



Consultancy for Designing a Structured Capacity Development Approach and Material for Informal Waste Workers

Terms of Reference

Introduction

The informal sector plays a large role in the waste recovery sector – it is estimated that over half the plastic waste generated globally is collected and recycled by the approximately 15 to 20 million informal waste workers (IWW) worldwide.¹ As such, it is crucial for the informal waste sector to be well engaged and equipped with the right skills to enable their integration into formal waste management systems to ensure that the shift towards a safe circular economy leaves no one behind. While many training and initiatives exist globally to improve working conditions across the private sector, training for the informal waste sector itself has been less systematic. A standardised, comprehensive training package to improve the safety and efficiency of IWWs has been a gap in the available capacity strengthening initiatives, which we will seek to close.

To bridge this gap, we seek to develop standardised training package – coordinated by the World Wide Fund for Nature (WWF) Plastic Smart Cities (PSC) team, in collaboration with the United Nations Development Programme (UNDP)'s The Coca Cola Foundation South and Southeast Asia project team, who will make up the steering committee for this initiative.

Purpose, Use, and Scope

Purpose

This initiative aims to develop a training package for the informal waste sector in countries with emerging economies, addressing key knowledge and skills gaps across the value chain to ensure a just transition towards a circular economy of plastics. Understanding that social, political, and demographic factors may impact the development of a standardized training, the package will ideally allow for some adaptation depending on the context.

The main objectives of this initiative will be split into **three parts, of which this tender is for parts 1 and 2 – the third part of piloting will be a separate TOR for implementation:**

Part 1: Build a resource bank of existing training materials available for the capacity strengthening of informal waste workers and identify main areas for their capacity strengthening, leveraging publicly available resources along with those within the stakeholders' networks.

Part 2: Develop a comprehensive standardised, replicable, facilitator training toolkit for a training package for informal waste workers to enhance their livelihoods through improved health and safety; knowledge of rights, policies and regulations; skills in financial literacy; as well as efficiency in waste separation, collection, recovery and recycling – organised around the themes of [The Circulate Initiative's \(TCI\) Harmonized Responsible Sourcing Framework for Recycled Materials](#) and consulted with an advisory group of experts.

Part 3: Pilot the developed training package (separate TOR) will be done after the development of the training package. This will be conducted in two different geographies to determine any areas for adaptation and refinement of the training for finalisation. The piloting will serve to test the newly developed toolkit and test drive quality and adaptability of its content in two locations with the intention to improve or modify the training toolkit where necessary.

¹ Evergreen Labs, 2024, From Margins to Mainstream: A White Paper on Integrating Informal Sector Workers into Formal Economies in Southeast Asia, https://plasticsmartcities.org/wp-content/uploads/2024/09/From-the-Margins-to-Mainstream_A-White-Paper-on-Integrating-Informal-Sector-Workers-into-Formal-Economies-in-Southeast-Asia.pdf

Target Audience & Intended Use

The target user for this toolkit will include local and national authorities, waste worker organisations and cooperatives, aggregators and collection centres, civil society organisations, and other stakeholders working with the informal waste sector for capacity strengthening purposes.

The sharing and dissemination of these training materials will initially be made available internally until it has been piloted and finalised where it will then be made publicly accessible as an open resource for any relevant stakeholders to use. Communications materials that may be developed from this study may also be used for fundraising, advocacy or media, and reporting purposes.

Scope

The products developed from this initiative will aim to focus on the informal waste sector within countries with emerging economies. The training toolkit needs to be developed in a way that would be easily adaptable to suit context of different countries/cultures/and political structures. It will serve as the foundation for which trainers will create their trainings with optional chapters and add-ons.

Methodology

This initiative will use mixed methods, drawing on secondary resources available online or shared through partner organisations, as well as primary data collection through discussions with members of the target audience. This will thus include:

1. **Desk research with external literature review:** to identify existing training materials available and studies available on the identified needs for the capacity strengthening of informal waste workers as well as best approaches to deliver this training package.
2. **Primary data collection:** qualitative research through key informant interviews and/or focus group discussions with relevant stakeholders including partners of this initiative, waste worker associations, and other target audiences.
3. **Creation of a resource bank** in a format which will be determined collectively by the partners or recommended by consultant hired.
4. **Data analysis and toolkit development:** using training approaches and findings from the data collection and desk research, analyse and develop a standardized training package that is easy to replicate across geographies.
5. **Pilot the training package** (*this will be a separate initiative out of scope of this TOR*)
6. **Finalise training package:** use learnings from the pilots to further refine and finalise the training package, ready for public dissemination.

Scope of Work

The consultant will be responsible for providing the following deliverables with consultations and feedback provided by an advisory group consisting of the key stakeholders of this initiative along with other technical experts to be identified by the consultant:

- A review and resource bank of training materials available for informal waste workers in emerging economies (could be static or live depending on capacity).
- A report on the training needs required by informal waste workers based on an analysis of the existing materials, including recommendations for the best format and approaches.
- A standardised, replicable, comprehensive training package for informal waste workers - drafted and refined after piloting (including facilitator guidance for trainer of trainers and training



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materials for informal waste worker participants), based on findings from the initial scoping of existing materials and pilot results.

- Recommendations for other capacity strengthening opportunities and steps for replication and scaling of this training by different stakeholders.

Timeline & Deliverables

Deliverable	Responsible	Timeline
Inception report	Consultant	30 January 2026
Desk research with external literature review	Consultant	Jan-Feb 2026
Research findings report and resource bank	Consultant	28 Feb 2026
Primary data collection: - develop data collection tools - key informant interview and/or focus group discussion (FGD) guides - conduct data collection online and/or in-person as needed - this will involve interviews with key stakeholders and possibly FGDs with support from steering committee teams on the ground	Consultant	February-March 2026
Report on training needs	Consultant	March 2026
Development of training materials - Presentation on options for training formats - Draft tools and guides - Incorporate feedback from review by advisory group	Consultant	March-June 2026
Pilot training materials in two geographies	Separate Consultant (<i>TOR & tender be released in June</i>)	July-December 2026
Revise training materials based on pilot feedback	Consultant	January 2027
Review revised training materials	Advisory Group	January 2027
Finalise & present training materials	Consultant	February 2027
Present and launch training package	Consultant/ Advisory Group	February 2027

Consultancy Team Selection Criteria

Organizations with meeting the following criteria will be preferred:

- Deep knowledge and expertise in environmental and waste management, human rights, or related fields. Familiarity with the informal waste sector and the plastics value chain will be an advantage;
- Prior experiences in developing training materials, delivering capacity strengthening trainings, conducting training needs assessments with demonstrated practical experience of managing and conducting research, evaluations, assessments, trainings, and/or studies with strong research and writing skills;
- Experience working with multi-country network of stakeholders in Asia and/or globally;



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- Fluency in English is required. Fluency in other South or Southeast Asian languages applicable to the scope of this study is an advantage.

How to Apply

Submit your proposal to: Procurement.WWF@wwf.id

Please indicate “Tender for Informal Waste Workers” in the subject. Interested candidates shall provide the following within the proposal (*see template below*):

Closing Date: 12th December 2025, 23:00 Western Indonesia Time (WIB)

Template for Proposal

A. Organisational Profile & Experience

First Name		Last Name	
Country		Contact Phone (+Area Code)	
Email address			
Applicant Status: (Please highlight one)	Private Individual	Organisation/Company	Other (Please Specify)
If organisation/company or Other, who will be the main Lead for this study?			

- *Demonstrate your experience and track record in conducting initiatives of a similar nature*
- *Indicate your skillsets related to the requirements and expectations of this study*
- *Link or attach any recent trainings/publications/reports/assessments led by your study team related or similar to the topic of interest*
- Submit a complete proposal, including a detailed budget, timeline, and applicable tax components.
- Legal Obligations
- *Attach CVs for the relevant team member(s) demonstrating qualifications and skillsets*

B. Study Methodology and Approach (300 words max)

- *Describe your approach to developing such a training package based on the given outline above*
- *Your proposal will be assessed based on 1) clarity of understanding of the initiative’s purpose and objectives; 2) clearly described robust and relevant approach and methodology to achieve the requirements of the study*

C. Project Management

- Include a study workplan including a timeline and defined roles and responsibilities for each team member

D. Budget

- Complete the Budget Template below including the names and roles of each team member and the estimated budget per deliverable



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Budget Template

Deliverable	Number of Days	Responsible Team Member Name & Role	Supporting Team Member(s)	Estimated Budget (USD)
Inception Report				
Desk research with external literature review				
Primary data collection: <ul style="list-style-type: none"> - develop data collection tools - key informant interview and/or focus group discussion (FGD) guides - conduct data collection online and/or in-person as needed - this will involve interviews with key stakeholders and possibly FGDs with support from partner teams on the ground 				
Report on training needs				
Development of training materials <ul style="list-style-type: none"> - Presentation on options for training formats - Draft tools and guides - Incorporate feedback from review by advisory group 				
Revise training materials based on pilot findings				
Finalise training materials, present and launch training package				
Total		—	—	



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