Sustainable Recycling Industries
Component A: Life Cycle Inventories

Invitation to tender for LCI data collection and submission to ecoinvent Centre

July 2016
Call for Tenders

for Life Cycle Inventory (LCI) data collection, LCI dataset creation and submission to ecoinvent

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 South Africa, Latin America, and India.

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 the task of LCI data collection, dataset creation and submission to the ecoinvent database.

2. 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 an institution based in India, or a partnership of institutions (consortium) including at least one eligible partner from India. In case of a consortium, at least 70% of the budget shall be assigned to the institutions(s) based in India. The number of project partners should be reasonably balanced to correspond to the aims, duration and deliverables of the project. No subcontracting of tasks to external institutions is permitted.

3. Task description

The tender shall provide LCI data, in order to create new LCI datasets or update the existing related datasets in ecoinvent, for the coal market in India. The tender shall submit the updated/constructed datasets to ecoinvent through appropriate means as explained in this call for tender.

To achieve so, the tender shall collect LCI data as well as information necessary for allocation, construct datasets in the form of unallocated unit process (UPR) activities, validate the constructed datasets to ensure consistency and compliancy with the ecoinvent version 3 quality guidelines, document these datasets, submit them to ecoinvent v3 database by employing the
free ecoEditor software, and apply the corrections required by editors and reviewers organized by ecoinvent until the acceptance of the datasets by the ecoinvent in the form of publication in a release of the ecoinvent database. The data collection activities shall be carried out according to the scope (type of sector and geography) of this call for tender, as shown in Table 1.

Table 1: Scope of required LCI data

<table>
<thead>
<tr>
<th>Geography</th>
<th>India</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Coal in India, namely the</strong></td>
<td></td>
</tr>
<tr>
<td>- Hard coal and brown coal (lignite) production in India, including mining, coal processing (washing), and local transportation to produce thermal and metallurgical coal in India</td>
<td></td>
</tr>
<tr>
<td>- Coal imported to India from Indonesia, including the production, processing and transportation of coal</td>
<td></td>
</tr>
<tr>
<td>- Coal imported to India from Australia, including the production, processing and transportation of coal</td>
<td></td>
</tr>
<tr>
<td>- Transportation of coal to India from South Africa (production and processing datasets for this region are subject of another project)</td>
<td></td>
</tr>
<tr>
<td>- Information required to create Market datasets¹ for hard coal and lignite in India</td>
<td></td>
</tr>
</tbody>
</table>

The data provider shall report to and collaborate with the ecoinvent management and respective editors during different phases of the project.
A more detailed task description includes:

a. **Data collection**

   Acquiring data, which are needed for the creation of datasets in the form of unallocated unit process activity (UPR), through appropriate and coherent means, such as field measurements, interviews, questionnaires, literature research, estimations or calculations, or publicly available national statistics, for the sectorial data detailed in Table 1. The data represents the information required to create transforming datasets¹ (LCI

¹ A Market dataset collects all activities with the same reference product in a certain geographical region. In its simplest form, a Market dataset consists of a reference product, representing a consumption mix, and one or more inputs of the same product from the different transforming activities that are located within the geographical delimitation of the market. In addition to providing consumption mixes of the intermediate outputs from different transforming activities, Market activities include average transport activities of the product within the geography, wholesaler and retailer activities (Chapter 4.7), and product losses in trade and transport. For more information on Market datasets and other types of datasets in ecoinvent, please refer to Data Quality Guidelines for the ecoinvent database version 3.
data), as well as Market datasets. The data collection project has to be carried out in alignment with Data Quality Guidelines for the ecoinvent database version 3.

b. **LCI datasets creation/update and entry to ecoEditor**
- Using the collected data, construct datasets in the form of UPR activities, or update the related existing datasets in ecoinvent database (Appendix B). The dataset creation and modification has to conform to the instructions provided in the ecoinvent Data Quality Guidelines of version 3, and the new datasets shall integrate with and build on top of the existing coal-related datasets in ecoinvent database. More specifically, the tenderer(s) shall:
  - Provide new datasets representing the production (mining, and processing and transportation) of “hard coal” and “brown coal (lignite)” in India.
  - Update the existing dataset in ecoinvent database related to hard coal mine operations in Australia (Appendix B) as well as in Indonesia, with more recent and updated data/information on key emissions and efficiency parameters. If required, the Tender shall provide new datasets representing coal production in Australia and Indonesia.
  - Provide the information required to create “Market” datasets for hard coal and lignite in India, namely the information on the average transport activities, wholesaler and retailer activities such as warehousing and packaging, as well as product losses in trade and transport of each type of coal in each geography. This should also include an assessment of transport of imports from South Africa. The tenderer(s) shall also update the existing coal market dataset for the geographies of Australia and Indonesia (Appendix B).

Existing datasets in ecoinvent database representing coal production and processing may serve as starting points or template for such datasets.
- Enter the created datasets in the ecoEditor tool, i.e. the tool to create, edit, review and upload datasets for the ecoinvent database, to create LCI datasets in ecoSpold 2 format. The software "ecoEditor for ecoinvent version 3" is free to use and can be downloaded from the [ecoinvent website](https://www.ecoinvent.org/). The datasets shall be compliant with the existing structure of electricity sector in ecoinvent version 3.

c. **Datasets validation: compliancy and consistency**
- Run the off-line and on-line validation checks of datasets created in ecoEditor software, using the respective functions of the software, according to the instructions provided in chapter 12 (Validation and review) of Data Quality Guidelines of ecoinvent version 3.
- Perform an internal review of the created datasets to ensure comprehensiveness, adherence to the quality guidelines (compliancy with ecoinvent version 3), consistency with similar activities in other geographies or using similar technologies, and to eliminate data entry errors.

d. **LCI datasets documentation**
Document the datasets to be compliant with the ecoinvent “good practice for documentation”, as described in section 7 of the Data Quality Guidelines for the ecoinvent database version 3.

e. LCI dataset submission and integration into ecoinvent database
- Gather the necessary information for submission according to the Data Quality Guidelines of ecoinvent database version 3, and submit the UPR datasets to ecoinvent by using the ecoEditor. The submission process has to be done according to the procedure detailed in Data Quality Guidelines of ecoinvent database version 3.
- Upon receiving the feedback from the ecoinvent editors as well as its external and the technical reviewers, apply for the corrections required by the editors until the final acceptance of the datasets by the ecoinvent. This is an iterative process, and it is concluded when Life Cycle Impact Assessment (LCIA) results are checked and approved by the data provider as well as ecoinvent and the datasets are published in a release of the ecoinvent database.

4. List of deliverables

A. A set of LCI datasets, in UPR format, which has been constructed, documented and reviewed according to the quality requirements of ecoinvent version 3, submitted to ecoinvent, and passed the review and validation phase of ecoinvent management and its editors to be published in a release of the ecoinvent database. The datasets shall conform to the scope (type of sector and geography) shown in Table 1.
B. Information required to create upstream (downstream) Market datasets which supply (receive output from) the above datasets

The datasets and the related documentation shall be provided in English language.

5. Support during project implementation

Ecoinvent management and its editors, who will be selected based on the type and sector of the LCI data, will provide support and guidance to a certain extent during different phases of data collection, dataset creation, review and submission processes. Table 2 demonstrates the supporting role of ecoinvent management and its editors in different phases of data collection and submission to ecoinvent.

| Table 2: Supporting role of ecoinvent centre during different phases of data submission |
|----------------------------------|----------------------------------|----------------------------------|
| Data provider | ecoinvent | ecoinvent editors |
| Submission of the list of data to be collected and datasets to be developed | Identify and contact the responsible editor | -- |

1. Information required to create upstream (downstream) Market datasets.
<table>
<thead>
<tr>
<th>Data collection</th>
<th>Guidance during the data collection and modelling</th>
<th>Guidance during the data collection and modelling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dataset creation, entry into ecoEditor, and datasets validation</td>
<td>Guidance during the dataset creation in the ecoEditor and datasets review</td>
<td>--</td>
</tr>
<tr>
<td>Submission of datasets into review</td>
<td>Guidance during the dataset submission</td>
<td>Start reviewing the dataset, enter notes on what shall be corrected</td>
</tr>
<tr>
<td>Final submission of datasets following the review of ecoinvent</td>
<td>Approval of the dataset</td>
<td>Approval of LCIA results</td>
</tr>
<tr>
<td>Checking and Approving the LCIA results after integration of the datasets into the working version of ecoinvent database</td>
<td>- Upload the datasets to ecoinvent database and extract and send out the LCIA results to the data provider</td>
<td>- Guidance during the LCIA results verification</td>
</tr>
</tbody>
</table>

6. Reporting procedure

The project implementer shall report to ecoinvent, through appropriate means such as telephone conversation or written documents, the status and progress of the project according to the original plan of action submitted along with the proposal.

7. Transfer of rights and acknowledgements

During the data submission process, data providers shall grant ecoinvent the non-exclusive right to use the datasets. All copyrights to the submitted data remain with the authors of the dataset. The exact text of this agreement follows:

"I confirm to hold the copyright to the uploaded data and to be entitled to dispose of these copyrights. I hereby transfer the non-exclusive right of use of the uploaded data to the ecoinvent Centre for publication in the ecoinvent database, including but not limited to the right to publish, republish, transmit, sell, distribute, modify, change, complete and otherwise use the contributed dataset in electronic and print form and in derivative works throughout the world, in all languages, and to license or permit others to do so. This transfer of non-exclusive right of use cannot be withdrawn without a full payment of compensation to the ecoinvent Center to cover damages or a replacement of the withdrawn data. I maintain the right to use the transferred data for my own scientific work as well as to use it with third parties on a non-exclusive basis, including for commercial purposes."

In addition, the funding and supporting institutions in collecting the LCI data and preparing the datasets shall be acknowledged.

8. Schedule and timeframe
It is required that data collection, submission and corrections can be committed to be finalized within 9 months since the start of the project. The tenderers shall provide a precise schedule according to which they would start and finalize each of the tasks described in the “Task Description” section of this call for tender.

Within one month of the start of the project, the data provider shall submit to ecoinvent the updated list of data to be collected and datasets to be developed. This list shall include all the datasets included in the original proposal for the call for tender, as well as any related datasets that will be required to be submitted along with the datasets in the proposal, in order to make the submission version 3-compliant.

Furthermore, early commencement of datasets submission to ecoinvent—e.g. submitting parts of the deliverable within three months of the start of the project—to allow for a prompt review procedure by the ecoinvent centre and its reviewers, is highly valued.

9. Budget

The funding ceiling to carry out the subcontracted tasks is limited to CHF 20'000 (twenty 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.

10. Application

Interested tenders shall provide a list of LCI datasets they propose to submit, along with a description of the methodology/strategy employed to collect LCI data and update each dataset or batch of datasets. Such information shall be as detailed as possible and shall state the type/source of data included within the proposed datasets and the methodology/strategy employed to collect this data. Such information shall be provided to ecoinvent by filling-in the Table A.1 provided in the Appendix A of this call for tender.

The tenderers shall also indicate in the proposal the proposed activities to realize the different tasks and aims of this tender, the estimated time (in terms of hours) and budget to create and submit each batch of datasets, as well as total proposed budget to carry out the proposed project.

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

It is considered a bonus if the tender offers to complete the project within less than 9 months of the start of the project, and an extra bonus if tenderer’s offer is significantly below the budget ceiling (20’000 CHF).

11. Evaluation

Step 1: Eligibility validation
Ecoinvent will assess the eligibility of the received proposals according to the following criteria:

- applying institution and composition of the consortiums (institution(s) from India, or least one partner from India, with 70% of the budget being allotted to Indian institute(s)).
- 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 partnership of institutions (50%)**

- demonstrated knowledge and expertise in the sector detailed in Table 1 of this call for tender (Min=1, Max=15)
- experience in LCA and in LCI data collection activities, specifically related to the activities/sectors detailed in Table 1 (Min=1, Max=10)
- experience in working with ecoinvent version 3, the LCI data preparation to create LCI datasets according to ecoinvent Data Quality Guidelines v3, and the submission process to ecoinvent version 3, using the ecoEditor tool (Min=1, Max=5)

**List and quality of proposed deliverables (50%)**

- type, quality, and quantity of the LCI data the tender would commit to submit to ecoinvent database, as well as the methodology/strategy used to collect data for these datasets, which shall be related to sectors listed in Table 1 (Min=1, Max=15)
- a timetable that presents the plan according to which the tender intends to deliver each type of dataset (or batch of datasets), with speedier delivery being considered a bonus (Min=1, Max=5)
- integrability of the LCI data/datasets with the existing structure and data in the ecoinvent database (Min=1, Max=10)
- required budget to carry out the proposed project, with offers significantly below the maximum offer (25’000 CHF) being rewarded extra points up to the maximum for free offers (Min=1, Max=5)

**12. 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 August 2016**.

**13. Closing date for proposal submissions**

**17th of August 2016**
14. Submission procedure

Tenderers shall submit tenders 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

Scope of the data call: list of datasets

Table A. 1: Proposed dataset submission template (includes example data that can be discarded)

<table>
<thead>
<tr>
<th>Process (activity) name</th>
<th>Number/detail of related UPRs</th>
<th>Methodology/Strategy employed to collect/update LCI data</th>
<th>Hours required to gather/submit data</th>
<th>Proposed delivery date</th>
<th>Similar existing global datasets in ecoinvent (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soybean production</td>
<td>4 regions, plus required datasets on deforestation and land transformation, as well as 4 datasets for organic fertilizer not present in ecoinvent so far, plus 1 irrigation dataset for India adapted from existing ecoinvent data</td>
<td>48</td>
<td>4 months after contract signature</td>
<td>4 months after contract signature</td>
<td>- Soybean production</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Soybean production, on land recently transformed</td>
<td></td>
</tr>
<tr>
<td>Chicken production</td>
<td>1 dataset on chicken production, 1 dataset on feed</td>
<td>6</td>
<td>4 months after contract signature</td>
<td>4 months after contract signature</td>
<td></td>
</tr>
<tr>
<td>Cement production</td>
<td>4 states in India, plus required datasets (8 total) on upstream processes of clinker production</td>
<td>20</td>
<td>4.5 months after contract signature</td>
<td>4.5 months after contract signature</td>
<td>- Cement production, Portland, CH 2010</td>
</tr>
</tbody>
</table>
Appendix B

List of existing related datasets in ecoinvent database

<table>
<thead>
<tr>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>market for hard coal</td>
<td>Australia (AU)</td>
</tr>
<tr>
<td>hard coal mine operation</td>
<td>Australia (AU)</td>
</tr>
<tr>
<td>market for hard coal</td>
<td>Indonesia (ID)</td>
</tr>
<tr>
<td>hard coal mine operation</td>
<td>Indonesia (ID)</td>
</tr>
</tbody>
</table>