

**Terms of Reference (TOR) for The Recruitment of a Firm  
for  
The Development of Master Plan for Controlling Plastic Pollution in  
Selected Rivers of Sri Lanka**

Under The World Bank-Funded Plastic Free Rivers and Seas Project (PLEASE)  
Implementation Partner: South Asia Cooperative Environment Program

**A. BACKGROUND**

**1. Introduction**

River pollution by solid waste especially plastics is a major environmental issue, that ultimately affects the water quality and aquatic and marine biodiversity of the rivers and seas to which the rivers discharge their waters. At present, Sri Lankan rivers are among the world's top 20 rivers those discharge plastic to the oceans (Meijer *et al.*, 2021). Although, there are many policies, regulations, and laws still it is difficult to control plastic pollution. Therefore, with the experience of implementing the Surakimu Ganga Program during the last two years, a requirement has emerged to develop a master plan to guide the future river protection operations, programs/projects in an integrated manner to achieve the final outcome of plastic-free rivers and oceans in Sri Lanka.

This proposal suggests developing a master plan for 11 rivers<sup>1</sup> those are accounted approximately for 75% river related environmental issue points and approximately 85% of solid waste dumping issues related to the river environment, which were recognized during the River Rapid Survey done by the CEA in 2020, hence can be considered as rivers with highest plastic pollution, with the intention of protecting the water sources from accumulated waste. Furthermore, this project proposal will introduce a long-term mechanism along with an implementation plan to promote plastic -free rivers. The development of a master plan will be a long-term goal to reduce the accumulation of plastics in the adjacent marine environment. A master plan will give the direction to reduce the emission of plastics to rivers or adjacent seas within the next 5 years.

Preparing a master plan will be a multi-disciplinary approach with solid waste management techniques(circular economic concepts, 9R, AIR, etc), wastewater management techniques, different land use planning, and natural resource management techniques (e.g. Bioremediation, biodiversity preservation zones) which could support for plastic-free Sri Lankan rivers and seas. This project will deliver a comprehensive study on eleven selected river/river basins\*, and their river mouth/estuary/coastal area, a 5-year master plan to achieve plastic-free clean rivers with optimal water quality, and an implementation plan that support the prepared master plan. The proposed intervention of preparation of the Master Plan is proposed to be financed by the World Bank under Component 2.1 of the PLEASE project<sup>2</sup>.

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<sup>1</sup> According to the survey done by CEA on 2020, 11 rivers, namely, Mahaweli River, Kelani River, Kalu Ganga, Walawe River, Maha Oya, Aththanagalu Oya, Bolgoda Ganga, Kirindi Oya, Manik Ganga, Gin Ganaga and Kala Oya have been identified as rivers those are accounted approximately for 75% river related environmental issue points and approximately 85% solid waste dumping issues related to the river environment. Therefore, this master plan aims at this highly polluted 11 rivers.

<sup>2</sup> For more information about PLEASE projects and its component please visit <http://www.sacep.org/programmes/plastic-free-rivers-and-seas-for-south-asia>

## **B. THE PROPOSAL**

Improper disposal of plastic waste is a considerable environmental cost, which increases with population growth and development. During the survey done by the JICA on the Sri Lankan Solid Waste Management process, it has been revealed that the waste generation amount in Sri Lanka has increased from 6,400 tons/day in 1999 to 10,786 ton/day since 2009. Further, according to the same report out of 10,786 ton/day, only 3,458 ton/day has been collected through a proper mechanism. Therefore, there is a tendency to release the remaining part of solid waste, including plastics waste to the environment (JICA, 2016).

Rivers are major and sensitive ecosystems which affect by such consequences. A rapid river survey was carried out within the period of 18<sup>th</sup> September to 29<sup>th</sup> February of year 2020, by the Central Environmental Authority in 2020, in order to identify environmental issues related to 103 rivers. The survey identified 10,377 issue points associated with 103 rivers which can be considered as a snapshot of the environmental condition of the nation's riverine ecosystem. According to the survey findings, 3,210 issues were recorded as solid waste (consisting mainly of plastics dumping issues into the rivers and its surrounding environment. According to the survey, 11 rivers, namely, Mahaweli River, Kelani River, Kalu Ganga, Walawe River, Maha Oya, Aththanagalu Oya, Bolgoda Ganga, Kirindi Oya, Manik Ganga, Gin Ganaga and Kala Oya accounted approximately for 75% river related environmental issue points and approximately 85% solid waste dumping issues related to the river environment-

The Surakimu Ganga National Environmental Program (SGNEP), established 2021 tried to implement some project proposals from ground level to address river-related issues including Plastic issues. During SGNEP, some proposals were implemented to trap waste from several canals, and huge loads of plastic waste were collected from such traps. Further, during the implementation of SGNEP, a similar observation was made at dams and reservoirs. For example, a project proposal submitted by the Kandy-Kundasale divisional secretariat area reported that the amount of polythene and plastics collected to sell for recycling, from the Victoria reservoir, by the villages are around 3,000 kg- 4,000kg per day. The actual amounts of plastics in the reservoir could be more than that. Such observations have been proved by some scientific evidence. For example, a scientific study published in 2021 recorded that, Sri Lanka is among the top 20 countries (i.e.,15<sup>th</sup> position), when countries are ranked according to the estimated annual plastic flow through rivers to the ocean. The calculated annual plastic emission rate for Sri Lankan Rivers is 97,000 metric tons (Meijer et al., 2021)

The facts suggest that Sri Lankan rivers need to be paid immediate attention to controlling of pollution caused by Plastics. Unless it will effect on the water quality and terrestrial and marine biodiversity of the Sri Lankan rivers to an extent that cannot be recovered.

This problem can be addressed in several ways with a multidisciplinary approach as follows;

- a) Applying plastic waste management techniques and concepts such as 3R (Reuse, Reduce, Recycle), AIR (Avoid, Interception, Re-design) can be used to mitigate the issue, hence promoting waste trapping before it enters into the rivers. As such technologies incorporate plastics-related circular economy concepts, into river conservation, hence it will enhance the economic benefit to locals.
- b) Entering plastics through drains, (i.e. primary and secondary) with domestic wastewater, sewer, and industrial wastewater can be prevented by applying wastewater management techniques.
- c) Applying different land use planning and natural resource management techniques. Some land use practices buffer zones, biodiversity protection areas without development etc. may apply in order to prevent the entering of waste into rivers. Hence, it is possible to

use the application of land use practices and planning to reduce the entering of plastics to the rivers.

- d) Engagement and awareness creation among different stakeholders is a key requirement to control plastic pollution. Similarly, it is possible to use general public awareness, children's awareness, and other types of awareness and mass communication methods to change people's attitudes.

Therefore, any total solution for plastic-free rivers should incorporate applying plastic waste management techniques, applying wastewater management techniques, applying different land use planning techniques, awareness etc.

## **C. OBJECTIVES**

### **2. Project Objectives**

The objectives of the project are;

- a) To conduct a comprehensive study on eleven selected river/river basins and their river mouth/estuary coastal area<sup>3</sup> with focus on plastic pollution which entail deriving baseline data including types of plastics, sources of generation, and their impacts on different ecosystems and sectors.
- b) To identify current data gaps and maintain and update the existing river pollution database with new data
- c) To prepare a 5-year master plan along with an implementation mechanism to guide and achieve plastic-free national rivers through an integrated approach including detection of gaps in policy, rules, and regulations and provide insights that can direct strengthening existing policies and low enforcement, behavioral change, engagement of national authorities responsible for waste management, enhance financial commitments, monitoring, research and development
- d) To undertake a plastic waste material flow assessment using data available and gathered, with modelling hydrological processes and variability, riverine transport and discharges using different models (i.e., WFLOW and DELWAQ models).

### **3. Project Details and Scope**

The project is aimed to prepare a comprehensive master plan and an implementation mechanism to guide and achieve plastic waste-free rivers through an integrated approach. The project will be implemented in order to cover 11 rivers in Sri Lanka which are having a high number of river related environmental issues and necessary canals and water bodies that may ultimately affect the marine water surrounding Sri Lanka.

This study is not focusing on deep sea plastic marine debris and maritime activities but focuses primarily on land-based and coastal zone plastic pollution. In addition, while acknowledging that microplastics are of high interest and concern, this study considers only the larger fraction of plastic (macro plastics) as starting point.

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<sup>3</sup> Coastal area and lying within a limit of 300 meters landwards of the mean high water line & 1km for each side from the river mouth along the coastal line-estuaries/river mouths of 11 selected rivers.

## D. SCOPE OF KEY WORK UNDER THE ABOVE AND EXPECTED DELIVERABLES

### 4. List of key activities under the TOR:

#### Project Activities

- a) Collection of baseline data including types of plastics, sources of generation and their impacts on different ecosystems and sectors
- b) Preparation of an assessment report of existing baseline data, policies, legislation and gaps identified in the field in relation to the project (1st deliverable)
- c) Maintaining and updating the existing river pollution database with new data including types of plastics, sources of generation, their impacts on different ecosystems and sectors such as fisheries, tourism, irrigation etc.
- d) Preparation of a master plan after identifying the existing issues (3rd deliverable) (including detection of gaps in policy, rules, and regulations and provide insights that can direct strengthening existing policies and low enforcement, behavioral change, engagement of national authorities responsible for waste management, enhance financial commitments, monitoring, research and development)
- e) Plastic waste material flow assessment using data available and gathered, with modelling hydrological processes and variability, riverine transport and discharges using different models (i.e. WFLOW and DELWAQ models )
- f) Preparation of an implementation plan/project road maps and validation (4th deliverable)
- g) Present the findings and the roadmap to pertinent stakeholders and decision-makers.

### 5. Time schedule

Activity and Deliverables	Month											
	1 <sup>st</sup>	2 <sup>n</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
Preliminary works related to consultancy procurement, tendering process, evaluation, and selection of a consultant (this will be carried out in November 2023)												
Preparation of an assessment report of existing baseline data, policies, legislation and gaps identified in the field in relation to the project												
Carrying out a comprehensive study on eleven selected river/river basins and their river mouth/estuary/coastal area (1st deliverable) and provide a report												
Maintaining and updating the existing river pollution database with new data, report User manual and relevant training.												
National 5-year master plan to achieve waste-free clean rivers Plastic Waste Management Plan and Roadmap (First Draft)												
Preparation of an implementation plan/project road maps and validation												
Final Report addressing comments of WB, CEA and SACEP												
Present findings at final dissemination workshop												

## **6. Project Implementation**

The proposal will be implemented by the firm selected under the bidding process and will be monitored by SACEP /PIU in coordination with the Central Environmental Authority (CEA<sup>4</sup> under the supervision of the Ministry of Environment. The consultant group will be selected by the SACEP/PIU on a competitive bidding process.

The selected firm of consultant by the SACEP/PIU in coordination with CEA, will direct the Consultant to carry out the activities. The selected consultant with the necessary expertise for relevant fields is expected to perform the studies according to the requirements in the TOR.

## **7. Stakeholders**

The study targets key stakeholders of GOSL and will be executed by SACEP. The Central Environmental Authority will be the implementing agency and the Ministry of Environment will act as the coordination, monitoring, and supervision of the study. Further, the study will indirectly benefit various stakeholders including the Department of Coast Conservation and Coastal Resource Management, Marine Environment Protection Authority (MEPA), Ministry of Fisheries, Sri Lanka Land Reclamation and Development Corporation (SLLR &DC), Local Government Authorities, Sri Lanka Harbour Corporation, National Water Supply and Drainage Board, Ministry of Wildlife and Forest Conservation, Irrigation Department, Sri Lanka Port Authority, Agricultural Department and Department of agrarian services development, Ministry of Land and Land Development, Sri Lanka Coast Guard, Ministry of Health, Ceylon Fisheries Corporation, Department of National Planning, National Aquaculture Development Authority of Sri Lanka (NAQDA), The National Aquatic Resources Research and Development Agency (NARA) and Sri Lanka Navy.

## **8. Estimated total Budget**

The proposed assignment is subject to an estimated budget of USD 290,000.

consultants will be comprised of a team of 9 experts and officers.

The Consultant firm's compensation will be determined by the quality of the deliverables, with documented evidence assessed throughout the consulting assignment. The team will be headed by the Team Leader. The detailed breakdown of the team of consultants and required experts is given in Section V (Team Composition and Qualification Requirements for Key Experts).

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<sup>4</sup> The Central Environmental Authority (CEA) has established under the National Environmental Act to protect the environment. In CEA, there are duties in relation to solid waste management, natural resource management, pollution control, and awareness which are in line with the approaches suggested in master plan preparation.

## E. TASKS

### 9. Major tasks

The Consultant shall proactively ensure that all activities are aligned with the Ministry of Environment and Central Environment Authority's overall goals and objectives for the implementation of the project requirements by planning, managing, overseeing, and fine-tuning all of the details before, and during the execution of the project components. The Firm of consultant is expected to deliver the following major tasks but not limited to:

- a) A comprehensive study on eleven selected river/river basins and their river mouth/estuary/coastal area focusing on plastic pollution of rivers including identification of hotspots of river plastic pollution, main sources including industries and other sectors causing plastic river pollution. (E.g. river basins and their geography, ecological, social values, present water quality, plastic pollution quantity & sources, present environmental deterioration with special focus on plastics, effects from activities & associated developments that lead to plastic pollution etc.) The consultants are expected to forecast the probable changes in baseline data collected on plastics within the implementation period & issues and identify optimum solutions for them with relevant implementation programs, plans, monitoring values, and road maps.
- b) Assess the composition of plastic waste (per item and polymer types)
- c) Assessing the distribution and prevalence of plastics within river basins, particularly near open dump yards.
- d) Prepare GIS maps showing pollution hotspots, pollution concentration, sources, distribution etc., in the study area.
- e) Review the current legal framework (including tax incentives and import tariffs for plastic industries) and analyse policies on plastic pollution
- f) Conduct institutional analysis through mapping governmental, private sector, and non-governmental organizations and assess their actions in relation to river conservation and their effectiveness in terms of achieving plastic-free rivers/inland waters/marine waters, level of present awareness on river conservation, existing technical details on rivers etc.
- g) Develop A 5-year master plan to achieve waste-free clean rivers to guide and achieve plastic waste-free rivers through an integrated approach<sup>5</sup>. (Including detection of gaps in policy, rules, and regulations and providing insights that can direct strengthen existing policies and low enforcement, behavioural change, engagement of national government authorities, and private sector responsible for waste management, enhance financial commitments, monitoring, research, and development)
- h) Plastic waste material flow assessment using data available and gathered, with modeling hydrological processes and variability, riverine transport, and discharges using different models (i.e. WFLOW and DELWAQ models )
- h) An implementation plan/road map that supports the prepared mater plan considering all the related stakeholder institutions

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<sup>5</sup> The project will be planned to achieve its objectives through an integrated approach including (1) applying plastic waste management practices (2) Reducing entering waste/ plastic contaminated wastewater to the rivers by applying wastewater management approaches (3) By land use planning and natural resource management (town planning, zoning, preservation of biodiversity zones etc),(4)By awareness.

## 10. Deliverable Plan

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

Tasks	Deliverable	Final submitted
Task A	Deliverable 1: Inception report on the scope of the survey and methodology of primary data collection, analysis and other databases.	After 8 weeks of the commencement of the Contract
.TASK B	Deliverable 2: Integrated database and management system, report User manual and relevant training.	After 36 weeks of the commencement of the Contract
Task C	Deliverable 3: National 5-year master plan to achieve waste-free clean rivers)	After 40 weeks of the commencement of the Contract
	Deliverable 4: Implementation Plan	After 44 weeks
	Deliverable 5: Final Report incl. baseline survey/summary of data base/stakeholder consultations /hydrological study/Implementation plan/master plan/	After 48 weeks of the Commencement of the contract
Task D	Present findings at final dissemination workshop	After 48 weeks of the Commencement of the contract

## 11. Monitoring and Evaluation Mechanism

Submission of required deliverables/outputs will be monitored and evaluated as follows;

**Table –project output and monitoring plan**

	Output/ Deliverables	Key Performance Indicator	Target date
<b>01</b>	A comprehensive study on eleven selected river/river basins and their river mouth/estuary/coastal area.	Submission of the final report	<b>August 2024</b>
<b>02</b>	Integrated database and management system, report User manual and relevant training.	Submission of the updated database	<b>September 2024</b>
<b>03</b>	A Master Plan	Submission of the MP	<b>October 2024</b>
<b>04</b>	Implementation Plan	Submission of the IP	<b>November 2024</b>
<b>05</b>	A final report (incl. baseline survey/summary of data base/stakeholder consultations /hydrological study/Implementation plan/master plan/	Submission of the final report	<b>December 2024</b>
<b>06</b>	Final dissemination workshop	Conducted Workshop with key stakeholders	<b>December 2024</b>

Further, desired quality and the evaluation criteria to assess the adequacy of reports should be decided prior to the initiation of this project after discussing with relevant parties.

## 12. Project Reporting

Consultants are expected to take part in monthly progress meetings. Project progress reporting will be done as follows

<b>Reporting type</b>	<b>Duration</b>
01 Project status report	Once every three months
02 Project progress report	After 2 months
03 Project Completion report	After one year

## F. TEAM COMPOSITION AND QUALIFICATION REQUIREMENTS FOR KEY AND NON-KEY EXPERTS

### 13. Composition of the team

The team will leverage expertise from local consultants. An indicative list of the positions of key staff for the firm of consultants who will be evaluated during the technical evaluation process is given below (note that the list does not include support staff for fieldwork and other activities such as field survey, data collection, documentation, etc.). The consultant may enhance the utility of expertise by proposing their own estimate of the required number of positions/person months to carry out the assignment.

#### The teams

Two teams will be deployed to this work, including; (i) a project management team, (ii) a technical team, and (ii) an analysis, and survey, combining a blend of in-depth country insight, and global expertise, drawing on experience with governments around the world.

#### a) Project management /Leadership team

The project management/ leadership team will oversee the project. The project leadership team will provide quality assurance on final deliverables, ensuring that the work draws on all collaborating forms' collective regional and global experience.

A dedicated Project Leadership team will oversee the development of the project, including managing relationships with key leaders and stakeholders in the government and private sphere, facilitating individual consultations and project planning documents and selecting critical meetings, and leading the development of the final deliverables. The Project Leadership team will serve as overall project managers, acting as a lead point of contact for the PIU.

#### b) Technical Expert Team

The Team Leader will lead experts, drawing on the wider expert pool as required, and work to bring subject-level expertise to the project, particularly as related to the conduct, and analysis of primary data collection and all surveys. They will also provide continual insight, analysis, and guidance on data collection and plastic waste management, for all deliverables.



**c) Key team composition for;**

to support the development of a national plastic waste management plan and establishment of it based monitoring and reporting mechanism for Sri Lanka is given below;

<b>Role</b>	<b>No experts</b>
<b>Key Staff</b>	
Project Team Leader / Environmental Expert	1
Social scientist/Sociologist	1
Biodiversity and ecology expert	1
Plastic/Solid waste management expert	1
Hydrologist/watershed Management expert	1
GIS expert	1
Legal and policy expert	1
<b>Non-Key staff</b>	
Statistical officer	1
Field level officers	

In addition to the above-listed positions of professionals, the consultant should decide and submit CVs at the proposal submission stage for other experts and support professionals with adequate experience in relevant fields match. The total duration of the assignment will be 12 months and completed by January 2025. No extension will be provided. During the technical evaluation process, non-key staff will not be evaluated individually. However, they will be considered collectively along with other support staff, if any, under the "Work Schedule and Staffing" criteria of evaluation.

#### **14. Terms of Reference of Consultants**

Generally, each individual consultant will work under the direct guidance/supervision of the designated team leader of the firm of consultants in close consultation with the Ministry of Environment and Central Environment Authority of Sri Lanka. The outline terms of reference of the individual consultants are briefly described below.

**(i) Composition of Key Staff**

**a) Team Leader / Waste Management Expert**

The Team Leader is preferred to have a Master' degree and should be a waste management specialist, environmental engineer or similar discipline with at least 15+ years of in the field. Experience in project management and plastic waste management sectors, policy assessments, and formulations is important. In addition to its line functions, the Team leader is expected to supervise, manage, and advise the team in the implementation of the project. The Team Leader will coordinate the efforts of the project management team, to ensure that management and technical policies are correctly and consistently implemented in all aspects of the project. The Team Leader will be a point of contact and lead meetings to monitor the scope and schedule of the implementation of the activities as per the program. The Team Leader will also oversee the agenda of the project team meetings and folders and back up all pertaining documents for proper documentation. Monitoring team performance and intervening whenever necessary as required to ensure the successful delivery of projects are also important. It is a compulsory requirement to deploy the Team Leader on a full-time basis

for 12 -month period throughout the consultancy service or any other time agreed by both parties.

**b) Social scientist/Sociologist**

Social scientists/Sociologists should have a minimum of 7 years of experience in the field. At least a bachelor's degree; and a Master's degree in the field, or a related or similar field will be preferred. Experience working in plastics, and circular economy; experience in the public sector and multilateral organizations will be preferred. The expert is responsible for tasks under the TOR relating to plastic waste management-related activities which are not defined by any other consultants under the TOR.

**c) Biodiversity and ecology expert**

Biodiversity and ecology expert should have a minimum of 7 years of experience in the given field. At least a bachelor's degree; and a master's degree in the field, or related will be preferred. Experience working in the relevant field, and implementing similar projects for governments is required. The expert is responsible for Biodiversity activities under the TOR.

**d) Plastic waste management expert**

Having a minimum of a post-graduate degree in the related subject area and a minimum 07 years of working experience in project consultancy in a relevant specialty is required. Experience working in similar projects will be preferred. The Expert is responsible for the activities of Plastic waste management aspects under the TOR.

**e) Hydrologist/watershed Management expert**

Having a minimum of a post-graduate degree in the related subject area and a minimum 07 years of working experience in project consultancy in a relevant specialty. Prior experience in working in donor financed projects will be an added qualification.

**f) GIS expert**

Having a minimum of post-graduate degree in a related subject area And a minimum 07 years of working experience in project consultancy in a relevant specialty Prior experience in working in donor-financed projects will be an added qualification.

**g) Legal and policy expert**

Having a minimum of a post-graduate degree in the related subject area and a minimum 07 years of working experience in project consultancy in a relevant specialty. Prior experience in working in donor financed projects will be an added qualification.

**(ii) Non-Key staff**

**a) Statistical officer**

Having a minimum of B.Sc. degree in a relevant subject area and a minimum 03 years of working experience in project consultancy in the relevant specialty. Prior experience in working in donor financed projects will be an added qualification.

**b) Field level officers**

Having a minimum of B.Sc. degree in a relevant subject area and minimum 03 years of working experience in a project environment

## **G. REPORTING REQUIREMENTS AND TIME SCHEDULE**

The total duration of the assignment is expected not to be extended to 12 months (complete by January 2025) for the Selected consultants, and the consultant team will focus its efforts on facilitating the activities identified in the TOR. The selection of the consultancy firm will be based on the Consultant's Qualification Selection Basis (CQS) and the contract will be on a **Time Base contract** with completion of deliverables. Additionally, consultants, including the firm and individuals, will be recruited by 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.

The quarterly progress report format will be developed by the consultant Team/firm in consultation with the Ministry of Environment and Central Environment Authority of Sri Lanka which will meet the requirements of the World Bank/SACEP. An inception report and interim reports will be prepared. A draft final report will be submitted to the World Bank/SACEP as stated below. World Bank's /SACEP comments, and the comments of the Ministry of Environment and Central Environment Authority of Sri Lanka will be provided before the commencement of the dissemination stage. In addition, the Consultant Team/Firm will prepare any reports required about the project as requested by the SACEP/ Ministry of Environment and Central Environment Authority of Sri Lanka. The deliverables expected in this consulting service is explained in section 9 of TOR.

The final report should include an executive summary and should be delivered electronically both in Word and PDF formats. All tasks document deliverables and the final report and data sets are to be provided at high standard. All written materials should be packaged concisely with graphics, figures, and tables as required to facilitate communications. All data files will be delivered as part of the final report in an easily accessible format.

## **H. RECRUITMENT QUALIFICATIONS AND EXPERIENCE**

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

- i. In addition to the qualification requirements of the individual consultants indicated in TOR, the Consulting Firm shall have general consulting experience in carrying out high-quality analytical work, including qualitative and quantitative analysis of data relating to waste management including plastics of a minimum of 7 years. The firm has had an average consulting turnover of Rs 80 Mn in the past 3 years.
- ii. A consulting firm shall indicate a minimum of 2 reference projects/contracts of the services carried out in the past 5 years which are similar to the activities included in the TOR. The minimum value of each activity shall be not less than LKR 20 Mn.
- iii. PLEASE project reserves the right to contact the companies provided as references by bidders (proposed consultants) .
- iv. References will be requested by PIU/SACEP to provide feedback on the following aspects of service delivery similar to services expected in the TOR on the reference 2 projects listed by the consultants: (i)Management capabilities of the firm to carry out the similar activity, (ii) Accuracy and quality assurance of the administrative processes and ensuring the output, (iii) Efficiency and cost-effectiveness in terms of delivery of services and meeting the timeliness, and (iv) responsiveness to the client services,

- v. The Consulting Firm shall provide a detailed approach and methodology for **THE DEVELOPMENT OF a MASTER PLAN FOR CONTROLLING PLASTIC POLLUTION IN SELECTED RIVERS OF SRI LANKA** to cover the proposed scope of work including task description and how such tasks will be performed on the given timeline in their submissions with recommendations.

## I. EVALUATION CRITERIA OF THE SUBMISSION OF TECHNICAL PROPOSAL AT THE EXPRESSION OF INTEREST STAGE (EOI)

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

### Technical Proposal including

- a) **methodology/ approach of the proposal – (40 points )** including collection/ sampling points captured across different geographical areas, sectors, commercial/institutional districts, seasonal climatic changes, using statistically representative method. Methods of Stakeholder consultation, Mapping, health and safety plan for the field activities related to sampling, analysis of data collected.
- b) **Past experience:** Consulting Firm shall have at least three (3) traceable references relating to project-related experiences undertaken in the past three years. Provide a brief description of the scope and scale of the work undertaken for each and indicate the value of each contract. Points will be awarded to affirmative compliance to the Experience and qualification requirements indicated in the Recruitment Qualifications and experience listed in the TOR. **(30 points)**
- c) **Team capacity:** The Consulting Firm should demonstrate the capacity of the project team recommended to be engaged and to be utilized in the execution of the contract. Their skills, qualifications, experience, etc. The CVs of staff should not be longer than 3 pages in total and should be structured as follows:- (i) Professional qualification/s, (ii) Brief description of individuals' experience of similar work in the last five years. (iii) Name of previous employer/s and position.(iv) Role in the services to be provided in this bid. **(25 Points)**
- c) **Value-added services** (these are the services that can add value to the proposed services possessed by the firm). **(5 points)**

### Technical Proposal Requirements

Firms are required to submit technical proposals with the "Technical Proposal Template" 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 and provide detailed citations for each project in an Annex of the proposal.

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:**

**Submissions:** The closing date for submission of the EOI; is **January 09, 2024**, at 14 .00 Hours.

The procurement of the consulting firm will be carried out on Based on Consultants' Qualification (CQS) therefore Consulting firm shall not submit any financial bid submissions along with the requested technical submissions of EOI. EOI 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 108/4, Rosemead Place Colombo 7, Sri Lanka. All email submissions of the technical bid shall be directed to Anjalie Devaraja <anjalie.please\_project@sacep.org> ( Project Director). Late submissions will be disqualified. For more information on the technical information in the TOR, contact: Anjalie Devaraja <anjalie.please\_project@sacep.org>Project Director/ Sarath Muthugala, Procurement specialist, at +94777761977 or e-mail: [sarath.please\\_project@sacep.org](mailto:sarath.please_project@sacep.org)./ Anjalie Devaraja <anjalie.please\_project@sacep.org>\_( Project Director)

## **J. CLIENTS' INPUT AND COUNTERPART PERSONNEL**

The following conditions will be applicable to this requirement:

- a) The Consulting Firm shall use its own office and other resources to provide the services under TOR.
- b) The Ministry of Environment and Central Environment Authority of Sri Lanka/SACEP will have strict reporting requirements which will be agreed upon with the contracting party at the outset of the project. The Consultant will report progress on all deliverables and milestones in an agreed timeline and report any deviations or issues at regular intervals. Different teams within the consulting team will also have to strictly report to the overall project leadership team with regular updates.
- c) The Consultant will also report to the Ministry of Environment and CEA and regular periodic updates will be given on the status of implementation. The Ministry and CEA will provide nominated officials who will receive these updates and review the assignment.
- d) The project will contain a strong monitoring and evaluation process to ensure overall deliverable quality and accuracy, including regular checks of the data collection team, regular check-ups of the report-writing process, and stakeholder engagement process.
- e) The Inception Report will also include a detailed success factor analysis, laying out the processes, tools, plans, skills, communication methods, and management techniques that will be used to ensure the success of the project. The project will be evaluated against this metric at regular intervals to ensure adherence to overall project success and quality.

### **Services, facilities, and property to be made available to the consultant.**

The Ministry of Environment and Central Environment Authority of Sri Lanka will provide available reports, data, and information relevant to Consulting assignments. The provisional sum has been allocated for office furniture for team leaders, managerial officers, and other office staff and for carrying out surveys. The equipment and furniture purchased under this item is considered the property of the Project. However, the consultants have to make the arrangements for obtaining the required utilities such as stationery, telephone, internet facility, etc.

### **Professional support counterpart personnel to be assigned.**

They will provide adequate counterpart support to the consultant's team for this assignment.

## **K. INFORMATION TO FACILITATE PROPOSAL**

Upon written request from the consultants, the Ministry of Environment and CEA will provide the consultants with all available data. Additionally, existing baseline data, related to the existing conditions of the natural environment, social environment, and economic environment of the 11 selected rivers will be made available.