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# REQUEST FOR PROPOSAL: **Informal Waste Sector COVID-19 Relief Grant September 2021**

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## Introduction and instructions

### Overview

The COVID-19 pandemic has gravely impacted the informal waste sector across the globe. The Global Plastic Action Partnership (GPAP) is seeking proposals from non-profit organizations and associations that aim to alleviate the negative impact on these vital workers. This request is an invitation to submit proposals for grants that directly support informal sector workers negatively impacted by the COVID-19 pandemic.

Thanks to support from the UK's Department of Environment Food and Rural Affairs, GPAP is issuing this Request for Proposals to invite non-profit organizations to apply for funding for initiatives and relief projects that support the informal waste sector, including waste pickers and waste operators with supplies such as PPE and basic necessities (e.g. food, water, etc.). We also look to raise awareness and to provide the informal sector with the means to tell their stories. GPAP is looking to award these grants to non-profit organizations supporting the informal sector where GPAP has a presence or is actively pursuing a partnership with the government or local partners.

Applicants may request up to CHF 75,000 for their proposed project/initiative. However, available funding is contingent upon the amount of funding received from the Government. Applications will be accepted until 01 October 2021.

### 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.

### About the Global Plastic Action Partnership

The World Economic Forum's Center for the Future Earth 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 Center seeks to bring together partners that can drive meaningful change. Within the circular economy pillar, 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.

GPAP focuses on three strategic pillars: convening and curating stakeholder communities, generating new insights and action roadmaps, and catalyzing coordination action to scale solutions. Under these pillars, GPAP is focusing on topics such as innovation, financing, policy, metrics and behavior change as strategic levers to reach impact. GPAP has already established National Plastic Action Partnerships (NPAPs) in Indonesia, Ghana, Viet Nam and Nigeria, and is engaged in discussions with numerous countries interested in partnering with GPAP to reduce plastic waste and pollution in their country. GPAP has the ambitious goal of supporting 25 countries by 2025.

GPAP is currently seeking sub-grant proposals to directly support informal sector workers negatively impacted by the COVID-19 pandemic, in the countries where GPAP is planning to form partnerships, or existing partnerships with governments to address plastic waste and pollution.

## Grant application process, requirements, and timeline

Organizations are asked to provide their proposal by **18h CET, 01 October 2021** in electronic format to Ruth McLachlin at [ruth.mclachlin@weforum.org](mailto:ruth.mclachlin@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 applicants. 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.

- *Non-profit organizations to submit proposals by 01 October*
- *Evaluation of proposals between 04 and 15 October*
- *Selected organisations notified by 22 October*
- *Sub-grants drafted and funds disbursed by 01 November*
- *Sub-grantees to carry out activities between November and March*
- *All activities finalised by 31 March 2022*
- *Impact measurement, reporting and additional insights gathered April – May 2022*

## Proposal Submission Checklist:

1. Cover sheet on your organizational letterhead that includes all relevant contact information for your organization, including but not limited to, the name of the contact person and their phone number and email address as well as a brief, concise summary of your proposed project.
2. Proposal (no more than two pages) that includes the following:
  - Economic Distress Information (describe the organization and informal sector group's geographic location, estimated population and diversity)
  - Project cost (amount of your request)
  - Project goals and objectives (describe your project's primary objectives, and how your project will address the problem)
  - Target population (describe the informal sector served by the proposed project)
  - Project activities (describe your proposed project and show how it will help, including ways that the funds will be spent to relieve the informal sector of some difficulties faced during the pandemic)
  - Staff responsible for the proposed project

3. Your organization's qualifications, including your organization's background, primary mission, and history.
4. Detailed budget for your project.
5. Approach to monitoring and evaluation.

## RFP Evaluation Criteria

The Forum is looking for the most suitable organizations to support our efforts and therefore will 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:

- Suggested approach to supporting informal sector (project overview and action plan)
- Previous engagements of similar support and outputs from such
- Geographic locations where GPAP has a presence and where key partners are engaged, or planning to engage
- Organization background, focus areas and history of receiving similar grants
- Budget and expected activities and outcomes associated with such

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.

## 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 this 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 Proposer's responsibility to:

- Understand properly 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

## 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.

## 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 organization submitting a proposal.

## 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.

## 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 sub-grant agreement is signed and executed by authorized people of the Forum and the select organization.

## Process Timeline

Date	Proposed activities
September 2021	RFP Made Public and Organisations invited to engage in the process
01 October 2021	RFPs submission deadline
22 October 2021	Winning organisations notified and sub-grant process commences to award sub-grants
November 2021 – March 2022	Activities carried out by grant recipients
31 March 2022	All activities must be completed by 31 March 2022
April – May 2022	Reporting on activities and outputs / impact submitted from grant recipients to GPAP
31 May 2022	End of Grant Report submitted by grant recipients to GPAP, reporting on activities and outcomes of work undertaken