Sustainable Recycling Industries
Component A: Life Cycle Inventories

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

March 2016
Zurich  
03.03.2016

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 India, India, South Africa and Egypt

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. With this call ecoinvent aims to subcontract the task of LCI data collection, dataset creation and submission to the ecoinvent database.

2. Task description

The tender shall collect LCI data, construct datasets in the form of unallocated unit process (UPR) activities as well as information necessary for allocation, validate the constructed datasets to ensure consistency and compliance 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>Products/services</td>
<td>Iron ore, iron and steel production*</td>
</tr>
</tbody>
</table>

* Including all the required upstream processes to produce iron and steel, namely mining of iron ores, manufacturing of primary (from ore) and secondary (from recycling) iron and steel, treatment and disposal of hazardous and non-hazardous generated wastes and by-products created during these activities, but excluding machining and metal-working activities as well as processes required for forging, pressing, stamping and roll-forming of metals (powder metallurgy)

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. **LCI data collection**
   - Acquiring data, which are needed for the creation of datasets in the form of unallocated unit process activity (UPR) as well as information necessary for allocation and substitution if required, through appropriate and coherent means, such as field measurements, interviews, questionnaires, literature research, estimations or calculations, for the sectorial data detailed in Table 1. 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 and entry to ecoEditor**
   - Using the collected data, construct datasets in the form of UPR activities. The dataset creation has to conform to the instructions provided in the ecoinvent Data Quality Guidelines of version 3. Existing ecoinvent datasets may serve as starting point or template for such datasets. Datasets shall integrate with and build on top of the existing ecoinvent database.
   
   - 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).

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 (compliance 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.
- Provide a thorough “sectorial overview” of iron ore mining as well as iron and steel production, comparing the global market and its Indian counterpart. The documentation shall present all the information valid for the datasets submitted, and cover background information for the iron and steel sector in India and worldwide. Such a report shall help the users better understand the documented sector, provide the goal and scope of different LCI datasets, and provide reference to any overarching model that has been implemented in the LCI datasets. This report serves as supporting information to the documentation present directly in the datasets.

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.

3. **List of deliverables**

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 and the related documentation shall be provided in English language.

4. **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 project implementation.

Table 2: Supporting role of ecoinvent centre during different phases of data submission

<table>
<thead>
<tr>
<th>Data provider</th>
<th>ecoinvent management</th>
<th>ecoinvent editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of the list of data to be collected and datasets to be developed</td>
<td>Identify and contact the responsible editor</td>
<td>--</td>
</tr>
<tr>
<td>Data collection</td>
<td>Guidance during the data collection and modelling</td>
<td>Guidance during the data collection and modelling</td>
</tr>
<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></td>
<td>Approval of the dataset</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>Approval of LCIA results</td>
</tr>
<tr>
<td></td>
<td>- Guidance during the LCIA results verification</td>
<td></td>
</tr>
</tbody>
</table>

5. Reporting procedure

The data providers 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.

6. Transfer of rights and acknowledgements
During the submission process submitters will be asked to grant ecoinvent the non-exclusive right to use the dataset. 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.

7. Schedule and timeframe

It is considered as a bonus (see evaluation criteria) if the data collection and submission activities can be committed to be finalized within one year 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. 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.

8. Budget

The funding ceiling to carry out the subcontracted tasks is limited to CHF 40,000 (forty 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.

9. Application requirements
Interested tenders shall provide a list of LCI datasets they propose to submit, along with an estimated time (in terms of hours) to create and submit each batch of datasets, by filling in the template (Table A.1) provided in the Appendix A of this call for tender. The tenderers shall also indicate in the proposal the required budget to carry out the offered data collection and delivery. It is considered a bonus if data submission is finalized within less than 12 months of the start of the project, and an extra bonus if tenderer’s offer is significantly below the budget ceiling (40 000 CHF). Table A.1 shall be filled in by the data providers with the appropriate information and submitted to ecoinvent as one of the required documents for the evaluation of proposal.

In addition, the tenders must demonstrate that they possess the resources and thus are competitive enough to fulfill the aforementioned project. The tenders 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).

A tender can come from an organization or consortium of organizations. No subcontracting of tasks to external institutions will be allowed.

10. 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%)*

- demonstrated knowledge and expertise in the sector detailed in Table 1 of this call for tender (Min=1, Max=5)
- experience in LCI data collection activities, specifically related to the activities/sectors detailed in Table 1 (Min=1, Max=5)
- experience in working with ecoinvent version 3, and in data submission process to ecoinvent version 3, using the ecoEditor tool (Min=1, Max=5)
- experience in the LCI data preparation to create LCI datasets according to ecoinvent Data Quality Guidelines v3 (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, which shall be related to sectors listed in Table 1 for India (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 with the existing data in the ecoinvent database (Min=1, Max=10)
- required budget to carry out the proposed project, with offers significantly below the maximum amount of 40 000 being rewarded extra points up to the maximum for free offers (Min=1, Max=5)

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 18th of March 2016.

12. Closing date for proposal submissions

25th of March 2016

13. 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 weeks after the signature of the contract. In case of any questions, please contact Amir Safaei at safaei@ecoinvent.org.
## Appendix A

<table>
<thead>
<tr>
<th>Process (activity) name</th>
<th>Number/detail of related UPRs</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>
</table>
| Soybean production      | 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 | 48 | 4 months after contract signature | - Soybean production  
- Soybean production, on land recently transformed |
| Chicken production      | 1 dataset on chicken production, 1 dataset on feed | 6 | 4 months after contract signature | |
| Cement production       | 4 states in India, plus required datasets (8 total) on upstream processes of clinker production | 20 | 4.5 months after contract signature | - Cement production, Portland, CH 2010 |