



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

RFP / 2023 /002

Annex A

Terms of Reference Request for Proposals

For provision of Solid waste management and recycling services for UNHCR Lebanon offices and registration centres

UNHCR Lebanon is looking for a service provider to support UN (United Nations) with “Greening the Blue” initiative through provision of the waste management and recycling services through collection, measuring and confirming the recycling of the solid waste that is pre-sorted within UNHCR Lebanon offices and registration centres in Beirut, including Mount Lebanon, Tyre, Zahle , Qobayat and Tripoli.

It is the wish of UNHCR in Lebanon, as well as UNHCR globally to reduce the UNHCR environmental footprint and improve solid waste management (SWM) within the operational space of UNHCR offices and registration centres across the country.

UNHCR Lebanon had initiated in all offices and registration centres the system of pre-sorting of the waste.

The awarded service provider will have the following responsibilities:

- Collecting on the regular basis (at least once a week) pre-sorted waste (paper, carton paper, all plastic materials, metal, medical waste disposal masks and e-waste) from one or all premises across the country, namely from Beirut and Mount Lebanon registration centre, Tyre, Zahle, Qubayat and Tripoli.
- Ensure collected pre-sorted waste is measured (by volume, kg, unit) and report this data to the respective UNHCR Administrative focal points.
- Transport collected waste from UNHCR premises and registration centres to the sorting and recycling sites for further processing.
- Dispose/recycle the collected waste in compliance with all applicable laws and regulations.
- Report on the percentage of the collected waste being recycled or reused at the site of the company. Reports to be shared monthly with UNHCR Administration focal points.
- Support UNHCR in awareness raising on solid waste management through the awareness and training sessions to UNHCR personnel and support service staff, at least twice a year on the subjects of correct pre-sorting of the waste, opportunities for recycling, reduce of the waste and reuse.



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- Support any environmental initiatives of UNHCR by providing advice and technical expertise on the improving of the solid waste management in the area of the potential waste reduction and reuse.
- Adhere to a strict collecting schedule agreed with UNHCR offices focal points.
- Deploy garbage bins on consignment in all offices with no extra cost. Bins will be returned to service provider once contract expire.
- Contractor to expect site visit by UNHCR staff