

**REQUEST FOR EXPRESSIONS OF INTEREST (REOI)
(CONSULTING SERVICES – FIRM SELECTION)
on
CQS basis Recruitment of A Consultancy Firm for
Comprehensive Training Program on Plastic Waste Reduction and
Single Use Plastic (SUP) Alternatives and SUP Value Chain Study,
Including Dissemination Workshops and Report Publication**

Procurement Reference No: LK-SACEP-435090-CS-CQS

Country: BANGLADESH

Project: PLASTIC FREE RIVERS AND SEAS FOR SOUTH ASIA (PLEASE) PROJECT.

Grant No: D648-8S

Assignment Title: **RECRUITMENT OF A CONSULTANCY FIRM FOR COMPREHENSIVE TRAINING PROGRAM ON PLASTIC WASTE REDUCTION AND SINGLE-USE PLASTIC (SUP ALTERNATIVES), AND SUP VALUE CHAIN STUDY, INCLUDING DISSEMINATION WORKSHOPS AND REPORT PUBLICATION**

ASSIGNMENT PERIOD: 7 MONTHS
CONSULTING FIRM RECRUITMENT WILL BE ON CONSULTANTS' QUALIFICATION SYSTEM (CQS) BASIS

The South Asia Cooperative Environment Program (SACEP) has received financing from the World Bank toward the cost of the Plastic Free Rivers and Seas for South Asia (PLEASE) project and intends to apply part of the proceeds for consulting services.

The eligible candidates to apply for the above assignment should be nationals of member states of the South Asia Co-operative Environment Programme, which consists of Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka.

The consulting services ("the Services") include the following key activities;

The scope of work is detailed as follows:

1. Training Program Development and Execution:

- a) **Needs Assessment and Customization:** Conduct a thorough analysis of the target audience's knowledge, attitudes, and practices regarding plastic use and waste management. This involves surveys, interviews, and focus groups with DoE officials, government personnel, informal sector workers, and other key stakeholders. The findings will inform the customization of the training content to ensure relevance and effectiveness.

- b) **Curriculum Design:** Develop a comprehensive training curriculum that covers the environmental impact of plastic waste, practical alternatives to SUP, and strategies for effective waste management. The curriculum should include case studies, best practices, interactive sessions, and hands-on workshops designed to engage and empower participants.
- c) **Training Delivery:** Implement the training program through a blend of in-person and virtual sessions, ensuring wide accessibility and participation. Employ dynamic teaching methods and state-of-the-art tools to facilitate learning and retention. Each session should be carefully planned to maximize participant engagement and knowledge transfer.
- d) **Monitoring, Evaluation, and Feedback:** Establish robust mechanisms to monitor the training program's progress and evaluate its impact on participants' knowledge, skills, and behaviors. Utilize pre- and post-training assessments, participant feedback, and other relevant data to measure effectiveness and identify areas for improvement. This feedback loop is critical for refining the training approach and content over time.
- e) **Reporting:** Compile comprehensive reports detailing the training methodology, execution, participant engagement, evaluation outcomes, and recommendations for future initiatives. These reports should serve as a valuable resource for the DoE and other stakeholders in shaping ongoing and future environmental education efforts.

2. SUP Value Chain Study and Related Activities:

- f) **Pre-feasibility Study:** Conduct a detailed pre-feasibility study to explore integrated solutions for solid waste management. This includes evaluating the potential for landfill rehabilitation, waste-to-energy projects, and other sustainable waste management practices. The study should provide a clear analysis of the technical, economic, and environmental viability of these solutions.
- g) **Value Chain Analysis:** Perform an exhaustive analysis of the SUP value chain, from production to disposal, focusing on Dhaka South City. Identify key stakeholders, material flows, waste accumulation points, and opportunities for intervention. This analysis should highlight leverage points for reducing plastic waste and enhancing recycling efforts.
- h) **Stakeholder Consultations and Workshops:** Engage a broad spectrum of stakeholders through targeted consultations, workshops, and roundtable discussions. These engagements are crucial for gathering insights, building consensus, and fostering collaborative action towards plastic waste reduction. Facilitate open dialogue, share preliminary findings, and solicit feedback to refine the study and its recommendations.
- i) **Dissemination of Findings and Recommendations:** Organize a final workshop to present the study's findings, proposed interventions, and policy recommendations to a wider audience, including government officials, industry representatives, NGOs, and community leaders. Following the workshop, publish a comprehensive report detailing the study outcomes, stakeholder

inputs, and actionable strategies for improving plastic waste management and promoting SUP alternatives.

Throughout this assignment, the consultancy firm is expected to demonstrate a high level of expertise, innovation, and commitment to achieving tangible outcomes. The firm will work closely with the DoE and other key partners, maintaining open communication and adapting to evolving project needs to ensure the successful delivery of this critical environmental initiative.

The detailed Tasks are given in the Terms of Reference (TOR) Attached.

Consultancy assignment shall be completed within a period of 7 months from the date of signing of the contract. The budget allocated for this assignment is USD 200,000. The detailed TOR for the assignment can be found at the following website: sacep.org/consultancy-opportunities.

The SACEP/PLEASE now invites eligible consulting firms to indicate their interest in providing the requested Services. Interested Consultants should provide the information that is requested in the TOR that demonstrates that they have the required qualifications and relevant experience and qualification to perform the Services as indicated below;

Recruitment Qualifications and Experience and Evaluation Criteria:

The experience and expertise required for the consulting firm are listed below:

Ensuring the successful execution of this comprehensive project demands a consultancy firm with stringent qualifications. The following criteria must be met:

- i. **Specialized Expertise in Environmental Initiatives:** The chosen firm should exhibit a track record of conducting large-scale environmental projects, with a focus on training programs and in-depth environmental studies. This encompasses the ability to design and implement initiatives that significantly mitigate environmental impact, raise public awareness, and foster sustainable practices across diverse stakeholders. Essential is a minimum of 7 years of qualitative and quantitative analysis of waste management data, including plastics. Furthermore, the firm should have demonstrated an average consulting turnover of at least BDT 25 Mn in the past 7 years.
- ii. **Proven Track Record in Plastic Waste Management and SUP Reduction:** Evidence of successful projects specifically targeting plastic waste management and single-use plastics (SUP) reduction is imperative. The firm must present case studies or project reports showcasing innovative approaches to waste reduction, recycling, and the promotion of sustainable alternatives. Quantifiable achievements, such as reductions in waste, increased recycling rates, or induced behavioral changes, are crucial. Each firm should provide a minimum of 2 reference projects/contracts undertaken in the past 7 years, each valued at no less than BDT 10 Mn, aligning with the activities outlined in the TOR.
- iii. **Deep Acquaintance with Local Environmental Norms and Legislation:** The consultancy firm must possess a profound understanding of the local environmental landscape, including existing norms, regulations, and legislation concerning waste management and pollution control. This encompasses familiarity with national standards as well as any relevant international protocols or agreements to which Bangladesh is a signatory. The firm should illustrate how this knowledge informs its approach and operations.

- iv. **Detailed Approach and Methodology:** The consulting firm is required to provide a comprehensive approach and methodology for addressing the scope outlined in the TOR. This should include detailed task descriptions and a clear delineation of how these tasks will be executed within the specified timeline. Additionally, recommendations for congruent implementation programs should be submitted, ensuring alignment with project goals and objectives.
- v. **Commitment to Collaboration and Innovation:** The selected firm must demonstrate a steadfast commitment to collaborative efforts with government agencies, local communities, and other stakeholders. This entails a readiness to adapt approaches based on stakeholder feedback and evolving project dynamics. Furthermore, the firm should showcase its capacity for innovation, both in the methodologies it employs and in devising creative solutions to complex environmental challenges.

The consultancy firm's qualifications will undergo comprehensive evaluation, considering the depth of experience, quality of previous work, and the strength of the proposed team. Demonstrated ability to deliver results under similar project scopes and conditions will be of paramount importance in the selection process.

The request for submissions at the EOI stage will be evaluated in two stages: The first stage will evaluate functionality according to the criteria;

The evaluation of proposals will be rigorous, focusing on the firm's approach to addressing the project's complexities, the team's expertise, qualifications, and the cost-effectiveness of the proposed budget. The selection process aims to identify the firm best equipped to deliver a high-impact project that aligns with the DoE's objectives for environmental management and sustainability.

- a. **Methodology/Approach of the Proposal (40 points):** This criterion assesses the proposed methodology and approach in detail. It should include the collection and sampling points across various geographical areas, sectors, commercial/institutional districts, and seasonal climatic changes. Evaluation will consider the use of statistically representative methods, methodologies for stakeholder consultation, mapping techniques, and health and safety plans for field activities related to sampling and data analysis.
- b. **Past Experience (40 points):** The Consulting Firm must provide at least three traceable references related to project-related experiences undertaken in the past three years. Each reference should include a brief description of the scope and scale of the work undertaken, along with the contract value. Points will be awarded based on compliance with the experience and qualification requirements outlined in the TOR.
- c. **Team Capacity (20 points):** This criterion evaluates the capacity of the project team recommended for engagement and utilization in contract execution. The firm should demonstrate the skills, qualifications, and relevant experience of each team member. The CVs of staff should be concise, not exceeding 3 pages in total, and structured to include professional qualifications, a brief description of recent relevant experience, previous employers and positions held, and the role each individual will play in the proposed bid

Technical Proposal Requirements

Firms are required to submit technical proposals with a strict page limit to a total of 50 (fifty) pages (there is no limit on annexes). Reviewers reserve the possibility to only consider and evaluate the 50-page proposal (excluding annexes). The Consultant shall provide a summary table of experience in the Technical Proposal with the following information.

- a) **Project Understanding and Approach:** Provide a detailed narrative that demonstrates a clear understanding of the project objectives, scope, and expected outcomes. Outline your proposed methodology and approach for achieving the project goals, including innovative strategies for training, stakeholder engagement, and the SUP value chain study.
- b) **Work Plan:** Present a comprehensive work plan that includes a timeline of activities, milestones, and deliverables. The plan should detail the sequence of actions intended to achieve the project's objectives within the stipulated timeframe, identifying key dependencies and critical paths.
- c) **Team Composition and Expertise:** Specify the composition of your project team, including the roles and responsibilities of each member. Provide brief bios that highlight the qualifications, experience, and expertise of team members relevant to the project. Demonstrate how their combined skills and experience make them particularly suited to delivering the project successfully.
- d) **Past Performance and Experience:** Include case studies or summaries of previous projects that demonstrate your firm's experience and track record in similar assignments. Focus on projects related to environmental training, plastic waste management, and policy development, highlighting the outcomes and impact achieved.
- e) **Evaluation and Monitoring Plan:** Describe the mechanisms and tools you will use to evaluate the project's progress and impact. Include your approach to monitoring the effectiveness of the training program and the methodologies for assessing the SUP value chain study's outcomes.

The RFP/EOI that fails to score a minimum of 70 out of a possible 100 points on this criterion on the technical requirements will not be eligible for further consideration. The highest ranks Consulting Firm scored on technical grounds of the EOI shall be called up to submit an RFP mainly with a financial bid along with the technical information for contract negotiation. The successful Consulting Firm will be requested to enter into a Time-based Contract to compete for scope activities in the TOR.

Financial Proposal:

The procurement of the consulting firm will be carried out on based on the Consultants' Qualification **(CQS)** therefore, the Consulting firm shall not submit any financial bid submissions along with the requested technical submissions of EOI.

Requirements of World Bank Procurement Regulations

The attention of interested Consultants is drawn to Section III, paragraph, 3.17 of the World Bank's 'Procurement Regulations for IPF Borrowers' (Procurement in Investment Project Financing- Goods, Works, Non-Consulting and Consulting Services, July 2016 Revised November 2017 and August 2018), setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment:

3.17 Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interests of the Borrower. Without limitation on the generality of the foregoing, Consultants shall not be hired under the circumstances set forth below:

a. a firm that has been engaged by the Borrower to provide Goods, Works, or Non-consulting Services for a project (or an affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm), shall be disqualified from providing Consulting Services resulting from, or directly related to, those Goods, Works, or Non-consulting Services. This provision does not apply to the various firms (Consultants, contractors, or suppliers), which together are performing the contractor's obligations under a turnkey or design and build contract;

b. a firm that has been engaged by the Borrower to provide Consulting Services for the preparation or implementation of a project (or an affiliate that directly or indirectly controls, is controlled by, or is under common control with that Consulting firm), shall be disqualified from subsequently providing Goods, Works, or Non-consulting Services resulting from, or directly related to those Consulting Services. This provision does not apply to the various firms (Consultants, contractors, or suppliers), which together are performing the contractor's obligations under a turnkey or design and build contract;

c. neither a Consultant (including personnel and sub-consultants), nor an affiliate (that directly or indirectly controls, is controlled by, or is under common control with that Consultant), shall be hired for any assignment that, by its nature, creates a conflict of interest with another assignment of the Consultant;

d. Consultants (including their experts and other personnel, and sub-consultants), that have a close business or family relationship with a professional staff of the Borrower, or of the project implementing agency, or of a recipient of a part of the Bank's financing, or any other party representing or acting on behalf of the Borrower, that is directly or indirectly involved in any part of:

i. the preparation of the TOR for the assignment;

ii. the selection process for the contract; or

iii. the supervision of the contract, may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the contract.

The Firm will be selected based on the qualification and experience (CQS basis), in accordance with the procedures set out in the '*The World Bank Procurement Regulations for IPF Borrowers Procurement in Investment Project Financing- Goods, Works, Non-Consulting and Consulting Services, July 2016, Revised November 2017' and August 2018'* and as per the Financing Agreement of the project.

Further information can be obtained at the address below during office hours 08.30 to 16.30 (Sri Lanka Time).

Expressions of interest must be delivered in a written form to the address below (in person, by mail, or by e-mail) by no later than **10.00 hours, Sri Lanka time on 30 August 2024** to the Plastic Free Rivers and Seas for South Asia (PLEASE) Project.

For more information on the technical clarification in the TOR, contact: Prakriti Kashyap, Plastic Expert at prakriti.please_project@sacep.org

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