

Request for Proposals (RFP)

The provision of services to undertake a study entitled
“Promotion of circular economy in the textile and garment sector for the CSIR

RFP No. 951/11/06/2021

Date of Issue	28 May 2021	
Closing Date	11 June 2021	
Place	Email to tender@csir.co.za	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

2 BACKGROUND

The National Cleaner Production Centre South Africa (NCPC-SA) was initially established as a joint initiative between the Department of Trade and Industry (the dti), Switzerland, Austria, United Nations Industrial Development Organisation (UNIDO) and the Council of Scientific and Industrial Research (CSIR). The NCPC-SA is currently funded primarily by the dti and aims at assisting South African industry through the adoption of Resource Efficiency and Cleaner Production (RECP) principles. This supports the dti's initiative on promoting South Africa's industry growth and global competitiveness as well as the Department of Environmental Affairs (DEA) National Cleaner Production Policy and Strategy, and is aligned with the Industrial Policy Action Plan (IPAP) and works in partnership with the dti's relevant sector desks.

The NCPC-SA offers companies subsidised assessments, using industry sector and thematic specialists, to assess their processes and facilities in order to identify opportunities for saving through the implementation of RECP improvement options. These options are typically aimed at assisting the company to reduce its current resource utilisation in terms of energy, water and materials, as well as minimisation of waste.

The CSIR's NCPC-SA assists industry to reduce resources in four thematic areas: energy; water; waste; and materials, and in each of these thematic areas, the NCPC-SA runs a flagship project. In waste, we have a project entitled "Promotion of circular economy in the textile and garment sector through the sustainable management of chemicals and waste in Lesotho, Madagascar and South Africa" with the Global Environmental Facility (GEF) and UNIDO.

The United Nations Industrial Development Organization (UNIDO) is the specialised agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability.

The Environment Branch under the Program Development and Technical Cooperation is responsible in contributing to inclusive and sustainable industrial development by improving the environmental performance, resource productivity and safety of existing, as well as by supporting the creation of new industries providing environmental goods and services. It does so by promoting industrial resource efficiency to strengthen green industry and improve the effective use of natural resources including in particular materials and water; by assisting developing countries and countries with economies in transition to achieve the objectives of and compliance with the Multilateral Environmental Agreements; and by working to reduce the release of industrial pollutants in the environment. Under the Environment Department is the Industrial Pollution Mitigation (PTC/ENV/IPM) which is responsible for supporting developing countries and countries with economies in transition to implement the Stockholm Convention (SC) on Persistent Organic Pollutants (POPs) and related industrial development aspects.

UNIDO plays a leading role in the implementation of the Stockholm Convention on POPs. Since the Convention opened for signature in 2001, UNIDO became one of the principal agencies assisting developing and economies in transition countries to meet their obligations under the Stockholm Convention. Within the context of the global development and sustainability agenda and in particular the Stockholm Convention on Persistent Organic Pollutants, UNIDO is promoting the Circular Economy concept for the sustainable management POPs chemicals and wastes as part of the Organization's contribution towards the achievement of the sustainable development goals especially SDG 9: Industry, Innovation and Infrastructure. The UNIDO Circular Economy concept aims to reduce the environmental footprint; generate increased income; minimize wastes; and reduce resource dependency.

These objectives are achieved through a combination of strategies that promote the development of green products that are non-toxic, has longer life span and are recyclable; cleaner production techniques use few resources, minimize waste and prevent pollution; better services to extend product's life span; and incorporate waste recovery, reuse, recycling and remanufacturing. UNIDO adopts a value chain and life cycle assessment approaches that will ensure that hazardous chemicals and materials are removed and/or separated from industrial wastes to enhance their recyclability; thus contributing to Circular Economy.

This project is strategic for the Centre, as it is anticipated that the company will use the recommendations to enhance their current resource efficiency and cleaner production performance, and this document serves to provide the Terms of Reference for the work to be undertaken by the specialist.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for service providers to undertake A Study entitled “Promotion of circular economy in the textile and garment sector with focus on (1) Gender Mainstreaming, (2) Development of an Environmental and Social Management Plan (ESMP), (3) Climate risk screening and (4) Analysis of COVID-19 impacts, risks and necessary adaptation and mitigation strategies

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this enquiry (if applicable). However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format. The focus of this tender will be on the promotion of circular economy in the textile and garment sector with focus on Gender Mainstreaming, Development of an Environmental and Social Management Plan (ESMP), Climate risk screening and Analysis of COVID-19 impacts, risks and necessary adaptation and mitigation strategies to CSIR

This Request for Proposals requires interested Service Providers to submit a portfolio of evidence, outlining activities and experience in the field of Environmental and Social Management, Gender mainstreaming, Impacts of COVID in current environmental climate as well as Climate Risk Screening.

Use the information in the Table below as a guide for the portfolio of evidence required:

Criteria	Elements of Detail
1. Organisational Profile and Service Offering	Provide a summary of key services and offerings. Attach relevant supporting as appendices.
2. No. of Project / Technical members	State project team (i.e. no of technical staff)
3. Period Company in Existence	State number of years in existence

Criteria	Elements of Detail
4. Environmental and Social Management Experience	i. Indicate knowledge and experience in transferring knowledge on environmental and social issues. ii. Indicate knowledge and exposure to specialised concepts (i.e. ESMP, gender mainstreaming, COVID impact, etc.) iii. State number of related assessments undertaken and the success of individual projects. iv. Indicate competence and capability with regards to mentioned focus areas.
5. Consultant Qualifications	Provide overview of qualifications i.e. Environmental related qualifications, and attach CV's of key technical staff.
6. Industry Experience	List experience within the industry sectors supported by the NCPC-SA, especially the Clothing and Textile sector.
7. Resource Efficiency and Cleaner Production Assessment approach and methodology	In detail outline how the project will be rolled out using NCPC-SA standard approach and methodology.
8. BBBEE Rating	Specify BBBEE level contributor, include copy of certificate
9. References	Provide a min of 3 contactable references

The overall purpose of the study is as follows:

A) To develop an Environmental and Social Management Plan (ESMP) by:

- Reviewing relevant UNIDO documents (refer to Annexure B to F) on the requirements for Environmental and Social Safeguards.
- Reviewing relevant GEF documents (refer to Annexures B to F) on the requirements for Environmental and Social Safeguards and Indigenous people.
- Reviewing relevant literature related to Textile and Garment sector, with a particular focus on South Africa.
- Identify any potential social and environmental risks that will require special attention during the implementation, identify the level of risk and probability and propose methodology for developing an ESMP.

- Ensuring that the methodology complies with social and environmental regulatory requirements and UNIDO/GEF environmental and social safeguards policies and procedures.
- The methodology applied should specify the literature to be reviewed, including the relevant national policies and requirements, identify stakeholders to be interviewed/consulted, specify site visits to be consulted and define timeline of development of the ESMP.
- Developing an Environmental and Social Management Plan (ESMP) that includes:
 - A clear description of the identified environmental and social risks with indication of impact and probability rating;
 - A clear description of environmental and social impact mitigation and management measures/actions;
 - Details on environmental and social monitoring to be conducted during project implementation;
 - A plan to assess and build capacity to implement the proposed environmental and social management plan; and
 - A stakeholder consultation and communication plan tailored to the ESMP.
- Incorporating relevant measures and actions from the ESMP to the project work plan.

b) In consultation with the International Gender expert:

- Review relevant UNIDO and GEF documents on the requirements for gender mainstreaming
- Review relevant literature related to the Textile and Garment (TG) sector and women in South Africa.
- Assess and identify potential gender-differentiated impacts of the project.
- Collect sex-disaggregated baseline data that could be used to monitor potential gender impacts.
- Define gender-disaggregated indicators that could be used to monitor progress on gender mainstreaming throughout the project.

- Identify government agencies, NGOs, community-based organizations, and women's associations or groups whose work focuses on gender and the specific area of intervention that can be utilized during project preparation and implementation and assess their capacity.

c) Climate risk screening:

- Identify the hazards;
- Assess vulnerability and exposure;
- Rate the risk;
- Identify measures to manage the risk.

D) Analysis of COVID-19 impacts, risks and necessary adaptation and mitigation strategies
(refer to Annexure F)

It is anticipated that the following **DELIVERABLES** will be key to the successful completion of the study:

- Development of project activity plan and schedule for the study to be undertaken.
- Environmental and Social Management Plan (ESMP)
- Report summarizing the result of the Gender assessment
- Report on Climate risk screening delivered
- Report on COVID 19 impact and risk assessment
- Presentation of the Final Study Report
- A close-out report summarising the study

In addition to the above generic portfolio guide, the application submission will be assessed against following competencies and skill sets, to determine the suitability of Service Provider to meet the requirements of the NCP-C-SA:

- i. Good written communications and presentation of facts
- ii. Well versed in report writing (technical)
- iii. Good command of the English language.

It is anticipated that the work will commence upon acceptance and signing of a contract with an appropriate specialist appointed by the CSIR’s NCP-C-SA, and it is expected that the study will be completed within two (2) months of commencement of the project, depending.

The table below outlines the sequence of completion along with estimated commencement dates, and also the amount of days budgeted for each:

Activity	Assessment Estimated Commencement Date	Amount of Project Days	Completion Date
Inception Meeting	28 June 2021	0.5	28 June 2021
Develop an Environmental and Social Management Plan (ESMP)	28 June 2021	10	09 July 2021
Gender Mainstreaming Assessment	12 July 2021	5	16 July 2021
Climate Risk Screening	19 July 2021	5	23 July 2021
Analysis of COVID-19 impacts, risks and necessary adaptation and mitigation strategies	26 July 2021	5	30 July 2021

The Consultant will provide the CSIR's NCPC-SA with projected schedules of the proposed activities with projected times scales and reporting deadlines to keep the CSIR's NCPC-SA informed of progress.

All reports issued and presented will be completed under the CSIR's NCPC-SA brand, and the final report and feedback meetings will be concluded within 1 week of desktop study completion.

5 FUNCTIONAL EVALUATION CRITERIA

5.1 The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

Criteria	Weight
Proposal Structure	5%
Project Team Clothing and Textile Sector Exposure	10%
Waste thematic experience with focus on Development of an Environmental and Social Management Plan (ESMP)	40%
Gender Mainstreaming exposure	10%
Knowledge of COVID-19 impacts, risks and necessary adaptation and mitigation strategies	10%
Approach and Methodology	10%
Planning	10%
Scheduling	5%

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and less than 50% on any of the individual criteria will be eliminated from further evaluation.

5.3 Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location/address/email address

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database .Registrations can be completed online at: www.csd.gov.za;
- provide the CSIR of their CSD registration number; and
- A valid certified copy of a B-BBEE Certificate or valid sworn affidavit must be submitted to be considered for this tender. **B-BBEE certificate must be issued by SANAS accredited agency or a valid sworn affidavit in line with DTI regulations. (RSA suppliers only).**

SECTION B – TERMS AND CONDITIONS

8 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted to tender@csir.co.za. The title and the RFP number must be clearly stipulated on the subject.

9 TENDER PROGRAMME

The tender program, as currently envisaged, incorporates the following key dates:

- Issue of tender documents: 28 May 2021
- Last date for submission of queries: 04 June 2021
- Closing / submission Date: 11 June 2021
- Estimated contract duration (in months/years) Three (3) Months

10 SUBMISSION OF PROPOSALS

10.1 All proposals must be submitted electronically to tender@csir.co.za

10.2 Respondents must use the RFP number as the subject reference number when submitting their bids.

10.3 The e-mail and file sizes should not exceed a total of 30MB per e-mail.

10.4 The naming/labeling syntax of files or documents must be short and simple

10.5 All documents submitted electronically via e-mail must be clear and visible.

10.6 All proposals, documents, and late submissions after the due date and time will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the email address mentioned above no later than the closing date of 11/06/2021 during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a proposal is not received by the CSIR by the due date and stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

12 AWARDING OF TENDERS

- 12.1 Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

13 EVALUATION PROCESS

13.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderers.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**
- The second phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

13.2 Preference points system

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status.

14 PRICING PROPOSAL

- 14.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.

- 14.2 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.

14.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.

14.4 Only firm prices* will be accepted during the tender validity period. Non-firm prices** (including prices subject to rates of exchange variations) will not be considered.

**Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

***Non-firm price is all prices other than "firm" prices.*

14.5 Payment will be according to the CSIR Payment Terms and Conditions and final payment will **ONLY** be made on acceptance of the reports by UNIDO.

15 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of three (3) months calculated from the closing date.

16 APPOINTMENT OF SERVICE PROVIDER

16.1 The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.

16.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement CSIR reserves the right to appoint an alternative supplier.

16.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

17 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with "RFP No 95111/06/2021 - The provision of services to undertake A Study entitled "Promotion

of circular economy in the textile and garment sector with focus on Gender Mainstreaming, Development of an Environmental and Social Management Plan (ESMP), Climate risk screening and Analysis of COVID-19 impacts, risks and necessary adaptation and mitigation strategies to CSIR ” as the subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

18 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

19 COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each tenderer assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by tenderers.

20 CORRECTNESS OF RESPONSES

- 20.1 The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 20.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

21 VERIFICATION OF DOCUMENTS

- 21.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 21.2 One electronic copy (email only) of each proposal (Technical and Financial) must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.
- 21.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

22 SUB-CONTRACTING

- 22.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than **25%** of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 22.2 A tenderer awarded a contract may not sub-contract more than **25%** of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

23 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

- 23.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 23.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- 23.3 Prescribed by the body - regulating the profession of the consultant.

24 TRAVEL EXPENSES

24.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursements, must be in line with the CSIR's travel policy. The following will apply:

24.1.1 Only economy class tickets will be used.

24.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.

24.1.3 No car rentals of more than a Group B will be accommodated.

25 ADDITIONAL TERMS AND CONDITIONS

25.1 A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.

25.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

25.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:

- Joint venture Agreement including split of work signed by both parties;
- The original or certified copy of the B-BBEE certificate of the joint venture;
- The Tax Clearance Certificate of each joint venture member;
- Proof of ownership/shareholder certificates/copies; and
- Company registration certificates.

25.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.

25.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

26 CSIR RESERVES THE RIGHT TO

26.1 Extend the closing date;

26.2 Verify any information contained in a proposal;

26.3 Request documentary proof regarding any tendering issue;

- 26.4 Give preference to locally manufactured goods;
- 26.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 26.6 Award this RFP as a whole or in part;
- 26.7 Cancel or withdraw this RFP as a whole or in part.

27 DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

RFP No: 951/11/06/2021

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in RFP No **951/11/06/2021** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:	

28 ANNEXURE A

Functional Factor	Criteria Description	Scoring	Weight (%)
Proposal Structure	<ul style="list-style-type: none"> Proposal submission should be reader friendly and apply a logical flow 	<ul style="list-style-type: none"> No submission - 0 Scattered sequence of proposal-5 A logical flow of proposal-10 	5%
Project Team Clothing and Textile Sector Exposure	<ul style="list-style-type: none"> Min 5 projects of similar nature completed in the past 5 years e.g. Project description, Name of client, Location, Year, Contract value, Name of Project Manager, Status (completed / in progress) NB –The list must be relevant to the project and must include experience in the clothing and textile sector 	<ul style="list-style-type: none"> No list of projects – 0 List of projects are not relevant-3 1 to 3 list of relevant projects - 5 4 to 7 list of projects relevant to the scope – 7 > 7 list of projects relevant to the scope – 10 	10%
Waste thematic experience with focus on Development of an Environmental and Social Management Plan (ESMP)	<ul style="list-style-type: none"> Reference letters/References from previous clients of similar projects. (Reference letters must be written by the clients where the work was done. Reference letter from other team members or professional service providers will not be accepted) 	<ul style="list-style-type: none"> No reference letters - 0 Reference letters are not relevant-3 1 to 3 reference letters - 5 4 to 7 reference letters – 7 > 7 reference letters - 10 	40%
Gender Mainstreaming exposure	<ul style="list-style-type: none"> Reference letters/References from previous clients of similar projects. (Reference letters must be written by the clients where the work was done. Reference letter from other team members or professional service providers will not be accepted) 	<ul style="list-style-type: none"> No reference letters - 0 Reference letters are not relevant-3 1 to 3 reference letters - 5 4 to 7 reference letters – 7 > 7 reference letters - 10 	10%

<p>Knowledge of COVID-19 impacts, risks and necessary adaptation and mitigation strategies</p>	<ul style="list-style-type: none"> • A clear indication that the impacts of COVID-19 is well understood • A clear indication that the risks and necessary adaptation and mitigation strategies is well understood 	<ul style="list-style-type: none"> • No knowledge on COVID-19 displayed - 0 • An understanding on the impacts of COVID-19 displayed-5 • An understanding of the impacts, risks and adaptation and mitigation strategies is displayed-10 	<p>10%</p>
<p>Approach and Methodology</p>	<ul style="list-style-type: none"> • A clear indication on the steps applied to carry out the project 	<ul style="list-style-type: none"> • No approach and methodology-0 • Methodology included is not clear-5 • Clearly spelled out methodology-10 	<p>10%</p>
<p>Planning</p>	<ul style="list-style-type: none"> • A proper project plan submitted on how the project will be carried out • A Gantt chart should be submitted 	<ul style="list-style-type: none"> • No project plan-0 • Project plan without Gantt chart-5 • Project plan and Gantt chart-10 	<p>10%</p>
<p>Scheduling</p>	<ul style="list-style-type: none"> • A clear indication on the relevant meetings to be held • The service provider is to provide a list of targeted market to represent the project 	<ul style="list-style-type: none"> • No meeting schedule-0 • Meeting schedule without target market-5 • Meeting schedule and target market indicated-10 	<p>5%</p>

29 **ANNEXURE B: GEF Environmental and Social Safeguards Policy & UNIDO Environmental and Social Management Plan**

Global Environmental Fund (GEF)

https://www.thegef.org/sites/default/files/documents/gef_environmental_social_safeguards_policy.pdf

https://www.thegef.org/sites/default/files/documents/guidelines_gef_policy_environmental_social_safeguards.pdf

UNIDO

https://www.unido.org/sites/default/files/files/2018-02/AI.2017.4_ESSPP_18July2017.pdf

Annexure C: Environmental and Social Management Plan (ESMP): Recommended template

1. Project Description

In this section, a brief description of the project should be provided, as this indicates the relevant context for the ESMP. The location of all project actions should be described and a map showing their location provided. Basic information on the environment at these locations should also be included as this helps provide the environmental context to which the environmental management plan applies.

Additionally, the main outcomes of the environmental and social risk screening that was done at the concept/PIF level, such as environmental and social (E&S) risk category and identified E&S issues should be defined.

2. Policy, legal, and administrative framework

In this section, a brief description of the relevant national policy, legal, and administrative framework which could define/help shape issues/risks that need to be included into the ESMP, should be provided.

Additionally, compliance with applicable international, national and local policies laws, regulations, safeguards, performance safeguards, policies, procedures should be indicated.

3. Environmental and social risks and mitigation measures

In this section, information about the relevant environmental and social risks that were identified during the project preparation period (PPG) should be provided. Since ESMP should serve as an

active tool, additional risks that are identified during the project implementation should be included as they are identified.

For each identified risk, mitigation measure should be briefly described including the conditions under which the measure is required (for example, continuously or in the event of contingencies). The mitigation measures should be accompanied by, or referenced to, project design and operating procedures which elaborate on the technical aspects of implementing the various measures. Additional information, such as technical details of the mitigation technology, location of the potential E&S impact, timelines, responsibility and cost of the mitigation measure should be included.

The table format provided below is recommended:

	E&S risks	Mitigating Measure	Technical details of the mitigation technology, process, equipment, design and operating procedures	Location	Timeline, including frequency, start and end date	Responsibility	Cost of Mitigation (If Substantial; to be covered by the GEF grant or non-UNIDO co-financing)
Risks identified during the PIF preparation and verified during the project preparation(PPG)							
Additional risks identified during the project implementation							

4. Capacity development

In line with the overall project strategy on capacity development, the ESMP should detail a plan to assess and develop implementation capacity. This will involve determining if there is sufficient capacity within the responsible organizations or institutions for implementing the ESMP. If not, a determination should be made as to whether it will be possible to develop the appropriate capacity and, if so, at what cost and in what timeframe.

The capacity development section of the ESMP will include the following subsections:

- a. Recommended management arrangements for the project, including structure, roles, responsibilities, and authorities;
- b. Designated specific personnel, including management representative(s), with well-defined and clearly communicated lines of responsibility and authority;
- c. Required oversight and human and financial resources.

If needed, the capacity development section of the ESMP will outline a plan for strengthening capacities of UNIDO staff, Project Executing Organization staff, and contractors with direct responsibility for activities relevant to the environmental and social sustainability of the proposed project.

The capacity development plan will have the following components:

- a. Identification of capacity needs
- b. Development of a capacity development plan to address defined needs
- c. Monitoring and evaluation of capacity development plan

5. Communication

Please complete this section of the ESMP in line with the following clarification: As part of the GEF Annual Monitoring Report (AMR), UNIDO will annually communicate implementation progress on issues that involve ongoing risk to or impacts on the project stakeholders, and on issues that the consultation process or grievance mechanism has identified as of concern to those stakeholders. The ESMP will be disclosed on the UNIDO public website, under the following link: <https://open.unido.org/index.html>

In addition, a stakeholder engagement plan, which outlines the various consultation types, purposes, participation, reporting, and timing, should be developed and included in the ESMP.

The table format provided below is recommended:

Consultation	Purpose	Participants	Lead/Chair	Reporting	Schedule
Initial	Project Start up: ➤ Project Overview				

	<ul style="list-style-type: none"> ➤ Project Organization ➤ Project Schedule ➤ Social and Env Impacts ➤ ESMP 				
Public consultation & site visit	<ul style="list-style-type: none"> ➤ Adjusting of mitigation measures, if necessary; ➤ Impact of replacing and updating activities; ➤ Comments and suggestions 				
Public consultation & site visit	<ul style="list-style-type: none"> ➤ Effectiveness of mitigation measures; ➤ Impacts of project implementation; ➤ Comments and suggestions. 				
Expert workshop or press conference	<ul style="list-style-type: none"> ➤ Comments and suggestions on impacts; ➤ public opinions 				
Addressing Community Concerns	Consultation on Grievance Procedure				

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<https://stapgef.org/sites/default/files/documents/How%20the%20GEFSEC-STAP%20screen%20for%20climate%20risk%20-%20Bierbaum%20FINAL.pdf>

32 Annexure F: GEF'S RESPONSE TO COVID-19

https://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF_C.58_Inf.07_GEF%27s%20Response%20to%20COVID-19.pdf

33 ANNEXURE B: GEF Environmental and Social Safeguards Policy & UNIDO Environmental and Social Management Plan

Global Environmental Fund (GEF)

https://www.thegef.org/sites/default/files/documents/gef_environmental_social_safeguards_policy.pdf

https://www.thegef.org/sites/default/files/documents/guidelines_gef_policy_environmental_social_safeguards.pdf

UNIDO

https://www.unido.org/sites/default/files/files/2018-02/AI.2017.4_ESSPP_18July2017.pdf

34 Annexure C: Environmental and Social Management Plan (ESMP): Recommended template

6. Project Description

In this section, a brief description of the project should be provided, as this indicates the relevant context for the ESMP. The location of all project actions should be described and a map showing their location provided. Basic information on the environment at these locations should also be included as this helps provide the environmental context to which the environmental management plan applies.

Additionally, the main outcomes of the environmental and social risk screening that was done at the concept/PIF level, such as environmental and social (E&S) risk category and identified E&S issues should be defined.

7. Policy, legal, and administrative framework

In this section, a brief description of the relevant national policy, legal, and administrative framework which could define/help shape issues/risks that need to be included into the EMSP, should be provided.

Additionally, compliance with applicable international, national and local policies laws, regulations, safeguards, performance safeguards, policies, procedures should be indicated.

8. Environmental and social risks and mitigation measures

In this section, information about the relevant environmental and social risks that were identified during the project preparation period (PPG) should be provided. Since ESMP should serve as an active tool, additional risks that are identified during the project implementation should be included as they are identified.

For each identified risk, mitigation measure should be briefly described including the conditions under which the measure is required (for example, continuously or in the event of contingencies). The mitigation measures should be accompanied by, or referenced to, project design and operating procedures which elaborate on the technical aspects of implementing the various measures. Additional information, such as technical details of the mitigation technology, location of the potential E&S impact, timelines, responsibility and cost of the mitigation measure should be included.

The table format provided below is recommended:

	E&S risks	Mitigating Measure	Technical details of the mitigation technology, process, equipment, design and operating procedures	Location	Timeline, including frequency, start and end date	Responsibility	Cost of Mitigation (If Substantial; to be covered by the GEF grant or non-UNIDO co-financing)
Risks identified during the PIF preparation and verified during the project preparation(PPG)							
Additional risks identified during							

the project implementation							

9. Environmental and social sustainability monitoring

In this section the monitoring program of the identified E&S risks, should be described. The monitoring program should clearly indicate the linkages between risks/impacts identified, measurement indicators, detection limits (where appropriate), and definition of thresholds that will signal the need for corrective actions.

The table format provided below is recommended:

	E&S risks	Parameters to be measured	Monitoring methods and procedures used (e.g. sampling)	Timing/Frequency of measurement	Detection limit	Definition of thresholds	Sampling/monitoring location	Responsibility
Risks identified during the PIF preparation and verified during the project preparation(PPG)								
Additional risks identified during								

the project implemen tation								

10. Capacity development

In line with the overall project strategy on capacity development, the ESMP should detail a plan to assess and develop implementation capacity. This will involve determining if there is sufficient capacity within the responsible organizations or institutions for implementing the ESMP. If not, a determination should be made as to whether it will be possible to develop the appropriate capacity and, if so, at what cost and in what timeframe.

The capacity development section of the ESMP will include the following subsections:

- d. Recommended management arrangements for the project, including structure, roles, responsibilities, and authorities;
- e. Designated specific personnel, including management representative(s), with well-defined and clearly communicated lines of responsibility and authority;
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