Sustainable Recycling Industries
Component A: Life Cycle Inventories

Invitation to tender for designing and delivering “capacity building” and “knowledge sharing and networking” events in the field of Life Cycle Assessment (LCA)

April 2017
Call for Tenders

for designing and delivering “capacity building” and “knowledge sharing and networking” events in Brazil the field of life cycle assessment

This is an open invitation for tender.

1. Background & project description .......................................................... 3
2. Objectives .................................................................................................. 3
3. Eligibility Criteria ..................................................................................... 4
4. Composition of the consortium ................................................................. 4
5. Tasks and deliverables ............................................................................. 5
   A. Baseline assessment ............................................................................. 6
   B. Design .................................................................................................... 7
   C. Stakeholders outreach .......................................................................... 8
   D. Delivery and inauguration of the events ............................................... 8
   E. Venues .................................................................................................... 8
   F. Post events follow-ups ......................................................................... 9
   G. Reporting ................................................................................................ 9
6. Schedule and timeframe .......................................................................... 9
7. Budget ....................................................................................................... 10
8. Question and answer period ................................................................... 10
9. Application requirements ....................................................................... 10
10. Assessment ............................................................................................. 11
11. Question and answer period .................................................................. 12
12. Closing date for proposal submissions ................................................ 12
13. Submission procedure .......................................................................... 12
Appendix A ................................................................................................. 13
1. Background & project description

ecoinvent is the world’s leading supplier of consistent and transparent Life Cycle Inventory (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, South Africa, Brazil, Peru and Colombia

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 delegate the task of “Designing and delivering training programmes in LCA and LCI in Brazil” to qualified local experts in Brazil.

2. Objectives

The overall objective of this procurement procedure is to reach a framework, until the end of March 2017, with a consortium of institutions for the development, organization and delivery of “capacity building” events, as well as “knowledge sharing and networking” events with the general purpose to increase the capacity for conducting LCA and promote LC thinking across the different sectors of the society in Brazil.

The main goals of the capacity building events are to raise awareness on the importance of sustainability and life cycle thinking for policy and industry, to increase the national capacity for doing LCA and sustainability assessment, as well as the generation and management of LCI
Such aims shall be fulfilled through conducting capacity building activities in different formats as explained in this CfT. The goal of the “knowledge sharing and networking events” is to reinforce and expand the existing network of LCA experts in the region through a coordinated collaboration and exchange of knowledge among the LCA community in Brazil and the international LCA community, as well as different sectors of the society (industry, academia, policy making), on sustainability related aspects. Such events shall serve the purpose to bring together, discuss and exchange knowledge on a wide range of issues regarding the adoption and implementation of life cycle thinking and promoting LCA in Brazil. Examples include colloquiums, conferences, expert meetings, and similar events.

<table>
<thead>
<tr>
<th>It is mandatory that 30% of the budget disposed through this tender be devoted to “knowledge sharing and networking” events.</th>
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</table>

The disposed budget can be invested to cover the necessary expenses of project implementers(s) and stakeholders for the events, by e.g. covering their travel and lodging expenses. No additional funding would be available for this purpose.

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 research institutes, private research institutes, companies, etc.

Tender shall come from a partnership of institutions (a consortium) from Brazil and international partners. In addition, at least 70% of the budget shall be assigned to the institutions(s) based in Brazil. No subcontracting of tasks to external institutions is permitted.

4. Composition of the consortium

The tenders shall come from a consortium of Brazilian institutions (hereafter denoted as “local experts”), and at least one international organization (hereafter denoted “international experts”), both of which should have strong affiliations with the field of sustainability and LCA.

The Brazilian institutions should have proven records in developing and contributing to the LCA scene and community in Brazil.

Each section of the consortium (local experts, international experts) should nominate at least one individual to represent the role of the project manager(s) and scientific manager(s).

Project manager(s)
The (international and local) project manager(s) oversee the implementation of the project on all aspects and ensure the development of the capacity building programmes and knowledge sharing and networking events according to the initial plan of actions submitted to ecoinvent when the project starts. The project managers will be the focal point of communication with ecoinvent, and are responsible for all the aspects of the project execution except the design and development of the contents of the capacity building activities (which is fulfilled by the scientific managers). The project manager is also the main responsible individual for “knowledge sharing and networking events” in the region. Each of the local (Brazilian) and international members of the consortium can nominate at least one project manager, or the consortium can nominate one project manager for the duration of the project.

Scientific manager(s)

The scientific managers oversee the development and delivery of the contents of the events. The scientific managers shall have a masters or PhD degree in related fields and/or proven records of activity in the field of LCA. The scientific manager should possess an overview of the existing capacity, gaps and the areas for improvement in sustainability sphere and LCA in Brazil. The scientific managers are in charge of the design the (content of the) capacity building events, develop and provide training materials as well as the selection of tutors and invited speakers from the industry/policy/academia for the capacity building and knowledge sharing and networking programmes. Each of the local (Brazilian) and international members of the consortium can nominate at least one project manager, or alternatively, the consortium can nominate one project manager for the duration of the project.

The number of project partners should be reasonably balanced to correspond to the aims, duration and deliverables of the project.

5. Tasks and deliverables

The tenderer(s) shall design and deliver capacity building and knowledge sharing and networking events under the framework of the SRI programme. This includes all the tasks related to the design and realization of the events (development and delivery of the contents), networking (reach out to and bring together major target stakeholders and interested participants), logistical arrangements and supports required for this purpose (such as suitable venues), as well as post-events briefings.
Scientific manager(s) (are) the focal contact in the design phase of the capacity building programmes and events, while the project manager(s) will be the main responsible for knowledge sharing and networking events, as well as the logistics and the overall realization.

A more detailed breakdown of the tasks in provided below:

**A. Stakeholder and baseline assessments**

The task involves identifying the regional stakeholders and target groups and their learning objectives for the capacity building activities, 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 capacity building programs,
- academia and higher education institutions
- other related institutions such as environmental consultancies and NGOs
- ecoinvent established contacts in the region (provided by ecoinvent to project implementer).
- Other potential stakeholders

The same shall be performed for “knowledge sharing and networking events”.

Ecoinvent has a pool of stakeholders that would share with the project implementers. Ideally the project implementers have established contacts in the regions to enrich the above pool of stakeholders to assist linking to major sustainability/LCA stakeholders in Brazil and in surrounding regions.

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 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.

**It is a positive factor in the evaluation phase to demonstrate a good understanding of the LCA scene and capacity building needs in the region, which would reduce or disregard the resources required for stakeholder and baseline assessments.**
B. Design and stakeholders outreach

Following the baseline assessment, design the **capacity building** and **knowledge sharing and networking** events to meet the requirements of different target groups.

The tenderer(s) shall receive the approval of ecoinvent in advance regarding the objectives and contents of each type of event, as well as the means and resources to satisfy those objectives, which should be adapted to the needs of each target group. It is not mandatory that the international experts participate in all the events. The international experts shall support the local experts in the delivery of the material where support would be required. In general, the expertise of international experts shall be employed in the areas in which less local expertise exists, with the aim of knowledge transfer to local experts in Brazil.

It is allowed to employ a combination of delivery methods (workshops, online tools and webinars, booklets and guidelines, expert meetings) for the **capacity building** activities. Format of the events and the methods of delivery shall be optimized by the scientific manager to suit the different levels and types of learning objectives.

Similar to the **capacity building** programmes, the format and focus of the **knowledge sharing and networking** events shall be chosen to reflect and match the purpose of the event. These events can be e.g. in the form of conferences, seminars, colloquia, experts meetings, or similar. The “**knowledge sharing and networking**” events can be embedded in capacity building activities and/or fulfilled through separate events organized specifically for this purpose. Overall, it is desirable to merge the events with other related local events to benefit from the existing pool of stakeholders.

It is required to conduct at least one concluding event for the activities in the region. More details of the content and duration of the event is set out in Appendix A of this CfT.

Based on the type and level of the events, by the end of this project, 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 relevant to this CfT**

<table>
<thead>
<tr>
<th>Key concepts and importance of LCT</th>
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<tbody>
<tr>
<td>LCA methodology; how LCA is conducted, including the steps, methods, and sources of data</td>
</tr>
<tr>
<td>conducting LCA for products and services</td>
</tr>
<tr>
<td>LCA applications in industry and policy decisions, preferably with examples from local industries in Peru and Colombia</td>
</tr>
<tr>
<td>generating and processing LC inventories</td>
</tr>
</tbody>
</table>
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)

Following the design phase of the events, the tenderer(s) shall reach out to and invite the major regional stakeholders, LCA practitioners and data users in Brazil who represent the target audience of different capacity building and knowledge sharing and networking programmes. The reach out to the major stakeholders shall be through appropriate means such as electronic communications, telephones, etc. to invite and communicate the details of the events. The project manager is the main responsible person to ensure a satisfactory level of stakeholder involvements.

As mentioned earlier, at least 30% of the budget disposed through this tender shall be devoted to “knowledge sharing and networking” events.

C. Delivery and inauguration of the events

Realizing the capacity building and knowledge sharing and networking events according to the planned schedule by March 2018.

The delivery of the events shall be according to the schedule put forward for the events, which should be approved in advance by ecoinvent.

The organization and delivery can be done by the scientific manager and speakers/tutors who were selected by the scientific manager and approved also by ecoinvent. A combination of different methods of delivery, including onsite workshops, online webinars, etc. is allowed to be employed for this purpose.

The international experts shall support the local experts in the delivery of the material where support would be required.

D. Venues

The events shall be conducted in the major cities in Brazil. The venue shall be of a suitable size for the number of participants, and shall provide the technical amenities required for the realization of the events e.g. projector, screen, and if required, desktop computers. The proximity of the venues to the participants to minimize the travel efforts are of deciding factors. The cost of venues and catering services shall be included in the budget of this CfT.
Yet, it would be extremely valuable and counted as a positive factor in the evaluation phase if the consortium provides in-house venues for the events, or arrange other free-of-charge suitable venues for this purpose, including the catering and refreshments.

E. Post events follow-ups
The events shall be followed by a feedback period to evaluate the effectiveness of the different capacity building and knowledge sharing and networking events, and help build upon and guide the selection of topics for future events. The local and international project managers shall be responsible for summarizing the survey results and share them with ecoinvent after the realization of each event.

F. Reporting
The Tenderer(s) shall be in close collaboration with ecoinvent during different phases of the planning and realization of the events. In particular, the tenderer(s) shall inform and get the approval of ecoinvent in advance at different stages of the project implementation, namely after:

- Identification of different target groups
- Design of the capacity building programmes including the type and nature of capacity building and knowledge sharing and networking events.
- Post event briefings
- Selection of venues

In addition, the project team shall provide ecoinvent with intermediate and final reports of the project according to the following schedule:

A. A progress report every 2 or 3 months, covering the progress in different aspects of the projects, according to the initial action plan and milestones prepared in response to this call for tender and approved by ecoinvent.

B. A final report after the realization of the contracted services and their delivery

6. Schedule and timeframe

All the events shall be realized by June 2018.
7. Budget

The funding ceiling to carry out the subcontracted tasks is limited to CHF 100,000 (one hundred thousand Swiss Francs), including any applicable VAT. The budget shall include all costs, including personnel and operational costs to carry out the project. The contract will be issued in CHF.

8. 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 xxx.

9. Application requirements

In order to be considered in the evaluation phase, the applicants should prepare and submit to ecoinvent a proposal before the deadline (July 14th 2017) mentioned below. The proposal should include the following sections:

- 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 detailed scope of the events 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 planned events, and it should demonstrate that the tenderer(s) possess the required skills to effectively deliver the committed deliverables.

The consortium must demonstrate that they possess the resources and thus are competitive enough to fulfil the aforementioned project. The tenders shall provide the name and CV of all the key persons, namely scientific and project managers, who will participate in different tasks
of the project, along with their expertise level, estimated time devoted to the project, and their respective charging fee (per day).

A tender shall come from a consortium of organizations. No subcontracting of tasks to external institutions will be allowed.

10. Assessment

Step 1: Eligibility validation

Ecoinvent will assess the eligibility of the received proposals according to the following criteria:

- composition of the consortium
  
  a. consortium of Brazilian and international partners
  
  b. 70% or more of the budget assigned to institutions based in Brazil

- all required information is correctly provided.

Step 2: Assessment

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**

- experience of the consortium with international collaborations and capacity building activities in the field of LCA, specifically in developing countries (15%)

- demonstrated acquaintance of the LCA and sustainability scenes in Brazil and surrounding regions, and the major stakeholders and players (20%)

- experience in the LCI data preparation to create LCI datasets according to ecoinvent Data Quality Guidelines v3 (5%)

- language skills, with bonus given for the possibility to conduct the workshops in Portuguese language (5%)

**List and quality of proposal**

- general understanding of the scope of the capacity building and knowledge sharing and networking events and deliverables (10%)

- proposed approach and resources to identify and outreach to stakeholders (5%)
- proposed preliminary design of the capacity building workshops: quality of the approach, range of teaching and learning strategies and resources (25%);
- Possibility of employing the inhouse venues or facilities of the consortium or their partners for the events (10%)

11. 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 July 7th 201y.

12. Closing date for proposal submissions

14th of July 2017

13. Submission procedure

Tenderers shall submit tenders in electronic format by email to safaei@ecoinvent.org before the closing date for proposal submission indicated above.

The evaluation will be performed within two weeks of the deadline for tender and the bidders will be informed immediately. The draft contract will be issued within 2 weeks after the selection of the successful bidder and work has to start within one week after the signature of the contract. In case of any questions, please contact Amir Safaei at safaei@ecoinvent.org.
Appendix A

Specifications of the mandatory deliverables

The tenderers are expected to develop and deliver a series of “capacity building” and “knowledge sharing and networking” events in the field of LCA and LCI modelling and generation in Brazil. The schedule and the details of the events shall be defined in first phases of the project and in collaboration with ecoinvent. Such plan shall include a minimum of one mandatory closing event. The specifications of the event are brought in this Appendix.

Concluding event

Objectives:

- Conclude the events and disseminate the project results; announce the possible extensions, synergies for future collaborations and the termination of the activities.
- Summarize, demonstrate and showcase the outcomes of the SRI project in the regions with the participation of all project stakeholders

Target audience: All the major stakeholders who have participated in one or some of the events in the region. Representatives from the funding agency (SECO) and embassy of Switzerland. Public sustainability and LCA audience in the region

Type of delivery method: Network meeting, expert panel; workshop; conference or similar. No virtual sessions allowed.

Overall, it is desirable to merge the events with other related local events to benefit from the existing pool of stakeholders.