

TERMS OF REFERENCE

for Selection of Service Provider

for Jammu

Implementation of “Rural & Urban Landscape Free of Dry & Plastic Waste”

1. Project Background

The consumption of plastic in India is increasing by a compounded annual growth rate (CAGR) of 10% every year. It is estimated that shortly by 2022, India’s production from virgin plastics would reach a figure of 20.0 million metric tons (MMT) while plastics consumption presently in 2020 is nearly 11.0 MMT. This prioritizes the importance of circular economy approaches usefulness. Reuse, Reduce, Refurbish, Repair, Recycling, and Recovery of the plastics waste (resource/product) in the overall economy of plastics.

The per capita consumption of plastic in India is 11 kgs per person, which is much below the world average per capita consumption of 28 kgs per person. (Figures 2015). HDFC Bank and Centre for Environment Education (CEE) partnered to address the circular economy approaches for dry & plastic waste to be seen as a resource or a product than waste.

The proposed project will focus in meeting the following thresholds:

1. **Minimize negative impacts and risks** to the environment and to human health in the pilot areas in both rural and urban and promoting a **zero-waste approach** - zero landfills, zero littering, zero plastic burning, zero emissions, and zero wastages in plastic waste management in rural and urban spaces in India,
2. **Enhancing a more participatory, integrated sustainable plastic waste management practices**, through a socio-technical model - collection, segregation, transportation, processing/manufacturing and recycling/End of life/Co-processing, its institutionalization with respective national and state governance mechanisms.
3. **Ensuring compliance with regulations to have efficient use of material resources and improved socio-economic conditions of waste pickers and informal sector.** The project focus is to have systems and processes in place to have an inclusive growth for the informal sector. Bring the informal recyclers into the formal organised and structured sector. This will help better in the recycling industry and in line with the plastic waste management Rules, 2016-2018 and the Swachh Bharat Mission I and II in India.
4. **Multi stakeholders approach as an integrated model to address better dry and plastic management with support from HDFC BANK and co-financing** (both in-cash and in-kind) from the state and central government funds, NGOs/Companies contributions as waste management agencies (WMAs), by establishing an Swachh Sustainable Business Models (SSBMs) for improved plastic waste management, piloted and implemented in 10+ cities and 140 villages in a state by establishing – dry waste material recovery and recycling facilities as Swachh Centres (SCs), in line with the emerging MOEFCC GOI “National Resource Efficiency Policy” and the “National Materials Recycling Policy”.
5. **Better Institutionalization in the project both for the informal sector and waste pickers** working in the Swachh Centres (SCs), and in the ULBs in both the rural and urban spaces for a more sustainable solution.

2. Objective of the Assignment

The selected Service Provider (SP) is expected to the following activities:

1. Facilitate implementation of project activities in the areas of dry and plastic waste management in the city of Jammu. The SP will be involved in awareness creation, training, capacity building activities **in coordination with the Urban local body (ULB)** of the City of Jammu.
2. The SP will maintain good relations with all stakeholders for sustainable implementation of activities using participatory and gender sensitive tools. Also, maintain good relationships with local and state authorities e.g. state pollution boards; urban local bodies, state environment departments etc. and have an exceptional track record with the waste collectors, related CBOs/NGOs, communities of practice in the community development, Behaviour Change Communications (BCC) and Information, Education and Communications (IEC) processes and systems;
3. The SP will ensure proper monitoring for each activity as per the budgets and **meeting the desired deliverables at all levels and reporting back to the ULBs**, CEE project units as per required systems.
4. The SP with support from CEE provides capacity building, program monitoring, milestone management, fund management, and offering project support from time to time for best progress in the program.
5. The SP with support from CEE and Program would engage a baseline partner to gather the primary baseline data of current practices, waste scenario and waste picker scenario in the city. Leverage secondary data from ULBs, DIC and pollution control boards.
6. The SP will organize workshops, meetings, exhibitions etc. as required during the project implementation
7. The SP will create exposure visits, trainings for ULB, other officials, waste pickers (safai mitras), and waste collectors (kabadiwallahs) and the SP teams to activate and trigger the motivation in communities of practice to have leadership and sustainable ownership of the program.
8. The SP will act as a community partner and will engage with citizen community and spread the message on segregation, dry waste recycling and build a volunteering community to take the idea to the masses.
9. The SP to keep all the activities to be approved in a more systems approach. Keeping all financial systems in place. A format to be used for all expenditures and approval of proposals.
10. The SP will undertake IEC related activities as required. Communicate on regular basis with the households in the respective wards about the project and develop respective RWAs for project implementation. Shall organize necessary awareness programs with the HHs and RWAs.
11. The SP will mobilize in-cash and in-kind resources from State Pollution Control Boards (SPCBs), Urban Local Bodies (ULBs), Self, other Donors and Communities of practice and others.
12. The SP should install fire safety equipment's i.e., fire extinguishers, sand buckets etc. inside the MRF for eliminating fire accidents.
13. The SP will take insurance of shed, machines, machines operators and Safai Mitras working inside the Material recovery facility.
14. The SP will provide Dress, safety jackets, goggles, helmets, gloves and safety shoes to the working inside the Material recycling centre.
15. The SP will pay adherence to the Dos and DONOTs standard operating procedures for the MRF
16. **Any Other activity as desired to meet the objectives of the project to be undertaken as directed by the project.**

3. Scope of Work for SP:

The selected SP will undertake tasks as listed against each component in the budget submitted. It is envisaged that the SP will ensure implementation of the activities as listed in the meeting the "objectives of the assignment". Given the dynamic situation of Dry waste management new activities can also be included in the contract.

The list below is for first year activities, some activities will be on-going during future years, along with new activities added in the subsequent years. Every year budget lines will be agreed for the activities and a year plan will be approved. This however cannot increase the contractual requirements.

SP will develop creative ways of linking with schools, educational institutions, shops, hospitals, industry houses etc. (other stakeholders) in the given areas for collection of plastic and other dry waste for recycling).

List of activities as identified is listed below. For any additional activity, CEE and the partner will mutually agree on its timelines, costs etc.

4. Proposal to be submitted by SP:

The bidder SP will submit a proposal in the format as attached.

The proposal must demonstrate how the proposed methodology meets the ToRs, while ensuring appropriateness of the approach to the local conditions and the detailed project activities.

This methodology must be laid out with the required details of activities to be done defined in qualitative, quantitative and in time frame.

The proposal must define and state how the project will be able to deliver the requirements in the ToR. The strategy/methodology and also the monitoring mechanisms. Other innovative methods for better awareness and check littering will be welcomed.

The proposal must contain the required details and document as detailed in the eligibility & evaluation criteria to specific points.

The proposal may be restricted to 10 pages. Annexures can be extra.

5. Eligibility & Evaluation Process:

Evaluation of proposals will be based on **Quality-based Fixed Budget Selection methodology** - that means all proposals have the same overall price (as defined in the document and cannot exceed the given fixed budget amount), such that evaluation will be focused on the selection of the **best quality proposal, experience in management and operations for plastics project with MC in particular will be given preference.**

Amongst technically responsive and qualified organisations, top scoring one organisation will be selected for award of the contract to work as Service provider in the city.

Sl. No.	Evaluation Criteria	Maximum Points
1	Experience in dry/plastic waste management and operations.	15
2	Experience working with Municipal Corporations, Urban/Environment/Pollution Control Boards/Government/Cantonments/in any waste management related activities (collection/segregation/processing/recycling/Swachh Bharat Mission related activities) Local experience in state/city of operation will be preferred.	15
3	Experience working with Waste pickers/Kabadiwalas/other informal sectors.	10
4	Proposed methodology, approach and overall quality of the proposal aligned with project objectives and deliverables.	20
Total		60
6	Presentation (virtual) on Overall approach & methodology; team & experience; Solutions based approaches to managing operations in Dry Waste; Sustainability, Recycling or Refurbishing through a Circularity approach.	40
Grand Total		100

6. Duration of Assignment, Deliverables, Payment terms

1. The contract duration **will be for one year initially, extendable for up to maximum of three and half years depending upon availability of budget and satisfactory performance** of the selected SP.
2. Once a contract is awarded to the selected SP at city level, **first payment will be based on submission of work plan (including list of activities and estimated costs) by SP and acceptance of the same by CEE team.**
3. Subsequent payments will be based upon the **financial break-up submitted and agreed by CEE team during the implementation time.**
4. The selected SP will be required to **submit Audited Utilization Certificate from a Chartered Accountant to CEE before release of second and subsequent payments.** (Formats will be provided).
5. All the Machines although purchased by the SP; **shall remain in the custody of the project till final decision on the closure of the project and handing over the machinery to the Municipal Corporation or the Service Provider. Every year asset records will be furnished by the service provider at the end of the year; and with a full project report on yearly basis by the service provider.**

Payment Terms:

Cost Breakdown instalment wise:

#	Deliverable	% payment of the contract amount in INR	Price in INR (Lump Sum, All Inclusive)
1	Detailed work plan with estimated costs for activities from signing of the contract.	40	
2	Submission of audited Utilization Certificate (90%) from a Chartered Accountant for previous installment and detailed work plan with estimated cost for activities for the 1 st year.	45	
3	Submission of audited Utilization Certificate for all expenses in year one (01) from a Chartered Accountant for all the expenditure related to year one.	15	
Total		100%	INR.....

List of Activities with the deliverables and budget:

Sl. No.	Activity	Details of Activities with minimum quantifiable deliverables	Description	Year 1		
				Unit Price (INR) (a)	Number of units (b)	Total Price (INR) a x b
1	Initiate formation of RWA, awareness, meetings in segregation of dry/wet waste and organizing meetings, exposure visits and special events, printing of brochures, pamphlets etc.	Minimum achievement of <ul style="list-style-type: none"> • 10 awareness trainings on segregation in new / existing RWA • On-board 50 Bulk generators • Establish linkage with 20 RWA (new or existing) for regular collection of segregated plastic waste 	3 RWAs X 4 Meetings- annually = 12 each city	2,500	12	30,000
2	Government engagement - Meetings, Workshops, trainings, exposure visits with local S/Hs e.g. ULBs; SPCB; Deptt. of Env. And other Government bodies.	Minimum achievement of <ul style="list-style-type: none"> • 1 exposure visits to government officials / stakeholders to other project locations and recyclers • 12 formal meetings with Government officials over 12 months (Minutes of meeting to be recorded) • Hosting 2 workshops with Government stakeholders (city and/or state govt) • Written acknowledgement on the monthly report & collection tonnage from Municipal Corporation every month for onward submission by CEE. 	One/two small meeting per month with concerned stakeholders. Minutes need to be drafted for every meeting. @Rs. 2,000 per meeting.	2,000	25	50,000
3	Organizing drives, Vehicle hire for message dissemination; innovative events; school children rallies for programs on awareness, collection, segregation of plastics as special events in each city with ULBs, SPCBs in the ward areas to create more support.	<ul style="list-style-type: none"> • On-board at least 10 Education institutions in city • Awareness sessions in School/Colleges • Form Green volunteers committee in RWAs, School/Colleges 	3 events per year per city @ Rs. 40,000. more sources to be leveraged from the related institutions.	40,000	3	1,20,000
4	Experience sharing workshops with different stakeholders in the city for awards functions to Safaii Mitras; RWAs to promote Segregation, this is in partnership with ULB.	One workshop at city/state level with different stakeholders on the project and overall waste value chain.	one workshops per city per year. Cost per year per workshop	50,000	1	50,000
5	NGO Costs per city for institutionalizing waste pickers & MRF operators.					

Sl. No.	Activity	Details of Activities with minimum quantifiable deliverables	Description	Year 1		
				Unit Price (INR) (a)	Number of units (b)	Total Price (INR) a x b
5.1	Monitoring & Communication Associate		Per month cost per person @20,000	20,000	12	2,40,000
5.2	Associate for liaisoning with Informal sector		Per month cost per person @15,000	15,000	12	1,80,000
6	Local Travel costs (coordination with stakeholders) for the service providers	Proper Log book to be maintained with the purpose of Travel.	Per month cost @9,000.	9,000	12	1,08,000
7	Award, Competition certificate function at RWA/ Ward / ULB level/School/Others.	<ul style="list-style-type: none"> • Conducting at least 2 award campaigns per annum 	Per year per city cost.	50,000	1	50,000
8	IEC Materials developed at city and village level for the service provider.	<ul style="list-style-type: none"> • ID cards to be issued through the local ULB • Stories of Safaii Mitras (at least 10 stories per annum) • Pamphlets, leaflets for trainings in local language (at least 500 copies) • Other creative materials required at site (at least 25) • Social media posts (minimum 2 / month) 	Per year cost @50,000 per city.	50,000	1	50,000
9	Tata Ace Gold vehicle		One time cost	6,30,000	1	6,30,000
10	Branding of vehicle		One time cost	1,00,000	1	1,00,000
11	Integration of Safaii Mitras for Inclusive growth: On boarding, site meetings, SHG formation, bank account linkages, livelihood programs, etc.	<p>Minimum achievement of</p> <ul style="list-style-type: none"> • Registering 200 Safaii Mitras with full details (as per the format) with one verifiable identify and contact details • Formation of at least 4 SHGs with Safaii Mitras • Proper maintenance of Safaii Mitras details & SHG registers and its periodic submission to CEE (Monthly and quarterly reports with details) • More than 70% of Bank linkage to all registered Safaii mitras • Conducting Safaii mitras meetings (at least one per month) at Swachh Centre. • Health camps to be conducted (at least 4 per annum or 1 per quarter) 	200 Safaii Mitras @500 each	500	200	1,00,000

Sl. No.	Activity	Details of Activities with minimum quantifiable deliverables	Description	Year 1		
				Unit Price (INR) (a)	Number of units (b)	Total Price (INR) a x b
12	Contest, fests and social media links to all the knowledge exchange	<ul style="list-style-type: none"> • Stories of Safaii Mitras (at least 10 stories per annum) • Photos / videos of centre (at least 5 videos per annum) • QR code for ID cards as well as waste transactions • Pamphlets, leaflets for trainings in local language (at least 500 copies) • Conducting at least 2 award campaigns per annum • Other creative materials required at site (at least 25 	Per year cost per city.	20,000	4	80,000
13	Monthly review meetings with the project Team-Virtual/Physical. Review of the MRF facility (once constructed).		Per month cost of Rs. 5,000/-	5,000	12	60,000
14	Computer, Printer and other capital equipment purchase at MRF & Partners		One time cost	80,000	1	80,000
15	Administrative expenditure by the service provider.		Per month cost @9,000 per city.	9,000	12	1,08,000
Total						20,36,000

* Request by the SP to be taken from the project for the type, brand, etc. machinery to be purchased by the SP. Also, the GST for the purchase of machineries is to be borne by the SP as input cost and claim the refund.