

## D3.3 Annex 1

### Bio4HUMAN KII Guide for Humanitarian SWM Needs Assessment (WP3, T3.3)

**Scope:** The assessment has the aim of gathering information on the types of waste in DRC and South Sudan, traditional and current methods of SWM, identification of humanitarian supply chains and leaders, and identification of needs of the humanitarian sector in SWM.

**Note:** This KII guide should be used for discussions separately with individual or homogeneous groups (1-3 participants) of local SWM business representatives. The KII participants are representatives of businesses tackling a) solid waste collection or b) solid waste transformation. All relevant questions in the KII have to be discussed but this doesn't mean that they have to be all posed as such. Information should emerge from the discussion. Additional questions might need to be posed to gather all relevant information.

#### **Key Informant Interviews with local SWM business representatives (individual or homogeneous group, 1-3 participants)**

Date:

Location:

Respondent's name(s):

Institution(s):

Respondent's role(s):

Age(s):

Sex(es):

Other information (disability, diversity, etc):

#### **PIN/PAH staff conducting the interview:**

#### **PIN/PAH staff taking notes:**

QUESTIONS	Probes (not to be asked all as such but just points to be explored in the conversation if it makes sense, in <i>Italic</i> some references for the discussion)
<p><b>What type and quantity of waste do you work with? Where do you get it from?</b> (15 min)</p>	<ol style="list-style-type: none"> <li>1. What type of solid waste do you work with? Is the waste hazardous or non-hazardous? Can I see it? (<i>observe the quantity and quality, take photos, GPS</i>)</li> <li>2. How many tons of waste do you receive / process per month on average?               <ul style="list-style-type: none"> <li>o If you don't know, why?</li> </ul> </li> <li>3. Where do you get your waste from (rural/urban/camp)? Do these locations change throughout the year? Do you have specific clients who supply you with waste? If yes, who are they? (<i>if possible, ask to see the locations, take photos, GPS</i>)</li> </ol>

	<p>4. Is the amount of waste available constant throughout the year or are there periods when there is more or less waste available? If yes, when?</p>
<p><b>What are your solid waste quality standards and do you take measures to protect your waste?</b> (15 min)</p>	<ol style="list-style-type: none"> <li>1. What are the quality standards of waste that you have in order to process the waste? Who/How do you ensure sufficient waste quality for its processing?</li> <li>2. Do you take any measures to protect your waste from destruction (e.g. weather) or being taken by someone or do you let it be without any supervision?</li> <li>3. Is the waste storage place an open area or is it a hardened and fenced space?</li> <li>4. Does the waste storage space have electricity, water, sewage systems, and emission and pollution monitoring systems?</li> <li>5. If you work with any waste that harms the environment (air, soil, water) or causes health problems, what measures do you take to lower the negative impacts?</li> </ol>
<p><b>What types of SWM services do you provide and what are your SOPs?</b> (15 min)</p>	<ol style="list-style-type: none"> <li>1. What type of SWM service do you provide? Do you collect, transport, recycle, compost, re-use waste, or hand it over to some other waste management industry? <ul style="list-style-type: none"> <li>○ If you transport it to a dump site, where is it? What is its capacity? What type of waste does it collect? Can you show me the dump site? (observe, take photos, GPS)</li> <li>○ If you hand the waste to some SWM industry, what is the name of this industry? Can you share a contact?</li> <li>○ If you recycle solid waste, do you sort and grade it? What products do you make from solid waste?</li> </ul> </li> <li>2. Do you work with sorted waste? <ul style="list-style-type: none"> <li>○ If yes, do you take care of waste sorting or is someone else sorting the waste for you? Who?</li> </ul> </li> <li>3. If you work in solid waste transformation, do you also manage waste collection and transportation? <ul style="list-style-type: none"> <li>○ If not, who manages waste collection and transportation for you and what is their transportation capacity?</li> <li>○ If yes, what is your collection and transportation capacity?</li> </ul> </li> <li>4. Do you have any SOPs? Can you share with me the hard copy?</li> </ol>
<p><b>Do you work with humanitarian waste or with any humanitarian actors?</b> (5 min)</p>	<ol style="list-style-type: none"> <li>1. Do you work with any NGOs or UN agencies either in terms of a) participation in a SWM project or b) managing waste generated by them? <ul style="list-style-type: none"> <li>○ If yes, with who and how do you work with them?</li> <li>○ Do you know how much waste you manage per month in your cooperation with this humanitarian organization?</li> </ul> </li> <li>2. In your operations, do you distinguish between humanitarian and other waste?</li> </ol>
<p><b>What are the waste management institutions and individuals active in your province/country? How do they function and what are their responsibilities?</b> (10 min)</p>	<ol style="list-style-type: none"> <li>1. What are other institutions active in the SWM value chain in your province/country (e.g. landfill, recycling or composting businesses, informal recyclers)? Can you give me their contact?</li> <li>2. What are their roles and responsibilities (collection, transport, storage, recycling, reuse, composting)? <ul style="list-style-type: none"> <li>○ Which waste do they manage?</li> <li>○ How do they function?</li> <li>○ Are there any fees applied? How does it work? How do they keep records of who pays?</li> <li>○ How do they protect waste from destruction or rotting or from being taken by others?</li> <li>○ Are they able to manage all the waste that your province/country produces?</li> <li>○ If you do not have/use recycling and/or composting services, why?</li> </ul> </li> </ol>

<p><b>What are the current practices, requirements and initiatives regarding (humanitarian) solid waste management in your province/country?</b> (15 min)</p>	<p>3. Which of these solid waste management actors do you work with? How?</p> <ol style="list-style-type: none"> <li>1. What is the solid waste management legislation in your country? What are the guidelines for waste storage, protection, and management? Are you able to follow the legislation? If not, why?</li> <li>2. What are the current practices in your province/country regarding the disposal of humanitarian waste (including packaging, distribution, and construction waste)?             <ul style="list-style-type: none"> <li>o Do they differ from practices concerning the disposal of other (“normal”) waste? If yes, how?</li> <li>o Do you have any best/worst practices to highlight?</li> </ul> </li> <li>3. Does your province/country have any requirements regarding disposal/reuse/repurposing of waste? If yes, what are they?             <ul style="list-style-type: none"> <li>o Is waste being shipped elsewhere for disposal? If so, where?</li> <li>o Are there practices particular to a specific type of (humanitarian) packaging waste (e.g. plastic, carton, fabric, wood) or a specific product (e.g. plastic containers, wood pallets, food wrappers, etc.)?</li> </ul> </li> <li>4. Do you have any solid waste management initiatives driven by the government, NGOs, or businesses? If so, what are they?</li> </ol>
<p><b>What are the challenges and opportunities of humanitarian waste management for you and in your province/country?</b> (20 min)</p>	<ol style="list-style-type: none"> <li>1. What are the biggest <u>challenges you are facing</u> in your operations (e.g. <i>inability to pay fees, community behavior, lack of machinery and means of transport</i>)?</li> <li>2. What are the biggest <u>challenges</u> in terms of solid waste management <u>for your province/country</u> at this moment (e.g. <i>inability to pay fees, community behavior, lack of machinery and means of transport</i>)? If possible, distinguish between waste from NGOs and other waste.</li> <li>3. How can the current way of handling (humanitarian) waste be improved a) within your business and b) within your province/country?</li> <li>4. What would you need to improve the current handling of (humanitarian) waste if you are a) business and b) province/country?</li> <li>5. Are there any local actors/institutions/businesses that could contribute and provide solutions? Are there any actors that are already offering bio-based solutions?</li> <li>6. Do you know /imagine any ways the bio-products or bio-technologies may improve the waste problems caused by humanitarian interventions?</li> <li>7. Are there any opportunities for improving solid waste management that a) you are not making use of and b) NGOs/province/country are not making use of?</li> <li>8. Do you know of any examples of reusing or recycling of solid waste generated by NGOs practiced in your province/country?</li> </ol>