

## TERMS OF REFERENCE

### **for the Selection of a Service Provider for the Material Recovery Facility (MRF) for Guwahati, Assam. Implementation of “EcoGram” Project**

#### **1. Project Background**

Centre for Environment Education is implementing a project ‘EcoGram’ with support from the Hyundai Motor India Foundation in Guwahati, Assam. The project aims to minimize the negative impacts and risks of improper waste management to the environment and human health in Guwahati and promote a ZERO WASTE MODEL APPROACH - zero landfills, zero plastic burning, and zero Emissions, and Zero wastage in Dry waste management in India.

The strategy is to have a multi-stakeholders approach through an integrated model directed to address the immediate dry and plastic waste management challenges with support from the Hyundai Motor India Foundation, the state government, and local NGOs/Companies as waste management agencies (WMAs), through a Sustainable Business Model by establishing – a Material Recovery Facility (MRF), in line with the emerging policies and guidelines.

The proposed project will focus on meeting the following thresholds:

1. **Minimize negative impacts and risks** to the environment and human health in Guwahati city's allocated wards and promote a **zero-waste approach** - zero landfills, zero littering, zero plastic burning, zero emissions, and zero wastage in dry and plastic waste management.
2. **Enhancing 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 efficiently use material resources and improve the socio-economic conditions of waste pickers and the informal sector.** The project focuses to have systems and processes in place to ensure inclusive growth for the informal sector. Bring the informal recyclers into a formal organized and structured sector. This will help better in the recycling industry and line with the Plastic Waste Management Rules, 2016-2018,2024 and the Swachh Bharat Mission (U), India.
4. **Better Institutionalization in the project for the informal sector and waste pickers** working in the allocated wards and the MRF, and in the ULB for a more sustainable solution.
5. **Capacity building and knowledge exchange** with all stakeholder groups through various campaigns, drives, and other IEC activities, impacting behavior change. Promote actions to stop the use of single-use plastics. Partner with GMC, State Pollution Control Board, SBM-G, and related departments.

#### **2. Objective of the Assignment**

The selected **Service Provider (SP)** is expected to do the following activities to ensure Circularity Approaches in Waste Management:

1. Facilitate implementation of all project activities for dry and plastic waste management in Guwahati 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 CEE team and the Guwahati Municipal Corporation-Urban local body (ULB)**, including the elected members i.e., Mayor, Government Officials, and the ward officials in Guwahati City.
2. The SP would also facilitate all regulatory and compliance mechanisms required for the effective establishment and 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 inflow and outflow 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 the table below.**

A Minimum Collection Target for total Dry including Plastic waste				
Year	A Minimum Collection Target- Per day	Time Duration	Minimum No. of working days in a Year	Total Tonnage (MTs)
Year 1	1.50 MTs/day	1 <sup>st</sup> May 2025- 30 <sup>th</sup> April 2026	1.50 x 330	495
Year 2	03 MTs/ day	1 <sup>st</sup> May 2026- 30 <sup>th</sup> April 2027	03 x 330	990
Total			660	1485

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 the 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 of each activity as per the budgets, **meet the desired deliverables at all levels, and report back to the ULBs, and CEE project units** as per required systems.
7. **The SP with the direction and guidance of CEE will maintain regular links with ULBs;** anchor the program in the city and **seek support in the form of infrastructure (land, building, equipment, 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 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 and training for ULB, other officials, waste pickers (safai mitras), waste collectors (Aggregators), 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, and scrap dealers to walk in and sell their waste. **Also, CEE will guide the SP to ensure all standard Safety parameters (ISO-marked fire extinguishers, incinerators, etc.) are placed and adhered to.**
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.
12. The SP to **keep all the activity's 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.**
13. The SP will **undertake IEC-related activities as required.** The SP **will engage with the citizen community and spread the message on segregation, dry waste recycling, and build a volunteering community in respective RWAs to take the idea to the masses. Shall organize necessary awareness programs with the HHs and RWAs.**
14. 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.
15. 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.
16. The SP **will take insurance of the shed, machines, stocks in goods, machines operators, and Safai Mitras** working inside the Material recovery facility till the time of contract.
17. The SP **will provide dresses, safety jackets, goggles, helmets, gloves, and safety shoes to the safai mitras** and others working inside the Material recovery facility.
18. The SP will **adhere to the provided Do's and Do Not's standard operating procedures for the MRF**
19. **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 60 KW/hr.**
20. The SP will **bear the cost of electricity & water expenses for the operations at the MRF.**

21. The SP will also **bear the cost for the workforce for the maintenance of the machine on monthly basis for the operations of MRF.**
22. The **SP will bear all the related expenditures for the segregation, and sorting of different fractions of waste at the MRF Site and also transportation of the materials to either Recyclers, Aggregators, Cement Co-Processing plants, or as the case be.** The funds can be sourced from ULB or other sources, but not the project.
23. 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 sustainability in place).
24. 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.**
25. **Any Other activity as desired BY CEE to meet the objectives of the project to be undertaken as directed by the project and Hyundai Motor India Foundation.**

### **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 the implementation of the activities as listed in the “Objective of the Assignment”. Given the dynamic situation of dry and plastic 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 ongoing 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 budget will be allowed to be carried forward in the subsequent years, however, a maximum of one MONTHS NO COST EXTENTION WILL BE PROVIDED to the SP to complete all the activities.

**SP will develop and implement a revenue model-based approach through the MRF and monitor the project in line with the guidance provided by the CEE project team. Clear and periodic agreements will be made with recyclers, small and big aggregators, etc. for generating revenue streams for the dry and plastic waste to be processed or recycled.**

**SP will develop innovative approaches in line with CEE’s Monitoring & Evaluation (M&E) Guidelines to engage with schools, educational institutions, RWAs, Bulk Waste Generators, SHGs, and other stakeholders in the designated areas. These efforts will facilitate the collection of plastic and other dry waste for processing and recycling.**

***The list of activities as identified is listed below in Annexure 1. 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 attached.**

The proposal must demonstrate how the proposed methodology meets the ToRs, while ensuring the 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, and quantitative terms and in the specified 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](mailto:purchase@ceeindia.org) With the subject line clearly mentioning the project name and location city for which the proposal is being submitted.

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

#### 4. Eligibility & Evaluation Process:

Evaluation of proposals will be based on a **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 projects 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 organizations, top-scoring organizations will be selected for the award of the contract to work as a 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 the 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.	30
<b>Total</b>		<b>70</b>
6	Budget quotation (L1) Lowest bid party will get the highest mark.	30
<b>Grand Total</b>		<b>100</b>

#### 5. Duration of Assignment, Deliverables, Payment terms

1. The contract duration **will be for one year initially, extendable for up to a maximum of one years depending upon availability of budget and satisfactory performance** of the selected SP.
2. The contract will undergo an **annual review, during which the CEE team will conduct due diligence**. If the project meets the specified performance criteria, the contract will be renewed on a yearly basis, with updated budget allocations and quotations provided accordingly.
3. Once a contract is awarded to the selected SP at city level, the **first payment will be based on the submission of the work plan (including the list of activities and estimated costs) by SP and acceptance of the same by the CEE team**.
4. Subsequent payments will be based upon the **financial break-up submitted and agreed by the CEE team during the implementation time**.
5. 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) CEE reserves the right to call for expenditure ledgers and statement bill etc.

6. All the Machines purchased by the CEE; **shall remain in the custody of the project till the final decision on the closure of the project and handing over the machinery to the Municipal Corporation or the Service Provider.**
7. **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 Installment 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 the signing of the contract.	30	8,61,000
2	Submission of audited Utilization Certificate (90%) from a Chartered Accountant for previous installment and detailed work plan with the delivery report with an estimated cost for activities for the 1 <sup>st</sup> year.	30	8,61,000
3	Submission of audited Utilization Certificate (90%) from a Chartered Accountant for previous instalment and detailed work plan with the delivery report with an estimated cost for activities for the 1 <sup>st</sup> year.	30	8,61,000
4	Submission of <b>audited Utilization Certificate for all expenses in year one (01)</b> from a Chartered Accountant for all the expenditures 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	2,87,000
<b>Total</b>		<b>100%</b>	<b>INR 28,70,000</b>

**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.