

TERMS OF REFERENCE

for Selection of Service Provider for the Material Recovery Facility (MRF)

for Mahbubnagar

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 to ensure Circularity Approaches in Waste Management:

1. Facilitate implementation of project activities in the areas of dry and plastic waste management in the assigned city. The SP will be involved in day-to-day activities for **setting up management and operations of the Material Recovery Facility (MRF) in coordination with the Urban local body (ULB)**, including the elected members i.e., Mayor, and the ward officials in the Respective City.
2. The SP would also facilitate all regulatory and compliance mechanisms required for the effective functioning of MRF.
3. The SP partner will be ensuring **collection, segregation, transportation, processing recycling and disposal mechanisms in the Dry & Plastic waste and put in place both manually and digitally (with support from the Project) a transparent verifiable system of waste flow along the waste value chain.**
4. **The SP will aim to meet a minimum collection, segregation, transportation, processing and safe disposal of plastic and dry waste TARGETS as per table provided below.**

A Minimum Collection Target for total Dry including Plastic waste			
Year	A Minimum Collection Target- Per day	A Minimum No. of working days in a Year	Total Tonnage (MTs)
Year 1	2 MTs/day	2x330	660
Year 2	3 MTs/day	3x330	990
Year 3	4 MTs/Day	4x330	1320
Total			2970

5. 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; as per the approved branding guidelines.
6. The SP with directions from CEE 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.
7. The SP with direction and guidance of CEE will maintain regular link with ULBs; anchors the program in the city and seeks support in the form of infrastructure (land, building, equipment's, fixed and movable assets) as well as ward allocation, policy support, etc. through ULBs or other sources as per the ULB contractual and keep appropriate disclosure of on the convergence of in-kind and in-cash co financing.
8. 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.
9. The SP through CEE will create exposure visits, trainings for ULB, other officials, waste pickers (safaii 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.
10. The SP with guidance from CEE on systemic approaches will ensure Standard rate cards for all **Purchase and Sale waste categories to be displayed** at the MRF gate and in the facility. This would help waste pickers, citizens, scrap dealers to walk in and sell their waste. Also, CEE will guide the SP to ensure all standard Safety parameters (ISO marked fire extinguisher, etc.) to be placed and adhered too.
11. The SP will take the timely, appropriate and necessary approvals from CEE, the District Industries Centre, State Pollution Control Boards, State environment, urban departments etc. (if required) to run the MRF etc.

12. The SP 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.
13. The SP to keep all the activities physical and financial records in a more systems approach. Keeping all financial systems in place. A Utilization Certificate format (will be shared) to be used for all expenditures and approval of proposals. Ledgers will be maintained by the SP at all levels for all expenditures budget head wise.
14. 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.
15. 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 with proper and appropriate recording and disclosure to be maintained.
16. The SP should install fire safety equipment's i.e., fire extinguishers, sand buckets etc. inside the MRF for eliminating fire accidents as per NBC and BIS standards.
17. The SP will take insurance of shed, machines, machines operators and Safaii Mitras working inside the Material recovery facility till the time contract.
18. The SP will provide Dress, safety jackets, goggles, helmets, gloves and safety shoes to the working inside the Material recovery facility.
19. The SP will pay adherence to the provided Dos and DONOTs standard operating procedures for the MRF
20. The Electricity, water, land and shed will be provided to run the operations either by the ULB or by the Project. The Electricity connection will be provided for a minimum load of 75 KW/hr.
21. The SP will bear the cost of electricity & water expenses for the operations at the MRF.
22. The SP will also bear the cost for the workforce for the maintenance of the machine on monthly basis for the operations of MRF.
23. The SP will bear all expenses related to the compliances e.g. CTE & CTO and other similar related sanctions from Pollution control board/environment department, etc.
24. The SP will bear all the related expenditures for the segregation, sorting of different fractions of waste at the MRF Site and also transportation of the materials to either Recyclers, Cement Co Processing plants or as the case be. The funds can be sourced from ULB or other sources, but not the project.
25. The SP will keep all the proper accounting and systems under the direction of CEE for all the sale proceeds of the materials (income expenditures monthly statements; this is also necessary to have the sustainability in place).
26. The Service Provider will take the timely, appropriate and necessary approvals & consents as required under the statutory requirements from the CEE, District Industries Centre, State Pollution Control Boards, state environment, urban departments etc. to run the Material Recovery Facility effectively and maintaining circularity.
27. **Any Other activity as desired BY CEE 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 TARGETS 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, BUT THE BUDGET LINES AND THE TOTAL BUDGET REMAINS THE SAME.

The list below is for first year activities, some activities however 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 under a new contract for the year following the due diligence processes.

No unspent budgets will be allowed to be carried forward in the subsequent years, however a maximum of two MONTHs NO COST EXTENTION WILL BE PROVIDED to the SP to complete all the activities.

SP will ensure to develop and implement a revenue model-based approach through the MRF and monitor the project in lines with the guidance provided by the project team. Clear and periodic agreements will be made with recyclers, kadadiwallahas etc. to generate revenue streams for the dry waste to be Recycled.

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. Additional activities can be added as mentioned before but NO ADDITIONAL budgets will be provided to do these activities. 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 ToRs. 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 must be sent through email to purchase@ceeindia.org With the subject line clearly mentioning the city for which the proposal is being submitted.

Subject line: **Proposal Service Provider:City Name_Bidder name**
The proposal may be restricted to 10 pages. Annexures can be extra.

4. Eligibility & Evaluation Process:

Evaluation of proposals will be based on **Quality-based competitive bidding Selection methodology** - that means the selection will be based on the **best quality proposal, experience in management and operations for plastics waste management project with Municipal Corporations** in particular will be given preference and the **lowest quoted budget** (as defined in the document, cannot exceed the given total budget amount and lowest quoted rate will be given L1) as per the below given marking system.

Amongst technically responsive and qualified organisations, top scoring 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

Sl. No.	Evaluation Criteria	Maximum Points
4	Proposed methodology, approach and overall quality of the proposal aligned with project objectives and deliverables.	20
Total		60
6	Budget quotation (L1) Lowest bid party will get the highest mark.	40
Grand Total		100

5. Duration of Assignment, Deliverables, Payment terms

- The contract duration **will be for one year initially, extendable for up to maximum of two-two and half years depending upon availability of budget and satisfactory performance** of the selected SP.
- The contract will be annually reviewed, and due diligence through an external audit partner by the project and as found suitable meeting the performance criteria's will be renewed for extension annually with new budget lines and quotes.
- 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.**
- Subsequent payments will be based upon the **financial break-up submitted and agreed by CEE team during the implementation time.**
- 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).
- All the Machines purchased by the CEE; **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.	30	
2	Submission of audited Utilization Certificate (90%) from a Chartered Accountant for previous installment and detailed work plan with the delivery report with estimated cost for activities for the 1 st year.	30	
3	Submission of audited Utilization Certificate (90%) from a Chartered Accountant for previous installment and detailed work plan with the delivery report with estimated cost for activities for the 1 st year.	30	
4	Submission of audited Utilization Certificate for all expenses in year one (01) from a Chartered Accountant for all the expenditure related to year one and the satisfactory completion of activities as listed. A penalty clause will be levied in case of uncompleted activities at the end of Year 1	10	
Total		100%	INR.....

Penalty clause:

CEE may impose a penalty up to 5% - 8% of the contract value for moving out of project mid-way; non-completion of activities.

List of Activities with the deliverables and budget (to be quoted by the bidder):

Sl. No.	Activity	Details of Activities with minimum quantifiable deliverable TARGETS	Description of TARGETS	Unit Price (INR) (a)	Number of units (b)	Total Price (INR) a x b
A. Activities in ground						
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 • Onboard 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	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.			
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, more sources to be leveraged from the related institutions.			

Sl. No.	Activity	Details of Activities with minimum quantifiable deliverable TARGETS	Description of TARGETS	Unit Price (INR) (a)	Number of units (b)	Total Price (INR) a x b
4	Experience sharing workshops with different stakeholders in the city for awards functions to Safai 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			
5	MRF operation: Related expenses for electricity, toilet, drinking water for the Swachh Centre. Setting up office furniture etc. in connection with plastic collection, segregation & recycling including adhoc expenses.	Minimum achievement of <ul style="list-style-type: none"> • 100% adherence to Project SOPs on operations and maintenance, Proof of internal audits (monthly and quarterly) • Ensuring cleanliness, hygiene, etc. without complaints and submission of photos in monthly report • Adequate signages of safety, process advisory, project information and emergency response, and other relevant posters on site • Center name board as per CEE-HDFC Bank branding guidelines • Availability of visitor registers; asset register, safai mitra meeting register • Registration of Center Under DIC, Pollution control Board CTE & CTO. Application to be made within 3 months of starting operations • Water Cooler, Changing Room, Ladies & gents toilet and Rest Room availability for Safai Mitras within 2 months of operation initiation • On time Machine repair and part replacement for smooth operation. 	Including of all operation/maintenance related expenditure for MRF			

Sl. No.	Activity	Details of Activities with minimum quantifiable deliverable TARGETS	Description of TARGETS	Unit Price (INR) (a)	Number of units (b)	Total Price (INR) a x b
6	Expenses for purchase of waste material (avg 500 Kgs/day) for collection, segregation, recycling if any. Including mapping of Recyclers, small agregators.	<p>Minimum achievement of</p> <ul style="list-style-type: none"> • Collection and processing of 50-60 tons per month of dry including plastic waste with full traceability and paper trail. This includes adherence to data management through inward register, stock register, outward register, invoices, recycler certificates and transportation documents • Linking collected materials to at least 70% of the materials to recyclers (both registered or unregistered recyclers with clear invoices and delivery challan) 	One time cost			
7	Award, Competition certificate function at RWA/ Ward / ULB level/School/Others.	<ul style="list-style-type: none"> • Conducting atleast 2 award campaigns per annum 	Per year per city cost.			
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 (atleast 10 stories per annum) • Pamphlets, leaflets for trainings in local language (atleast 500 copies) • Other creative materials required at site (atleast 25) • Social media posts (minimum 2 / month) 	Per year cost for the development & dissemination of IEC materials.			
9	Integration of Safaii Mitras for Inclusive growth: Onboarding, 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 Safai Mitra 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) 	Linkage with various govt. schemes.			

Sl. No.	Activity	Details of Activities with minimum quantifiable deliverable TARGETS	Description of TARGETS	Unit Price (INR) (a)	Number of units (b)	Total Price (INR) a x b
10	Safety & Protection: Purchase of dress, gloves, masks, bins to be sourced. Also on emergency preparedness, fire safety, Covid19 compliances, etc. Also, efforts to raise funds from other donors/ULBs.	<p>Minimum achievement of</p> <ul style="list-style-type: none"> • Purchase of gloves, masks, boots, safety gears and protection gears for at least 200 Safai Mitras • Connecting atleast 2 external support through co-finance for safai Mitras inclusion activities • Fire safety equipment's, • Conducting of fire safety drills (one per quarter) 	PPE kit distribution among Safai Mitras.			
11	Contest, fests and social media links to all the knowledge exchange	<ul style="list-style-type: none"> • Stories of Safai Mitras (atleast 10 stories per annum) • Photos / videos of center (atleast 5 videos per annum) • QR code for ID cards as well as waste transactions • Pamphlets, leaflets for trainings in local language (atleast 500 copies) • Conducting atleast 2 award campaigns per annum • Other creative materials required at site (atleast 25) 	Per year cost per city.			
Maximum total for Activities in ground (A)						12,75,000
B. Operational expenditure						
7	NGO Costs per city for institutionalizing waste pickers & MRF operators.					
7.1	Field Project Coordinator for the Service provider for IEC, awareness campaigns and overall coordination	<p>Minimum achievement of</p> <ul style="list-style-type: none"> • Transparent process followed for on boarding of employees • Proper Appointment letter issued • Salary to be given on time and in the bank account • Attendance registers properly maintained 	Per month cost			
7.2	Monitoring & Communication Associate		Per month cost			
7.3	Account Associate		Per month cost			
7.4	Muqaddam for supervising the Waste Collectors in the wards for operations for the Service provider		Per month cost			

Sl. No.	Activity	Details of Activities with minimum quantifiable deliverable TARGETS	Description of TARGETS	Unit Price (INR) (a)	Number of units (b)	Total Price (INR) a x b
7.5	Safaii Mitras for collection, packaging, loading at Centre, Operating at Phatka machine, Shredding machine, Air blower (6 No.) for the Service provider		Per month cost			
8	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	Fire safety compliances and Fire Safety trainings with local fire department each quarter	<p>Minimum achievement of</p> <ul style="list-style-type: none"> • 6 nos. sand buckets 9 kg each • 3 nos., 4.5 Kg each CO 2 type fire extinguishers • 3 nos., 9 Kg ABC type fire extinguishers • 2000 Litres fresh water tank with tap • Minimum 02 fire trainings 	Compliance to be met			
10	CTE & CTO compliances	<p>Minimum achievement of</p> <ul style="list-style-type: none"> • Consent to establish and Consent to operate to be taken from SPCB • Adherence of rules for Air & Water pollution issued by SPCB 	Compliance to be met			
11	Insurance of Plant, Machinery and working staff: Insurance for fire, cyclones; and any other factors to supported un-interrupted works at the SK. Insurance for stock in Goods and people working at the centre per year.	Insurance of Plant, Machinery and working staff: Insurance for fire, cyclones; and any other factors to supported un-interrupted works at the SK. Insurance for stock in Goods and people working at the centre per year.	To be complied			
12	Monthly review meetings with the project team-Virtual/Physical. Review of the MRF facility (once constructed).		Per month cost			
13	Computer, Printer and other capital equipment purchase at MRF & Partners		One time cost			

Sl. No.	Activity	Details of Activities with minimum quantifiable deliverable TARGETS	Description of TARGETS	Unit Price (INR) (a)	Number of units (b)	Total Price (INR) a x b
14	Administrative expenditure by the service provider.		Per month cost			
Maximum total for Operational expenditure (B)						21,20,000
Maximum Grand Total (A+B)						33,95,000