Sustainable Recycling Industries
Component A: Life Cycle Inventories

Invitation to tender for Capacity Building in Latin America
(Peru and Colombia)

March 2017
Call for Tenders

for building capacity in the field of sustainability, lifecycle assessment and lifecycle inventory in the geography of Latin America (Colombia and Peru)

This is an open invitation for tender.

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1. Background & project description

ecoinvent is the world’s leading supplier of consistent and transparent LCI data of renowned quality. ecoinvent is a proud partner of the Sustainable Recycling Industries (SRI) programme, a programme funded by the Swiss State Secretariat for Economic Affairs (SECO) and jointly implemented by the Swiss Institute for Materials Science & Technology (Empa), the World Resources Forum (WRF) and ecoinvent, through three interconnected programme components:

Component A - Life Cycle Inventories: SRI gathers and provides local LCI data for the assessment of agricultural and industrial activities through the enhancement of local and regional LCA expertise with the aim to provide freely available regionalized LCI data for India, Latin America, and South Africa.

Component B - Recycling Initiatives: SRI improves local capacity for sustainable recycling activities together with private and public institutions, as well as the informal sector in a number of partner countries (Peru, Colombia, Ghana, Egypt, India)

Component C - SRI Roundtable: SRI facilitates a stakeholder consultation for the development of sustainability criteria for secondary raw materials

ecoinvent is in charge of component A of the SRI project.

Through this call ecoinvent aims to subcontract a tender to undertake the task of capacity building in Peru and Colombia.

2. Objectives

The overall objective is to raise awareness about the added-value of Life Cycle Thinking (LCT) for businesses and industries in Latin America (Colombia and Peru). The aim is therefore to create and strengthen the existing capacity for conducting Life Cycle Assessment (LCA) and for generating and processing Life Cycle Inventories (LCI). This will be achieved by conducting on-site capacity building workshops by local and international experts in the field of LCA and LCI, with the support of the ecoinvent association.

The workshops shall be held on-site; no virtual or online programme is accepted for this call for tender.
3. Eligibility Criteria

Proposals can be submitted by public and/or private entities which are eligible according to their respective national/regional regulations, such as, but not limited to higher education institutions, public and private research institutes, consultancies, companies, etc. No subcontracting of tasks to external institutions is permitted.

4. Task description

The tenderer(s) shall plan, organize, and conduct capacity building workshops on topics of life cycle thinking (LCT), life cycle assessment (LCA), and life cycle inventory (LCI) generation and processing in Colombia and Peru. A more detailed breakdown of the tasks in provided below:

A. Identification of and contact with the regional stakeholders

The task involves identifying the regional stakeholders and target groups for the workshops in each country, such as delegates and representatives from

- related public departments/ministries, such as ministry of environment or similar in the region,
- businesses and industries who are active or otherwise interested in the idea of sustainability and can benefit from the training programs,
- academia and higher education institutions in Latin America who do research in the related fields
- other related institutions such as environmental consultancies and NGOs
- ecoinvent established contacts in the region (provided by ecoinvent to project implementer).

Ideally the tenderer(s) has established contacts in the regions to enrich the above pool of stakeholders and can assist linking to major sustainability/LCA stakeholders.

The tenderer(s) shall reach out and establish contact with the stakeholders and target audience in each country and communicate the initial scope and objective of the capacity building activities.
B. Baseline assessment

The base-line assessment aims to
- identify, through a country-driven process and in consultation with ecoinvent and local stakeholders, gaps and priority needs for capacity building on LCT, LCA and LCI, at various levels, and
- identify, in each of the geographies of Colombia and Peru, two or three target groups based on similar capacity needs, and/or type of organization (industry, policy planning, academia) and/or their level of expertise in the topics listed in Table 1.

C. Capacity Building design and second outreach

C.1 Design
Designing at least 3 days of workshops (8 hours each) in Peru, and 6 days of workshops in Colombia, by the end of 2017 (for a total of at least 9 workshops). The workshops shall be defined in two or three different levels/formats to conform to the priority needs of each of the target groups previously identified through baseline assessment (section B). Based on the type and level of the workshop, by the end of this training programme, it is expected that the target audience has obtained the necessary skills related to one or more of the topics listed in Table 1.

Table 1: List of topics to cover for capacity building workshops

| Key concepts and importance of LCT |
| LCA methodology; how LCA is conducted, including the steps, methods, and sources of data |
| Conducting LCA for products and services |
| LCA applications in industry and policy decisions, preferably with examples from local industries in Peru and Colombia |
| Generating and processing LC inventories |
| LCI databases, types, importance, formats, and structure |
| Ecoinvent version 3 as a LCI database |
| LCI data collection, modelling, and regionalization |
| LCI datasets, how to generate and prepare according to ecoinvent data quality guidelines |
Submitting LCI datasets to ecoinvent database through ecoEditor (the tool to create, edit, review and upload datasets for future versions of the ecoinvent database)

Other related topics (to be discussed with ecoinvent)

It is possible to design same workshops and use it across two geographies, if the approach was considered suitable during the design phase. The tenderer(s) shall obtain the approval of ecoinvent in advance regarding the objectives and contents of each of the workshops, as well as, the means and resources to satisfy those objectives.

C.2 Logistics
Assigning the dates, choosing the locations and assist in booking the venues to conduct the capacity building workshops. The workshops can be conducted across different cities in Colombia and Peru, or be centralized in major cities across both countries. Separate funding for venues are available which will be disposed by ecoinvent at the time of the booking.

C.3 Second outreach
Reach out to the selected stakeholders and target audience in each country and disseminate the capacity building activities with details on workshops dates and location.

D. Workshop event
Realizing the capacity building workshops according to the planned schedule and according to the at least 3 days of workshops in Peru and 6 days in Colombia, by the end of 2017 (for a total of at least 9 workshops), according to the outcome of Task C. The workshops shall be held on-site; no virtual or online programme is accepted for this call for tender.

E. Follow-up and debriefing
The outcome of the workshop shall be evaluated through a follow-up online survey distributed among the workshops participants, and the summary (written document) of the results shall be delivered to ecoinvent within one month of the realization of the capacity building workshops.

5. Support by ecoinvent
Ecoinvent will support the realization of the project during the different phases of project planning and implementation. Ecoinvent will be present in the workshops and can contribute to specific sessions and technical issues related to the SRI project and the ecoinvent database.
6. Reporting procedure

The project implementer shall collaborate closely with ecoinvent in all phases of the project through different appropriate means such as conversations or written documents. The project implementer shall report to ecoinvent on the status and progress of the project according to the original plan of action submitted along with the proposal.

In addition, the tenderer(s) shall submit an intermediate report after the finalization of Task C (Capacity Building design and second outreach), and a final report after the realization of all the capacity building activities and finalization of the contracted services and their delivery.

7. Budget

The funding to carry out the delegated tasks is limited to CHF 25,000, including any applicable VAT. The budget shall include all costs, including personnel, operational, and travel costs. Venues and catering services will be chosen in collaboration with the ecoinvent association and will be funded separately.

8. Application

Each tenderer(s) shall provide a proposal including

- contacts with potential stakeholders, CV of all the key persons who will participate in different tasks of the project implementation, along with their expertise level, estimated time devoted to the project, and their respective charging fee (per day).
- a preliminary plan of activities, along with the approaches adopted, resources dedicated and details on how to realize each task detailed in section 4 of this call for tender.
- a breakdown of the estimated budget plan, man-hours, time considerations and the expenses required to perform the various tasks in the project.

The scope of the workshops and the details of the capacity building activities shall be decided jointly with and is subject to the approval of ecoinvent. However, the tenderer(s) proposal shall include a preliminary scheme of the capacity building activities, and it should demonstrate that the tenderer(s) possess the required skills to effectively deliver the committed deliverables.

9. Evaluation criteria
The assessment to select the project partner(s) will be based on the following criteria:

**Expertise and experience of the institution or combination of institutions (50% total)**

- experience with international collaborations in the field of LCA, specifically in developing countries (15%)
- demonstrated international experience in capacity building activities in LCA and sustainability (15%)
- experience in the LCI data preparation to create LCI datasets according to ecoinvent Data Quality Guidelines v3 (15%)
- language skills, with bonus given for the possibility to conduct the workshops in Spanish language (5%)

**List and quality of proposal (50% total)**

- general understanding of the scope of the capacity building activities and deliverables (15%)
- proposed approach for stakeholders’ outreach and contact: range of resources and relevance of the approach to identify the stakeholders (10%)
- proposed preliminary design of the capacity building workshops: quality of the approach, range of teaching and learning strategies and resources (20%);
- required budget to carry out the proposed project, with offers significantly below the maximum offer being rewarded extra points up to the maximum for free offers (5%)

10. **Question and answer period**

A question and answer period is envisaged for interested parties to submit questions related to the preparation and submission of the full proposal. All such inquiries and technical questions shall be directed to Amir Safaei via email: safaei@ecoinvent.org.

The deadline to register your questions is 10th of April 2017.

11. **Closing date for proposal submissions**

17th of April 2017
12. Submission procedure

Tenderer(s) shall submit their proposals by email to Amir Safaei (safaei@ecoinvent.org) before the closing date for proposal submission indicated above.

The evaluation will be performed within one week of the deadline for tender and the bidders will be informed immediately. The draft contract will be issued within one week after the selection of the successful bidder and work shall start within one week after the signature of the contract. In case of any questions, please contact Amir Safaei at safaei@ecoinvent.org.