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*REQUEST FOR PROPOSAL FOR:  
A DECISION-MAKING  
FRAMEWORK FOR POLICY  
OPTIONS TARGETING PLASTIC  
WASTE AND POLLUTION*

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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 *a decision-making framework of policy options targeting plastic pollution and waste* for the Global Plastic Action Partnership (GPAP) at the World Economic Forum.

The purpose of this RFP is to solicit proposals from suppliers with expertise in *public policy* related environmental challenges, 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.

GPAP seeks to build out its work on one of its six impact areas, *informing policy*. This work seeks to identify opportunities to create an enabling environment in support of addressing plastic waste and pollution.

Specifically, GPAP aims to develop and pilot a decision-making framework for key government stakeholders to understand which policy options and mechanisms are best suited to their needs. At present, the plethora of resources, tools, and guides available leads to lack of clarity. Furthermore, lessons learned from a given geography do not always translate into practical learnings in other contexts. The decision-making framework is intended to be reflective of the socioeconomic and environmental dimensions of plastic waste and pollution and applicable to a variety of contexts. It is envisioned to serve as an aggregated resource and key decision-making tool for use at the national level.

The decision-making framework may build off the framework developed by Wageningen University and the Environment for Development Initiative "*A framework for selecting and designing policies to reduce marine plastic pollution in developing countries* (Alpizar et al., 2020), which identifies policy entry points to set policy goals based on a case specific characterization of the plastic problem. The case specific problem identification can be adjusted to multiple scales, from local to national.

GPAP aims at finetuning the above mentioned framework with more specific indicators of problem identification for instance, as well as testing it in the geographies where GPAP is engaged and beyond.

## 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

The World Economic Forum's Platform for Shaping the Future of Global Public Goods addresses four challenge areas: environment and natural resource scarcity, circular economy and global value chains, food systems, and international development. By curating networks and issues with intention, the Platform seeks to bring together partners that can drive meaningful change. Within the circular economy pillar, the Global Plastic Action Partnership (GPAP) was forged as a much-needed platform to bring together public, private and civil society actors in the monumental task of addressing global plastic waste and pollution. Recognizing the urgency to catalyse concerted solutions, the platform was launched in September 2018 with the overarching goal to translate political commitment to address plastic pollution into tangible strategies and investible actions plans.

GPAP focuses on three strategic pillars: convening and curating stakeholder communities, generating new insights and action roadmaps, and matching high potential solutions with financial resources. GPAP has the ambitious vision to provide tailored support to tackle plastic waste and pollution to 25 countries by 2025. Under its three strategic pillars, GPAP is focusing on topics such as innovation, financing, policy, metrics and behavior change as strategic levers to reach impact.

GPAP is currently seeking the support of a consultancy to build out its work related to informing policy in collaboration with thought leaders from academia, national and sub-national governments as well as civil society and private sector.

### 1.4. Procurement Key Activities and Dates

Suppliers are asked to provide the response by **18:00 CET, 22 January 2020** in electronic format to Nour Chabaane, [nour.chaabane@weforum.org](mailto:nour.chaabane@weforum.org).

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.

- *Professional services firm to express interest to bid by 11 January 2020*
- *Call with interested providers, to answer questions and provide more details as useful. Date and time will be defined.*
- *RFPs to be received on 22 January 2020*
- *Evaluation and selection of front runners to take place between 25 January 2020 and 8 February 2021*
- *Negotiation & Contracting: 8 to 22 February 2021*
- *Work to commence no later than 1 March 2021*

**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:

- Conformity with requirements
- Product and required service pricing
- Implementation approach and pricing
- Quality of products and services as well as quality assurance
- Geographical coverage
- Demand flexibility
- Cost optimization and continuous improvement efforts
- Sustainability
- Demand agility and quick on-boarding
- Task ownership, proactiveness and confidence to self-manage full scope of work
- Demonstrated understanding of the assignment and quality of deliverables expected
- Company values
- Commitment and implementation of the applicant firm to diversity and inclusion in the workplace

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 *Nour Chaabane* ([nour.chaabane@weforum.org](mailto:nour.chaabane@weforum.org)). 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:

- CVs of key personnel
- Sample pieces of work demonstrating understanding of policies in this domain and/or demonstrated collaboration with policy leaders on environmental policy analysis and design
- Capability and pricing sheets

## 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

<b>Nour Chaabane</b> , Operations & Impact Lead, GPAP	Nour.chaabane@weforum.org
<b>Taylor Clayton</b> , Program and Governance Specialist, GPAP	Taylor.clayton@weforum.org

## 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. Project and deliverables specifications

GPAP is currently seeking the support of a consultancy to build out its work related to “informing policy” impact area. Through this impact area it aims to identify opportunities to create an enabling environment in support of addressing plastic waste and pollution. It also aims to improve data-driven and gender-sensitive decision making by public and private sectors, including policy makers, to tackle plastic pollution in the countries GPAP supports.

To deliver on its objective, GPAP will be establishing a global task force bringing together thought leaders and experts from academia, national and sub-national governments as well as civil society and the private sector.

One of the main deliverables of the task force would be develop and refine a decision-making framework supporting policy makers who are navigating policy options aimed at enabling action to avert plastic waste and pollution. This work would build off a framework outlined by a team of researchers lead by Professor Francisco Alpizar Rodriguez at Wageningen University, “*A framework for selecting and designing policies to reduce marine plastic pollution in developing countries* (Alpizar et al., 2020), which identifies policy entry points to set policy goals, to include broader social and economic considerations. Specifically, the framework would be finetuned and tested with more specific indicators of problem identification. It would then be piloted across a few country-level case studies in geographies facing a high degree of plastic pollution, ultimately producing specific, tailored policy options.

#### **Deliverables could include:**

- I. Refining the scope of project
  - Review of academic literature and practical resources by leading academic and non-governmental institutions (see Annex for preliminary resources). In particular, the experts should explore the short/medium/ long term effectiveness of policy instruments implemented in the context of plastic production, use and disposal.

- Global (academic institutions, multilateral organizations, international agencies) and national (with application to case studies – government, think tanks, etc.) stakeholder mapping and identification of critical organizations for interviews to feed into initial assumptions (I.e., research undertaken by Professor Alpizar); review with practitioners/experts and key stakeholders at different stages of the pathway of plastics into the environment.
  - Design and undertake a series of interviews to scope the needs of national governments in terms of a framework to navigate and select best suited policy options to facilitate the reduction of plastic waste and pollution
- II. Aggregation of resources and gap analysis**
- Collate findings from the aforementioned mapping exercise and interview process
  - Identification of key gaps in developing the decision-making framework, including as pertaining to broader social and economic considerations
- III. First and second drafts of decision-making framework**
- Development of decision-making framework targeting key government stakeholders complemented by key visuals
  - Presentation and testing of the framework and policy options with national governments to collect feedback
- IV. Finalized decision-making framework complemented by key visuals**
- Written resource/tool incorporating key stakeholders’ inputs and feedback
  - User-friendly format (e.g., complemented by flow chart, decision tree, visuals, etc.)
  - Could be digitized (with fields for user input and recommendations produced accordingly)

**Timeline:**

- 15 March: Literature review overview, gap analysis and proposed outline for decision-making framework
- 31 March: First draft of decision-making framework (written/visual formats included)
- 15 April: Interviews and collection of feedback from experts and practitioners on the decision-making framework
- 30 April: Second draft of decision-making framework (written/visual formats included)
- 15 May-30 June: Pilot the decision-making framework in an existing National Plastic Action Partnerships (e.g., Indonesia Policy Taskforce)
- 30 June – 15 July: Integration of key stakeholder feedback
- 30 July: Decision-making framework finalized and key insights report developed

**Annex (resources, non-exhaustive):**

- [Duke University – Plastic Policy Inventory](#)
- [International Energy Agency Policy database](#) (for illustration and application to plastics)
- [WWF – Extended Producer Responsibility Project](#)
- [Alpizar et al., 2020 - A framework for selecting and designing policies to reduce marine plastic pollution in developing countries](#)
- Desk research conducted by 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](#).