

Request for proposal

Conversion of manual tools to support human rights due diligence in value chains that include the informal waste sector to an online format.

Background

Public awareness of the scale and impacts of plastic pollution is increasing. Companies are responding in various ways, including making ambitious commitments to increase the percentage of recycled content in their plastic packaging and goods. Many businesses are committed to supporting the development of an ambitious and legally binding United Nations Treaty to end plastic pollution. These drivers towards new ways of working will introduce or increase the number of waste pickers within company value chains.

There are at least 20 million informal waste pickers globally. In many contexts, waste pickers play a substantial role in the collection and recycling of plastics, collecting 60 per cent of the plastic collected globally for recycling. While carrying out a vital environmental and public health role, these waste pickers are vulnerable to a broad range of severe human rights impacts.

In November 2022, the [Fair Circularity Initiative](#) (FCI) was launched by The Coca-Cola Company, PepsiCo, Unilever and Nestlé, and convened by Tearfund. The FCI brings businesses together around the aim of ensuring the human rights of workers within the informal waste sector are respected and their critical role in circular value chains is recognised. At the heart of this initiative are the [Fair Circularity Principles](#) (the Principles). At the launch of the FCI, the four companies publicly committed to advance and adopt these guiding principles in their value chains, in collaboration with waste picker organizations, and to report on their progress annually.

The Principles apply the expectations and responsibilities of the UN Guiding Principles on Business and Human Rights (UNGPs) to the informal waste sector. The UNGPs make clear that while states have a duty to protect individuals within their territory from human rights harms, companies also have a separate, independent responsibility to respect human rights throughout their operations and value chains. All corporate actors in plastics recycling value chains are connected to the human rights impacts experienced by informal waste sector workers, and there is therefore a responsibility under the UNGPs to act.

Tearfund research suggests that while there are a plethora of responsible business tools and approaches being used by companies in their human rights due diligence practices with formal value chain partners, there remains a lack of publicly available resources for companies to use to map, assess and manage human rights risks and impacts amongst workers within informal value chains.

Tearfund's waste picker advocacy programme has already developed a set of tools to address this gap and support companies as they carry out human rights due diligence in their recycling value chains, and also NGOs as they implement recycling projects. The tools

consist of guidance materials including references to useful documents, interview templates and spreadsheet templates to gather, share and collate information.

The toolkit includes:

For companies:

- **Introduction and key preparation:** an introduction document to the toolkit providing the business case for human rights relating to the informal waste sector, advice for key preparation in advance of using the toolkit and links to useful research resources.
- **Stage 1: Plastics value chain mapping tool** which enables companies to map both the formal and informal segments of their recycled plastic value chains, with a particular focus on the role of waste pickers.
- **Stage 2: Participatory human rights assessment and analysis tool.** This tool builds on Stage 1 and requires users to inclusively incorporate the voices of informal waste sector workers from recycling value chains to assess their human rights risks, analyse the root causes and consider and prioritise solutions to prevent and mitigate these risks.
- **Stage 3: Action planning, implementation, monitoring, evaluation and verification tool-** this stage is currently in development.

For Non-Governmental Organisations (NGOs) and social enterprises:

- **A human rights risk and impact assessment tool (HRRIA)** which focuses on both risks and impacts that may result from specific projects, including social enterprises intended to support circular and inclusive value chains and to improve the livelihoods of waste pickers. This HRRIA tool can also support the planning stage of new waste collection and recycling projects to mitigate risks of human rights impacts.
- The HRRIA tool has some overlap with the above company tools. This version will be available online and access will be linked to the user login criteria.
- This tool is currently being finalised by Tearfund.

Requirement: A proposal for the conversion of the existing Tearfund toolkit to an online format.

The online toolkit will be designed to:

- Provide access to either the NGO version or the company version of the toolkit from the user login criteria.
- Enable the capture and analysis of qualitative as well as quantitative data - e.g. areas for free text data entry relating to lived experiences of waste pickers.
- Provide a transparent data track which enables data analysis functionality and traceability linked to impacts, location, suppliers and risk priority level to the stakeholders.

- Include record keeping of corrective and preventive action planning as well as monitoring and evaluation of actions.

Target group of users of the toolkit:

- Multinational companies with recycling value chains
- Consultants working on behalf of multinational companies
- NGOs working in this sector
- Waste collection and recycling social enterprises

Intended informants for the toolkit - information will be provided by:

- Formal supply chain partners e.g. plastic recyclers and post consumer resin (PCR) suppliers during the mapping process (Stage 1)
- Waste pickers in the participatory stages of the due diligence process (Stage 2)
- Waste picker organisation representatives with or on behalf of informal waste sector workers in the participatory stages of the due diligence process (Stage 1B & Stage 2)
- NGO project partners in the impact assessment process
- Credible proxies, stakeholders who can effectively represent the perspectives of directly affected stakeholders at all stages of the toolkit where necessary

Given the power imbalance between large companies and waste pickers, and the sensitivities involved in building trust to assess and analyse human rights impacts in a participatory way, it is envisaged that companies may need to commission third parties such as local NGOs working in this sector to support the implementation of the participatory assessment and analysis stage of the tool in a facilitation role.

Proposal considerations:

- The online version of the toolkit should be as simple and practical to use as possible to encourage and enable participation by all actors, especially affected stakeholders at each stage. Users must be able to input data using both PCs and tablets.
- Based on the manual version of the toolkit in terms of content, the online version will include the guidance text to outline the purpose of each tool, the suggested methods of data collection, methods for analysis (including root cause analysis), and text relating to how to prioritise impacts (where necessary) when users are creating their action plans.
- The toolkit will offer varying levels of access to data and tool interfaces dependent on the user and linked to the user login, depending on whether the user is a company representative or an NGO representative.
- The integration of an existing software such as [KoboToolbox](#), a data collection and analysis tool, can be considered within the development and proposal. ([NEAT+](#) for environmental screening is an existing example of the use of the KoBoToolbox.)
- Accessibility requirements must be considered.

- The NGO tool may be required in other languages at a later stage, a separate costed translation option to be included.
- An initial training on the use of the tool to be considered in the proposal to a small set of stakeholders at the final user testing phase.
- Options for ongoing support to be included in the proposal to include annual costs..

Consultants

Tearfund invites quotes from consultants or organisations with the following criteria:

- **Expertise in developing online resources from manual to fully automated online 'tools'**
- **Excellent English written communication skills.**
- **Capability to provide initial end user training and ongoing flexible support package**
- **Ability to meet timeline demonstrated to implement the proposed system**

Schedule of events

Phase	Event	Deadline
	Questions to Tearfund in relation to RFP and existing toolkit	29 August - 5 September 2023
RFP	Proposals received by Tearfund	07 September 2023
	Award notification	13 September 2023
Phase 1	Briefing meeting with Tearfund on existing toolkit	15 September 2023
	Detailed outline of proposed process presented based on Tearfund existing toolkit	22 September 2023
	Comments from Tearfund on outline	26 September 2023
	Version 1 of Stage 1 & 2 tools ready for Tearfund testing	02 October 2023
	Feedback from Tearfund	06 October 2023
	Version 2 of Stage 1 & 2 tools ready for final user testing with wider audience	13 October 2023
	Feedback from final user testing	20 October 2023
	Delivery of Stage 1 & 2 tools incorporating Tearfund feedback	27 October 2023
Phase 2	Briefing meeting re Stage 3 and NGO version of toolkit	2 November 2023

	Detailed outline of process presented based on Tearfund existing toolkit	8 November 2023
	Comments from Tearfund on outline	13 November 2023
	Version 1 of Stage 3 and NGO tools ready for Tearfund testing	27 November 2023
	Feedback from Tearfund	4 December 2023
	Version 2 of Stage 1 & 2 tools ready for final user testing with wider audience	11 December 2023
	Feedback from final user testing	18 December 2023
	Delivery of Stage 1 & 2 tools incorporating Tearfund feedback	31 December 2023
Phase 3	Learning review	January 2024

Submission details

Please submit a proposal detailing:

1. Your relevant experience and expertise (max 1 page). If more than one person will work on this project, please also name the individuals that will carry out the work and their related experience/expertise..
2. The approach that you will take to the project, referencing (or attaching) any similar work that you intend to draw on (1-2 pages, with further information as annexes if required).
3. A breakdown of your costs including the number of days and the day rates for each individual as well as other relevant costs.

Please send proposals to
 Lorraine Tew
 Tearfund Policy Associate - Stakeholder Engagement
lorraine.tew@tearfund.org by 22 August 2023.