

TERMS OF REFERENCE

1. About Bremen Overseas Research and Development Association (BORDA)

The Bremen Overseas Research & Development Association (BORDA) is a multinational NGO spread across 5 continents. The organisation's activities aim to make urban spaces more liveable by developing and implementing innovative decentralised sanitation solutions that increase climate resilience, strengthen social structures, and promote sustainable and mindful use of natural resources.

BORDA – SA (South Asia) is the regional unit of BORDA, working in 4 South Asian countries – India, Nepal, Bangladesh and Bhutan. It currently partners with 10 small and medium town across these countries, supporting in delivering better WASH and public health outcomes.

Its activities focus on achieving the 2030 Agenda for Sustainable Development by enabling the transition towards liveable and inclusive cities, which give disadvantaged urban and peri-urban populations access to essential public services such as on-site sanitation, faecal sludge management, solid waste management, energy, and water.

BORDA-LO is the Liaison office for BORDA project work in India. It is based in Bangalore, India.

For more information, you can visit <https://www.borda.org/>

2. General Information

Assignment Title	Development of an GHG emission inventory due to WASH processes in 4 small towns.
ToR Date	01 st , May, 2024
Last date of Submission	17 th May, 2024
Assignment Type	Short-Term Project Support
Assignment Period	60 days
Date of Issue of Work Order	25 th May, 2024
Client	Bremen Overseas Research and Development Association – Liaison Office, India
For Queries	jeevan@borda-sa.org

3. Assignment Title

Development of an GHG emission inventory due to WASH processes in 4 small towns.

4. Nature of Assignment

BORDA – Liaison Office, India invites quotations/proposals from individuals/agency for the aforementioned project. The assignment will spread over across a period of 60 days from 25th May to 25th July 2024.

5. Background

The cross-cutting theme of "climate change sensitivity" is to be integrated into the project interventions and municipal processes and results based on the climate specific WASH assessments for small towns. In this regard, climate sensitive WASH assessment for associate and partner towns is to be developed and tested. Improved communal WASH services that address the critical issues of climate sensitivity and gender equity will benefit disadvantaged residents of small and medium-sized towns in India, Nepal, and Bangladesh. At least 1 partner city demonstrates a 10% reduction in GHG emissions due to improved WASH services. The same is verified using baseline and endline study, calculating various climate indicators and GHG inventory.

GHG emission relevant to water, wastewater and solid waste will be considered. For the same, a framework might need to be developed that can objectively and verifiably determine whether such a reduction took place over a 3-year period. The developed framework will be used as a guiding tool to determine the same.

6. Scope of Work

The purpose of the study is to develop GHG inventory for WASH sector particularly on wastewater, solid waste management and water for select small town in India and Bangladesh. This includes determination of carbon footprint, or total GHG gas emission caused directly and indirectly by waste sector in small town. The inventory should lead to creating a baseline emission data set for small town waste sector, to be comparable with endline study estimates towards the end for 3 years after project completion in 2026.

The scope of the assignment will include but not limited:

1. Conduct extensive review of literature on the matter.
2. Review existing frameworks, relevant to GHG emissions inventory and/or WASH.
3. Start from the broader perspective of the entire value chain, and depending on what data is available for usage, narrow it down.
4. Based on the guidelines identify all source categories across value chain within WASH sector for GHG estimates. Create a framework to conduct WASH GHG emission inventory in associate/partner towns.
5. Conduct assessment based on data from previous inventories or previous emission estimates and accounting for uncertainties.
6. Collaborate closely with partner organization to conduct assessment 4 towns small partner towns for baseline study. Number of towns and location will be finalized post consultation.
7. Build the capacity of LO and partner staff to enable them to undertake assessments for endline study in partner towns 3 years later through half day workshop
8. The framework must be simple, need not be scientifically detailed and accuracy can be sacrificed for efficiency.

Note:

1. Travelling to the project location is optional. In case needed, travel expenses will be compensated based on actuals.
2. Data gathering will be supported by partner organizations working closely with the municipality.

7. Indicative tasks

Sl. No	Tasks	Remarks
1	Report on literature review	A comprehensive report on the existing literature around climate, ghg inventory and frameworks related to WASH
2	Climate sensitive framework and report	The framework should be easily understandable. Applicable based on secondary data availability.
3	Conduct baseline for select 4 small towns	Town selection will be through a consultative process. Likely to be within the partners towns BORDA is currently engaged
4	Prepare brief report on SMALL town WASH GHG inventory	The report should explain the framework, with necessary references and approach to the framework along with data analysis.

8. Key Deliverables

The role primarily is guidance for the case studies being developed by the BORDA-LO & partner team members. Specific tasks include but are not limited.

Sl. No	Activity	Timeline
1	Literature review report and approach to the assignment	2 weeks
2	Small town WASH GHG inventory framework	2 weeks
3	Baseline WASH GHG assessment for 4 towns	3 weeks
4	Develop report on WASH GHG inventory for small town	2 weeks

9. Payment Schedule

Payment Schedule would be as follows:

Sl.No.	Deliverables	Percentage
1	Report on literature review	20%
2	WASH GHG Inventory framework	40%
3	Baseline study report in 3 partner towns	40%

The payment will be made on an output basis – phase deliverables as verified by Project Director.

10. Evaluation criteria.

Sl. No	Parameter	Criteria	Weightage	Documents required
1	Qualification	Individual/firm with experience in action-oriented research in urban planning with over 5 years of experience. Master's in urban planning, Master's in environmental studies or related developmental studies for Individual qualification requirement.	30%	Company incorporation certificate. list of completed projects in last 5 years. CV of the individual.
2	Experience	Organisation/Individual should have completed 4 projects related urban planning/Urban WASH linked to climate change. Atleast 2 of them should have the component linked to preparation of GHG inventory or GHG emission analysis for urban sector.	40%	Work Orders/PO. Signed Contract/MoU. Project Reports.
3	Financials	Financial proposal- Assignment fee quoted for the assignment	30%	Assignment Fees Quoted .

All the eligible consultants will be marked on the above criteria. The one with the highest marks will be awarded the contract.

The bid price should be shown as Lump Sum inclusive of all taxes. All travel and stay arrangements if any for the fieldwork will be borne by BORDA with consent and prior approval following the BORDA LO travel policies. The bids are to be made in the template as appended in Annexure 1.

11. Timelines

The work shall be completed with 60 days of signing of the contract or as mutually extended timeline.

12. Submission of Proposal

The proposal must be submitted over email with email id: jeevan@borda-sa.org and a cc marked moses@borda-sa.org with the following documents attached as,

- Filled in proposal template attached in Annexure 1.
- Supporting documents for eligibility and evaluation criteria.
- Self-certification of not being blacklisted by central/state government agencies.

13. Confidentiality and Other Property Rights

All reports, notes, statistics and other documents and data compiled and collected, or software developed by the bidder under this Agreement shall be confidential and the property of BORDA LO. The Parties herein agree to keep the terms of this RFP, all or any information which any or all the parties herein shall become acquainted with shall not be disclosed, either directly or indirectly to third parties or be used in any way, or in any manner that would be detrimental to the business of the partners.

14. Termination of RFP

BORDA-LO has the right to terminate the RFP at its own discretion at any time without giving any prior cause or notice to the bidders. Any costs incurred for preparation of the RFP because of termination shall be borne by the bidder itself.

BORDA is an equal opportunity employer - we provide the same opportunities for hiring to everyone without discriminating due to protected characteristics like: Age, Sex / Gender and Orientation.

Annexure-1 (Quote Format)

I hereby offer to submit our proposal for the Assignment titled Short Term Support Services for “Development of an GHG emission inventory due to WASH processes in 4 small towns.”

No.	Parameters	Particulars/Description
1	Name & Address of the Firm/Individual	Name: Address: Email: Mobile:
2.	Constitution of the Agency/Firm (Proprietorship / Partnership registered under Companies Act enclose necessary documentary proof) <i>(Enclose necessary documents)</i>	
3.	Details of experience.	Years of Experience Academic Qualification: As per the evaluation criteria section 10 of ToR (Documents required)
4.	List of demonstrated experience in urban planning linked to climate change and preparation of GHG inventory or GHG emission analysis. As detailed in ToR	As per the evaluation criteria section 10 of ToR (Documents required) Assignment 1: Client: Year: Details of work carried out: Assignment 2: Client: Year: Details of work carried out: <i>Add more if available</i>
5.	Bid Price <i>For assignment in INR Lumpsum, inclusive of all taxes, duties etc.</i>	Total Bid Price: Person day rate.

We certify that the above particulars are correct, and we understand and agree that if any statement is found to be false or not correct, BORDA-LO reserves the right to reject our application.

I/we certify that if appointed for selection, I/we shall avoid clash of interests and maintenance of confidentiality.

Name	
Designation	
Date	

Add Organization seal if available.