

Terms of reference (ToRs) for Support to the Demonstration of Technical Measures for Selected Locations/Wards in the City of Trivandrum to Improve and Upgrade Plastic Waste Management with Key Focus on Extended Producer Responsibility and Circular Economy

Support to the Demonstration of Technical Measures for Selected Locations/Wards in the City of Trivandrum to Improve and Upgrade Plastic Waste Management with Key Focus on Extended Producer Responsibility and Circular Economy

**Project number/
cost centre:**

19.9016.7-001.00

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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
BMU	German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety
CES	Circular Economy Solutions Preventing Marine Litter in Ecosystems (project title)
CSO	Civil Society Organisations
DC	Development Cooperation
EPR	Extended Producer Responsibility
EoL	End-of-Life
FGDs	Focus Group Discussions
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
LSGI	Local Self Government Institutions
MCF	Material Collection Facility
MoEFCC	Ministry of Environment, Forest and Climate Change
NGO	Non-Governmental Organisations
PIBO	Producer Importer Brand Owner
PMU	Project Management Unit
PWM	Plastic Waste Management Rules, 2016
PWP	Plastic Waste Processors
RWA	Residents' Welfare Association
SHG	Self Help Group
SWOT	Strength, Weakness, Opportunity, and Threat (SWOT) Analysis
TC	Technical Cooperation
TMC	Thiruvananthapuram Municipal Corporation
ToRs	Terms of reference
WP	Work Package

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1. Context

1.1 Background

Plastic litter threatens ecosystems and adversely affects fishing and tourism industry around the globe. India is the one of the largest contributors to marine litter. One of the most common items is the single-use products like plastic packets or sachets. Given that many single-use plastic items are hard to recycle, we need to reduce plastic waste at the source. This will result in less strain on the waste management system, less plastic being burned, and less plastic polluting the environment as well as entering the oceans.

As part of the ongoing Indo-German Bilateral Cooperation with the Government of India, the German Federal Ministry of Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV) is supporting the Ministry of Environment, Forest and Climate Change (MoEFCC), Government of India to implement a new Technical Cooperation project on “*Circular Economy Solutions (CES) Preventing Marine Litter in Ecosystems*”. The project is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH jointly with the MoEFCC. The CES project is geared towards providing technical assistance, capacity building, institutional and accompanying support to contribute to the implementation of the international commitment preventing marine litter. The project focus ranges from tracking and monitoring of marine litter in selected states of India to the demonstration of technological solutions on reduction, reuse and recycling of plastics. The project will work on ways to implement Extended Producer Responsibility (EPR) for plastics with the participation of pollution control boards, relevant government ministries, private sector players, such as Producers, Importers & Brand Owners (PIBOs), recyclers as well as informal waste workers.

“*Support to the Demonstration of Technical Measures for Selected Locations/Wards in the City of Trivandrum to Improve and Upgrade Plastic Waste Management with Key Focus on Extended Producer Responsibility and Circular Economy*” is a key activity targeted to reduce the marine litter in the coastal ecosystem of Kerala. The project must address and strengthen existing waste management systems supported through the technical measure at selected pilot demonstration sites streamlined through the involvement of women self-help groups, coastal communities, local scrap shops and waste pickers. 3 selected wards in the city of Trivandrum will pilot technological solutions and also try to operationalize Extended producer Responsibility (EPR). The technical measure with involvement of recyclers and producers and use of innovative technology is required to ensure that a sustainable system can be set-up. This will be institutionalized through advocacy measures including awareness and outreach. The entire assignment will be jointly implemented by Thiruvananthapuram Municipal Corporation (TMC), state government of Kerala and GIZ. The Consultant agency will work for GIZ India, Climate Change team to support the Ministry of Environment, Forests and Climate Change (MoEFCC) under the CES Project.

2. Tasks to be performed by the contractor

2.1 Scope of Work

The objective of this assignment is to develop, support and implement an economically sustainable circular model for plastic waste management. The activity shall involve active involvement of key stakeholders relevant to waste management system in Trivandrum. The agency shall do status quo mapping, gather local support and evaluate resources and technologies for creating an enabling environment to enforce the plastic waste management rules. For the specific assignment, the association with a local partner might be crucial (or

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consortium of local partner and others) that will help to develop, implement and secure the follow-up and the legacy of the project. The lead national agency can apply in consortium with another firm/ firms which is registered in India/ outside.

The overall aim is to reduce the amount of litter that washes into the sea from the city of Thiruvananthapuram. The collected materials have to be sorted and sent for final plastic waste processors (recyclers/ cement plants/ waste to oil etc.) and possibly earn plastic credits. The project must focus on key aspects of implementing PWM rules as well as EPR working closely with Producers, Importers & Brand Owners (PIBOs) and Plastic Waste Processors (PWPs).

The assignment should be designed along the following work packages described below (please indicate in the technical offer, how many man days you will assign to each work package). The study may be carried out in cooperation with research institutes or local research partners. The whole assignment has to be carried out in close co-operation and coordination with the GIZ CES project team who will also provide advice on the strategies for implementation of the activities. The aim of this work is to help us better target the activities and develop a more comprehensive approach for the implementation of the Plastic Waste Management (PWM) Rules, 2016 and EPR Framework while contributing to a Circular Economy.

The contractor is responsible for providing the following services as per the following work packages:

2.2 Work packages

The work is divided into the following work packages:

- **Work Package 1:** Preliminary Assessment and Study on Possibilities for Upgradation of Current Systems in Place
- **Work Package 2:** Support to the plastic waste value chain creation
- **Work Package 3:** Awareness Creation and capacity building
- **Work Package 4:** Monitoring and Evaluation

The contractor is responsible for providing the following services as per the following work packages and tasks are explained below:

Work Package 1: Preliminary Assessment and Study on Possibilities for Upgradation of Current Systems in Place	
	<p>The work package shall involve the following:</p> <ul style="list-style-type: none"> • Conduct preliminary assessment in 3 selected wards where project is to be implemented in consultation with Thiruvananthapuram Municipal Corporation (TMC), Kudumbasree , GIZ and Project PMU; • Assess the existing system of waste management infrastructure (Material collection facility, MCF; Resource Recovery Facility, RRF), women self-help groups (SHGs) as well as forward linkages in the waste management system in the selected wards, evaluate ways to optimise and institutionalise the current systems of waste segregation, collection, transportation and end-of-life management;

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	<ul style="list-style-type: none"> • Evaluate the health, safety and social security of waste collectors and sanitation workers in the selected wards; • Ward wise study of waste quantity and composition for designing the size of bin, collection frequency etc. in the case of household, markets and public institutions; • Ward wise study of the existing waste collection vehicles and collection mechanism • Evolve suitable model for implementation of Primary Collection of segregated Wet and Dry waste; • Develop a Model Standard Operation Procedure (SOP) for segregated Storage and ensuring efficient and sustained door to door collection for an urban area having predominantly low-income group people. • Identify key programming and operational components of the facility that are essential for scaling up and scaling out in the city. Also, identify the specifications or requirements in establishing the infrastructure. • Conduct stakeholder mapping and consultations as and when needed • Integrate informal sectors, women economic empowerment and also support the existing Haritha Karma Sena (SHG model) model in the state, specifically defining their role as promoters, facilitators, and enablers of the circular economy. • Examine and explore how the following activities can be integrated: <ul style="list-style-type: none"> ○ Integrating with the state and central rules, regulations and policies ○ Communications and advocacy elements ○ Integration of digital solutions to promote circular economy strategies ○ Capacity development and training to upskill or reskill participants ○ Develop a deeper circular economy value chain in the city
Deliverables	<ol style="list-style-type: none"> 1. Inception meeting, preparation of project plan, Stakeholder consultation 2. Draft report as per Work package 1 3. Final report on Work package 1

Work Package 2: Support to the plastic waste value chain creation	
<p>Task 2.1:</p> <p>Field level support to the execution of a sustainable model integrating all major stakeholders</p>	<p>The work package shall involve the following:</p> <ul style="list-style-type: none"> • The agency must garner support from all members of the society to get a buy-in from the community • Devise a detailed plan (customized for the society) for implementation of source segregation. • If possible, try to integrate digital solutions for tracking of waste collection and enhance the capacities of ULBs to monitor waste collection in real-time. This activity must be carried out in close coordination with TMC.

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	<ul style="list-style-type: none"> • Integrate motivated volunteers (who live in the RWA/ in the localities) so that they play an important role in reducing the time of implementation of source segregation. • Bringing attitudinal change through public participation in continuous campaigns and Door-To-Door awareness sessions is critical • Issue of message to the public on the necessity of segregated storage at source by providing service by frequent clean-up/ cleanliness drives in the 3 selected wards; • Separate collection channel for segregated waste from households should be set up so that waste once segregated at source does not get mixed in forward linkages of value chain; Waste collection vehicles should have tracking and monitoring systems; • Provide support for upgrading the Material collection facilities (MCF) on ground with close coordination with the TMC authorities. Implement activities to comply with work-place safety, Personnel Protective Equipment (PPE), better working conditions and standards, fire safety, first aid requirements etc including strengthening of existing infrastructure. Determine ways on how best to operate the facility • Ensure effective management of collected plastic waste and forward linkages of the same through approved modes; • Shall maintain a record to keep track of the progress of door to door garbage and User Charge collection and the same shall be submitted monthly along with monthly bills to GIZ, PMU and TMC. • Establish a system in coordination with the regulatory authorities to completely prevent indiscriminate dumping at various locations and clear the hotspot locations as identified in the preliminary assessment and baseline studies (most of them are on the banks / shores of drains, rivers and other water bodies). • The activity should facilitate the reduction, reuse and/or recycling of <u>X tonnes of plastic waste</u> during the project duration (agency to propose/quote the volume) through implementation of technical solutions
<p>Task 2.2 : Financing and operational mechanism to ensure sustainability of the model</p>	<p>The work package shall involve the following:</p> <ul style="list-style-type: none"> • Ensure sustainability of plastic waste management systems; provisions available in the EPR system shall be utilised; • Develop a viable financial model to ensure regular collection system along with addressing the user fees • Different incentive mechanisms for source segregation should be explored • Assess the current sources of revenue such as the Viability Gap Fund in the state and user fee to operate and sustain the project ; suggest and demonstrate a suitable workable model (like PPP model) • The funds available from the Swachh Bharat Mission (SBM) programme shall be assessed for supporting the sustainability of the model • Pricing for valuable and non-valuable plastics need to be separately accounted and the model shall integrate the local rules and regulations

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	<ul style="list-style-type: none"> Identify and engage with at least 15 PIBOs and PWPs interested through EPR model and establish clear association with the proposed model with recycling targets Develop and support the implementation of the plastic credit mechanism with TMC as per the CPCB guidelines on EPR.
<p>Task 2.3 :</p> <p>Integration and social inclusion of informal sector and women workers with the formal systems of waste management</p>	<p>The work package shall involve the following:</p> <ul style="list-style-type: none"> Develop a system to integrate and transform informal waste collectors and women workers to a formalised system that improves their quality of life, ensure better health and working conditions, better livelihood opportunity. Establish mechanism to engage with waste pickers, PWPs and PIBOs to collect, sort and process low- value plastic waste (under systems like EPR), which is littered the most in the environment and remain a major cause of marine litter. To be integrated in a formal set up, waste workers need to be inducted in a monetary benefit based system (Ideas of direct benefit system such as daily wage job with corporation Or indirect benefit system such as formation and integration with SHGs may be explored). If possible, ideas like setting up of Self-Help Groups cohort of informal workers working in operated MCF can be explored Regular programs must be planned with the women SHG groups, informal workers such as health camps, movie nights, trainings on PPEs etc. This will help build a good working relationship. Provide official linkages to government schemes, social security and benefits etc Identify PIBOs who wish to collaborate and work in a model where plastic waste are channelized from households and communities and social inclusion is a key priority. Mainstream gender activities like engaging women in relevant functions at the proposed model from collection, segregation, sorting etc and women led approaches that showcase inclusive approach in waste management. Women can be engaged across the entire plastic waste value chain leading to enhancement of income
Deliverables	Monthly progress report (for each task 2.1, 2.2, 2.3)

Work Package 3: Awareness Creation and capacity building	
	<p>The work package shall involve the following:</p> <ul style="list-style-type: none"> Interesting and engaging Information, Education and communication (IEC) materials including street plays, small competitions, games and competitive activities shall be developed to ensure strong positive engagement with the program. Support for awareness creation and other technical support to TMC in their selected wards;

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	<ul style="list-style-type: none"> • Ensure periodic awareness programmes among children/youth at school/ Colleges/ household level clusters etc and enhance their effective involvement; • Ensure weekly group discussions, focus group discussions at ward/ cluster level for improvement; • Develop communication materials (including digital promotional materials) for the city administration for publicising the waste management system. This will include flyers, postcards, infographics , art, etc. • Documenting the campaigns and transformational change in the form of short video, capturing the before and after, impacts (before and after) etc • Stakeholders are to be made aware: <ul style="list-style-type: none"> ○ Rules and regulations pertaining to plastic waste management ○ Efforts put forward by central, state and local administrations for managing plastic waste ○ Advantages of bio-based materials, eco-friendly alternatives available in the market and responsible behaviour change ○ Need of source segregation, sustainable consumption practices ○ Specific targeted programmes to describe “What happens to my waste”(describing the entire life cycle of plastic waste collected from households/ commercial establishment till its end-of-life) • Develop methodologies to target different groups of audience and define target-based interventions with clear plan of actions • Identify local ambassadors or social change makers to promote and facilitate awareness generation at the location to enhance sustainability.
Deliverables	Monthly progress report on Awareness Creation and capacity building

Work Package 4: Monitoring and Evaluation	
	<p>The work package shall involve the following:</p> <ul style="list-style-type: none"> • Prepare an SOP and reports that includes a Playbook that includes the methodology, stories / use cases / experiences and insights, lessons learned from the pilot activity(ies), including strategies and recommendations so that the idea may be scaled in other cities in the state of Kerala • Strictly adhere to plastic waste management rules and extended producer responsibility framework • Compile data on waste collected and channelized (e.g., types and quantity of collected waste, ward/ cluster wise quantification of weekly collected waste) integrating feedback received all different stakeholders of the project; • Submission of reports with information on installation and operation of segregation and collection; • Report should include monthly target matrix showing the following;

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	<ul style="list-style-type: none"> ○ Level of source segregation achieved and number of households practising source segregation; ○ Number of livelihoods created; ○ Improvement in health and social security; ○ Involvement of informal sector; ○ Disaggregated data of wet and dry waste; ○ Amount of plastic waste diverted from landfill, water bodies, open burning, open dumping; ○ Number of capacity building programs undertaken; ○ Number of awareness programs undertaken; ○ Photos and videos of before and after transformation must be recorded. <ul style="list-style-type: none"> ● Quarterly report on effectiveness of SUP ban enforcement ● Key lessons learned from the initiative. What are the drivers (positive and negative) that influenced progress towards achieving the scope of the project? ● Identify, document and communicate the main factors that are promoting and/or reducing the longevity and effectiveness of the initiative- <ul style="list-style-type: none"> ○ To what extent can the initiative be scaled and / or replicated? ○ What are the recommendations to improve continuity of results in the future? ○ Quality of relationships; selection of collaborators and partners / coordination / collaboration / cooperation and communication ○ Identify factors that enabled or impeded the collaboration and operations ○ Adequacy of human and financial capacities and systems in place to support the operations and attainment of results
Deliverables	Monthly progress report on monitoring and evaluation of the implementation activities

Important points to consider:

- The consultant team has to follow an iterative development process with the involvement of members from GIZ, State Project Management Unit (of the CES project), state government and local bodies
- The consultant is required to periodically make presentations before the GIZ team and the GIZ partners on the outputs and progress of work.
- All reports need to be submitted in editable soft copies of the same along with all necessary reference data/information collected.
The report must have an executive summary with key findings and recommendations. The draft reports for each respective work packages are expected from the consultant before final report. The report should be written in simple English language and must

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be comprehensive. References must be cited after each important facts and figures. The final report should be edited by professionals incorporating all comments and corrections, if any provided. The presentation on the key findings in the form of technical meetings, consultative workshops or events will be in English. Completed checklists, questionnaires, survey documents, case studies, photos have to be submitted along with the final report.

The following reports/ documentation are required by GIZ as part of the project:

- a) *Methodology (and Inception) Report.* The consultant shall submit an inception report after signing of the agreement detailing on the methods, tools and work plan for the operations. This report must be submitted no later than 1 month after the start of implementation of the work;
- b) Submission of *draft Work Package (WP) reports as per the time limits;*
- c) *Review presentations* are to be made for each of the work packages on the key findings to GIZ team as per the proposed timeline to review before final submission;
- d) *Monthly Progress Report;*
- e) *Report on Awareness programs/ Campaigns;*
- f) *Final reports* for each of the Work Packages (WP1, WP2, WP3, WP4);
- g) *Final consolidated report.*

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term. All the work packages must be carried out parallel, except specified otherwise.

Milestone	Deadline/place/person responsible
Methodology (and inception) report and advance invoice	4 weeks after signing the contract
Inception meeting, preparation of project plan, Stakeholder consultation	
Draft report as per Work package 1	10 weeks after signing the contract
Final report on Work package 1	December 2022
Monthly progress report for work packages 2, 3 and 4	January 2023
	February 2023
	March 2023
	April 2023
	May 2023
	June 2023
	July 2023
	August 2023
	September 2023
	October 2023

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Milestone	Deadline/place/person responsible
First Interim review and presentation of the progress of work	April 2023
Second Interim review and presentation of the progress of work	August 2023
Presentation of key findings and review of the work conducted and submission of draft consolidated report (work packages 2, 3 and 4)	First week of November 2023
Final consolidated report submission (work packages 1, 2 and 3)	November 2023

Period of assignment: 10th **November 2022** – 30th **November 2023**

3. Concept

The bidder/ consultant must be able to adhere to the objectives as defined in Chapter 2 of this document and show how these objectives are to be achieved; if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision

3.1 Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (See chapter 1). The proposed work, within the overarching framework of following the strategy for the work, the bidder must define, present and justify the strategy for providing the services for which it is responsible as accounted for in Chapter 2 of this document.

The study shall be undertaken by the bidder after evaluating the relevant stakeholders to be consulted for the project. The bidder is required to present the actors relevant for the services for which it is responsible and describe the strategy for **cooperation** with them.

The bidder is required to present and explain its approach to **steering the measures** with the project partners. The proposal submitted by the bidder must encompass the description of the study relied on a results-based monitoring system.

The bidder is required to describe the **key processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2. The bidder must also explain the process of integration of the partner contributions.

Learning and innovation: The bidder is obligated to describe its contribution to knowledge management for the partner and GIZ. The proposal must be well articulated on the measures undertaken by the contractor to promote scaling-up effects.

3.2 Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project.

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- The contractor is responsible for selecting, preparing, training and steering the experts assigned to perform the advisory tasks;
- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs;
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ. The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018.
- The bidder is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the bid; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule;
- The bidder is required to describe its **backstopping concept**. A backstopping strategy is expected to be part of the personnel concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the bid in accordance with Chapter 5.4 of the AVB:
 - Service-delivery control
 - Managing adaptations to changing conditions
 - Ensuring the flow of information between GIZ and field staff
 - Contractor's responsibility for seconded personnel
 - Process-oriented technical-conceptual steering of the consultancy inputs
 - Securing the administrative conclusion of the project
 - Ensuring compliance with reporting requirements
 - Providing specialist support for the on-site team by staff at company headquarters
 - Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site.

4. Criteria for Eligibility of firms

Bidders have to submit the documentary evidence for the criteria's specified below.

Bidders have to submit the documentary evidence for the criteria's specified below and eligibility assessment will be for the lead agency only.

- The agency should be a registered national entity .
- In case of bidding consortia: Declaration by consortium
- Average annual turnover of the agency for the last three financial years should be at least Euro 245,000
- The number of employees of the agency as of the previous years should be at least 10 persons.
- The agency should provide at least 2 reference projects in the technical field of waste management and circular economy with a minimum commission value of 20,000 Euros and at least 1 reference project in India in the last 3 years.
- 3 years of experience in waste management and mitigating especially plastic pollution

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- 3 years of experience in working with different public and private stakeholders
- 3 years of experience in development of awareness campaigns and capacity building in the field of waste management
- The agency should have regional experience in Kerala, India.
- The agency should have experience in Other Development Assignments

4A. Personnel Concept

The bidder is required to draw up a personnel assignment plan with explanatory notes that lists all the experts proposed in the bid; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The team shall involve the following experts:

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs, the range of tasks involved and the required qualifications. The project must have 1 Team leader, 3 Plastic Waste Management Experts, 6 Field Associates.

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 6), the range of tasks involved and the required qualifications.

The below-specified qualifications represent the requirements to reach the maximum number of points. The numbers given in brackets refer to the respective lines in the document “Grid for the technical assessment of bids”.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines);
- Coordinating and ensuring communication with GIZ, partners and others involved in the project;
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments;
- Design of framework to execute innovative strategies;
- Regular reporting in accordance with deadlines;
- Guide Supervisors and volunteers;
- Assess the Plastic Waste Management (PWM) status at the site and facilitate implementation and develop site wise road map to support implementation of project.
- Identify opportunities for public-private partnerships and work in collaborations with other potential agencies in the demonstration site;
- Support formulation, promotion and implementation of EPR/ plastic credits led technical intervention on channelization of plastic waste along with producers and recyclers of plastic waste management;
- Assist the team in preparing the reports and conducting necessary studies and activities.

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Qualifications of the team leader

- Education/training (2.1.1): Graduation in Environmental Sciences, Engineering, Waste Management, Social Science, Business Administration, Climate Change, Development studies, Science, Arts, Commerce, or related field; highly preferred to have an advanced degree in related fields;
- Language (2.1.2): Good business language and interpersonal skills. Fluency in English, and Malayalam is needed;
- General professional experience (2.1.3): 5 years of professional experience in the field of resource management and efficiency, sustainability leadership, waste management and working with reputed organizations in the sector;
- Specific professional experience (2.1.4): 5 years in supporting/ servicing/ guiding plastic waste management; Proven knowledge on resource efficiency, circular economy and development of awareness campaigns and capacity development in the field of waste management; Experience in research related to policies and legislation for plastics/ packaging materials;
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company;
- Regional experience (2.1.6): 3 years of experience in projects at international/ national/ state levels, project experience in Kerala is highly preferred;
- Development Cooperation (DC) experience (2.1.7): 3 years of experience in DC projects (Prior experience of working with multi-lateral / bi-lateral organisations, and with National Ministries / State Governments / Cities);
- Other (2.1.8): Project development and project financing experience is highly recommended; Strong creative thinking skills, including the ability to work confidently across a variety of stakeholders; Previous engagement with projects addressing resource efficiency and circular economy with respect to plastics will be an advantage

Expert 1: Plastic Waste management expert (3 Nos.)

(The expert must be based in Kerala)

Tasks of Plastic Waste management expert

- Work with team lead, and other experts for the implementation of the project;
- Support volunteers in implementation and awareness activities;
- Support implementation of plastic credit, EPR systems, capacity development and awareness activities
- Support the agency in implementing activities to enhance plastic waste management activities and mainstream collection and channelization needs to recycling stations
- Support to the agency on awareness workshops/events among community and other stakeholders, conduct of events promoting behaviour change on source segregation of waste

Qualifications of Plastic Waste management expert

- Education/training (2.2.1): University degree in Environmental Sciences, Environmental Engineering, Waste Management, Resource Management, Climate Change, Development studies, Social Science Development Studies, Commerce, Arts, Science or related field;
- Language (2.2.2): Good business language and interpersonal skills. Fluency over English, and Malayalam is needed;
- General professional experience (2.2.3): 2 years of professional experience in the field of resource management and efficiency, (plastic) waste management and working with reputed organizations in the sector;

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- Specific professional experience (2.2.4): 2 years in supporting/ servicing plastic waste management; Experience in desktop reviews, surveys and data analysis, value chain analysis, resource efficiency, EPR systems and public-private partnerships for waste management;
- Leadership/management experience (2.2.5): 2 years of experience in executing projects.
- Regional experience (2.2.6.): 2 years of experience in the state of Kerala

Short term expert pool 1: Field Associates (6 Nos.)

(The expert must be based in Kerala)

Tasks of Field Associates

Assist the team in preparing the reports and conducting beach clean-up activities;

- Support the overall project in implementing the technical measures at selected project demonstration sites
- Support the agency in implementing activities to enhance plastic waste management activities and mainstream collection, sorting, segregation and channelization of waste;.
- Support and be part of SHGs , Kudumbashree etc. in waste collection system;
- Support field level data collection

Qualifications of Field Associates

- Education/training (2.6.1): Preferred to have a university degree in Environmental Sciences, Engineering, Waste Management, Resource Management, Sustainable Business, Social Science, Development Studies, Commerce, Arts , Science or any other related field;
- Language (2.6.2): Fluency in Malayalam is essential;
- General professional experience (2.6.3): 1 years of experience in the field of waste management and other development projects working closely with reputed public/ private organizations in the sector;
- Specific professional experience (2.6.4): 1 years in supporting/ servicing plastic waste management; public-private partnerships for waste management, working closely in cooperative models like SHGs, Kudumbashree units;
- Regional experience (2.6.5): 1 years of experience in the state of Kerala

Soft skills of all team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Terms of reference (ToRs) for Support to the Demonstration of Technical Measures for Selected Locations/Wards in the City of Trivandrum to Improve and Upgrade Plastic Waste Management with Key Focus on Extended Producer Responsibility and Circular Economy

5. Costing requirements

Assignment of personnel

Expert (Nos.)	Total expert days
Team leader (1)	169 (13 days X 13 months)
Expert 1: Plastic Waste Management Expert (3 No.)	585 (3 experts X 15 days X 13 months)
Short term expert pool 1: Field Associates (6 Nos)	1560 (6 experts X 20 days X 13 months)

Travel

The bidder is required to calculate the travel by the specified experts based on the requirements from the project partners and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses. The bidder shall provide tentative costing based on the below:

Local Travel for all experts – A total of 400 local travels to be budgeted.

For the team leader, a total of 10 round trips must be budgeted for 2 days each to Delhi or any other location as may be required by GIZ or its partners. Hence flights must be budgeted for 10 round trips and Accommodation, and per diem for 20 days.

Other Costs

Sl. No	Cost head	Units
1	Awareness activities at Pilot demonstration for community engagement (cultural festivals, fishing for plastics, sports, livelihood, beach cleanup drives etc)	24
2	Weekly sorting, storage and disposal of the collected waste to the nearest certified PWPs	48
3	Digital solution implementation for tracking, monitoring and reporting on plastic waste flow	1

All the costs will be based on actual. It is also envisaged that the bidder would have to organise using the local resources.

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to provide timely feedback and inputs as per the drafts and reviews provided by the contractor during the course of study.

7. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively

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weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English.

The complete bid shall not exceed 30 pages (excluding CVs & other supporting company documents)

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs. Each CV (for each personnel) shall not exceed 3 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs should be submitted in English (language) only.