

## D3.3 – Annex 8

### 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 municipality representatives in urban areas. The KII participants are representatives of a) municipalities that are direct beneficiaries of humanitarian interventions or b) cities that are hubs for SWM stakeholders, including government, businesses, and academia. 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 government (e.g. municipality, payam, etc.) 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:**

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>Which humanitarian organizations are active in your municipality and what do they do?</b> (10 min)</p>	<ol style="list-style-type: none"> <li>1. Which humanitarian organizations have been active in your municipality in the past two years?</li> <li>2. What types of interventions and projects have they carried out in your municipality in the past two years?</li> <li>3. Is any local or international NGO working on solid waste management? If yes, can you explain what they are doing and how is the municipality involved?</li> </ol>

<p><b>What is the solid waste impact of humanitarian organizations in your municipality?</b> (10 min)</p>	<ol style="list-style-type: none"> <li>1. Do you have any discussions with international NGOs about the environmental impact of their operations in your municipality? <ul style="list-style-type: none"> <li>○ Do you have any requirements regarding solid waste impact and/or management that NGOs have to follow?</li> </ul> </li> <li>2. Do you monitor the solid waste production and/or impact of humanitarian NGOs? <ul style="list-style-type: none"> <li>○ Do you have information about how much of what type of solid waste is brought in/created by operations and activities (distributions, constructions) of humanitarian NGOs in your municipality?</li> <li>○ If yes, can you please share with me your findings?</li> </ul> </li> <li>3. If you do not monitor nor discuss the solid waste impact of NGOs in your municipality, can you tell me why? <ul style="list-style-type: none"> <li>○ Is it not a priority/concern of the municipality? Does the municipality have insufficient capacities (staff, budget, will) to tackle this issue?</li> </ul> </li> </ol>
<p><b>What are the current practices, requirements and initiatives regarding (humanitarian) solid waste management in your municipality?</b> (15 min)</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?</li> <li>2. What are the current practices in your municipality regarding the disposal of humanitarian waste (including packaging, distribution, and construction waste)? <ul style="list-style-type: none"> <li>○ Do they differ from practices concerning the disposal of other (“normal”) waste? If yes, how?</li> <li>○ Do you have any best/worst practices to highlight?</li> </ul> </li> <li>3. Does your municipality have any requirements regarding disposal/reuse/repurposing of waste? If yes, what are they? <ul style="list-style-type: none"> <li>○ Is waste being shipped elsewhere for disposal? If so, where?</li> <li>○ 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 waste management institutions and individuals active in your municipality? How do they function and what are their responsibilities?</b> (20 min)</p>	<ol style="list-style-type: none"> <li>1. Who are the entities and institutions active in the SWM value chain in your municipality? (e.g. dump sites, recycling or composting businesses, informal recyclers)</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 municipality produces?</li> <li>○ If your community does not use the recycling and/or composting service, why?</li> </ul> </li> <li>3. Is it possible for your municipality to limit the amount of solid waste it produces? If yes, what would be the possible solutions?</li> </ol>
<p><b>What are the challenges and opportunities of humanitarian waste management in your municipality?</b></p>	<ol style="list-style-type: none"> <li>1. What is the biggest challenge in terms of solid waste management for your municipality at this moment (e.g. <i>inability to pay fees, community behavior</i>)? If possible, distinguish between waste from NGOs and other waste.</li> <li>2. How can the current way of handling (humanitarian) waste be improved within your municipality?</li> </ol>

(25 min)	<ol style="list-style-type: none"><li>3. What would you need to improve the current handling of (humanitarian) waste in your municipality?</li><li>4. 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>5. Do you know/imagine any ways the bio-products or bio-technologies may improve the waste problems caused by humanitarian interventions?</li><li>6. Are there any opportunities for improving solid waste management that NGOs/municipality are not making use of?</li><li>7. Do you know of any examples of reusing or recycling of solid waste generated by NGOs practiced in your municipality?</li></ol>
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