiency, and microenterprise management.
- Enhance participants' capacity to run plastic collection enterprises sustainably and profitably

Scope:

These trainers, with a deep understanding of practical waste management techniques, will provide hands-on instruction covering key areas such as waste segregation, collection efficiency, and business operations. By utilizing the expertise of these seasoned professionals, the project aims to ensure that the youth groups gain practical and actionable skills to effectively manage their waste collection points, thereby improving plastic waste management in Wajir Town.

The trainers will be able to train the 50 youth rightsholders for five days on setting up, operating and management of plastic waste collection points. The trainers will be required to submit the modules that they will use to train the youth Rightsholders.

Project Outcome

Outcome 1: Improved plastic waste management practices in Wajir town and economic opportunities for youth in plastic waste management.

Outcome 2: Enhance awareness on the effects of plastic pollution on the environment.

Project expected Outputs

Output 1.1: Improved plastic waste management in Wajir town.

Output 1.2: Improved use of reusable water bottles for school-going children in Wajir town

Output 2.1: Increased awareness on the effects of plastic pollution on the environment.

Roles and responsibilities

Roles of Islamic Relief Kenya (IRK):

- Mobilize and register the 50 youth participants.
- Provide the training venue and logistical support.
- Cover costs related to training materials, accommodation and transportation.
- Cover for transportation, accommodation and facilitation costs for the trainers over the training period for up to three trainers

Roles of the trainer group:

- Design and submit a detailed training curriculum and agenda at least one week before the training.
- Deliver 5 days of practical training covering:
 - ✓ Waste segregation techniques
 - ✓ Collection operations and route planning
 - ✓ Record-keeping and business operations
 - ✓ Safety and hygiene in waste handling
 - ✓ Customer relations and community engagement
 - ✓ The trainers can add additional topics based on their experience.
- Use interactive and participatory training methods, including group work, demonstrations, and real-life case studies.
- Submit a comprehensive training report, including:
 - ✓ Attendance lists
 - ✓ Photos
 - ✓ Summary of topics covered
 - ✓ Pre- and post-training evaluation results
 - ✓ Recommendations for follow-up support.

Methodology

This activity will be led by a qualified Trainers with experience in plastic waste management. The methodology will make use of interactive and participatory training methods, including group work, demonstrations, and real-life case studies.

Expected deliverables

- Training agenda and content (submitted at least 1 week prior to training)
- Training delivery for 50 youth for 5 days
- Pre- and post-training evaluation tools and results
- Comprehensive training report (within 14 working days post-training)

Intended outcomes

- Youth groups are equipped to operate functional plastic waste collection points.
- At least 80% of trainees demonstrate improved knowledge in waste segregation, collection logistics, and basic enterprise management.
- Improved prospects for youth employment and income through structured recycling enterprises.
- Strengthened community engagement and awareness on sustainable waste practices in Wajir Town.

Inception and Planning Phase

- Trainers Recruitment: A competitive recruitment process will be conducted to identify the trainers with sector-specific knowledge in plastic waste management.
- Inception Meeting: An initial briefing session between Islamic Relief Kenya project staff and the Trainers to:
 - a) Clarify the scope of work
 - b) Align on expected outputs and timelines

Quality Assurance and Validation

The Trainers will organize and facilitate internal validation sessions with key Islamic Relief Kenya project staff involved in Enhancing plastic waste management project to assess the whether the training content is:

- Culturally sensitive
- Relevant and within the training deliverables.

Qualifications, skills and experience required

The consultancy group should meet the following criteria:

- Be registered community-based organization, social enterprise, or NGO with proven expertise in urban or peri-urban waste management.
- Minimum 3 years of practical experience running or supporting plastic waste management initiatives.
- Demonstrated experience in training youth or community in waste segregation, micro enterprise and environmental sustainability.
- Ability to design and deliver hands on field-based training in English and Swahili.
- Familiarity with Kenyan environmental regulations (e.g., NEMA standards) and waste value chain

9.0 ETHICAL CONSIDERATIONS

The following ethical considerations will be adhered to during the training process:

a) **Confidentiality and Privacy**

- Maintain strict confidentiality of all information accessed during the training including policy content, internal discussions, and feedback.
- Do not disclose or share any documents or data with unauthorized people.

b) **Respect for Human Dignity and Rights**

- Ensure that training content promotes and upholds the dignity, rights, and well-being of all individuals, particularly children, women, persons with disabilities, and marginalized groups.
- Language used must be inclusive, non-discriminatory, and respectful of gender and cultural identities.

c) **Do No Harm Principle**

- Avoid use of language or content that could cause psychological, cultural, or reputational harm to communities or stakeholders.
- Be sensitive to potentially triggering terms, particularly in policies related to safeguarding and sexual exploitation.

d) **Impartiality and Neutrality**

- Remain neutral and avoid introducing personal, political, religious, or cultural bias into the training content.

e) **Cultural Sensitivity**

- Ensure that the training is culturally sensitive, avoid demeaning phrases.

f) **Professional Integrity**

- Commitment to honesty, transparency, and accountability in all aspects of the consultancy.
- Declare any potential conflicts of interest that may affect the objectivity or credibility of the assignment.

g) **Adherence to IR Kenya's Policies**

- Abide by Islamic Relief Kenya's Code of Conduct, Safeguarding, PSEAH, and Child Protection Policies throughout the training period.
- Report any observed or suspected breaches of ethical standards or misconduct immediately to designated focal points.

10.0 Evaluation Criteria

The evaluation committee shall evaluate the proposals based on their responsiveness to the Terms of Reference, through the following stages:

- Preliminary/mandatory evaluation
- Technical evaluation
- Financial evaluation

Preliminary/mandatory evaluation

The following shall form the basis for preliminary evaluation. Interested bidders MUST attach the following.

- KRA Pin
- Copy of ID of the directors/ group leaders
- Valid Tax compliance certificate
- Should be a firm/individual consultant with office/operational establishments within Kenya (attach business permit).

A proposal shall be rejected at this stage if it does not have all the valid preliminary/mandatory documentation.

Technical evaluation.

The evaluation committee shall evaluate the proposals based on their responsiveness to the Terms of Reference, with keen interest in the following:

1. Experience in conducting similar services within the last three years. Attach contracts, LPOs, or recommendations, etc. - 50 points each complete document will be 10 points
The lead consultant/applicant should provide documentation on **the 3 years of experience running or supporting plastic waste management initiatives.**
2. Adequacy of methodology in responding to the terms of reference and Proposed Work-plan. (30 points will be awarded for an adequate methodology and 20 points for an adequate work plan)

Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve **the minimum technical score of 70%.**

Financial evaluation

Bids determined to be substantially responsive to the requirements of the terms of reference shall be subjected to financial evaluation.

Submission of interest

Interested candidate/s who fully meet the above criteria are invited to download the bid documents from Islamic relief website <https://islamic-relief.or.ke>

Point of contact for clarifications, questions and amendments procurement.irk@islamic-relief.or.ke

Email Address for submission of Proposals/ Quotes tenders@islamic-relief.or.ke

The subject of the email should read RFP: TRAINING ON SETTING UP, OPERATING AND MANAGEMENT OF THE PLASTIC WASTE COLLECTION POINTS IN WAJIR COUNTY.

Application

Fully filled BID DOCUMENTS along with the following:

- Capability statement: How the consultant or firm is structured for the assignment, the role each staff will play, including the CVs of the key personnel who will take part in the consultancy.
- Technical Proposal: The consultant's understanding and interpretation of the Terms of Reference (TOR), a detailed methodology on how the data collection and analysis will be done and detailed implementation schedule for the study as well as any other proposed approaches the consultant may deem fit for this policies translation task.
- References: Names, addresses, telephone numbers of three organizations that you have conducted similar tasks for within the last three years, that will serve as your professional referees.
It should be submitted on or before **Thursday 10th June 2025 at 11:00am**. The subject of the application letter should read RFP: TRAINING ON SETTING UP, OPERATING AND MANAGEMENT OF THE PLASTIC WASTE COLLECTION POINTS-WAJIR COUNTY and should be addressed to:

Procurement Committee Islamic Relief Kenya
Kirichwa Road, off Ngong Road
P.O Box 417-002032 (KNH)
Nairobi, Kenya.

Note: Only electronic applications will be accepted. Incomplete applications will not be considered, and only successful candidates will be contacted. Any form of canvassing will lead to automatic disqualification.

25.0 Supplier Code of Conduct

1 Islamic Relief Worldwide requires all suppliers to adhere to:

- i. The Modern Slavery Act 2015
- ii. The International Labour Standards as defined by the ILO (International Labour Organisation).
- iii. The United Nations Global Compact's 10 principles as stated below:

Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: Make sure that they are not complicit in human rights abuses.

Labour

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: The elimination of all forms of forced and compulsory labour;

Principle 5: The effective abolition of child labour; and

Principle 6: The elimination of discrimination in respect of employment and occupation.

Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: Undertake initiatives to promote greater environmental responsibility; and

Principle 9: Encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

Disclaimer!

Forgery of bidding documents will lead to automatic disqualification and blacklisting from further irk engagements

SECTION II: QUESTIONNAIRE

It is mandatory that a potential bidder avails the information required in the questionnaire (i.e., section A to F) then sign and stamp same.

A: Organization and Contact Details

Full Name of Organization			
Date of Registration			
Registration Certificate Number			
Street		Road	
Address		Code	
Town			
Email		Telephone No.	
PIN No.			
Other Certificate			
Type of Organization		A Public Limited	
		A Limited Company	
		A Limited Liability	
		Other Partnership	
		Sole Trader	
		Other (Please Specify)	

Name of Owners/Director

No.	Name	ID/Passport No.	Nationality
1.			
2			
3			

DETAILS FOR CONTACT PERSON

Contact details for enquiries about this tender

Name of Staff	
Address	
Post Code	
Town	
Phone	

Mobile	
Email	

B - Grounds for Mandatory Rejection

Important Notice:

In some circumstances IRK is required by law to exclude you from participating further in a procurement. If you cannot answer 'no' to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.

Please state 'Yes' or 'No' to each question.

Has your organization or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Answer
(a) A crime	
(b) Corruption	
(c) The offence of bribery;	
(d) Fraud within the meaning of:	
i) Money laundering	
ii) Any other offence	
Has your organization fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal requirement? Answer with a "Yes" or "No"	

C - Grounds for Discretionary Rejection

Important Notice:

IRK is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'No' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by IRK in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

<u>Is any of the following true of your organization?</u>	
(a) <u>Is bankrupt</u> or under receivership or bankruptcy restrictions order made against the organization	
(b) <u>Is insolvent,</u>	
(c) Is the subject of an order by the court winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager, or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?	
<u>Has your organization</u>	
(a) been convicted of a criminal offence relating to the conduct of your business or profession;	
(b) committed an act of grave misconduct in the course of your business or profession;	
(c) failed to fulfil obligations relating to the payment of social security contributions	
(d) failed to fulfil obligations relating to the payment of taxes under the	
(e) been guilty of serious misrepresentation in providing any information required	

D – Bid Value & Duration of Work

<i>Total Bid Value for the Tender</i>	Kshs. _____
<i>Payment Terms</i>	
<i>Expected Duration of Delivery</i>	
<i>Remarks-</i>	

E – Financial

1	BANK INFORMATION	
	<i>Bank</i>	
	<i>Branch</i>	
	<i>Account Name</i>	
	<i>Account Number</i>	
	<i>Swift Code</i>	
	<i>Letter from Bank</i>	

F - Declaration

2.	I declare that to the best of my knowledge the answers submitted in this bid document are correct. I understand that the information will be used in the process to assess my organization's suitability for the tender to meet IRK's requirement. I hereby sign on behalf of my organization and understand that IRK may reject this bid if there is a failure to answer all relevant questions fully or should we provide false/misleading information. By signing the	
2.1	Name:	
2.2	Position:	
2.3	Signature:	
2.4	Date:	
2.5	Stamp:	