



Suchitwa Mission

Local Self Government Department
Government of Kerala
Swaraj Bhavan, Basement Floor (-1)
Nanthencode, Kowdiar P.O
Thiruvananthapuram 695003

Phone : 0471- 2316730, 2319831, Fax : 2312730

No.3510/G/2015/SM

Date : 23/11/2015

Notice inviting "Expression of Interest" (EoI) for empanelment of leading Non-Governmental Organisations (NGOs) in order to facilitate the local bodies in identifying the NGOs they would like to work with in the sector of Sanitation and Waste Management.

Suchitwa Mission, a technical arm of Department of LSG, Government of Kerala in the sector of sanitation and waste management intends to empanel NGOs having wide repute with prior experience of planning, handholding and implementing projects/strengthening SHGs in sanitation/waste management/related sector in order to facilitate the local bodies in identifying the NGOs they would like to work with. **This empanelled list will only be an indicative list and will not be binding on the local bodies to choose from this list.** Details regarding Background, Minimum Eligibility Conditions, Evaluation Criteria, Application format etc. are contained in the ToR document. Interested NGOs may download the details from Suchitwa Mission's website www.sanitation.kerala.gov.in

Application along with required documents(in hard copy only) as attachments shall be sent to the following address through Speed Post/Registered Post/by hand in a closed envelope super scribed as" Expression of Interest for empanelment of leading Non Government Organisations for implementation of LSGI projects", on or before 10th December, 2015, 3 pm.

Executive Director,
Suchitwa Mission
Swaraj Bhavan, Basement Floor (-1)
Nanthencode, Kowdiar P.O.
Thiruvananthapuram-695003

Application received later than the above mentioned date will be considered as and when the mission considers fit. Suchitwa Mission reserves the right to accept/reject any or all the applications received without assigning any reason thereof and will not entertain any communication from the applicants in this regard.

**Sd/-
Executive Director**

TERMS OF REFERENCE FOR EMPANELMENT OF NON-GOVERNMENTAL ORGANISATIONS (NGOs) TO FACILITATE PROJECT IMPLEMENTATION OF LOCAL SELF GOVERNMENT INSTITUTIONS RELATED WITH SANITATION AND WASTE MANAGEMENT IN KERALA

1. Introduction

Suchitwa Mission is the state nodal agency for sanitation in Kerala. We provide technical and financial support to local bodies for their waste management projects. The mission has adopted a decentralized system of waste management that emphasizes on onsite treatment of waste wherever possible for both Solid as well as Liquid waste. The detailed strategy for Solid Waste Management is available in the book “Waste” which is available on the website www.sanitation.kerala.gov.in

The summary of the strategy, the operational model for implementing the strategy and the Standard Operating Procedure for the campaign that is being planned in order to bring in necessary attitude and behavior change among people to implement the strategy that mainly emphasizes on Home Composting and recycling is given in Annexure 1.

Essentially the mission is planning to bring about a people’s movement, a cultural revolution towards responsible waste management practices. Since this requires multiple partnerships, the mission is looking forward to partner with likeminded NGOs to carry this movement forward. It is being planned by the mission to empanel NGOs so as to facilitate the local bodies in identifying the NGOs they would like to work with. **This empanelled list will only be an indicative list and will not be binding on the local bodies to choose from this list.** They could still identify any other NGO to work with as they consider fit. The empanelment process is only aimed at facilitating in creating a team for the mission and the local bodies in the state and also concerned NGOs who are willing to contribute in this sector.

2. Scope of Work

The scope of work for the NGOs would be the following:

1. To create and spread awareness among people from all walks of life on the ill effects of poor waste management practices that mainly includes burning and dumping.
2. To motivate people and take up community level activities with an aim of achieving 100 % Source Level of Treatment of Biodegradable waste and storage of clean and dry recyclables by people.
3. To hand hold collection agents to form Self Help Groups and facilitate their training so that they can create a self sustaining business on waste management as suggested in the strategy.
4. Facilitate the local bodies in coming up with scientifically sound waste management projects including Solid and Liquid waste.

The NGOs are expected to carry out active campaigns on behalf of the LSGIs once they are empanelled. Their performance will be closely monitored and periodic assessments will be done. The NGOs could be removed from the list by the mission if it turns out to be not performing satisfactorily upon these evaluations. The empanelled NGOs, will have to work as per the project/scope of work defined by the respective LSGIs in the state of KERLA.

3. Minimum Eligibility Norms for NGOs.

- a. NGOs, must be legally registered under Charitable Societies Registration Act or related Acts
- b. In case of NGOs Minimum requirement is two year of registration as on due date of submission of application for empanelment.
- c. NGOs should have sufficiently long experience in carrying out awareness programmes/handholding communities to take up developmental activities/construction, implementation & maintenance of Sanitation projects in rural/urban areas.
- d. The annual report and audited account statement for two years in case of NGOs is a must.

- e. The applicants should submit the details of the project/s already implemented or presently being implemented by them, giving details in the Proforma Attached

Format E: Documents Required

Together with the Expression of interest, the following details are to be sent

- a. Society Registration Certificate and MoA etc along with the latest filed return.
- b. Full particulars of the Constitution, ownership, organizational structure including details of employees and workers and main activities of the NGO
- c. Annual reports and audited financial accounts for the last two years
- d. Details of major assignments undertaken during the last two years
- e. Methodology - A detailed plan indicating how it proposes to carry out the assignment. The Plan shall include the rationale behind the intended methodology.

Presentation

The short listed NGOs may be required to make a presentation detailing their credentials, experience, resource availability, methodology and the proposal before the Committee of Officers constituted by Suchitwa Mission. The exact date, time and venue of the presentation will be intimated separately to the NGOs.

Submission of Proposal

- a. The Applicants shall submit the proposal in **hard bound form** with all pages numbered serially and by giving an Index of submissions. Each page of the submission shall be initialed by the Authorised Representative of the Applicant as per the terms of the ToR. In case the proposal is submitted on the documents down loaded from official website, the Applicant shall be

responsible for its accuracy and correctness as per the version uploaded by Suchitwa Mission and shall ensure that there are no changes caused in the content of the downloaded document. In case of any discrepancy between the downloaded or photocopied version of the EoI and the original EoI issued by SUCHITWA MISSION, the latter shall prevail.

- b. The EoI will be sealed in an envelope which will bear the address of SUCHITWA MISSION, EoI for empanelment of NGOs and the name and address of the Applicant.
- c. The completed EoI Application must be delivered on or before the specified time on EoI Due Date. **EoI Application submitted by Fax, Telex or e-mail shall not be entertained.**

EoI Due Date

- a. Application for empanelment should be submitted before 15.00 Hrs on 10.12.2015 at the Address provided in the manner and form as detailed in this ToR.
- b. SUCHITWA MISSION may, in its sole discretion, extend the EoI Due Date by issuing an Addendum uniformly for all Applicants.

Late Proposals: EoI Application received by SUCHITWA MISSION after the specified time on EoI Due Date shall not be eligible for consideration and shall be summarily rejected.

Terms and Conditions

- a. Please be noted that a Committee will scrutinize all applications for recommending for empanelment. No representation from those not being recommended would be entertained at any stage;
- b. Once empanelled, the organization may remain on the panel for a period of **three years**, subject to annual review. An organization/ institution may,

however, be removed/ delisted due to non-satisfactory performance, etc. at any time by Suchitwa Mission;

- c. The empanelled organisation would be separately requested by the LSGIs through an appropriate bid process, as the case may be, for submission of DPR, price bid, rates or cost estimate after having identified the projects to be implemented.
- d. Suchitwa Mission shall not reimburse any of the expenses incurred by the Organisation towards preparation of the EOI document, travelling cost, boarding and lodging incurred for attending any meeting or visiting the Suchitwa Mission for making the presentation. The Suchitwa Mission shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the EOI process.
- e. The Suchitwa Mission reserves the right to accept or reject any or all Expressions of Interest without assigning any reason .
- f. Any costs of preparing any proposal and of negotiating any contract with any LSGI, are not reimbursable by Suchitwa Mission/LSGIs , and LSGIs are not bound to accept any of the proposals submitted to them by empanelled NGOs. Empanelled NGOs, are required to provide professional, objective and impartial advice and at all times hold the sponsoring LSGI's interest paramount, without any consideration for future work and avoid conflicts with other assignments or their own interests.
- g. The NGOs, must observe the highest standards of ethics during the execution of any projects allocated to them by LSGIs. The individual projects may be selected or suggested by the Suchitwa mission/LSGIs or suggested to them.
- h. If it is found that an empanelled NGO, has indulged in any corrupt or fraudulent activity in securing any work order or contract, then the said NGO maybe declared ineligible either indefinitely or for a stated period of time.

Clarification or amendment to Notice inviting Expression of Interest document

Any NGO may request a clarification on any aspect of the EOI document before the proposal submission date. At any time before the submission of proposals, Suchitwa Mission may, for any reason, whether on its own initiative or in response to a clarification application from prospective applicant, issue a clarification or amend the Invitation for EOI document. These amendments / clarifications will be placed in the website of the Suchitwa Mission (www.sanitation.kerala.gov.in).

Evaluation Criteria

The NGOs will be assessed broadly on the following criteria:

- General Criteria
- Organizational structure and constitution
- Core areas of activities and duration
- Technical and managerial capability of the Organisation
- Performance record/projects taken up of the last two years.
- Methodology and work programme
- Experience in the field of assignment and qualification of key team members to be deployed in the work (full time & part time separately)
- Notice Inviting Expression of Interest.

A request for empanelment must include relevant documents in support of their eligibility.

Right to reject any or all EoIs

Notwithstanding anything contained in this RFP, Suchitwa Mission reserves the right to accept or reject any Proposal and to annul the Empanelment Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

Evaluation of proposal:

The selection of NGOs would be based on the following marking.

Sl. No.	Criteria	Maximum Marks	Criteria Fixed for Evaluation	Weights
1.	Past Experience of the NGO/Social Organisation	(60) break-up below		
	Number of years of experience	15	Less than 2 years	0
			2 yrs to 5 yrs	5
			5 yrs to 10 yrs	10
			Above 10 years	15
	Past Experience in Sanitation and WM sector projects in either rural or urban areas	25	No projects carried out	0
			Projects worth between 0 and 10 Lakh carried out	3
			Projects worth between Rs.10 Lakh and 30 Lakh carried out	10
			Projects worth between Rs.30 Lakh and 50 Lakh carried out	15
			Projects worth above 50 Lakh carried out	25
	Past Experience in the field of Implementation of Other related development sector projects	20	No work carried out	0
			Three numbers projects carried out	10
			Three to ten numbers projects carried out	15
Above ten no. projects carried out			20	
2.	Strength and Experience of technical Personal for implementing projects	(15) break-up below		
	No of Key Technical Personnel	15	No technical personnel	0
			1-10 technical personnel	6
			More than 10 technical personnel	15
3.	Annual Turnover of the NGO/Social Organisation	10	Between 1 to 10 Lk	3
			Between 10 to 15 Lk	5
			Above Between 15-25Lk	7
			Above 25Lk	10
4.	Presence of the NGO/Social Organisation	15	Less than five DTs	3
			Between 5-10 DTs	9
			More than 10 DTs	15

Minimum qualifying marks will be 70%. In case enough applicants are not qualifying within these criteria, then the competent authority may relax the qualifying mark.

Preparation of proposal

Technical proposal

The technical proposal should be submitted as per format mentioned in Proforma I-X

PROFORMA – I
Letter of EoI
(On applicant letter head)

Reference &Date

To

Executive Director,
Suchitwa Mission
Swaraj Bhavan,Basement Floor (-1)
Nanthencode, Kowdiar P.O.
Thiruvananthapuram-695003

SUBJECT:- EMPANELMENT OF NON-GOVERNMENTAL ORGANISATIONS (NGOs)
TO FACILITATE PROJECT IMPLEMENTATION OF LOCAL SELF
GOVERNMENT INSTITUTIONS RELATED WITH SANITATION AND
WASTE MANAGEMENT IN KERALA

Sir,

With reference to your ToR document dated _____, I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for Empanelment of Non-Governmental Organisations (NGOs) to facilitate Projects on Sanitation and Waste Management. The Application is unconditional and unqualified.

2. All information provided in the Application and in the Appendices is true and correct and all documents accompanied the Application are true copies of their respective originals.

3. I/We shall make available to SUCHITWA MISSION any additional information it may deem necessary or require for supplementing or authenticating the Application/Proposal.

4. I/We acknowledge the right of the SUCHITWA MISSION to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

5. I/We declare that

- a. I/We do not have any Conflict of Interest in accordance with the process in the ToR.

- b. I/We have not directly or indirectly or through an Agent engaged or indulge in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the ToR documents.
- c. I/We have not been barred by the Central Government, any State Government, a Statutory Authority or a Public Sector Undertaking from participating in any project, as on the Date of EoI.

6. I/We agree to keep this offer valid for 180 days from the EoI Due Date specified in the ToR.

7. I/We agree and undertake to abide by all the terms and conditions of the ToR documents. In witness thereof, I/We submit this Application under and in accordance with the terms of the ToR documents.

Yours faithfully,

(Signature, Name and Seal of the Applicant)

PROFORMA – II
EoI APPLICATION FORM

Sl. No.	Particulars	
1.	Name of the NGO	
2.	Chief Functionary	
3.	Address of the Registered Office	
4.	Contact Details	
	Telephone	
	Fax	
	E-mail ID	
	Website	
5.	Geographical Presence (Location of Branch/Local Offices)	
6	Registration Number (Specify under which Act) (Attach true copy of the Registration Certificate)	
7	Year of Registration	
8	Registration under Income Tax Act, 1962 (Attach true copy of the Registration Certificate)	
9	PAN Number (Attach true copy of the same)	
10	No. of years of experience in Sanitation/Waste management/related field	
11	Technical expertise in Sanitation/Waste management/related field Do you have in-house team or will outsource?	

12	Has the NGO has been black listed by any Ministry/ Department(s) of Central/ State Governments, International Bodies like United Nation, World Bank or any other organisation/Funding Agency? If yes, provide details.	
13	Is the NGO or any of its Director(s)/ a Member/Affiliate/ Supporter of any political or religious organisation/ group? If yes, provide details.	
14	Financial Details (Financial Year (1st April to 31st March))	
		2013-14
		2014-15
	Total Assets	
	Total Income	
	Total fund Utilised	
15.	No. of Employees	
	Full Time	
	Part Time	
	Voluntary	
16	Whether any Member of the Board has been convicted under a criminal offence? If yes, provide details.	
17	Whether the NGO or its Board Members have any Conflict of Interest with SUCHITWA MISSION?	
18	What are the sources of fund of NGOs	
	Donation	

	Government Grant	
	Donor's (Foreign) grant	
	Others (Specify)	
19	Major approaches to implement Projects on Sanitation/Waste management/related field by your organisation,	
20	Whether NGO is willing to provide Bank Guarantee to LSGIs to the extent of project cost?	
21	Whether NGO have registered under NGO partnership system? If yes, provide details/reference.	

(Signature, Name and Seal of the Applicant)

PROFORMA – IV

Details of Present Office Bearers/and Members of Governing Council/Board

Name and address of the present office bearers	Qualification	Occupation	Experience	Date of Association

(Signature, Name and Seal of the Applicant)

Organisation competency in imparting awareness creation, capacity building training on Sanitation/Waste management/related field in last 2 years

Name of programme organised/ imparted	Type of Activity	Objective and Details of activity	Outcome

(Signature, Name and Seal of the Applicant)

Key Employees Data

Name of the Key Employee	Qualifications	Experience

(Signature, Name and Seal of the Applicant)

Experience in implementing Government/ LSGIs/Donor Agencies' supported projects and Partnership history with NGO's/Net work/ Companies/Government Authorities

1.Experience in implementing Government/ Donor Agencies' supported projects

2. Partnership history with NGO's/Net work/ Companies/Government Authorities

(Signature, Name and Seal of the Applicant)

**Nature and Magnitude of convergence between your organisation activities/
projects/ schemes with existing government projects/ schemes**

Organisation Activities/ Projects	Government Schemes/Projects	Type or nature of convergence	Magnitude/Degree of convergence

(Signature, Name and Seal of the Applicant)

PROFORMA – IX

Particulars of major Projects carried out by the NGO in the past 2 years

Sl. No.	Particulars	
1.	Name of the Project	
2	Geographic Location of Project (District/Talukas)	
3	Brief description of the Project	
4	Project awarded by	
5	Total Fund received/Utilised	
6	Key Objectives of the Project	
7	Duration of the Project and Key activities undertaken	
8	Key Outcome achievement	
9	Whether tribal related	
10	Contact person for reference Telephone number	

Note: Please attach separate sheets for each project.

(Signature, Name and Seal of the Applicant)

CERTIFICATE

It is certified that:

The information given above is TRUE to the best of my knowledge. The organization shall be responsible if any information above is later found to be FALSE.

I am competent to sign this certificate.

Date:

Authorized Signatory

Place:

Name:

Seal of the Organization

Designation:

List of Documents to be attached along with Application

Sl. No.	Particulars
1	Proformas I to X attached
2	True Copy of Registration Certificate
3	True Copy of previous 3 years Audited Finance Statement
4	True Copy of the PAN Card
5	True Copy of TIN Number
6	True Copy of the Documents showing Service Tax, Registration Number
7	True Copy of Registration under Income Tax Act, 1962
8	True Copies of References/Certification

(Signature, Name and Seal of the Applicant)

A brief Summary on the action plan of the mission.

The system we design for managing solid waste should be done so in such a manner, that we pass down a healthy planet to a healthy generation. Hence, a system that aims at maximum recovery of resources that is in sync with the natural cycles of this planet with minimal or nil pollution has to be planned. Such a system necessitates lifestyle changes from each and every one of us without which we will cause irreparable damage to this environment. Just how Kerala has shown successful people's movements to the entire world to follow (like literacy movement) Kerala should now gear up for yet another people's movement aiming at bringing about an environmentally and economically sustainable model of waste management. Kerala can show the world on how to manage waste if this strategy is followed.

Strategy in a nutshell.

1. Biodegradable Waste:

- Biodegradable should be managed at source including home composting, roof top composting for apartment complexes, community level composting, highly decentralised small scale composting for market and other wastes(bio methanisation technologies included). Basically centralised facilities for biodegradable waste will not be sustainable in the long run and hence have to be strictly discouraged.
- Technical resource persons can form Self Help Groups who act as facilitators to help maintain such treatment facilities and can be trained accordingly. Possibilities of engaging Kudumbashree, the informal recycling sector or any other entrepreneuring people can be explored.

2. Non Bio-Degradable Waste:

- Much of the NBDW is recyclable. In order to ensure that they do not lose their recycling value they have to be handed over clean and dry by the waste generator.
- A collection of dry waste alone, with a user fee charged from the waste generator, has to be initiated. The Self Help Groups can be utilised for the same.

- Collected dry waste has to undergo secondary segregation, which needs Material Recovery Facility to be set up.
- Forward linkages for recycling (including glass, paper, metal, plastic and e waste) can be arranged which generates additional remuneration to the SHGs.

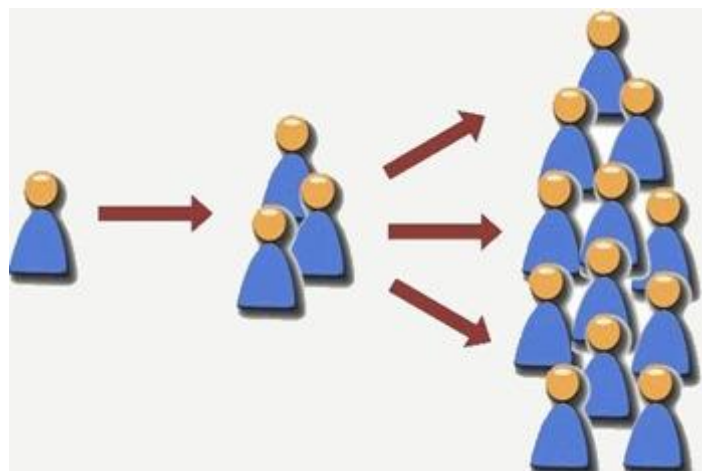
3. Recycling Industries:

- As recycling is the most scientific and environment friendly way of treating the NDBW, such industries have to be promoted in a huge way using various types of incentives.
- A recycling park/ eco industrial park which comprises of repairing facilities to promote reuse and resale of used items and recycling industries to recycle glass, paper, plastic, metal, e waste and convert them into new products, should be set up in and each and every district.

4. Sanitary waste and rejects:

- A policy decision to collect sanitary waste separately and link it with biomedical waste has to be taken.
- Rejects and inerts have to go to a scientifically constructed Sanitary Landfill. This needs to cater to a minimum of one district and hence the state government should take up this responsibility.
- The model proposed for 1,2 and 3 are envisaged as self sustaining business/entrepreneurial models. Hence NGOs and business groups (as part of their CSR) can take up such activities in coordination with local bodies to bring in professionalism and customer satisfaction.

Standard Operating Procedure for Campaign



Activity No 1: Information Dissemination on the ill effects of poor waste management

Implementation Group: Schools and colleges, NGOs, Business Groups, media groups, RWAs, Local bodies.

As mentioned in chapter 1 in “WASTE”, waste management is a medical emergency. The list of diseases available in chapter 1 can be used and people have to be kept bombarded with these messages in order to urge them to take responsibility.

Modalities :

Information can be disseminated through

- Rallies
- Door to door message delivery.
- Competitions like essay, quiz, skits, etc.
- Newspaper articles.
- Street plays, other art and folk forms.
- Any other creative ways.

Activity No 2: Motivating People to take up home composting.

Implementation Groups: Schools and colleges, NGOs, Business Groups, RWAs, media groups, Local bodies.

People should be motivated to take up Source Level Treatment of Biodegradable waste.(list of service providers who sell such units are available on the mission’s website.)

- A club for composters can be formed especially among students. The club should be formed at the local body level with teachers and environmentalists in the village/town/city. Schools, colleges and other welfare organisations can be member groups or sub groups. Volunteers will have to get registered and registered volunteers will be periodically monitored by the members of the club, for the number of cycles they compost and will be awarded a badge or other tokens of appreciation as a proud member of the club depending on the number of cycles they compost (one cycle takes an average of one and a half months) this registry will also be a record of the number of people who regularly compost.
 - Motivation can be done through

- Rallies
- Door to door message delivery.
- Competitions like essay, quiz, skits, etc.
- Newspaper articles.
- Street plays, other art and folk forms.
- Any other creative ways.

Activity No 3: Swap Shops.

Implementation Groups: Schools and colleges, NGOs, Business Groups, RWAs, media groups, Local bodies.

Swap shops (where old reusable items can be exchanged like that of a garage sale in the United States): either as a periodic or everyday affair can be organised in schools, colonies, institutions, etc.

Activity No 4: Dry Waste Collection Programs.

Implementation Groups: Schools and colleges, NGOs, Business Groups, RWAs, media groups, Local bodies.

Nearby scrap dealer can be identified (list available on the mission's website.) and according to the materials he takes collection programs can be undertaken at schools, colleges, colonies, institutions, etc. Small and mini MRFs can be established at schools and other places for temporary storage. (a small room would be sufficient).

Activity No 5: Implementation of Green Protocol:

SOP available on the mission's website also.

Implementation Groups: Schools and colleges, NGOs, Business Groups, RWAs, media groups, Local bodies.

Either on everyday basis, or while organising events, a complete ban on disposables can be observed.

OPERATIONAL MODEL:



Having explained all that there is to the reasons for adopting this strategy we will now look into how to make this strategy a successful business model.

Step 1 :

A group of dedicated and sincere collection agents have to be identified (remove the numbers inside the paragraph).

They could be Kudumbashree, or any other group of individuals.

They could also form a self help group. Ideally an NGO or any other independent entity including business groups if available can spearhead and guide these collection agents as well as operations. The local body as already emphasized should act as a facilitator to bring all these people together on a single platform. This reduces the burden on the limited manpower of the local body. But the local body should also not forget their regulatory role and have a strict monitoring mechanism on this entire set up.

Here the mission would like to convey the message that once the local body spells out a clear strategy and reaches out for partnership, there are enn number of people who will come forward to partner. It is only a matter of willingness and readiness to seek out for such meaningful partnerships. Waste management has to be a social project. There will be no “social” if only government machineries are there.

Step 2 :

They need to be trained. The mission can support these training requirements. As a matter of fact the mission is already organising many such training programs. Soon the mission is planning o increase the number and spread of such training programs. There are many other institutions also, who could offer this training.

The training is no rocket science. The agents have to be trained on the nuances of composting so that they become technical resource persons who can help maintain the home composting units for the households and others. Then they should be trained on how to sort the dry waste and store them separately. As a matter of fact many of these field agents who are already into the business know this job much better and might need no training. Above all they should be trained to collect only ‘clean and dry’ dry waste and also say a strict ‘no’ for kitchen waste and soiled dry

waste. Saying no is one of the toughest job in the world and hence this definitely requires training.

Step 3 : Start a system of collection, transportation and storage for dry waste:

Start a system of collection, transportation and storage for dry waste and dry waste alone. When only dry waste has to be collected, it would be more than enough to collect once a week or once a fortnight depending upon local differences in waste generation. A strict decision to collect only dry waste has to be taken at the local body level. and a strict message has to go that Kitchen waste, the non toxic portion of MSW is the household's responsibility. Only then that the houses will take up home composting.

It is the toxic NBDW that requires immediate attention and only that will be taken away from houses. This one step reduces the burden of the local body by 50 % which is the expected fraction of Bio waste in total MSW.

Step 4 : Establish an MRF (Material Recovery Facility):

Otherwise called Resource Recovery Centre (RRC) or Dry Waste Collection Centre (DWC), is the temporary transitional storage and working space for the agents to do the sorting, bundling and storing. It is nothing but a working shed as illustrated on pages If collection is strictly limited to 'clean and dry' dry waste, this facility has absolutely no chances of any level of smell, nuisance or pollution and hence should not be a problem to put such facilities at multiple points in the city without much opposition from public. Even if it does come, it is high time to show some iron fist.

Step 5 : Create a forward linkage:

There are many recyclers who are ready to take this material. A detailed list with contact nos are available on the mission's website. Any trouble shooting, the mission can be contacted and the mission will try its best to support the local bodies.

Now how can this system work as a self-sustaining business model with minimal investment from the local bodies?

1. The households will have to be charged for collection of their dry waste (A) if the charge can be linked to the volume of waste collected that would be the best case

scenario as that would encourage waste minimisation which is very essential. But if one feels it is too complicated, one can begin with a simple payment. But slowly systems should be introduced to charge as per the quantity of waste generated.

2. It could be left to the household whether they compost themselves or they want the agents to maintain their compost. If they want to avail the service of the agents then they will be charged separately. (B)

At the same time, the same agents can also be used as monitoring agents to check what each and every household do with their biodegradable waste. For dumping outside their house or burning they should be fined.

3. Sometimes households might need some assistance for troubleshooting or maintenance difficulties. On paying a minimal charge (C) the agents could offer that service.
4. Once again if the household likes to take their service for maintaining a kitchen garden, they could do so with a payment to these agents. (D)
5. The agents do the work of sorting and storing of dry waste and they could sell it to recyclers, which becomes their additional remuneration. (E).

A+B+C+D+E becomes the remuneration of these agents. The exact payment is left to be decided by all involved depending on local conditions. Also because the compost from home composting would have very minimal or nil content of heavy metals forward linkage of such compost to farmers or others could also be an additional source of income (F) if well planned.

Speaking of livelihood opportunity, this is where the need to integrate the informal rag pickers and hawkers into the formal system is required. Because their lives are already dependent on waste, it makes perfect sense to give them and other workers be given preference and involve them in such projects . This has a threefold advantage.

1. They are already into the business and hence training them and making the model sustainable becomes easier.
2. They have every incentive to make this model successful as this is the only (or may be the main) livelihood job they have been having.

Such informal environmentalists who do not have any security or identity can be given a respectable position in the society.

As per the strategy given in Annexure 1, the mission is planning to organise a series of training programmes starting from the term of the new local bodies beginning in the 2nd week of November.
