

# Terms of Reference (ToR) for Selection of Firms or Organization for Sustainable Municipal Solid Waste Management of Shuklagadaki Municipality, Gandaki Province

## 1. Background:

Increase in generation of solid waste has been common phenomena in many urban and semi urban areas of Nepal due to rapid population growth and increase in urbanization. Proper solid waste management is innermost important in order to maintain clean and health environment in the city. However, due to poor and improper solid waste management, urban environment is rapidly deteriorating in most of cities of Nepal in terms of air, soil and water pollution. With increase in living standard and rapid change in pattern of living, various types of wastes have been generated in the world that made its management more challenging. Thus, the government of Nepal and respective local bodies has to prioritize this issue and its solution urgently for development of clean and healthy urban environment.

Generally from various study conducted by different organizations and individuals, the waste composition of most of municipality shows that still more than 60 % of total municipal waste generated per day are biodegradable (organic) waste and about 20-25% are reusable / recyclable waste. Including both biodegradable and reusable/recyclable waste consumed 80- 85% of total waste that can be recovered into valuable resources however, lot of these waste disposed in landfill site without proper recovery that has been increasing total expenditure for solid waste management as well as decreased lifespan of landfill site. Taking this into consideration, Shuklagadaki Municipality (SGM) intends to strengthen infrastructure development for biodegradable waste and reusable /recyclable waste management through developing various composts technology, anaerobic digester and material recovery facilities (MRF) promoting 3R approach.

With the changing concept of solid waste management and changing scenario of urbanization, SGM aims to improve access to high quality and financially sustainable SWM services. Similarly, SGM is planning to establish Material Recovery Facility Center with an aim to provide final recovery of organic and inorganic waste before final disposal and develop the site as a tourism center.

## SCENARIO

First and foremost current practice of collecting waste from open piles on the roadside which is not only inefficient but highly unhygienic, creating a public nuisance and health

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risks should be stopped. Likewise, open dumping off river banks, practiced by SGM, is polluting the surrounding environment and may contaminate water sources (both surface and groundwater). An integrated approach is needed for segregation at source, collection to resource recovery and final disposal.



Development of cost effective MSWM Demonstration Site is very essential in SGM to change the mind set of local people with following features and develop site as one of the prime tourist center of SGM:

- Space segregation and storage chambers for reusable materials,
- Space for composting and incinerator installation
- Fencing and landscape management
- Developing site as a park

SGM needs to explore the site and attempt immediately to develop the site in close coordination and cooperation of local communities and private partners for sustainable MSWM of SGM.

The Government of Nepal enacted the Solid Waste Management Act of 2011 effective from 15 June 2011. The objectives of the act include maintaining a clean and healthy environment by minimizing the adverse effects of solid waste on public health and the environment. The local bodies, such as municipalities, have been made responsible for the construction, operation, and management of infrastructure for collection, treatment, and final disposal of MSW. The act authorizes the local bodies to formulate rules, by-laws, and guidelines, with the approval of the municipal board. It also provides for the involvement of the private sector, community-based organizations (CBOs), and nongovernment organizations (NGOs) in SWM through competitive bidding.

In this context SGM intends to join hands with local communities and the private sector to introduce innovative approaches for waste management that are cost effective and efficient. These include door-to-door collection system, collection and recycling systems, composting, and final disposal system. Taking this into considering, SGM calls proposal for Sustainable Municipal Solid Waste Management of SGM from interested and qualified private sector, community-based organizations (CBOs), and nongovernment organizations (NGOs).

## 2. Requirements and Conditions

Proposed parties are requested to submit proposals under the following terms of requirements and conditions:

### 2.1 Requirements:

- Develop sound system for collection, transportation, utilization, and final disposal of MSWM of Shuklagandaki Municipality

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- Enhance the activities of Clean Shuklaganadaki and Green Shuklaganadaki campaign



## 2.2 Conditions:

The proposal should consider following activities as conditions:

- Partnership to the entire project by collecting the waste generated within the municipality and the collection of revenue fixed by the SWM of following characteristics by the applicant:
  - i. Registered company/ organization
  - ii. environment friendly
  - iii. Quick segregation
  - iv. Technology of Solid waste management
- Partnership to the entire project by collecting the waste generated within the municipality and the collection of revenue fixed by the SWM. The municipality shall provide land for the proposed site and shall construct the solid waste resource management site in a separate provision/or contract as per the approved design of the site.
- Partnership to the entire project by providing the lumpsum amount of not less than 20000 per month from collected revenue to municipality by the private partner.

### 2.2.1 Optimization

The applicant shall provide the best solution for optimum utilization of MSW. Promotions of products such as compost, material recycled and reused are expected. Option should be provided in such a way that waste volume for final disposal must be reduced

### 2.2.4 Feasible System

The technology, equipment and systems to be proposed should be based on the characteristics of solid waste of Shuklaganadaki Municipality and **should last at least for 10 years**. The proponent shall provide relevant evidence of the tools and technology.

### 2.2.5 Project Implementation

The applicants shall submit proposals for implementation of the projects that are feasible in Nepalese socio-economic conditions.

## 3. Scope of Work:

### 3.1 Goals:

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- ❖ Implementation of feasible and appropriate technical solutions for integrated MSW management focusing on resource recovery scheme
- ❖ Reduction of MSW to be disposed and utilization of MSW through resource recovery techniques
- ❖ Collection of the municipal solid waste (MSW) from each household as well as the collection of **Sarsafai Sulka** fixed by the municipality.
- ❖ Management of the end product of the waste by segregation, reused, recycle or selling as a raw material for reproduction or recycle and the disposal the end produce to the place located by municipality.

### 3.2 Technical proposal:

#### 3.2.1 Relevancy of proposed system

Applicant shall provide information on relevancy and performance of proposed system and technologies for integrated MSW management of SGM. The information includes capacity of the system for handling MSW per day.

#### 3.2.2 Capacity building

Applicant shall develop training activities and provide training s to related staffs and labors for effective handling of MSW

### 3.3 Financial analysis:

Applicant shall submit details of cost benefit analysis of the project and shall clearly include the project cost and contribution to the project. The currency used in the proposal shall be Nepalese Rupees only.

### 3.4 Timeframe:

Time frame for the overall collection, transportation, management, segregation, will be 10 years as decided by the municipal board. Also the termination of the contract may be done by the municipal board if the performance of the selected applicant is unsatisfactory to the municipal board.

### 3.5 Duration:

The selected applicant shall initiate the project activities within the month of MoU and shall implement the overall project for the period of ten (10) years but Shuklagandaki Municipality can terminate the contract at any time if the performance of the elected applicant seems to be unsatisfactory to the Municipal board based on the MoU and proposed ToR from Shuklagandaki Municipality.

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### 3.6 Eligibility:

The applicants should have the following criteria fulfilled.

- The applicants eligible to participate in the invitation should be registered in Nepal and should have objective for working in the relevant fields.
- **Proposal documents must include local organization's:**
  - i. Organization Profile;
  - ii. Organization Registration Certificate & Renewal; (the scope of the Organization should be eligible to work in the waste management field
  - iii. Authorized to work in Nepal and renewed as per prevailing laws of Nepal;
  - iv. Availability of relevant human resource;
  - v. Have a PAN / VAT Registration Certificate;
  - vi. Tax Clearance Certificate up to 2079/80
  - vii. A bid security of amount 2,40,000 should deposit on Dharauti khata no. A341498653524004 of shuklagandaki municipality & submitte cash deposit vauchar (original) or original bank gaurentty of the amount having validity of 120 days from last date of submission.

## 4. Evaluation of Proposals:

### 4.1 Evaluation Committee

A separate evaluation committee will be set up. The committee will be assigned to evaluate proposals submitted by interested parties.

### 4.2 Evaluation Process

Applicants shall submit the proposal to SGM no later than 30 days from the date of the advertisement. The evaluation committee shall review and evaluate the submitted proposals and the result will be delivered to the applicants through official letter.

### 4.3 Evaluation Criteria

The applicant shall be selected under Quality and Cost Based Selection (QCBS) methods set forth in Public Procurement Act, 2007 and Public Procurement Regulations, 2007.

Must meet the following requirement:

- i. Organization Registration Certificate & Renewal; (the scope of the Organization should be eligible to work in the waste management field while registerd in the Authorized governmental office )
- ii. Authorized to work in Nepal and renewed as per prevailing laws of Nepal
- iii. Availability of relevant human resource
- iv. Have a PAN / VAT Registration Certificate

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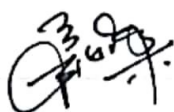
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- v. Tax Clearance Certificate up to 2079/80
- viii. A bid security of amount 2,40,000 should deposit in Dharauti khata no. A341498653524004 of shuklagandaki municipality & submitte cash deposit vauchar (original) or original bank gaurentty of the amount having validity of 120 days from last date of submission.

**Technical Proposals** of the applicants will be evaluated based on the following criteria:

S.N.	A. EVALUATION CRITERIA FOR TECHNICAL PROPOSAL Max Score: 100	Proposed Marks	
		Score	Detail
		100	
A	General experience of the firm/ company	10	
B	Response to TOR	30	
C	Qualification and technical competence of the proposed key staff for the assignment	50	
C.1	Team Leader (Environmentalst) Specific Experience in relevant field (above 5 years) with Masters degree	20	
C.2	Engineer Specific Experience in relevant field (above 5 years) with Masters degree	12.5	
C.3	Management expert Specific Experience in relevant field (above 5 years) with Masters degree	12.5	
C.4	General staffs :Minimum of 5 Staffs including drivers, labours .	5	
D	Locality of the firm/ company	10	
Note: - Proponent securing 60 marks in technical evaluation will be selected for further financial evaluation.			

**Financial Proposals** of the applicants shall be evaluated based on the financial contribution by the applicants based on maximum financial contribution will get maximum number and other will get number according to the weightage of the contribution amount to the maximum contribution amount.



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**TOTAL EVALUATION OF PROPOSAL will be 80% TECHNICAL and 20% FINANCIAL, the applicant scoring highest marks on total evaluation will be selected.**

5. **Basic Modality of partnership:** The project shall have following basic modality for the partnership to carry out sustainable SWM of Shuklagandaki Municipality:

Shuklagandaki Municipality	Partner Organization
i. Provide land of proposed SW resource management site for the sustainable solid waste management of Shuklagandaki Municipality.	i. Should submitted the committed cost at the begning of the month .
ii. Construction of the infrastructure required for SW resource management site for the sustainable solid waste management of Shuklagandaki Municipality.	ii. Overall municipal SWM of Municipality. It includes collection, transportation and final disposal and management of waste.
iii. Formulation and enforcement of social laws for facilitating SWM activities of partner organization	iii. Door to door collection of waste and collect service cost as determined by municipality to carry out sustainable management of solid waste of entire Shuklagandaki Municipality
iv. Determine the service cost of partner organization for door to door collection of waste in mutual consent of partner organization. And support partner organization to solicit service charge of collecting waste from household level.	iv. Conduct the training to the local peoples or Tole Development organization with collaboration with Municipality.


6. The selection and the contract with the successful applicant will be according to the perverting laws as well decision of the municipal board.

**7. Key Outputs:**

Following key outputs are expected from this assignment

- Development of a sound municipal waste management site that include segregation chamber, composting chamber, storage chamber, final disposal system, and a nursery
- Established door-to-door collection system for required households of SGM
- Around 95 % of waste reduced and transferred to economic resource from the operational areas of the project
- Economic benefits to municipality.

  
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