# Terms of reference (ToRs) for the procurement of services

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

| **Identification, Classification and Codification of Packaging Waste** | **Project number/ cost centre:** 19.2109.7-001.00 |
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## 0. List of abbreviations

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| AMS | ASEAN Member States |
| EPR | Extended Producer Responsibility |
| MoEF | Ministry of Environment and Forestry |
| ToRs | Terms of reference |

## 1. Context

Globally, plastic production reaches 430 million metric tons each year and predicted to reach triple amount by 2060 in “business-as-usual” patterns (OECD, 2022). Unfortunately, majority of plastic products end up as waste and even, mostly after only single usage. With no proper collection system, plastic waste leaks to the marine environment and increase percentages of marine litter. Thus, by 2040, 23-37 million metric tons of plastic could enter the marine environment if no urgent actions in place to solve problems on plastic pollution.

The project Reduce, Reuse, Recycle to Protect the Marine Environment and Coral Reefs (3RproMar) aims to support the ASEAN Member States (AMS) in the improvement of implementation capacities for reducing land-based waste leakage to protect the marine environment. Indonesia is one of the four focal countries in this project. The project would also like to support the development of national measures for waste leakage reduction as well as related strategies concerning waste reduction.

The Indonesian government committed to reduce marine debris by 70%, reduce solid waste by 30%, and handle 70% solid waste within a period of 8 (eight) years from 2018 to 2025. Following these targets, in December 2019, Ministry of Environment and Forestry (MoEF) published MoEF Regulation No. P.75/2019 concerning Roadmap of Waste Reduction by Producer. This regulation is also seen as Roadmap of Extended Producer Responsibility (EPR) in Indonesia that aims to guide and facilitate the producers (including brand owners, manufacturers, importers, retailers, and food and beverage service industry) to implement their responsibility on reducing waste generated from their goods, packaging, and services in form of plastics, paper, aluminium cans, and glass.

To support this regulation, it is considered necessary to improve the current waste collection and processing practices with a reliable sorting and processing system. The system shall include consistent definitions and standards for packaging waste. One alternative for this system is through developing specific code for existed packaging waste from producers in Indonesia. The specific code for each type of packaging waste will be used to develop data-driven packaging waste categorization procedure and taxonomy that can also define their recyclability classes. Thus, it is expected that higher efficiency in processing packaging waste can be obtained. It will also contribute to better data and transparency on packaging waste flow along its value chain.

Based on above mentioned condition, the project 3RproMar would like to support MoEF in this regard by conducting a study to identify and classify existed packaging waste in Indonesia and followed by codification of the packaging waste (focus on plastic waste, paper, cardboard packaging, or can or metal). The codification of packaging waste shall  governments, producers, waste processing facilities operators, and other related stakeholders in managing and tracking packaging waste effectively and to establish a clear and systematic approach to managing waste generated from packaging materials. This process helps create a structured framework for waste management and recycling efforts.

## 2. Tasks to be performed by the contractor

This study aims to improve the efficiency of handling and processing packaging waste by relevant actors in Indonesia. The current database of packaging waste is still insufficient to provide detailed information on packaging waste. Data gathered from this study should enhance the knowledge on packaging waste value chain and recyclability rate. The contractor is expected to conduct survey and data collection on packaging waste based on existing

database of MoEF, waste handling facilities, etc. The contractor is also expected the provide the expertise in carrying out analysis related to suitable categorization and codification for the packaging waste with focus on plastic waste and paper and cardboard packaging. Important milestones include draft of codification is available for stakeholder consultations coordinated by MoEF.

Thus, the contractor is responsible to deliver following results:

- Provision of categories and specific codes for packaging waste (focusing on plastic waste and paper and cardboard packaging) based on its raw material and other additional components.
- Provision of categories and types of packaging waste (focusing on plastic waste and paper and cardboard packaging) that are collected in waste processing facilities (e.g., waste banks, temporary waste disposal sites, recycling centres).
- Provision of analysis on recyclability rate of packaging waste (focusing on plastic waste and paper and cardboard packaging)
- Provision of recommendation on integration with existing database system
- Ensuring accuracy and consistency in the classification, coding, and data provision for reliable waste management practices and decision-making

Specific tasks of the contractor to obtain the results described above:

- Conduct desk study from existing database on waste management and other data sources (e.g., environmental offices in local level)
- Conduct survey and data collection from waste banks and other waste processing facilities (e.g., temporary waste disposal sites, recycling centres)
- Assess, validate and verify collected data for further analysis
- Discuss the findings from the survey and data collection activities regularly with Ministry of Environment and Forestry
- Develop draft of specific code (codification) in close communication with Ministry of Environment and Forestry
- Conduct analysis on recyclability rate of packaging waste (focusing on plastic waste and paper and cardboard packaging) based on collected data and further consultations with related stakeholders
- Conduct stakeholder consultations on the draft of codification of packaging waste and related issues.
- Present the final draft codification of packaging waste and gather feedback to ensure comprehensiveness and accuracy
- Develop recommendations for required integration with existing database systems and necessary follow ups.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

| **Milestones/partial works** | **Deadline** | **Criteria for acceptance** |
|---|---|---|
| An inception report | 2 weeks after contract started | Proposed methodology, work plan, and timeline |
| Results of survey and data collection | 8 weeks after previous deliverable | Tabulation of data collected |
| Draft of codification for stakeholder consultation | 4 weeks after previous deliverable | First draft report is available |

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| Updated codification based on stakeholder consultations | 8 weeks after previous deliverable | Interim report is available |
| Final report | 2 weeks after previous deliverable | Final report is available |

Period of assignment: from 20 February 2024 until 30 September 2024.

## 3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

**Technical-methodological concept**

**Strategy (1.1)**: The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

**Project management of the contractor (1.6)**

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert months) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

## 4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

**Team leader**

Tasks of the team leader
- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, Ministry of Environment and Forestry and others involved
- Regular reporting in accordance with deadlines
- Participating in coordination meetings with GIZ, Ministry of Environment and Forestry and others involved
- Coordinating key expert and experts from short-term pool
- Act as resource person in stakeholders consultation

Qualifications of the team leader
- Education/training (2.1.1): university degree (Master) in Environmental Engineering, Environmental Science
- Language (2.1.2): C1-level language proficiency in English
- General professional experience (2.1.3): 15 years of professional experience in the environmental sector
- Specific professional experience (2.1.4): 10 years in waste management
- Leadership/management experience (2.1.5): 8 years of management/leadership experience as project team leader or manager in a company
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects
- Other (2.1.8): have experiences working with governments (line ministries, agencies)

**Key expert 1: Waste Management Specialist**

Tasks of key expert 1
- Provide technical expertise for the study
- Assist team leader in communicating findings and analysis conducted
- Act as resource person in stakeholders consultation
- Participate – in coordination with the Team Leader – in relevant meetings with GIZ, Ministry of Environment and Forestry, and others involved
- Support in developing, updating and reporting the results of survey and analysis

Qualifications of key expert 1
- Education/training (2.2.1): university degree (Master) in Environmental Engineering, Environmental Science
- Language (2.2.2): C1 -level language proficiency in English
- General professional experience (2.2.3): 10 years of professional experience in the environmental sector
- Specific professional experience (2.2.4): 8 years in waste management
- Development Cooperation (DC) experience (2.2.7): 5 years of experience in DC projects
- Other (2.2.8): have experiences working with governments (line ministries, agencies)

**Short-term expert pool (maximum 2 members)**

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

- Conduct desk studies and gathering existing data from database of Ministry of Environment and Forestry and related agencies
- Prepare questionnaire for survey and data collection
- Support in conducting survey and data collection
- Conduct validation, verification and analysis of data collected
- Support in developing, updating and reporting the results of survey and analysis
- Support in preparing and implementing stakeholder consultations

Qualifications of the short-term expert pool

- Education/training (2.6.1): Bachelor's degree in mathematics, Engineering, other relevant subject
- Language (2.6.2): B1-level language proficiency in English
- General professional experience (2.6.3): 5 years of professional experience in the environment sector
- Specific professional experience (2.6.4): 2 years of professional experience in waste management
- Development cooperation (DC) experience (2.6.6): 2 years of experience in DC
- Other (2.6.7): have experience working with government (line ministries, agencies)

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

## 5. Costing requirements

The following basic calculations for the contract for works are a reference value based on the acceptance criteria for each partial work/milestone specified in Chapter 2 (Tasks to be performed by the contractor).

Since the contract to be concluded is a contract for works (deliverables based), we would ask you to offer your service fee at a lump sum price. Therefore, please divide the lump sum price into the milestones described below. The estimated expert days serves as guidance only. The price per milestone must contain all relevant costs (fee, transportation, etc). The logistics for workshops are excluded in the offer. Contractor shall inform and coordinate with GIZ if workshop required for the assignments.

| **Milestone/Deliverables** | **Estimated expert days for *orientation*** | **Deadline** |
|---|---|---|
| 1) An inception report outlining the proposed methodology, work plan, and timeline. | • Team leader 30 expert days<br>• Waste management specialist 60 expert days | 5 March 2024<br><br>*(1st payment – 40%)* |
| 2) Result of data collection (survey, verification data, etc) | | 30 April 2024 |

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| 3) Draft of result consultation | • Expert pools 80 expert days | 1 June 2024 |
| 4) Result of data analysis | | 30 July 2024 |
| 5) Presentation of slides summarizing the key findings, recommendations as final report | | 15-30 September 2024<br><br>*(final payment – 60%)* |

## 6. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The complete concept must not exceed 10 pages (excluding CVs). The bid must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format standard for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs must be submitted in English.

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all relevant costs. The price bid will be evaluated on the basis of the specified lump sum price which must be realistic for the services to be rendered. The specifications for pricing are defined in the Price Schedule.