



REQUEST FOR PROPOSALS

PLASTIC WASTE RECOVERY AND RECYCLING PROJECT ACCOUNTING TECHNICAL EXPERT

2 MARCH 2020 (REVISED 20 MARCH 2020)

1 INTRODUCTION

Verra seeks a qualified consultant or consulting team to provide technical input into and lead the development of accounting methodologies for plastic waste recovery and recycling projects.

These methodologies are part of the program that Verra is developing to help assess, verify and report on the impact of projects that increase plastic waste recovery and/or recycling, and generate plastic credits for activities that exceed baseline recovery or recycling rates. The rules and methodologies established by the program will enable the quantification of the recovery and recycling of plastic waste, the development of projects with social and environmental safeguards, and the implementation of a verification system using independent auditors.

This RFP has six further sections and an appendix. Section 2 provides an overview of the 3R (Reduce, Recover, Recycle) Initiative and Section 3 describes the Plastic Recovery and Recycling Project Accounting Program (Plastic Accounting Program) and its development process. Section 4 sets out the scope of work for the consultant(s), followed by the deliverables, and milestones and timelines, in sections 5 and 6, respectively. Section 7 provides the process for submitting proposals. An appendix gives information on the elements that will likely be included in each methodology.

2 3R (REDUCE, RECOVER, RECYCLE) INITIATIVE

More than 350 million tons of plastic are being used every year and just a fraction of this is being recycled. Plastic waste has become a critical concern to a number of companies and consumers. However, without new incentives it will be challenging to meaningfully scale up waste collection and management in key “hot spot” countries to the levels needed to keep significant amounts of plastic from entering the environment and the world’s oceans.

Verra and BVRio, along with a Steering Committee consisting of corporate and advisory members, have established the 3R Initiative to help address this plastic waste challenge. The Initiative has brought together leading players to catalyze the responsible design, use and recovery of packaging materials,

support companies in the reduction of their plastic waste footprint and stimulate the development of new plastic waste recovery and recycling projects around the world. The members of the Initiative include Verra, BVRio, Danone, Nestlé, Veolia, Tetra Pak, Conservation International, South Pole, Natural Capital Partners, SYSTEMIQ, McKinsey.org and Lloyd's Register.

The Initiative's main elements are a *Plastic Waste Recovery and Recycling Project Accounting Standard* (the *Plastic Standard*, currently under development) and a Corporate Standard (to be developed). The *Plastic Standard* will be used to assess new or scaled-up plastic waste recovery and recycling projects and help drive corporate funding towards them. An associated Plastic Crediting Mechanism will enable corporates to buy credits that represent additional plastic waste recovered from the environment or recycled, thereby accounting for plastic pollution in their value chains that they cannot address directly. The Corporate Standard will help corporates robustly assess and report on their plastic waste footprint, and credibly communicate mitigation actions.

Further information about the Initiative is available on the [3RI website](#).

3 PLASTIC ACCOUNTING PROGRAM

3.1 Program documents

The Plastic Accounting Program is operated by Verra and will establish and operationalize rules and requirements to enable the validation of plastic waste recovery and recycling projects, and the verification of recovered and/or recycled plastic waste. The Plastic Accounting Program will include the following main components:

- *Plastic Accounting Program Guide* – The overarching Plastic Accounting Program document. It sets out all rules and requirements governing the Plastic Accounting Program, including the project registration process, the methodology approval process, the accreditation requirements for validation/verification bodies, and the functioning of the Verra registry.
- *Plastic Standard* – The *Plastic Standard* sets out specific requirements for developing projects and for the validation, monitoring and verification of projects. This document is currently under consultation and can be accessed [here](#).
- *Plastic Waste Recovery and Recycling Methodology(ies)* – Methodologies set out detailed procedures for quantifying the real plastic waste recovery and recycling benefits of a project, and provide guidance to help project developers determine project boundaries, set baselines, assess additionality and ultimately quantify the plastic waste that was recovered and/or recycled.
- *Templates and forms* – Templates and forms are provided to ensure that users of the Plastic Accounting Program have a consistent structure to work from when completing certain documents. These templates are required for the completion of project descriptions, monitoring reports, validation and verification reports, and more.

3.2 Development Process

The *Plastic Standard* is being developed following an inclusive, multi-stakeholder process. The Plastic Recovery and Recycling Project Accounting Standard: Terms of Reference describes in detail the roles and responsibilities of Verra and the Plastic Standard Development Committee (PSDC). The development of the Standard is also supported by a group of technical advisors with expertise in areas relevant to the development of the Standard, who are contacted on an ad hoc basis for specific input. Verra has sole discretion regarding the development of the *Plastic Standard* and will be responsible for managing, and where appropriate developing, related project methodologies and program elements.

The consultant(s) will work in close coordination with Verra, the PSDC and the technical advisors.

4 SCOPE OF WORK

4.1 Objectives

The consultant(s) will use their technical expertise to develop the methodology(ies). The methodolog(ies) will:

- Provide globally applicable methods for the quantification of recovered and/or recycled plastic waste resulting from the following project activities:
 - New or expanded municipal waste collection projects
 - Informal collection of waste plastic (from the environment, landfill or other concentrated waste source), and
 - New or expanded mechanical recycling infrastructure projects.
 - Include alternative approaches to key elements or modules for specific geographies where the overarching method is not applicable to hot spot regions.
- Provide methods and tools to enable incorporation of the following key elements in projects:
 - Establishing applicability conditions
 - Defining the project boundary
 - Determining the baseline scenario
 - Demonstrating additionality
 - Identifying and reporting on plastic types handled by the project activity
 - Monitoring the performance of the project activity, and
 - Quantifying plastic waste recovery and/or recycling as a result of the project activity.

4.2 Responsibilities

The principle tasks and responsibilities of the consultant include the following:

- Review existing tools, methods and practices relevant to plastic waste recovery and recycling activities.
- Consider the suggested list of activities presented by Verra (the first bullet in section 4.1 above) to prioritize in the methodology development process. Make a suggestion as to whether those are the right activities, or if others could be added/different ones selected, based on criteria provided by Verra. Upon agreement on the final list with Verra, establish a plan for the development of the methodology(ies).
- Develop initial draft text for the prioritized methodology(ies) for review by the PSDC, including synthesizing existing tools and methods available for specific project activity types. Present and lead discussions on key technical issues with the PSDC during the methodology development process.
- Develop the second draft methodology(ies) with assistance from Verra to be published for public consultation.
- Contribute to and participate in the webinar(s) hosted by Verra to introduce potential project developers to the methodology(ies).
- Assist Verra in responding to feedback on the methodology(ies) during and subsequent to the public consultation.

The bulk of the work for this role will take place during the first four months, focusing on the development of the first draft of the methodology(ies) for public consultation. The consultant(s) will work with Verra to develop a project plan, keeping in mind the deliverables, milestones and timeline set out below.

The responsibilities may be fulfilled by a single consultant for both recovery and recycling project activities or by separate consultants providing input for each, with a preference for the former.

4.3 Expected qualifications

The consultant(s) is expected to have experience in the subject matter of this proposal, including for example:

- Understanding of the nature, project boundary and baseline of municipal waste collection and informal waste collection, and/or mechanical recycling activities of all types of plastic waste across the globe.
- Understanding of current and potential future development of technologies and policies for the above-mentioned plastic waste recovery and recycling activities.
- Understanding of the geographic and market variation of the above-mentioned project activities and plastic types around the world.
- Understanding of or experience in monitoring and quantifying the results of the above-mentioned plastic waste recovery and recycling activities.

- Experience with modelling and data analysis necessary to develop methodologies based on inputs received from existing projects.

4.4 Value of contract

The value of the contract for a recovery-focused technical expert is USD 30,000-35,000. The value of the contract for a recycling-focused technical expert is USD 20,000-25,000. The value of the contract for both is USD 50,000-60,000.

5 DELIVERABLES

The main deliverables for this assignment are the first and final drafts of the plastic recovery and recycling methodologies and contributions to the development of the Plastic Accounting Program. The consultant(s) shall provide the following deliverables for delivery of the first and second drafts:

- List of existing tools, methods and practices relevant to plastic waste recovery and recycling activities (e.g., Excel sheet) and a recommendation for how the prioritized project activities can be covered by the methodology(ies).
- Final list of prioritized project activities to be covered and corresponding methodology(ies) to be developed.
- Detailed outline drafted with the content of the key methodology elements bulleted out, with the relevant methods and tools selected and initial requirements for project accounting sketched out.
- First draft written based on outline and feedback collected from the PSDC.
- Finalized first draft for public consultation based on feedback collected from the PSDC and Verra.
- Excel sheet listing how each comment received in the public consultation can be addressed and the recommended revisions.
- Second draft written based on feedback received in public consultation and PSDC and Verra input on how to address the feedback.

6 MILESTONES AND TIMELINE

Development of the methodological framework will run from 2020 to 2021. There will be stages of drafting the program documents, conducting public consultation and piloting the draft program documents. The figure below is the estimated timeline for developing and launching the Plastic Accounting Program.



The duration of the development process for the methodology(ies) is expected to be from April to December 2020. An indicative timeline of key milestones is provided below. Note the timing of deliverables will depend on whether the methodology(ies) for both recovery and recycling project activities are developed by a single consultant or separate consultants.

Milestone	Timeline
List of existing tools, methods and practices relevant to plastic waste recovery and recycling activities (e.g., Excel sheet) and a recommendation for how the prioritized project activities can be covered by the methodology(ies).	April 2020
Final list of prioritized project activities to be covered and corresponding methodology(ies) to be developed.	April 2020
Detailed outline drafted with the content of the key methodology elements bulleted out, with the relevant methods and tools selected and initial requirements for project accounting sketched out.	June/July 2020
First draft written based on outline and feedback collected from the PSDC.	July/August 2020
Finalized first draft for public consultation based on feedback collected from the PSDC and Verra.	August/September 2020
Public consultation	October 2020
Excel sheet listing how each comment received in the public consultation can be addressed and the recommended revisions.	November 2020
Second draft written based on feedback received in public consultation and PSDC and Verra input on how to address the feedback.	November/December 2020
Finalized methodology(ies)	December 2020

7 APPLICATION PROCESS

Applicants are requested to submit the following documents (in English):

- Technical proposal, outlining the key considerations and steps for developing the methodologies(s), to ensure it will provide project accounting methods to measure and monitor plastic recovery and recycling impacts of the following project activities: new or expanded municipal waste collection, informal collection of waste plastic (from the environment, landfill or other concentrated waste source) and new or expanded mechanical recycling infrastructure.

- A description of the expertise and experience the consultant will bring to the project, including resumes/CVs of consultant or consulting team (not to exceed two pages each), and links to or attachments of relevant work.
- Cost proposal, to include total estimated costs and a daily rate.

All documents should be submitted to Sneha Balasubramanian via email at sbalasubramanian@verra.org by close of business on 30 March 2020. Verra will conduct interviews of short-listed candidates by 8 April 2020 and finalize the selection by 10 April 2020.

Legal Nature of RFP

This RFP is an invitation for proposals and Verra is under no legal obligation to accept any proposal nor proceed with the RFP. Verra reserves the right to amend the requirements at any time.

APPENDIX 1: METHODOLOGY ELEMENTS

The following elements will be addressed in the methodology(ies).

Element	Description
Summary description	<ul style="list-style-type: none"> Provides a description of the methodology and its relationship to the <i>Plastic Standard</i>
Definitions	<ul style="list-style-type: none"> Provides a list of definitions relevant to the methodology
Applicability Conditions	<ul style="list-style-type: none"> Defines the project activities that are eligible to apply the methodology (e.g., geographic applicability, technology type and other conditions under which the methodology is or is not applicable).
Project Boundary	<ul style="list-style-type: none"> The project boundary includes the source (e.g., environment, landfill, MRF) and end-of-life scenario (e.g., landfill, sale of recycled content) of plastic waste recovered or recycled that are relevant to the project and baseline scenarios. Describe the project boundary and the sources and end-of-life scenarios included or excluded from the project boundary. Includes identifying and mapping out the value chain of plastic waste pollution leading to the need for the project activity, and the causal chain created as a result of the project activity (TBC).
Baseline scenario	<ul style="list-style-type: none"> The baseline scenario represents the plastic waste management activities that would most likely occur in the absence of the project activity. Establish criteria and procedures for identifying the most plausible baseline scenario or develop a list of the most plausible baseline scenario using a standardized method.
Additionality	<ul style="list-style-type: none"> A project activity is additional if it can be demonstrated that the activity results in recovered or recycled plastic waste that is in excess of what would be achieved under a 'business-as-usual' scenario and the activity would not have occurred in the absence of the incentive provided by the plastic crediting mechanism. Establish a procedure for the demonstration and assessment of additionality, preferably using a performance and/or activity method.
Quantification	<ul style="list-style-type: none"> Establish criteria and procedures for quantifying the volume of plastic waste recovered and/or recycled by the project activity compared to the baseline scenario (and potentially to record the volumes of different plastic types recovered and/or recycled by the project activity).
Monitoring	<ul style="list-style-type: none"> Describe data and parameters available at validation and data and parameters monitored. Provide criteria and procedures for obtaining, recording, compiling and analyzing monitored data and parameters Provide requirements for monitoring in accordance with the monitoring plan.