

**TERMS OF REFERENCE  
FOR  
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- Bangladesh**

**1. Background and Introduction**

Bangladesh is at a critical juncture, grappling with escalating environmental challenges fueled by the pervasive issue of plastic pollution. This problem is further intensified by the country's rapid urbanization and swift economic expansion. A significant contributor to this dilemma is the overwhelming prevalence of single-use plastics (SUP), which form a substantial part of the urban waste stream. These materials are notorious for their resilience to degradation, leading to dire consequences for both the environment and public health due to the current inadequacies in waste management and recycling frameworks.

In response to this urgent situation, the Department of Environment (DoE) is taking a proactive stance, supported by funding from international grants. The initiative aims to systematically tackle the scourge of plastic pollution through two principal strategies:

- a) **Targeted Training Program:** The DoE intends to roll out an extensive training program designed to educate and empower various stakeholders, including government personnel, industry representatives, and the general public, about the impacts of plastic waste. The program will focus on imparting knowledge about effective waste management practices and promoting the adoption of sustainable alternatives to single-use plastics.
- b) **Comprehensive SUP Value Chain Study:** Recognizing the complexity of the plastic pollution issue, the DoE plans to conduct a thorough study of the SUP value chain. This investigation will seek to uncover the intricacies of plastic production, consumption, and disposal within the urban context of Bangladesh. The goal is to identify critical intervention points where policy, technological, and behavioral changes can significantly reduce plastic waste.

**2. Objectives and Strategic Goals**

The project delineates two primary objectives, each aimed at addressing the critical issues surrounding plastic waste and the proliferation of single-use plastics (SUPs). These objectives

are designed with a focus on detailed activities, requisite effort levels, and strategic evaluation criteria to ensure impactful outcomes.

## **2.1 Comprehensive Training Program on Plastic Waste Reduction and SUP Alternatives:**

The training program is structured to address four key areas:

- a) **Awareness Enhancement:** Launch an intensive campaign to elevate consciousness about the detrimental effects of plastic waste on the environment and human health, utilizing a mix of multimedia tools, expert talks, and interactive sessions to engage a broad audience.
- b) **Knowledge Dissemination on Sustainable Alternatives:** Curate and distribute a detailed compendium of viable, sustainable alternatives to SUPs, including case studies and success stories from around the globe, to illustrate practical solutions and inspire adoption.
- c) **Skill Development for Waste Reduction:** Implement hands-on training workshops focusing on the development of tangible skills in plastic waste management techniques, such as recycling, upcycling, and proper disposal methods, tailored to local contexts and capacities.
- d) **Collaborative Network Building:** Facilitate platforms for dialogue and cooperation among a wide range of stakeholders, including government bodies, the informal sector, environmental NGOs, and community leaders, to create a unified approach towards plastic waste reduction.

## **2.2 SUP Value Chain Analysis, Engagement Workshops, and Reporting:**

This segment is devoted to a comprehensive analysis and stakeholder engagement process:

- a) **Feasibility Analysis for Waste Management Infrastructure:** Conduct a detailed study to assess the feasibility of integrated solutions for solid waste management, focusing on the potential for enhancing existing infrastructure and introducing innovative, sustainable practices.
- b) **Behavioral Change and Awareness Campaigns:** Roll out targeted campaigns to shift public and institutional behaviors towards minimizing plastic usage and improving waste segregation, collection, and recycling processes.
- c) **SUP Value Chain Mapping in Urban Contexts:** Undertake a granular analysis of the SUP value chain within selected urban areas to pinpoint critical intervention points for waste reduction, recycling opportunities, and stakeholder involvement in the process.
- d) **Stakeholder Engagement and Comprehensive Reporting:** Organize a series of engagement workshops to bring together key stakeholders for knowledge sharing and consensus-building. This effort will culminate in the publication of a detailed report

summarizing findings, insights, and actionable recommendations for policy and practice improvement.

### 3. Scope of Work

The selected consultancy firm will undertake a comprehensive and multifaceted project aimed at significantly reducing plastic waste and promoting sustainable alternatives to single-use plastics (SUP) within Bangladesh. This initiative encompasses a series of interconnected activities, each demanding a high level of expertise, dedication, and strategic execution.

The scope of work is detailed as follows:

#### 3.1 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.

#### 3.2 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.

#### **4. Duration**

The training program and SUP value chain study are to be conducted over a period of 7 months, allowing for comprehensive coverage and stakeholder engagement.

#### **5. Deliverables and Performance Metrics**

The consultancy firm selected for this pivotal project will be responsible for the creation, implementation, and reporting of a set of key deliverables. These deliverables are designed to maximize the impact of the training program on plastic waste reduction and SUP (Single-Use Plastics) alternatives, as well as provide a thorough analysis of the SUP value chain. Each deliverable will be assessed based on specific performance metrics to ensure comprehensive coverage, stakeholder engagement, and actionable insights.

##### **a) Training Modules and Educational Materials:**

- **Description:** Development of engaging and informative training modules and materials focused on plastic waste reduction strategies, sustainable alternatives to SUP, and effective waste management practices.

- **Performance Metrics:** Quality of content, relevance to target audiences (DoE officials, government personnel, informal sector workers), and ease of understanding. The effectiveness of the materials will also be measured through participant assessments and the ability to generate measurable changes in behavior or practices related to plastic waste.
- b) **Comprehensive Reports on Training Outcomes:**
- **Description:** Compilation of detailed reports summarizing the outcomes of the training sessions, including participant evaluations, feedback, and data on knowledge gained or behavior change initiatives undertaken as a result of the training.
  - **Performance Metrics:** Depth of analysis, clarity of findings, and recommendations for future training sessions. The impact of training will be evaluated through pre- and post-training assessments and follow-up surveys to gauge long-term retention and application of the knowledge.
- c) **Inception Report, Draft and Final SUP Value Chain Study Reports:**
- **Description:** Preparation of an inception report outlining the study's methodology, followed by draft and final reports on the SUP value chain analysis. These reports should include detailed findings on the lifecycle of SUPs, identification of key stakeholders, challenges, opportunities for waste reduction and recycling, and stakeholder-driven recommendations for policy and practice improvements.
  - **Performance Metrics:** Comprehensiveness of the study, accuracy of data and analysis, innovativeness of solutions, and practicality of recommendations. Stakeholder feedback will also be a crucial metric, ensuring that the findings align with on-ground realities and can inform effective policy-making.
- d) **Documentation of Stakeholder Consultations and Dissemination Workshop Proceedings:**
- **Description:** Thorough documentation of all stakeholder consultations and workshops conducted as part of the SUP value chain study, including a detailed report of the dissemination workshop where findings and recommendations are presented to a broader audience.
  - **Performance Metrics:** Level of stakeholder engagement and participation, quality and depth of discussions, and the extent to which the workshops contribute to a broader understanding and consensus on the issues addressed. The success of the dissemination efforts will be measured through feedback forms and post-workshop evaluations, assessing the clarity of the information presented and the actionable next steps identified by participants.

## 6. Consultancy Firm Qualifications

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

- a) **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.

- b) 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.
- c) 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.
- d) 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.
- e) 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.

## 7. Composition of the Team

The project teams will be comprised of skilled professionals to ensure the successful execution of the project. The teams will be structured as follows:

**Project Management/Leadership Team:** This team will provide oversight and guidance throughout the project. Their responsibilities include managing relationships with key stakeholders, facilitating consultations, and ensuring the timely delivery of project milestones. The team will act as the primary point of contact for the Project Implementation Unit (PIU) and ensure that all deliverables meet quality standards and align with project objectives.

**Technical Expert Team:** Led by a Team Leader, this team will provide subject-level expertise and guidance on various aspects of the project, including data collection, analysis, and plastic waste management strategies. The technical Expert team will include; Environmental Expert, Biodiversity and Ecology Expert, Training Coordinator/Expert, and Plastic/Solid Waste Management Expert. The team will collaborate closely with the project management team to ensure that technical policies are implemented effectively and consistently. Additionally, they will offer continual insight and analysis to inform decision-making processes and enhance project outcomes.

**Non-Key Staff:** This includes support staff such as statistical officers and field-level officers who will contribute to data collection, documentation, and other project activities as required. Their expertise and contributions will be instrumental in ensuring the successful implementation of the project.

## 8. Terms of Reference of Consultants

The terms of reference for consultants are outlined below, detailing qualifications and responsibilities for key staff and non-key staff:

### (i) Composition of Key Staff:

- a) **Team Leader/Waste Management Expert:** The Team Leader should possess a Master's degree and have at least 15+ years of experience in waste management or related fields. Responsibilities include project supervision, management, and coordination, ensuring the successful implementation of project activities. The Team Leader will also oversee project meetings, documentation, and performance monitoring.
- b) **Training Coordinator/Expert:** A post-graduate degree and a minimum of 7 years of experience in project training/consultancy are required. The Training Coordinator will be responsible for developing and delivering training programs related to plastic waste reduction and SUP alternatives.
- c) **Biodiversity and Ecology Expert:** This expert should have a minimum of 7 years of experience in biodiversity and ecology, with relevant qualifications in the field. Responsibilities include overseeing biodiversity-related activities under the TOR.
- d) **Plastic Waste Management Expert:** A post-graduate degree and a minimum of 7 years of experience in project consultancy related to plastic waste management are required. The expert will oversee activities related to plastic waste management under the TOR.

### (ii) Non-Key Staff:

- a) **Statistical Officer:** A B.Sc. degree and a minimum of 3 years of experience in project consultancy are required. The Statistical Officer will contribute to data analysis and documentation as per project requirements.
- b) **Field Level Officers:** A B.Sc. degree and a minimum of 3 years of experience in project environments are required. Field Level Officers will support fieldwork and data collection activities as directed by project leadership.

## 9. Budget

The total budget for the training program and SUP value chain study will be determined upon the selection of the service provider, not to exceed USD 200,000, covering all associated costs.

## 10. Reporting

The consultancy firm selected for this pivotal project will adhere to a structured and detailed reporting protocol to ensure transparency, accountability, and the continuous flow of information between the firm, the Department of Environment (DoE), and other key stakeholders. The reporting process is designed to provide insightful updates on project progress, facilitate timely

decision-making, and foster a collaborative working environment. The reporting requirements are as follows:

- a) **Designated DoE Officials:** The firm will be assigned specific officials within the DoE as their primary points of contact. These officials will act as liaisons between the firm and the broader governmental framework, ensuring that reports are directed to and reviewed by all relevant parties. The firm is expected to establish a clear and consistent communication line with these officials for the duration of the project.
- b) **Biweekly Updates:** Every two weeks, the firm is required to submit a detailed progress report to the designated DoE officials. These updates should cover all aspects of the project, from training program development and execution to the SUP value chain study and stakeholder engagement activities. Each report should highlight completed tasks, outline work currently in progress, and identify any challenges or obstacles encountered. The updates will also include a forecast for the upcoming reporting period, detailing planned activities and expected milestones.
- c) **Milestone Reports:** In addition to biweekly updates, the firm will submit comprehensive milestone reports at key project stages. These reports will provide an in-depth review of the project's status, including quantitative and qualitative analyses of the progress towards achieving the project objectives. Milestone reports should include assessment results, participant feedback, stakeholder engagement outcomes, and any revisions to the project plan based on findings or stakeholder input.
- d) **Evaluation and Impact Analysis:** The firm will conduct ongoing evaluations of the training program and study, with findings to be included in the reporting. This will involve the use of predetermined metrics and indicators to assess the effectiveness and impact of the project activities. The firm should detail the methodology used for evaluation, present data and analysis, and offer recommendations for enhancements or adjustments to the project strategy.
- e) **Final Report:** Upon completion of the project, the firm will compile and submit a final report to the DoE and other stakeholders. This comprehensive document will summarize the project's achievements, lessons learned, and recommendations for future initiatives. It will also include detailed appendices containing all data, survey results, training materials, stakeholder submissions, and other relevant documentation collected over the course of the project.

The reporting process will be governed by clear guidelines regarding format, content, and deadlines to ensure consistency and ease of review. The firm is expected to maintain the highest standards of professionalism and diligence in preparing and submitting reports, reflecting the critical nature of the project and its potential impact on environmental management practices in Bangladesh.

## 11. Deliverable Plan

The consultant shall furnish the following deliverables within 7- months time span indicated below;

<b>Tasks</b>	<b>Deliverable</b>	<b>Final submitted</b>
1. Task A	<b>Deliverable 1:</b> Inception report on the scope of the training program designed to educate and empower various stakeholders, including government personnel, industry representatives, and the general public, about the impacts of plastic waste and the study of the SUP value chain.	After 4 weeks of the commencement of the Contract
2. Task B	<b>Deliverable 2:</b> Draft and final reports on the SUP value chain analysis. And comprehensive report on the output, outcome, and impact on the training program conducted with the feedback.	After 24 weeks of the commencement of the Contract
3. Task C	<b>Deliverable 3:</b> Final report of the SUP value chain analysis. And comprehensive report on the output, outcome, and impact of the training program conducted with the feedback <sup>1</sup> .	After 28 weeks of the commencement of the Contract
Total		28 weeks

## **12. Submission of technical proposal at the request for expression of interest stage (REOI)**

### **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.

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<sup>1</sup> This comprehensive document will summarize the project's achievements, lessons learned, and recommendations for future initiatives. It will also include detailed appendices containing all data, survey results, training materials, stakeholder submissions, and other relevant documentation collected over the course of 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.

### **13. Evaluation criteria of the submission of technical proposal at the expression of interest stage (REOI)**

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.

The evaluation of submissions at the REOI stage will proceed in two stages:

- 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.

Firms are required to submit technical proposals within a strict page limit of 50 pages, with no limit on annexes. Reviewers will only consider and evaluate the 50-page proposal (excluding annexes). The consultant should provide a summary table of experience in the Technical Proposal and detailed citations for each project in an Annex of the proposal.

Technical proposals failing to score a minimum of **70 out of 100 points** on these criteria will not proceed for further consideration. The highest-ranking Consulting Firm meeting the technical requirements of the EOI will be invited to submit an RFP, primarily with a financial bid alongside technical information for contract negotiation. The successful Consulting Firm will be required to enter into a time-based Contract to compete for the scope activities outlined in the TOR.

#### **14. Contractual Agreement**

The SACEP/Department of Environment (DoE) of Bangladesh is committed to a transparent and comprehensive evaluation process for the selection of a consultancy firm capable of executing this critical project. The evaluation will meticulously assess each proposal's alignment with the project's objectives, the proposing firm's expertise and experience, and the overall value offered. The selected consultant will be requested sign a **Time-based** contract to implement the project.

**Submissions:** The closing date for submission of the REOI; is **30 August 2024**, at **10.00 Hours Sri Lanka time**. The procurement of the consulting firm will be carried out on Based on Consultants' Qualification (CQS) therefore the Consulting firm shall not submit any financial bid submissions along with the requested technical submissions of REOI. REOI submissions can be submitted by email or by dispatching the hard copies into the tender box located in the Project Implementation Unit of the PLEASE project at 45, Rosemead Place Colombo 7, Sri Lanka.

All email submissions of the technical bid shall be directed to Anjalie Devaraja, (Project Director) [pleaseproject@sacep.org](mailto:pleaseproject@sacep.org) and copy to [anjalie.please\\_project@sacep.org](mailto:anjalie.please_project@sacep.org)

For more information on the technical clarification in the TOR, contact: Prakriti Kashyap (Plastic Expert) [prakriti.please\\_project@sacep.org](mailto:prakriti.please_project@sacep.org).