

Call for Proposals / Terms of Reference

**Waste Management Consultant**  
Informal Waste Sector Integration, India

<b>TERMS OF REFERENCE (TOR)</b>	
<b>Project Title:</b>	Informal Waste Sector Integration
<b>Tender Number:</b>	YEH22-0002
<b>Client / Organization:</b>	Yunus Environment Hub GmbH
<b>Location:</b>	Chennai Region, India
<b>Project Duration:</b>	15.10.2022 – 30.09.2024
<b>Service delivery:</b>	Program and stakeholder management according to defined deliveries

## 1. Background

**Yunus Environment Hub (YEH)** is the global social business network that creates solutions for the environmental crisis. Co-founded by Nobel Peace Prize Laureate Prof. Muhammad Yunus, YEH's vision is to create A World of Three Zeros: Zero Poverty, Zero Unemployment and Zero Net Carbon Emissions. To achieve this vision, we support, design, and implement social business solutions related to any aspect of the current global environmental crisis. A social business is a mission-driven business that is entirely dedicated to solving social or environmental problems. Specifically created for this purpose, a social business generates profits and aims to be financially self-sustaining. 100% of a social business company's profits are reinvested into its declared social mission.

## 2. Objective of the program

The objective of the program is to develop and advice on an implementation strategy to integrate informal waste workers and disadvantaged/marginalized people into the value chain and operations of a plastic waste recycling facility and thereby support their formalization and recognition through training, capacity building, upskilling, and supplier accreditation.

Informal waste workers are the backbone of the local waste management and recycling system. Stakeholders are informal rag picker communities, waste pickers at municipal landfill, and waste traders in the Chennai region.

The establishment of financial compensations under Extended Producer Responsibility (EPR) scheme and/or voluntary financial contributions such as e.g. plastic credits would allow the recycling facility to pay various stakeholder groups, e.g. rag picker communities, increased income and through technical assistance to increase the processing capacities of waste traders,

which will support the growth of the recycling operations.

In order to ensure transparency and global best industry practices such as the ISO or GRI standards in accordance with the SDGs, a respective management system for the recycling operations is required that considers the national EPR scheme. The implementation of such a system requires extensive work with the value chain to ensure their participation and build respective capacities for them to be able to provide required inputs.

Training of the recycling facility management staff and support in recruiting, training, and developing the workforce and the company culture in alignment with social business principles and practices will be another focal point to ensure maximum social and environmental impact through its business operations and products.

### 3. Scope of assignment

Using a mixed-method approach of field research, awareness raising, and capacity building, the planning envisions the following for the development and the implementation of the program.

#### Work package 1: Stakeholder map & regional implementation approach

- Identification of target groups and stakeholders that need to be involved in the process
- Creation of a stakeholder map in the near surroundings of the recycling facility
- Develop a roadmap with staged implementation approach over approx. two years
- Field trips and quantitative assessments of the regional waste management sector

*Deliverable 1: Stakeholder map & regional implementation approach delivered  
Report 1 including field research, interviewee list  
Report 2 including first draft stakeholder map, tentative quantitative assessments  
Report 3 including final stakeholder map, regional assessment*

#### Work package 2: Identification and up-skilling of potential staff

- Identify potential staff for selection process
- Conduct needs assessment to determine up-skilling program
- Develop up-skilling materials
- Conduct up-skilling sessions

*Deliverable 2: Report 1 including needs assessment report and prospect lists  
Report 2 including upskilling materials  
Report 3 including session reports, participants lists*

#### Work package 3: Plastic Credit Scheme

- Support the development of a plastic credit scheme for the recycling facility through provision of local socio-economic data and provision of national policy insights

*Deliverable 3: attend on-demand meetings with YEH project team and review research documents*

#### Work package 4: Roadmap for informal workers integration

- Co-creation workshop series with management of recycling facility and informal sector stakeholders to develop roadmap for informal sector integration

- Preparation of inductions and development of materials
- Delivery of inductions

*Deliverable 4: Report 1 including roadmap  
Report 2 including training materials and participant prospect list  
Report 3 including participant lists*

Work package 5: Trainings for plastic credit compliance

- Delivery of trainings for plastic credit compliance

*Deliverable 5: Report 1 including training materials  
Report 2 including participants list*

Work package 6: Ongoing advice on implementing social business principles & practices

- On-going advice on implementing social business principles & practices through monthly meetings with recycling facility management

*Deliverable 6: Reports including participant lists of respective monthly meetings at each stage*

#### 4. Timeline

The work is to be carried out in close coordination and feedback with YEH (technical support).

##### 4.1. Schedule

The project will begin immediately after the award of the contract. The duration of the project is 24 months. The following schedule shall be considered.

<b>Deadline</b>	<b>Milestone</b>
9 months after project start	Deliverable 1 Stakeholder map & regional implementation approach delivered (field research, quantitative assessments, stakeholder map, regional assessment)
12 months after project start	Deliverable 2 Identification and up-skilling of potential staff
15 months after project start	Deliverable 3 Support Plastic Credit Scheme
18 months after project start	Deliverable 4 Roadmap for informal workers integration (co-creation workshops, inductions)
21 months after project start	Deliverable 5 Trainings for plastic credit compliance
24 months after project start	Deliverable 6 Ongoing advice on implementing social business principles & practices
24 months after project start	Final project report

The offer shall be accompanied by a detailed schedule.

#### 4.2. Meetings

Within the first two weeks after the start of the project, a kick-off meeting between the YEH and the contractor will be conducted. The meeting can also be held by video conference. To ensure that the expertise available at YEH on the subject matter of the project can be optimally integrated into the project, a close professional exchange with YEH is very important. This is to be achieved through regular meetings with the project management and, if necessary, other experts at YEH. In addition, further regular coordination between the client and the contractor on the progress of the project via telephone and especially video conferences.

### 5. Required expertise and profile

- Min. 8 years experience in consulting in waste management in India.
- Min. 5 years experience in training and capacity building
- Exceptional knowledge about the municipal waste sector in the Chennai region including informal stakeholder groups.
- Exceptional communication skills to manage efficiently relationships with corporate and informal workers
- High attention to detail and diligent reporting practices
- Proficiency in Microsoft Office and online video conferencing tools
- Fluency in English, Hindi and Tamil obligatory

### 6. Budget and Application

Interested suppliers are requested to submit a full proposal including objectives, strategy approach, methodology, implementation plan, list of exemplary local stakeholders, CV and relevant references (at least 3 references in waste management and 2 in training & capacity building), cost budget inclusive of all costs and taxes (in EUR) to deliver the services, and relevant certifications to [tenders@yunuseh.com](mailto:tenders@yunuseh.com) by 5<sup>th</sup> October 2022.

For calculation purposes, it is pointed out that the processing period does not correspond to the actual workload but also includes periods in which the processing of the project can be suspended.

The probable costs/expenditures of the individual items are to be represented by a transparent price and quantity structure for personnel and material costs, if necessary, travel expenses.

#### Selection criteria:

- 30 % professional experience in the waste sector & delivery of trainings
- 20% knowledge of regional ecosystem and active network
- 50 % costs