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TERMS OF REFERENCE

JOB TITLE: Consultant for the Project Endline Waste Analysis and Characterization Survey (WACS)	PROJECT SITE/S: Barangay Bagong Silang, Caloocan City Barangay Bagong Silangan, Quezon City Del Carmen, Siargao Island, Surigao del Norte General Luna, Siargao Island, Surigao del Norte Cagayan de Oro City
REPORTS TO: Project COPE Project Manager	PERIOD COVERED: April – June 2026

I. BACKGROUND:

The World Wide Fund for Nature (WWF-Philippines) is implementing the No Plastic in Nature initiative – a global initiative that aims to stop plastic waste leakage into nature by 2030 through the elimination of unnecessary plastics, doubling reuse, recycling, and recovery, and ensuring remaining plastics are sourced responsibly. Under this initiative, the Circular Operations for a Plastic pollution-free Environment (COPE) Project acts as a response to the accelerating problem of solid waste management (SWM) and plastic pollution in the Philippines.

Project COPE pilots interventions aligned to the execution of the national and local SWM frameworks and the new Extended Producers Responsibility (EPR) law, with the three main objectives: (1) enhancement of the circularity of local solid waste management (SWM) system of the project sites; (2) implementation of models of cooperative organization and community governance among groups of waste workers; and (3) building different replicable models which reinforce engagement of the project site’s local government units (LGUs) and informal waste workers, and enhance the circularity of their SWM system.

In 2024, the project conducted a baseline study to inform the activities of the project, using the methodologies Waste Analysis and Characterization Study (WACS), Waste Wise Cities Tool (WaCT), and Waste Flow Diagram (WFD). With the upcoming completion of Project COPE in Quezon City, Caloocan City, Del Carmen, General Luna, and Cagayan de Oro City, an endline assessment must be conducted to determine the impact of the project interventions with regard to the reduction of plastic waste leakage.

WWF-Philippines seeks to engage a consultant (hereinafter “the Evaluator”) to conduct an endline assessment with a narrative report for Project COPE, conducted from 2024-2026 in Quezon City, Caloocan City, Del Carmen, General Luna, and Cagayan de Oro City.

II. OBJECTIVES:

The primary goal of this engagement is to conduct an endline assessment to leverage primary and secondary data on the municipal solid waste management system in Quezon City, Caloocan City, Del Carmen, General Luna, and Cagayan de Oro City, with specific emphasis on the Project’s priority barangays as identified by WWF-Philippines.

This assessment will analyze both primary and secondary data related to the municipal solid waste management systems in the select cities and municipalities, comparing the findings to the baseline studies completed in 2024. The methodologies employed will include the Waste Analysis and Characterization Study (WACS) tool, Waste Wise Cities Tool (WaCT), and the Waste Flow Diagram (WFD).



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III. SPECIFIC DUTIES AND RESPONSIBILITIES:

- A. **Inception/Kickoff Meeting.** In coordination with WWF-Philippines, the Evaluator shall present the comprehensive evaluation plan outlining objectives, methodologies, timelines, and resources required for the endline assessment.
- B. **Data Gathering and Review.** In coordination with WWF-Philippines, the Evaluator will gather and review the following information and data in line with the conduct of the endline assessment.
- a. Latest Solid Waste Management Plan of Quezon City, Caloocan City, Del Carmen, General Luna, and Cagayan de Oro City.
 - b. Latest Waste Analysis and Characterization Study (WACS) Data from Metropolitan Manila Development Authority (MMDA), if available.
 - c. Solid Waste Management (SWM) Baseline Assessment Report (2021) for Quezon City, Caloocan City, Del Carmen, General Luna, and Cagayan de Oro City, conducted for this Project.
 - d. Other primary and secondary data necessary to carry out the WACS and WFD.
- C. **Assessment of Solid Waste Management System.** Similar to the baseline assessment, the Evaluator will assess the performance and characteristics of the current solid waste management system of Quezon City, Caloocan City, Del Carmen, General Luna, and Cagayan de Oro City using the Waste Analysis and Characterization Study (WACS) of the National Solid Waste Management Commission (NSWMC), Waste Wise Cities Tool (WaCT) of United Nations Human Settlement Programme (UN-Habitat), and Waste Flow Diagram (WFD) of GIZ, University of Leeds, Eawag-Sandec, and Wasteaware.
- a. **Waste Analysis and Characterization Study (WACS).** The Evaluator will conduct WACS in the select cities and municipalities to determine the amount and composition of solid waste generated at source and disposed of at the end of pipe. The methodology for the conduct of WACS will generally adhere to the established guidelines outlined in the manuals for the conduct of WACS and WaCT.
 - b. **Waste Wise Cities Tool (WaCT).** This is the result of a joint effort, led by UN-Habitat, to develop a methodology to support municipalities in the assessment and monitoring of the Sustainable Development Goal (SDG) indicator 11.6.1: “Proportion of municipal solid waste collected and managed in controlled facilities out of total municipal solid waste generated, by the city”. Finalized in 2021[1], the WaCT provides a rapid overview of the physical components of the solid waste management (SWM) system in place and quantifies parameters that will help cities and countries to better manage resources, mitigate and prevent environmental pollution, create business, employment and livelihood opportunities and shift towards a circular economy. Apart from SDG 11.6.1, it provides information for two additional SDG indicators related to circular economy in cities: “Food waste generation” (SDG 12.3.1) and “Resource recovery systems” (SDG 12.5.1) in cities.
 - c. **Waste Flow Diagram (WFD).** The Waste Flow Diagram (WFD) methodology, developed through a collaboration between GIZ, the University of Leeds, EAWAG and Wasteaware in 2020 aims at mapping the flows of waste in municipal SWM systems and quantifying the source and fate of plastic pollution[2]. The methodology builds on the monitoring of the SDG 11.6.1 through the WaCT, complemented by observation-based assessment of sources and fate of plastic leakages. The WFD tool provides (i) an estimate of plastic



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leakage into the environment for each stage of SWM (generation, collection and transport, sorting and recovery, final disposal) and (ii) an estimate of the distribution of this leakage by fate (retained into land, burnt, drainage and into water systems).

- i. The results of WACS will be incorporated into the WFD. It is important to note that considering the initiative focuses on a specific number of barangays, the basis for comparison will be based on the baseline and endline plastic waste leakage of the select cities and municipalities, with specific emphasis on the Project's priority barangays as identified by WWF-Philippines.

IV. SCOPE OF WORK:

The endline assessment is expected to be completed within a maximum of 3 months, with approximately 2 months allocated for preparation and fieldwork, and 1 month for analysis, consultation, and reporting. During the preparatory phase, the Evaluator must secure all necessary permits, including access to disposal facilities and any other relevant authorizations.

1. Conduct assessment of WaCT and WFD for the select cities and municipalities, to obtain data on the solid waste management system and plastic leakage of the city.

The consultant shall provide information on the parameters in Table 1:

Table 1:		
#	Type of data points	Methodology
1	Total MSW generated (t/year); Average per capita waste generation per income level (t/cap/year); Total household generated in the city (t/year)	WaCT steps 2 and 3
2	Characterization of household waste; waste composition per income level	WaCT step 2
3	List of non-household waste generators interviewed, and total non-household waste generated	WaCT step 3
4	Total MSW collected (t/year)	WaCT steps 4 and 5
5	List of recovery facilities interviewed and total amounts of MSW received in facilities (per material type) (t/year)	WaCT step 4
6	Level of control of recovery facilities	WaCT Step 4
7	List of disposal facilities interviewed and total MSW received in disposal facilities (t/year)	WaCT step 5
8	Characterization of disposed waste	WaCT step 6
9	Level of control of disposal facilities	WaCT Step 5
10	SDG 11.6.1 scoring for the two sub-indicators: 1) % of MSW collected over total generated MSW and b) % of MSW managed in controlled facilities over total generated MSW	WaCT (results from all steps)
11	Total plastic leakage (KG/Cap/year)	WFD
12	Plastic leakage to water systems	WFD

2. Analysis of results
 - a. Comparison of baseline and endline assessment results



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- b. Present key MSW differences in the city since the baseline study
- c. Fill in fact sheet for assessments
- d. Compile report using the provided template presenting comparison and findings from the analysis, including the project’s progress towards Outcomes and Impact when relevant in the context of WaCT and WFD analysis.

V. EXPECTED DELIVERABLES:

DELIVERABLE	DELIVERY DATE (DUE)	REVIEW AND APPROVALS REQUIRED
Inception Report	April 2026	Project Manager
Draft Endline Assessment Report	April - May 2026	
Final Endline Assessment Report	May - June 2026	
Revisions	June 2026	

VI. SCOPE OF PROFESSIONAL FEES

The professional fee of this engagement shall include all financial costs related to this engagement (i.e., professional daily fees X number of person-days, transportation, communications, software, logistical needs, etc.) to be incurred by the Project Technical Consultant in completing the assignment. Medical/health insurance must be purchased by the individual at his/her own expense, and upon award of contract, the consultant must be ready to submit proof of insurance valid during the contract duration.

The total compensation under this Agreement is subject to withholding tax and Expanded Value Added Tax (E-VAT) as provided by the Bureau of Internal Revenue. Payments will be made subject to the submission of the following (i) any specified deliverables and their acceptance by the Project Manager and Director for Conservation Programs, (ii) invoice(s) detailing services rendered, and, if applicable, time spent and expenses incurred. It is to be understood, however, that the Consultant will retain financial records for this agreement for ten (10) years. The final invoice shall be submitted to WWF-Philippines not later than thirty (30) days after the completion of this agreement. It is understood that the Service Provider would exhaust all efforts necessary to align transactional clarifications with the BIR Revenue District Office under his/her jurisdiction, on the orientation for possibility of registration, filing and remittance of taxes imposed and implied, wherever deemed applicable, and be fully cognizant of tax deadlines set in order to preclude further assessments, interests, penalties and surcharges, that may amount to double or triple of the original tax amount due. It is also understood that the Service Provider releases WWF-Philippines for whatever liabilities that may arise in the event of non-emphasis of this clause during the execution and signing of this agreement. Any initiative for request for amnesty or decision for non-declaration (i.e., professional fees, self-employed, or mixed income) should be at the sole discretion of the Service Provider.



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VII. QUALIFICATIONS:

- Minimum of 5 years of relevant experience in municipal solid waste management, for example:
 - Baseline MSW surveys
 - Planning and evaluation of MSW management systems
 - Developing MSW policies and regulations
 - Understanding economic and financial aspects of MSW
 - Working with stakeholders across the service and value chain
- Understanding of the targeted city, country or region, for example:
 - National MSW sector framework conditions
 - Regional/local MSW legal/institutional/organizational arrangements
- Other skills, for example:
 - Familiarity of the survey tools (WACS, WaCT, WFD)
 - Analytical skills
 - Communications/stakeholder consultation skills
- Experience in preparing high quality written outputs
- Experience in organizing and moderating stakeholder consultation meetings
- Excellent computer literacy (Microsoft: Word, Excel, and PowerPoint)
- Languages:
 - At least one team member with fluency in spoken and written English
- The Consultants should propose a team which consists of two Key Experts, involved in fieldwork, and a pool of experts to complement additional expertise.
 - Team Leader: Responsible for project management and liaison with WWF. MSW management experience preferably with national/regional/local experience.
 - Survey expert: Responsible for conducting the field surveys. Strong analytical skills, understanding of MSW data, organizational and logistical skills.
 - Pool of experts: As required to complement the key experts for the complete delivery of the project.

VIII. SUBMISSION GUIDELINES:

To express interest in this consultancy, please submit a brief proposal outlining both the technical and financial aspects, along with the company profile, CVs of the proposed team members, relevant sample works, three references, and government documents (Business/Mayor's Permit, SEC or DTI's Permit, BIR 2303 Certificate of Registration, Sample Service Invoice). Send your submission to Mr. Julius H. Guirjen – Program Manager, No Plastics In Nature Initiative at email address jguirjen@wwf.org.ph, carbon copy cope@wwf.org.ph, on or before March 27, 2026.