

D3.3 - Annex 7
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 group (1-3 participants) of representatives of EU-based humanitarian organizations. The KII participants are representatives of a) EU-based humanitarian organizations and b) UN agencies. 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 EU-based humanitarian organisations (UN agencies/INGOs) (individual or homogeneous group, 1-3 participants)

- Date:
- Location:
- Respondent's name(s):
- Respondent's organisation:
- Respondent's role(s):
- Age(s):
- Sex(es):
- Other information (disability, diversity, etc):

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)
SWM at your organisation (10 in)	<ol style="list-style-type: none"> 1. Does your organisation have an SWM planning framework? Do you implement it? 2. Do you pool waste management (waste sharing) in some countries where you work? 3. Do you focus on waste recovery?¹ 4. Are you currently conducting/have you conducted any assessment focused on SWM? or humanitarian packaging? Or any other related issue? <ul style="list-style-type: none"> o If yes: what products/supply chains are being assessed? o Is it possible to share?

1. ¹ Waste recovery is part of the concept of 'circular economy', which implies improving consumer behaviour on the one hand, and adapting the offer proposed by economic actors on the other. This suggests more sustainable purchasing concepts and the design of products in a responsible manner.

	<ol style="list-style-type: none"> 5. Are you aware of any ongoing assessments by other organizations? 6. Could you recommend any key publications/literature (except the WREC) we should review as we begin this work? 7. What do you think is the most pressing issue related to SWM in the humanitarian sector? Or What is hampering you from implementing sustainable SWM within your projects” 8. In your opinion, what are the easy wins in your organization relating to minimizing the environmental impacts of waste?
SWM – bio-based solutions	<ol style="list-style-type: none"> 1. Do you see bio-based products/systems as a solution for sustainable SWM? E.g. bio-based production/packaging solutions (by the suppliers of the products) or bio – based technologies and systems that ensure the natural biodegradation of residues or their easy disposal or bio-based technologies offering further use by the local community, e.g., for fertilisers or biofuel production)? 2. Is it something else? For example: <ol style="list-style-type: none"> a) internal org issues, such as sustainable SWM not priority, lack of capacity, etc.) b) SWM is not a priority because it cannot work without the proper involvement of local governments which are not interested.
Sustainable/responsible procurement (10 in)	<ol style="list-style-type: none"> 1. Do you implement something else within the sustainable/responsible procurement? 2. Is procurement the best place to start the systemic changes, e.g. for waste minimization/avoidance/place where to start integrating innovative solutions?
Types and quantity of waste produced by organization (15 min)	<ol style="list-style-type: none"> 1. What waste do you produce by your activities? Do you have a list of these? Please provide data on quantity, type, and volume as available (e.g. number of items shipped, amount of waste generated, tons of plastic/cardboard/other packaging waste that may be produced) 2. Do you have in place (in-country programs) mechanisms to measure the waste you produce by your activities (by-product)? How do you measure it? <ul style="list-style-type: none"> o If you don´t have this information, can you tell why? What are the main obstacles to measuring waste?

<p>Environmental impacts of main materials and supplies used by your organisation? (20min)</p>	<ol style="list-style-type: none"> 2. Do you map the environmental impacts (chemicals, energy, waste, resources, air pollution, water) of the main materials and supplies used within your operations using a life-cycle approach, accompanied by an overview of suppliers and sub-suppliers? 3. Do you use the results of the mapping to prioritize efforts based on environmental impacts and opportunities and/or sphere of influence?
<p>Supply chain (25min)</p>	<ol style="list-style-type: none"> 1. Does your supply chain strategy consider the following? <ul style="list-style-type: none"> ○ Using environmental criteria in the selection of materials and in construction, and including these in procurement practices ○ Requiring environmental/social labels and standards for key products ○ Extending responsibility in the supply chain to include all sub-suppliers 2. Do you source locally/regionally? Are you able to estimate what is the % of international vs local sourcing? 3. From where do you source the most common packaged products or other potential sources of waste that you distribute? Please list if possible, the products sourced from each region, as well as the source country.
<p>Waste packaging</p>	<ol style="list-style-type: none"> 1. What are the current disposal practices for packaging waste in humanitarian contexts? <ul style="list-style-type: none"> ○ Any best/worst practices to highlight? 2. Do you have any requirements on the disposal/reuse/repurposing of packaging waste? <ul style="list-style-type: none"> ○ Is waste being shipped elsewhere for disposal? If so, where? ○ Are there practices particular to a type of humanitarian packaging waste (e.g., plastic, paper, wood) or a specific product (e.g., wood pallets, plastic containers or wrap, food wrappers)? 3. Examples of biodegradable packaging? Reusing packaging waste or reverse logistics? Minimizing packaging waste? 4. Who is in the waste management space in developing countries with ongoing humanitarian emergencies? What practices do they use to reduce uncontrolled disposal (i.e., litter) of humanitarian aid waste?

	<ol style="list-style-type: none"> 5. Are there any NGOs or organizations we should know about working in this space? 6. Are any governments driving activities? If so, which countries and which government departments? For example, Uganda/Kenya has recent plastics bans. 7. What are the largest sources of packaging waste or other potential sources of waste for your organization throughout the supply chain (e.g., production, transportation, or distribution) or its use?
WASTE GENERATION	<ol style="list-style-type: none"> 1. What are the general locations from which packaging products or potential wastes are being sourced (e.g., US, Europe, etc.)? 2. Do you have any activity-specific data? E.g.: <ul style="list-style-type: none"> ○ Number of items shipped to these areas? ○ Amount of waste generated? ○ Tons of plastic/cardboard/other waste/packaging waste collected? 3. Do you characterize waste differently (e.g, numbers of containers)?