**Solid Waste Capacity Index for Local Governments (SCIL)**

**SCIL Survey Preparation Document**

**Component 5 – Human Resources**

The SCIL Survey is one component of USAID’s Clean Cities, Blue Ocean (CCBO) Solid waste Capacity Index for Local government (SCIL) Tool Kit. The SCIL Survey has six components.

This document provides an overview of all *Component 5: Human Resources* questions contained in the SCIL survey. It enables those participating in the assessment to review each of these “Yes/No” questions to determine which may be answered “Yes.” and begin to gather “evidence” to support this answer. The last column may be used to track whether evidence has been found. The answers and evidence must be entered into the SCIL Tracker for a SCIL Score to be formed.

| **Criteria** | **Question #** | **CCBO SCIL Assessment** **Human Resources Criteria Questions** | **Preliminary Response –** Mark if you think the answer to this question is “Yes” | **Documentation –** Provide name and/or URL of the documentation to show that the answer is “Yes” |
| --- | --- | --- | --- | --- |
| Adequate support and staffing levels are known and described | 1 | Has the local government conducted an analysis to determine the human resources required to deliver 3R/SWM services effectively? | Y: \_\_\_ N: \_\_\_  |  |
| 2 | Do local government departments/units involved in (or that support the 3R/SWM) have clear understanding of their contribution to the 3R/SWM system, to other departments/units and to the fulfillment of long-term 3R/SWM planning? | Y: \_\_\_ N: \_\_\_   |  |
| Is the 3R/SWM organizational chart up-to-date, accurate, and reflects staffing needs | 3 | Does the local government gather gender-segregated data on its 3R/SWM employees? | Y: \_\_\_ N: \_\_\_   |   |
| 4 | Do the local government's 3R/SWM positions have clearly described roles & responsibilities, with required qualifications, experience levels and skills? | Y: \_\_\_ N: \_\_\_   |   |
| Staff have been assigned to execute key 3R/SWM functions | 5 | Is there a local government unit/individual assigned that is responsible for local 3R/SWM enforcement? | Y: \_\_\_ N: \_\_\_   |   |
| 6 | Is there a local government unit/individual assigned that is responsible for local 3R/SWM planning? | Y: \_\_\_ N: \_\_\_   |   |
| 7 | Is there a local government unit/individual assigned that is responsible for providing (or overseeing) local 3R/SWM services delivery (e.g., waste collection, transportation, processing/marketing of recyclables and disposal)? | Y: \_\_\_ N: \_\_\_   |  |
| 8 | Is there a local government unit/individual assigned that is responsible for local 3R/SWM operation & maintenance of equipment, and vehicles? | Y: \_\_\_ N: \_\_\_   |   |
| 9 | Is there a local government unit/individual assigned that is responsible for local 3R/SWM billing? | Y: \_\_\_ N: \_\_\_   |   |
| 10 | Are all the local government's budgeted 3R/SWM positions filled, or actively under recruitment? | Y: \_\_\_ N: \_\_\_   |   |
| Compensation and benefits for 3R/SWM employees are fair | 11 | Are 3R/SWM salary ranges/bands based on responsibilities and qualifications required in the position description to ensure equitable pay for all regardless of biases like gender, race, religion, etc.? | Y: \_\_\_ N: \_\_\_   |   |
| 12 | Does the local government ensure proper health, and safety including provision for gender inclusive facilities in the local government's 3R/SWM facilities? | Y: \_\_\_ N: \_\_\_   |   |
| 13  | Are 3R/SWM local government employees who work overtime extra work they have done? | Y: \_\_\_ N: \_\_\_   |   |
| Recruitment and promotion policies/ procedures for 3R/SWM employees are documented and followed | 14 | Are the local government's 3R/SWM recruitment and promotion policies and procedures in written form? | Y: \_\_\_ N: \_\_\_   |  |
| 15 | Does the human resource department of the local government have protocols in place to proactively recruit women to apply for 3R/SWM positions? | Y: \_\_\_ N: \_\_\_   |  |
| 16 | Are the local government's eligibility requirements for promotions or salary increases for existing 3R/SWM staff equitable, and merit-based? | Y: \_\_\_ N: \_\_\_   |  |
| 17 | Do the local government's 3R/SWM supervisors provide employees with performance feedback on a regularly scheduled basis? | Y: \_\_\_ N: \_\_\_   |  |
| 3R/SWM training requirements are established based on job description | 18 | Are all local government 3R/SWM employees provided training to perform their job [e.g., operation and maintenance, waste types and sorting, hazardous materials recognition, and heavy equipment operations (including trucks)]? | Y: \_\_\_ N: \_\_\_   |  |
| 19 | Does the local government track the required training or testing for job competencies of its 3R/SWM employees? | Y: \_\_\_ N: \_\_\_   |  |
| Worker protections for 3R/SWM occupational hazards/accidents are in place | 20 | Does the local government provide 3R/SWM employees with at least basic protective equipment when they are handling any kind of waste (i.e., uniforms, protective shoes, and appropriate gloves)? | Y: \_\_\_ N: \_\_\_   |  |
| 21 | Does the local government have policies and procedures in place to address, and mitigate 3R/SWM working conditions that are unhealthy (extremely hot weather, rainy season, etc.)? | Y: \_\_\_ N: \_\_\_   |  |
| 22 | Does local government cover medical costs and paid leave resulting from on-the-job injuries for its 3R/SWM employees? | Y: \_\_\_ N: \_\_\_   |  |
| 3R/SWM employee grievances/complaints are documented and resolved | 23 | Is there a system for the local government's 3R/SWM employees to anonymously submit grievances/complaints about unsafe working conditions that management is required to investigate and resolve? | Y: \_\_\_ N: \_\_\_   |  |