

TERMS OF REFERENCES

Request for Plastic Waste Management Training (Companies)

Implemented by: Woman's Affairs Center (WAC)

Funded by: DanChurchAid (DCA) & Norwegian Church Aid (NCA) Palestine Joint Country Program

Date of issue:	August 10 th , 2023
Contract title:	Request for Plastic Waste Management Training (Companies)
Contract type:	Time-Based Contract
Project title:	Combat plastic pollution through innovative and climate-friendly recycling business models
Closing date:	Thursday, August 17 th , 2023, at 1:00 pm (local time of the Palestinian Territory)
Contracting Authority:	Women's Affairs Center - Gaza Al-Nasr - Al-Lababidi Street - Al-Saeed Building – 2 nd Floor. Email: procurement@wac.ps

Aug.2023

1. Background About Women's Affairs Center (WAC):

Women Affairs Centre (WAC) was established in August 1991 by a group of activist professional women to promote women's rights and gender equality within the Palestinian society via empowering and enhancing women abilities in a range of non-traditional skills to address the problems and respond to the needs of women under the difficult political, socioeconomic, cultural and legal context in the Gaza Strip. It's a women knowledge-based centre playing an innovative and catalytic role in empowering women; and advocating women's rights and gender equality in the Palestinian sustainable development process. WAC is an independent and non-profit Palestinian NGO with the purpose of empowering women and advocating women's rights and gender equality through capacity development, information and innovative research and advocacy programs.

2. About the project " Combat plastic pollution through innovative and climate-friendly recycling business models "2023":

DCA/NCA and its implementing partner, Women Affairs Centre (WAC), propose a gender responsive project to tackle plastic waste problems by empowering women against the negative effects of Climate to improve SWM among local stakeholders and there existing opportunities to create a more enabling policy and regulatory environment in collaboration with local duty bearers communities, and private sector actors to enhance better understanding of the eco-system of plastic waste management including the main stakeholders operating in this field.

The project " **Combat plastic pollution through innovative and climate-friendly recycling business models** " is 6 months, it implemented by WAC funded by DCA/NCA.

The Project will focus on different solutions for sustainable management and treatment of solid waste especially plastic waste.

whilst meeting the basic humanitarian needs for GBV survivors and their families.

In addition, supporting female entrepreneurs that are from a low socio-economic background by creating an income generation business through innovative and climate friendly business models.

3. Assignment Objective:

3.1: WAC is considering the selection of highly qualified company to provide guidance to Youth Mobilizer Committee (YMC) , they are a group of people who have been trained previously by WAC on issues related to climate change, adaptation mechanisms to climate change , environmental sustainability and they worked as facilitators in many environmental awareness workshops in different areas , to assist them in shaping their ideas to clearly identify the integrated solid waste management especially plastic (generation ,collection ,transfer ,transport , recycling and disposal).

The training company will be mainly responsible for providing 30 hours for YMC to validate their ideas & knowledge regarding the plastic waste.

3.2: WAC is considering the selection of highly qualified company to provide guidance 25-hour training to build capacities for (25) municipalities staff and, Councils for Solid Waste Management on plastic sorting mechanisms, and health preventive measures to validate their ideas & knowledge regarding the plastic waste.

4. Target Group:

4.1: 20 member of Youth Mobilizer Committee (YMC) (male & female), from different cities of the Gaza Strip.

4.2: 25 member of municipalities staff and councils for solid waste management (male & female) from different cities of the Gaza Strip.

5. Required functions

To achieve the above objectives, the training company is responsible for the following main tasks under the direct supervision of the project coordinator:

5.1 Implement 30 training hours for (20) participants (YMC)

5.2 Implement 25 training hours for (25) participants of municipalities Staff as the following topics:

- ✓ Solid waste (sources, quantities, composition, classification, characteristics)
- ✓ Integrated and sustainable solid waste management (definition, stages from production to proper disposal).
- ✓ Storage & collection systems (types, methods, vehicle, phases, containers)
- ✓ Solid waste in numbers (sources, quantities, types)
- ✓ The environmental reality of solid waste in the Gaza Strip (facts, figures, statistics classifications and landfills).
- ✓ The roles and responsibilities of decision makers and key actors towards the proper disposal of waste.
- ✓ Optimum solutions for solid waste problems and plastic accumulation as one of the mechanisms for adapting to climate change.
- ✓ Plastic waste (types, Plastic code, installation, treatment and recycling).
- ✓ production methods (Extrusion, Injection molding, Blow molding , Rotational molding) with examples .
- ✓ Plastic collectors, producers, scavenger
- ✓ Plastic recycling steps) collection, Sorting, washing, drying, cracking)
- ✓ Plastic effects on the environment and public health (risks & challenges)
- ✓ The importance of community cooperation with the government and municipalities in the proper disposal of solid waste especially plastic.
- ✓ Plastic Recycling Projects and Individual Initiatives (local & international)
- ✓ Extensive elaboration of the types of plastic with real samples to get to know the examples better.
- ✓ health preventive measures in solid waste (types, levels, tools, laws and regulations).

6. Roles & Responsibilities:

- 1) Preparing the training material which includes all the above-mentioned topics in details clearly and submit the complete training material including all the topics mentioned, at least two days before the start of the training.

- 2) Providing a training matrix that includes all training topics, showing each training day, the topics that will be covered, the detailed schedule for each training day, and the proposed trainers for each training topic.
- 3) Developing pre/post tests and conducting the required analysis in addition to preparing reports accordingly. Raw data should be handed over, as well.
- 4) Support the trainees and enhance their role in raising environmental awareness about sustainable waste management especially plastic, with different targets groups.
- 5) Participate in an orientation session with the project coordinator to discuss the methodology of work adopted by WAC to establish and launch the mentoring relationship.
- 6) Help the trainees to validate their environmental ideas by providing guidance, insights, and feedback. This may involve reviewing their concepts, assessing environmental reality, and suggesting improvements or adjustments as needed.
- 7) Provide all reports related to the required tasks in both Arabic and English languages which include (training agenda, demographic information about the trainees, training description, results of pre and post evaluation, trainer evaluation, success stories, lessons learned and impact), in addition to outputs, challenges and recommendations.
- 8) Continuous Support: The trainers of the company will be available for additional support and consultation beyond the designated training hours, within reason. respond to queries, address concerns, and offer guidance as needed. Foster a positive and collaborative learning environment that encourages ongoing engagement and learning.
- 9) Understand and adhere to policies and procedures of WAC.
- 10) Using effective and diverse technological means to express the content and present it in an interesting and enjoyable way, with illustrations with pictures and videos.
- 11) Perform other duties as may be assigned by the project coordinator concerning the mission.
- 12) The training will start as soon as possible (during August & Sep.)

7.Required qualifications and experience for work Team:

- The trainer of company should have excellent Knowledge and strong proven experience in environment, climate change and solid waste management especially plastic.
- Professional Experience in the use of participatory and feminist methodologies for training.
- Excellent command of English and Arabic.

8.Application

The offers should contain the following:

- One copy of both technical and Financial offers in separate and sealed envelopes.
- Profile / CV of the training company with relevant experience in similar consultancies.
- The prices in Dollars.
- Schedule of the expected period of accomplishment the required service with considering the required period.
- Enclose the proposed feasibility study sample.
- Copy of ID.

9.Evaluation

The evaluation method will be the quality and cost-based selection. A two-stage procedure shall be utilized in evaluating the Proposals; a technical evaluation and a financial evaluation.

Proposals will be ranked according to their combined technical and financial scores using the weights of 70% for the Technical Proposal; and 30% for the offered price.

9.1. Technical Evaluation

#	Criteria	Mark
1	Previous experience in environmental projects, climate change and solid waste.	20
2	Experience in the working with NGOs and private sector projects, especially women's institutions.	15
3	Quality of the proposed matrix and materials for the training.	25
4	C.V. of trainers & their environmental experience specially solid waste	20
5	The extent of commitment in applying the principles of environmental sustainability and green specification: <u>For each question below you will get 2 points in the technical evaluation</u> 1. The extent of commitment in applying the principles of environmental sustainability and green specification (Yes / NO) 2. Do the company/consultant have a country specific or international green certification by an independent institution? (Yes / NO) 3. Is the company/consultant using reusable and suitable materials for circular disposal? (Yes / NO) 4. Is the company/consultant using materials made of recycled materials? (Yes / NO), If yes, please clarify.? 5. Is the company/consultant using product made from renewable resources or nature-based solutions? (Yes / NO), If yes, please clarify. 6. Is the company/consultant have a clear instruction on how make efficient use of resources e.g., water and energy to achieve the maximum efficiencies? E.g. sleep mode on monitor, (Yes / NO) 7. Is the company/consultant willing to take back the packaging material such as (paper, pens, posters, pamphlet,	18

	notebook) using in training sessions for recycling e.g., cardboard, plastic, wrappings of all kinds etc. (Yes / NO), If yes, please clarify. 8. Is the company/consultant have a clear policy to decrease printing of training materials? (Yes / NO), If yes, please clarify? 9. Does the Company / consultant adopt a clear approach in reducing face-to-face activities to decrease electricity consumption, renting halls, and using transportation? (Yes / NO)	
	Total	100

9.2. Financial Evaluation:

#	Service	Unit	Quantity	Price/ Unit (\$)	Total Price (\$)
1	Providing 30 hours of training for 20 members of YMC.	Hour	30		
2	Providing 25 hours of training for 25 member of municipalities staff.	Hour	25		
				Total	
				VAT%	
				Total Amount	

Closing Date and Delivery

Closing date for receiving offers is 17/08/2023 at 1:00 PM. Offers must be submitted by hand to WAC procurement officer.

10. Validity of Offer: Your Quotations must be valid for a period of 90 days from the date of receiving Offers as set out in Paragraph 5 of this Call for applying offers.

11. Alternative Quotations: Alternative Quotations will not be considered.

12. Fixed price: The above prices shall be fixed and shall not be subject to any change or modification during the duration of the contract.

13. Payment: The contract value will be paid in the currency or currencies indicated in the quotation of the winning supplier, within 30 days from the date of receiving the services and after submitting a financial claim.

14. Required technical specifications: The supplier confirms its commitment with the specifications referred to item (3) Tasks and responsibilities.

15.Failure to perform: The buyer can cancel the purchase order if the supplier fails to deliver the goods/services under the conditions and duration referred to above despite being given 21 days' notice by the procuring entity, without bringing any legal liability to the supplier.

16.Delay penalties:

In the event that the supplier fails to deliver all or any of the goods requested at the time (s) of delivery specified in the contract, the buyer is entitled to deduct the amount of the contract as a penalty of delay, 2% for the price of a delivery of the delayed goods or services not performed for each week or part thereof until they are delivered or actually executed at a maximum (10%). If the maximum limit (10%) is reached, the buyer has the right to terminate the contract.

17. Majeure Circumstance:

The supplier shall not be subject to forfeiture or payment of delays penalties or avoidance of contract if the delay in performance or any other failure to fulfill its obligations under the contract results from a compelling circumstance. In such circumstances, the supplier shall inform the procuring entity promptly and in writing how it affects its performance. The supplier and the procuring entity shall agree on alternatives to the performance of the contract for the purposes of this paragraph, "compelling circumstance", meaning any incident or situation beyond the control of the supplier,

which cannot be avoided or foreseen and which is not the result of negligence or omission by the supplier.

These cases may include, but are not limited to:

- A) Wars and revolutions,
- B) Large fires in the supplier's facilities, floods, pandemics, health bans and freight bans.
- C) Popular unrest in the country of origin.

Conflict resolution: Conflict resolution in accordance with Palestinian National Authority laws

The interested consultants(companies) are kindly requested to express approval of the offer by signing all the TOR papers, with submitting the requested documents to the below address:

WAC Address: Al Rimal –Khalil Al Wasir ST.Al Said Building Tel: 00970 8 2877311. 2877312

For further information, please contact :0599158885

CANDIDATE INFORMATION	
Name	
Address	
Mobile Number	
E-mail Address	
Organization Name (if applicable)	
Current Job Title (if applicable)	

After having read the **Request for Consultancy Company**, and after having examined the Request for Proposal, I hereby offer to execute and complete the services in conformity with all conditions in the Request for Proposal for the sum indicated in my financial proposal.

Further, I hereby:

- Accept, without restrictions, all the provisions in the Request for Proposal including the General Terms and Conditions for Service Contracts.
- Certify that I do not support terrorist or terrorism activities, and do not condone the use of terrorism.
- Provided that a contract is issued by the WAC I hereby commit to perform all services described in the Terms of Reference within the time frame.

The above declarations will become an integrated part of the Contract and misrepresentation will be regarded as grounds for termination.

Full Name:

Date Signed:

Signature: