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## World Economic Forum

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# REQUEST FOR PROPOSAL FOR PROJECT PREPARATION FOR MEXICO CITY PLASTIC ACTION PARTNERSHIP

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# 1. Introduction and instructions

## 1.1. Purpose of this Request for Proposal

This request for proposal (RFP) is an invitation to submit proposals for the provision of project preparation in relation to the Mexico City plastic action partnership supported by the Global Plastic Action Partnership. The project preparation phase is to be delivered between December 2021 – February 2022.

The purpose of this RFP is to solicit proposals from suppliers with expertise in stakeholder engagement, multi-stakeholder platforms and plastic waste management, with a view to meeting high-quality requirements and project objectives established by the Forum. This process will result in the selection of one supplier, who will be invited to enter a contracting phase for a specific and detailed scope of work subject to final fixed pricing.

## 1.2. About the World Economic Forum

The World Economic Forum is the International Organization for Public-Private Cooperation. The Forum engages the foremost political, business and other leaders of society to shape global, regional and industry agendas. It was established in 1971 as a not-for-profit foundation and is headquartered in Geneva, Switzerland. It is independent, impartial and not tied to any special interests.

The Forum strives in all its efforts to demonstrate entrepreneurship in the global public interest while upholding the highest standards of governance. Moral and intellectual integrity is at the heart of everything it does.

Our activities are shaped by a unique institutional culture founded on the stakeholder theory, which asserts that an organization is accountable to all parts of society. The institution carefully blends and balances the best of many kinds of organizations, from both the public and private sectors, international organizations and academic institutions.

## 1.3. About the Global Plastic Action Partnership (GPAP)

As part of the Forum's dedication to accelerating impact under the Paris Agreement and the United Nations Sustainable Development Goals (SDGs), the GPAP was launched in September 2018 at the Sustainable Development Investment Summit as a lighthouse initiative within the Platform for Advancing the Circular Economy (PACE). The vision of GPAP is to partner with countries to champion a shift towards a new plastics economy by addressing the root causes of plastic pollution, from production to consumption and reuse. GPAP brings together governments, regional bodies, international organizations and businesses, as well as innovators and civil society organizations on an impartial collaboration platform with the aim of creating dedicated communities and driving positive change.

The goal of the Mexico City multi-stakeholder platform is to support the Government in the creation and implementation of a circular economy framework for the plastic sector in Mexico City in order to reduce plastic waste and pollution. The Mexico City multi-stakeholder platform will leverage existing action and progress on circular economy and act

as the convener of stakeholders and initiatives and support efforts to attract financing that will scale and accelerate in-country initiatives to tackle plastic waste and pollution.

The Mexico City multi-stakeholder platform supports existing plastic initiatives and focus on creating impact through three strategic pillars: convening stakeholders, curating knowledge and insights; and catalyzing strategic action.

Through this partnership, GPAP seeks to support existing platforms and stakeholders to build on the 'proof of concept' for cooperation and to scale solutions by building multi-stakeholder communities in Mexico City around the issue of plastics pollution. The Mexico City platform will coordinate closely with national led plastic action initiatives, including but not limited to with UNEP and the Plastic Pact network.

The partnership will adopt the three strategic pillars of GPAP to inform, validate and coalesce key stakeholders to achieve the following objectives:

- Develop a governance structure to support strategies that address challenges and that create opportunities throughout the entire plastics value chain;
- Identify and develop synergies with complementary national initiatives from key partners including UNEP and Plastic Pact network
- Adopt the concept of the circular economy as the primary vehicle for reducing plastic waste and plastic pollution;
- Identify opportunities to clean and protect the environment, and create jobs within the value chain, especially for women and the most vulnerable segments of the society, boosting the economy as a result;
- Enable market-driven solutions by identifying ways to reduce investment risk for new enterprises within the value chain;
- Explore what alternatives are available to monitor and measure plastic and other types of waste generation in the city and how that changes as we continue to implement the policies put forward as part of Mexico City's Zero Waste Program.
- Engagement and strong collaboration with key organizations who have a full grasp of local and policies will be essential to a robust and coordinated set of recommendations.
- Engage the appropriate organizations to develop strategies that marshal financial resources and investments that encourage a sustainable circular economy ecosystem;
- Develop an approach that supports architecture and infrastructure for efficient delivery of services in the sustainable management of plastics;
- Drive accountability for the use of resources for the sustainable management of plastics;
- Provide avenues for collaboration and coordination with stakeholders within and outside Mexico City, including, where relevant, with national-level efforts
- Ensure proper integration of the Informal Sector within the plastics value-chain; and

- Ensure that broader society and the greater plastic value chain is engaged and informed to play their roles effectively towards the sustainable management of plastics.

These objectives are in strong alignment with GPAP's aims and approaches, and project Mexico City as a regional leader and an ideal partner for the Forum to showcase best-in-class solutions.

*Please see for more detail.*

#### 1.4. Procurement Key Activities and Dates

Suppliers are asked to provide the response by **Monday 10 January, 09:00 CET** in electronic format to roisin.greene@weforum.org. Responses received after this time will not be considered.

- RFP launch: 13 December 2021
- Deadline to submit questions via email: 22 December 2021
- Response to questions shared: 24 December 2021
- Deadline to submit RFPs: 10 January 2022
- Short-listed vendors may be invited to present their proposal via Zoom w/c 10 and 17 January
- Final vendor to be selected by 21 January with work commencing the week January 31st.

**Responses received after this time will not be considered.**

#### 1.5. RFP Evaluation Criteria

The Forum is looking for the most suitable partner and therefore will not simply select the economical most attractive bid or quotation, but rather use objective criteria to evaluate the best match for its demand. All supplier information provided as part of the RFP will be treated as confidential. The Forum's criteria include, but are not limited to the following key factors:

- Implementation approach and pricing
- Quality of products and services as well as quality assurance
- Geographical coverage and understanding of local plastic ecosystem
- Local language skills
- Flexibility and agile approach
- Collaboration and experience working with multiple teams
- Experience in similar projects
- Demonstrate good understanding of the challenge
- Provider has a diverse and inclusive project team and/or policy
- Demonstrated understanding of the assignment and quality of deliverables expected

The Forum will not disclose the detailed results of the selection and scoring process and reserves the sole right to decide whether a proposal complies with the requirements of the RFP and to accept, reject or negotiate modifications of supplier's proposals.

## 1.6. Queries about the Procurement

Any questions about the procurement must be submitted by e-mail to [roisin.greene@weforum.org](mailto:roisin.greene@weforum.org) by 22 December 2021. No other forms of communication or contact will be accepted. It is the World Economic Forum's practice to communicate any question or request for clarification, with both the query and the response, in a suitably anonymous form, to all participating Suppliers. On a case by case basis if any information is deemed as confidential to a particular Supplier this will be reviewed at the time it arises.

## 1.7. Proposal Submission Checklist

Proposals must include:

- A detailed proposal for delivery
- Financial proposal with breakdown of cost per deliverable in Swiss Franc CHF. This should include a costing range (minimum/optimum) outlining the risk/benefit of delivering the project on either end of the range
- Provide a breakdown of the resources required to deliver the project and partner rate card
- Confirm they are GDPR compliant
- Proposed team structure including responsibilities and experience (CVs)
- Detailed project management and ways of working proposal
- Previous experiences and relevant case studies

## 1.8. Points of contact

Suppliers are not allowed to contact any World Economic Forum personnel, such as management or other local contacts, regarding this RFP. Any such communication may lead to the proposal received being rejected.

It is expected that the supplier also provides the World Economic Forum with a single point of contact capable of answering questions related to this RFP on a global scale.

### World Economic Forum Contacts

Roisin Greene, Engagement Lead, <a href="mailto:Roisin.greene@weforum.org">Roisin.greene@weforum.org</a>
<a href="mailto:Annika.green@weforum.org">Annika.green@weforum.org</a>

## 1.9. Provided Information

This RFP contains information believed to be reliable at the date obtained but may not provide all the necessary or desirable information. Neither the World Economic Forum nor its employees or involved advisors, contractors or other representatives guarantee the completeness of these information. The document is intended solely for the information of the party to whom it is issued. All proposals will become the property of the Forum which reserves the right to use without limitations or liability for any ideas from the proposals.

The World Economic Forum reserves the absolute right to:

- Accept or reject any or all proposals
- Negotiate with any, all or no bidders

- Modify or cancel this RFP

It is the Bidder’s responsibility to:

- Properly understand and examine the RFP;
- Examine all other information available on reasonable inquiry relevant to the risks, contingencies and circumstances affecting its response
- Satisfy itself as to the completeness, correctness and sufficiency of its response;

### 1.10. Confidentiality

The Invitation document is confidential. The Forum may update or revise the document or any part of it. The recipient acknowledges that any such revised or amended document shall be received subject to the same confidentiality undertaking. The Recipient will not disclose or discuss the contents of the document with any officer, employee, consultant, director, agent, or other person associated or affiliated in anyway with the World Economic Forum or any of its customers or suppliers without the prior written consent of the World Economic Forum.

### 1.11. Cost of Responding

All costs and expenses incurred by bidders in any way associated with the development, preparation, and submission of their responses to this RFP, including but not limited to attendance at meetings, discussions, presentations, demonstrations, etc. and providing any additional information required by the Forum will be borne exclusively by the bidder.

### 1.12. RFP Errors

Each recipient should notify the World Economic Forum of any error or discrepancy found in this document. Notification should be made to the contact found in proposal related details.

### 1.13. Liability

This invitation is not an offer by the World Economic Forum, but an invitation for responses. No contractual obligation on behalf of the Forum whatsoever exists from this process unless and until a formal contract is signed and executed by authorized people of the Forum and the select bidder.

## 2. Specifications

### 2.1. Requirements

*Utilizing the GPAP tools, methodology and digital collaboration platform, the key deliverables include:*

<i>Suggested process</i>	<i>Key deliverable</i>	<i>Timeline</i>
<ul style="list-style-type: none"> <li>• Review all materials and agreements established by GPAP and the local government</li> <li>• Review and align on agreed roles and responsibilities with the lead ministry, including allocation of resources</li> <li>• Establish a mandate for cross-ministerial collaboration and ensure government approval for multistakeholder approach that engages public and private sectors</li> </ul>	Letter of Intent	Feb '22

<ul style="list-style-type: none"> <li>• Conduct desk research on current initiatives and potential stakeholders</li> <li>• Create spreadsheet database of all initiatives and stakeholders</li> <li>• Facilitate 1on1 interviews to connect with potential stakeholders (assume 10-15)</li> <li>• Facilitate working session with key stakeholders from government, private sector and civil society</li> <li>• Develop summary paper outlining key insights covered</li> </ul>	Landscape analysis report	Feb '22 – Mar '22
<ul style="list-style-type: none"> <li>• Leveraging GPAP tools and templates develop two-year project plan.</li> <li>• This should integrate the insights from all previous steps and stakeholder engagement.</li> <li>• Joint planning meeting with UNEP and Plastic Pact team to identify synergies and opportunities for platform collaboration</li> </ul>	Project plan	Mar-Apr '22
<ul style="list-style-type: none"> <li>• Invite relevant stakeholders to join community</li> <li>• Develop stakeholder engagement plan</li> <li>• Update national community calendar</li> <li>• On-board key community members</li> </ul>	Set-up Mexico City page on GPAP digital stakeholder engagement platform	Apr '22

GPAP have developed a suite of tools to support local partnerships and ensure consistent use of best practice. This includes:

- NPAP Playbook: A PDF guideline and supporting document library to support local consultants to deliver against the GPAP three pillar approach.
- NPAP Managers Community: A digital platform connecting the NPAP Managers and creating a space to allow us to connect and discuss matters related to managing our partnerships and communities.
- GPAP TopLink Community: GPAP's platform to connect stakeholders through curated, purpose-driven communities to take action in solving the world's most important challenges. One of the key deliverables is to set up this community page for Mexico City with support of the GPAP Secretariat.

The products/services proposed by the prospective supplier must be aligned with the values, principles and criteria set out in the Forum's [Sustainable Procurement Policy](#).

## 2.2. Capability questions

- Please describe how you propose to monitor and manage your hours and total cost for your proposal and what your approach would be in case an overrun does occur
- Please demonstrate your geographic coverage relevant to this RFP
- What would The Forum need to do to enable you to carry out the required services?
- Please describe how you ensure knowledge transfer takes place both during and at the end of an engagement
- Please present your proposed team, including CV's

- Which other clients have been serviced / are currently serviced by this team?

### 2.3. Commercial Model

*Please complete Excel model attached.*

## 3. Supplier Instructions

For ease of response and evaluation, Suppliers are required to complete and submit all components of this RFP.

- Requested reference materials may be attached as Appendices. The World Economic Forum retains the right not to review any un-requested material
- Questions must be answered in English
- Provided templates must not be altered without prior confirmation from the World Economic Forum.
- Failure of a Supplier to provide the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that the Supplier will not be invited to participate further in the procurement
- Suppliers are asked to provide one electronic copy of the response in a format compatible with Microsoft Word/PDF Reader. It is the supplier's responsibility to ensure that the proposal and all other required documents are received at the e-mail address named in this document by the closing date specified.
- Participants need to address all information specified by this RFP. All questions must be answered completely. The World Economic Forum reserves the right to verify any information contained in the participants RFP response, and to request additional information after the RFP response has been received.
- Marketing brochures included must be submitted only as attachments and must not be used as a substitute for written responses. Nevertheless, suppliers should include any additional information that they think would help the Forum evaluate their proposal.
- Furthermore, the proposal must be accompanied by a covering letter, signed by an individual authorized to bind the proposed entity (see Proposal Submission Checklist)