

**Addis Ababa City Administration**  
**Cleaning Management Agency**

**Directive Number 167/2017**

**Addis Ababa City Administration Certification of  
Competence and Work Permit Issued to entities engaged in  
providing Solid Waste Service**

**March 2025**

**Addis Ababa**

Whereas, Considering that the government alone cannot handle the collection transportation, reuse, and recycling of solid waste generated in Addis Ababa City, it is necessary to issue licenses to several solid waste service providers based on the favorable conditions created for the private sector to engage in the collection and transportation of solid waste;

Whereas, In order to increase the quality of services provided by solid waste collection and transportation service providers and to permanently correct operational deficiencies, it is necessary to establish a system of procedures for issuing certificates of competency that will enable the establishment of a sustainable system;

Therefore, the Addis Ababa City Administration Cleaning Management Agency has issued this directive in accordance with Proclamation No. 100/2010, Article 22(1), and Article 33, issued to re-establish the executive bodies of Addis Ababa City Administration.

## **PART ONE**

### **General Provisions**

#### **1. Short Title**

This Directive may be cited as the “Addis Ababa City Administration Certification Competence and Work Permit Issued to entities engaged in providing Solid Waste Service Directive Number 167/2017”

#### **2. Definitions**

In this directive, unless the context of the word or phrase indicates otherwise;

- 1) “**Agency**” means the Addis Ababa City Administration Cleaning Management Agency;
- 2) “**Solid waste**” means solid or semi-solid waste originated from homes and institutions that is disposed of as unusable or unwanted by the waste generating entity;
- 3) “**Collection**” means the collection of solid waste from its source (house to house) and delivering it to a temporary storage and transfer station.
- 4) “**Transportation**” means the transport of solid waste from a temporary transfer station or facility to its final destination (disposal site, solid waste Incineration center; or recycling and recycling centers).

- 5) **"Private cleaning company"** means a private, association, partnership, union, and similar organization that provides services for the collection and transportation of solid waste from various non-residential institutions in Addis Ababa City;
- 6) **'Outsourced Company'** means organized in a Private, Association or Similar form that provides service for transport of solid waste from a temporary transfer station or facility in Addis Ababa to its final destination centers (disposal site, solid waste Incineration center; or recycling and recycling centers).
- 7) **"Cleaning cooperatives"** are associations organized by Micro and small-sized enterprises that collect solid waste from residential premises door-to-door and transport it to temporary solid waste collection stations.
- 8) **"Recycling and recycling cooperatives"** are associations legally organized to collect and sell paper, plastic and other solid waste or to produce and sell compost from solid waste;
- 9) **"Vehicle"** means a compactor vehicle of a private cleaning company used to transport solid waste to a disposal site or incineration center;
- 10) **"Work Permit"** means a contract agreement issued by the Cleaning Management Agency to private cleaning companies, entities involved in the recycling and reuse sector and entities engaged in the collection and transportation of solid waste;
- 11) **"Certificate of Competence"** means a certificate of competence issued to entities engaged in the provision of solid waste services (collection, transportation and conversion of waste into resources);
- 12) **"Institution"** means governmental and non-governmental organizations, commercial centers, hotels, hospitals, small and large businesses, schools, government offices and the like outside of residential areas in our city.
- 13) **'Reuse means'** it means extracting useful materials from solid waste and using them directly or with some modification and reusing them for use or for service.
- 14) **Recycling** means - It means using solid waste as a raw material to produce useful products that are similar or different from the original.
- 15) **'Temporary Solid Waste Storage Facility'** means a place recognized or legally licensed by the cleaning management agency for storage or disposal of solid waste collected from Residential Area for certain period of time.

### **3. Gender Expression**

In this guide, references to the Male Gender include the Female Gender.

#### **4. Scope of application**

This Directive shall apply to entities operating in the collection, transportation, reuse and recycling of solid waste from residential and institutional premises under the Addis Ababa City Administration.

## **Part Two**

### **Regarding Functions, Responsibilities, issuance renewal and cancellation of Certificates of Competency and Work Permits**

#### **5. Functions and Responsibilities of the Cleaning Management Agency**

- 1) It shall issue a certificate of competency, work permit, renewal of qualification certificate and renewal of work permit to entities/investors requesting to engage in the collection, transportation or reuse and recycling of solid waste, based on the criteria;
- 2) It may delegate the issuance or renewal of work permit to the lower structure (sub-city or district) as necessary;
- 3) It shall prepare various operational guidelines and standards;
- 4) It shall monitor that solid waste service providers are performing their duties properly;
- 5) It shall Provide necessary support by monitoring the proper implementation of this guideline,
- 6) It shall monitor, control, and takes necessary action against entities that do not provide solid waste services in accordance with the established standards
- 7) It shall sign a legal work contract with entities that have obtained work permits.
- 8) It carries out works to maintain the overall cleanliness of the city, it obtain a certificate of competency, work permit, and renewal from relevant bodies.

#### **6. Requirements for obtaining a certificate of competence**

1) Requirements for obtaining a certificate of competence for collecting solid waste from households Cleaning Cooperatives):

- a) Must be organized as a micro and small enterprise and have a certificate;
- b) Each partnership must have two Isuzu vehicles with a loading capacity of at least 8 cubic meters or more to provide quality door-to-door solid waste collection services. However, in the case of a newly organized partnership, they can operate on a rental basis for up to six months, exempt from this requirement, until their financial capacity grows.
- c) Memorandum of the Association or document
- d) It must be a partnership with a full workforce of at least 25 members to provide the service;
- e) it must be wear safety clothing at work ( overalls, reflective clothing, mouth and nose Mask, gloves, Safety shoes and helmet).

2) Requirements for obtaining a certificate of competence for associations or individuals engaged in the collection of recyclable and solid waste:

- a) They can participate in this service as an association or individually;
- b) any entity engaged in providing solid Waste transportation services must have at least two Compactor Vehicles, each with a loading capacity of 40 cubic meters, either on its own or on rent
- c) If the solid waste transportation compactor vehicles it provides are its own, it must provide proof of ownership Libre, or if they are leased, it must provide proof of lease agreement from the Agency for Verification of Contract Documents;
- d) The compactor vehicles it provides must not be more than 20 years old
- e) the Compactor vehicles it provides must not have traveled more than 50,000 kilometers per year since the date of their manufacture and commissioning, and must not have traveled more than 1,000,000 kilometers in total in their 20 years.
- f) The compactors must have a compaction capacity of 1:4 (1:4) or more (i.e., capable of compacting four bins of waste into one and more);
- g) At least one driver and one assistant must be provided for each vehicle
- h) Worker must be wear safety clothing at work (overalls, reflective clothing, mouth and nose Mask, gloves, Safety shoes and helmet).

### 3) Requirements for obtaining a Certificate of Competence for Entities Engaged in the Collection, Transportation or Reuse and Recycling of Solid Waste from Door to Door

#### **a) For individual**

1. It must be provide Original and copy of business registration certificate, business License and Taxpayer Registration Certificate.
2. One or more tools used for the job (Scale, Cutter (grinding machine), shaper machine, etc.)
3. It must be provide proof of ownership map or lease contract if it is rent for Reuse and recycling input and product storage area.

#### ***b) For Association***

1. It must be organized as a micro and small enterprise and have a certificate.
  2. It must be provide the memorandum and Article of the association
  3. A collection point for recyclable and solid waste with a capacity of more than 25 bins (a storage bag that can hold more than 800 kg)
  4. It must be provide 80 bags /containers, each with a capacity of 100 kilograms, printed with the name of the association, for product storage / Container for compost associations.
  5. It must have a sufficient workforce to provide the service (at least 5 for paper, 10 for compost, and 10 for plastic and other members.
  6. It must be equipped with safety clothing at work (overalls, reflective clothing, mouth and nose Mask, gloves, Safety shoes and helmet).
- 4) Requirements for obtaining a certificate of competency in solid waste recycling and recycling:

- a) Original and copy of a valid business license and Taxpayer Identification Number (TIN) issued by the Investment Commission
- b) Two or more machines used for recycling waste (grinding machine, crushing machine, etc.)
- c) Recycling and recycling input and product storage area (ownership confirmation map or lease agreement)
- d) A digital weighing machine for receiving solid waste input for recycling.
- e) It must be equipped with safety clothing at work (overalls, reflective clothing, mouth and nose Mask, gloves, Safety shoes and helmet).
- f) Pollution Control Certificate issued by the Environmental Protection Authority

## **7. Procedure for Issuing a Certificate of Competence**

Any entity seeking to obtain a certificate of competence for the collection, transportation or reuse and recycling of solid waste shall:

- 1) Pay the service fee set by the Agency;
- 2) The applicant must visit the research and project Management Directorate office at the agency, Fill out the application form prepared for this purpose in person at the Agency's office and submit it to the research and project Management Directorate along with the receipt of the service fee.
- 3) Provide evidence that the requirements set out in Articles 6, Sub Article 6.1, 6.2, 6.3 or 6.4 of this Guide are met;
- 4) The technical committee established by the agency shall issue the qualification certificate within 10 days of the request after verifying the accuracy of the evidence provided in sub article (3) of this article in accordance with article 9, sub article 3 of the private cleaning organizations procedures directive No.: 23/2013.

## **8. Requirements for obtaining of Work Permits**

**1) Requirements for a work permits for the collection, solid waste from residential house (for cleaning cooperative and association)**

- a) Certificate of competency issued by the agency
- b) Renewed business license /original and photocopy/;
- c) Renewed business registration certificate /original and photocopy/;

d) Taxpayer Identification Number (TIN) /original and photocopy/;

2) Requirements for a work permit for transporting solid waste (outsourced /private cleaning companies)

a) Certificate of competency issued by the agency

b) Renewed business license /original and photocopy/;

c) Renewed business registration certificate /original and photocopy/;

d) Taxpayer Identification Number (TIN) /original and photocopy/;

e) Annual technical inspection certificate of vehicles /original and photocopy/.

f) Renewed residence permit of the owner or manager /original and photocopy/,

g) Original and copy of the certificate issued by the relevant body if organized in small and medium-sized associations;

h) it must be provide a legal proof of ownership map if it is a rental agreement for workplace or a private home;

3) Requirements for a work permit for the collection of solid waste for recycling and reuse (for reuse cleaning cooperative and association)

a. Certificate of Competence issued by the agency

b. Renewed Business License /original and photocopy/;

c. Renewed Business Registration Certificate /original and photocopy/;

d. Taxpayer Identification Number (TIN) /original and photocopy/;

e. Original and copy of the certificate issued by the relevant body if organized in small and medium-sized associations;

4) Requirements for a work permit for the recycling and recycling of solid waste:

a. Certificate of competency issued by Agency

b. Renewed Business License /original and photocopy/;

c. Renewed Business Registration Certificate /original and photocopy/;

d. Taxpayer Identification Number (TIN) /original and photocopy/;

e. Annual technical inspection certificate of vehicles /original and photocopy/.

f. Renewed Residence Id of the owner or manager /original and photocopy/;



g. Original and copy of the certificate issued by the relevant body if organized

In small and medium-sized associations;

### **9. Work Permit Process**

Any entity seeking a work permit to provide services by collecting, transporting and recycling of solid waste shall:

- 1) Fill out the application form prepared for this purpose at the Agency's Solid Waste Service Directorate Office.
- 2) Must Provide evidence that the requirements set out in Articles 8.1, 8.2, 8.3 or 8.4 of this Guide are met;
- 3) If the information is complete, the work permit will be issued within 5 working days of the request being submitted

### **10. Renewal of Qualification Certificate and Work Permit;**

- 1) Renewal of Qualification Certificate and Work Permit shall be done annually;
- 2) A party seeking renewal of Qualification Certificate and Work Permit shall visit the Agency's Solid Waste Service Directorate office and fill out the application form prepared for this purpose;
- 3) The Agency shall pay the service fee;
- 4) The receipt of the service fee shall be submitted to the Directorate along with the application;
- 5) Renewal of Qualification Certificate and Work Permit shall be done annually between July 1 and 30;
- 6) Any party seeking renewal of Qualification Certificate or Work Permit shall:
  - a) provide evidence that the requirements set forth in Articles 8 and 9 of this Directive have been met;

- b) Entities engaged in collecting or transporting solid waste must submit a letter of good performance from the Sub- City Cleaning Administration Office and the Landfill Administration Directorate or from the Recycling and Recycling Centers;
7. If the necessary documents are met, the certificate of competency or renewal of the work permit will be issued within 5 working days of the request being submitted.

## **11. Prohibited Activities and Liability**

1) Any entity that has obtained a qualification certificate and work permit to provide solid waste services:-

a) The qualification certificate and work permit obtained for one solid waste service sector cannot be used for another solid waste service sector. For example, the qualification certificate and work permit obtained for providing door-to-door solid waste collection services cannot be used for solid waste transportation services or for solid waste recycling and recycling services.

b) If it wants to change the solid waste service sector in which it is providing services or if it wants to operate in another solid waste service sector, it cannot change the service sector or obtain a qualification certificate and work permit for an additional service in any other way except by fulfilling the requirements listed under Articles 6 and 8 of this Regulation.

2) No entity (whether an individual or an association/organization) can collect, transport or recycle solid waste without obtaining a qualification certificate and work permit from the Agency.

3) Any person who collects transports or recycles solid waste without obtaining a qualification certificate and work permit from the Agency shall be liable in accordance with Law No. 167/2016.

4) Any person who fails to perform the duties and responsibilities provided for in this Directive shall be liable in accordance with the applicable law.

## **12. Suspension and Cancellation of Qualification Certificate and Work Permit**

1) Qualification certificate or work permit issued in accordance with this Directive shall be suspended or cancelled in the following circumstances:-

a) If a qualification certificate issued in one service sector is found to be used in another service sector by not using the option provided for in Article 11 Sub-Article 1(a) or (b) of this Directive or by violating the prohibition imposed, he shall first be given a written warning; if he fails to take corrective action in accordance with the warning, the qualification certificate and work permit issued shall be suspended for 1 month.

b) If the person who has requested permission from the agency to resume work after making the necessary adjustments within the suspension period set out in sub-article 1 of this article, but fails to do so, the agency may cancel the agency's certification and work permit.

c) If the solid waste service provider voluntarily terminates its service due to reasons beyond its control, the agency may cancel the agency's certification and work permit.

### **Part Three**

### **Miscellaneous Provisions**

#### **13. Grievance Procedure:**

- 1) Any entity seeking a qualification certificate and work permit to engage in the collection, transportation, reuse and recycling of solid waste shall submit its complaint in writing to the Agency's Grievance Hearing Committee;
- 2) The Agency's Grievance Hearing Committee shall investigate the complaint and direct it to the relevant body/department for resolution; shall monitor the complaint for a response; shall respond to the complaint within 10 working days of receipt of the complaint by the complaining party;
- 3) Any entity aggrieved by the Agency's final decision may file an appeal with competent court.

#### **14. Liability System**

Any entity shall be held legally liable if it fails to perform the duties and responsibilities set out in this Directive.

### **15. Amendment of the Directive s**

This directive may be amended as necessary by the Agency.

### **16. Effective Date**

This directive shall in to force as of the date of its registration on the ministry of justice and its uploading on the official website of the agency.

**Addis Ababa , march 2025**

**Addis Ababa City Administration**

**Head of Cleaning Management Agency**