## **Practcal_Action_Logo_RGB_400px**Terms of Reference

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| 1. **Assignment title:** | Clearing and Forwarding for a leased pyrolysis equipment in Chittagong port and transport the equipment to Project site, Faridpur. |
| 1. **Description:** | Practical Action Bangladesh country office with support from Danida Market Development Partnership (DMDP) have been implementing a five years long development project to generate decent job and employment from the promotion of thin plastic/polythene waste value chain. The project will promote pyrolysis technology for conversion of thin/low graded polythene to pyrolysis oil and black carbon. River Recycle based in Finland and Lamor Corporation are commercial partners of this project. First two years of the project are considered as development phase and targeted to install, and pilot run of pyrolysis plant (at 1 ton/day capacity) in Faridpur municipality. Donor DMDP have restriction to utilise their fund for buying any equipment for long term commercial purposes. But they have scope to support for leasing for certain period.  In this backdrop, Practical Action and River Recycle jointly selected ScarabTech based in South Africa to take lease for a 1 ton/day capacity pyrolysis plant from South Africa. The pilot plant need to bring in Faridpur via Chittagong port from Port of Durban, South Africa. The pyrolysis equipment will be leased for 01-year period which shall commence on the of the Commissioning.  Practical Action wants to engage a C&F agent/company which will provide clear and forward the pyrolysis equipment from customs in Chittagong port and transport the pyrolysis equipment from Chittagong port to Project site in Faridpur as well as unload the pyrolysis equipment from carrying vehicle. |
| 1. **Location:** | Dhaka |
| 1. **Duration and timing:** | 15th September to 15th December 2022 for clearing and forwarding from Chittagong port; transport to project site, Faridpur; and unload the pyrolysis equipment from carrying vehicle to project site, Faridpur. |
| 1. **Number of working days:** | 90 calendar days |

1. **Background and purpose of the assignment:**
   1. **Background**

Practical Action is an innovative international development organization that puts ingenious ideas to work to change the lives of people living in poverty. We help people find solutions to some of the world's toughest problems, namely catastrophic climate change, and persistent gender inequality. Our modality is that to start small can grow big and bring people together in bold collaborations, combining knowledge with innovation to change the systems that keep people poor and vulnerable. We partner with communities to develop ingenious solutions for water and waste management, agriculture, climate resilience, and access to clean energy. We then share what has been proven to work with others so that many more people can change their world and we also believe in the power of small to change the big picture.

Proper management of waste and sludge is a critical problem worldwide today, especially in cities. City dwellers, mainly in low-income communities, typically discharge untreated waste and sludge into sewers and water bodies, emitting greenhouse gas about 2.19 million tons of CO2/year. The total amount of waste generated worldwide is expected to be double from nearly 2 billion tons in 2016 to about 4 billion tons by 2050[[1]](#footnote-1). Access to safe disposal of faecal sludge (FS) and solid waste (SW) is very limited and almost non-existent for low-income communities. National water policy identified untreated indiscriminate disposal of waste and sludge as one of the leading causes of water pollution and water quality degradation. The Bangladesh Government's (GoB) Seventh Five Year Plan also identified unsafe waste disposal as one of the main reasons for clogged sewers and flooding, which disproportionately affect the health and economic well-being of the community.

Practical Action is implementing two waste management projects in Faridpur. One of the projects is funded by Danida Market Development Partnerships (DMDP) – Danish Foreign Ministry of Foreign Affairs (DMFA)–, entitled "Increasing employment by creating value from plastic waste in Bangladesh". The project aims to transform the lives of informal waste workers by creating a new market for a stream of plastic that currently has no commercial value. The project will support waste workers to collect single-use plastics and process it through pyrolysis into saleable light synthetic fuel oil and black carbon. The collection of plastic will generate work/jobs and income for the waste workers and its processing will generate income for the enterprises running the pyrolysis plant through the sale of the oil. The aims to create and improve waste works jobs, increase respect of them, reducing plastic pollution in environment and develop a public-private partnership (PPP) business model.

The project include different approaches to achieve the objectives. For example, design and construction of physical infrastructures for a pyrolysis plant to recycle single-use plastics from various sources (rivers, households, roadside, markets, etc) through pyrolysis into light synthetic and saleable fuel oil. Besides, to raise awareness in communities to participate in doorstep waste and sludge collection services, Practical Action is moving forward with integrated planning, multi-stakeholder PPP-led inclusive development of green business models, and comprehensive social mobilization. Local capacity for sustainable operation and maintenance of plants, women's economic empowerment through value chain development, and market promotion of recycled products will be enhanced through the interventions of the project. Also in these areas, Practical Action is working to create a decent working environment and social inclusion of waste and sanitation workers and the capacity of municipalities through ICT-based monitoring to track consumer satisfaction. We involved multiple key stakeholders including municipality, private sector, and both commercial and institutional consumer communities who participated in improved services. In this situation, Practical Action is planning to construct a demonstrable recycling plant to recycle single use thin plastic waste through pyrolysis process aim to produce saleable pyrolysis oil and black carbon. For this demonstrable recycling plant, Practical Action is going to lease a pyrolysis equipment from ScarabTech, a company based in South Africa. Hence, we are inviting quotations for clearing and forwarding the pyrolysis equipment from Chittagong port, transport to project site, Faridpur; and unload the pyrolysis equipment from carrying vehicle to project site, Faridpur.

* 1. **Objectives**

To clear and forward the leased pyrolysis equipment from Chittagong port which will be shipped from Port of Durban, South Africa.

Transport the leased pyrolysis equipment from Chittagong port to project site, Faridpur after clear and forward from the Chittagong port.

Unload the leased pyrolysis equipment from carrying vehicle to project site, Faridpur with utmost safety measure.

* 1. **Methods**

The C&F agent/company will prepare an appropriate quotation by scrutinizing the profile of the equipment, catalogue, country of origin, cost of equipment, etc.

1. **Scope of services**

The scope of the assignment are as follows but not limited to the following points of this section.

To clear and forward the leased pyrolysis equipment from Chittagong port which will be shipped from Port of Durban, South Africa.

Transport the leased pyrolysis equipment from Chittagong port to project site, Faridpur after clear and forward from the Chittagong port.

Unload the leased pyrolysis equipment from carrying vehicle to project site, Faridpur with safety measure.

1. **Deliverables**

The C&F agent/company will submit an appropriate quotation for this assignment considering following deliverables.

The C&F agent/company will suggest by his long experience and expertise on any unseen and unwanted issue and how will it be solved.

The specific delivery will be as follows but not limited to this list.

To clear and forward the leased pyrolysis equipment from Chittagong port which will be shipped from Port of Durban, South Africa.

Transport the leased pyrolysis equipment from Chittagong port to project site, Faridpur after clear and forward from the Chittagong port.

Unload the leased pyrolysis equipment from carrying vehicle to project site, Faridpur with utmost safety measure.

To apply and take approval from CCI&E for leased pyrolysis equipment.

1. **Supporting documents**

Practical Action will support the C&F agent/Company by providing following documents for preparation of the quotation which will be collected from Practical Action Bangladesh office physically.

* Profile of the equipment
* Catalogue
* Country of origin
* Cost of equipment
* Others, if any further documents are required e.g., any permission/certification from GoB regarding the use of the equipment and that the plant is harmless to human and environment etc.

1. **Qualification of the C&F agent/company:**

* The C&F agent/company must be registered with competent authority in Bangladesh.
* The C&F agent/company has proven track record of at least 5 years’ experience in clearing and forwarding equipment in ports; transporting, loading, and unloading of industrial equipment from vehicle in Bangladesh.

1. **Application and submission procedure:**

Interested C&F agents/companies are requested to submit a quotation (including VAT and TAX) with the details company profiles including reference of relevant work experience, relevant experience including activities and milestones, budget details, time frame and contact details.

Electronic copy of the quotations with budget details duly signed should be submitted to: procurement.bd@practicalaction.org.bdwith the subject line: “Clearing and Forwarding for a leased pyrolysis equipment in Chittagong port and transport the equipment to Project site, Faridpur.” by no later than **25 August 2022.**

1. **Terms of Payment for the consultant/firm:**

The payment will be made upon satisfactory completion of services. The release of funds will be made in three instalments:

• 25% upon signing the contract and completing the work plan.

• 45% upon submission and acceptance of report on the delivery of equipment by Practical Action

• 30% after submission and acceptance of a complete set of deliverables e.g., the final delivery of the equipment to the site (Faridpur)

***Note:*** *Tax and VAT will be deducted at source from the bills payable to the selected C&F Agent.*

1. **Resignation and cancellation/termination of contract:**

Penalty Clause – in case of unauthorised delays in the submission of the document, a 2% penalty will be deducted from the total payment for each day delayed. The selected firm/team must pay back the total amount of the advance money if it fails to submit agreed deliverables and/or withdraws from the contract. The selected firm/team must notice Practical Action, in writing, if it needs to extend the submission date.

Practical Action in Bangladesh reserves the right to cancel, amend, and defer the contract agreement.

1. <https://unstats.un.org/sdgs/report/2019/goal-11/> [↑](#footnote-ref-1)