



Sustainable Manufacturing and
Environmental Pollution

Piloting solutions that address manufacturing pollution in East Africa

Stage 1 Call for Concepts

Procurement to identify and pilot concepts that mitigate manufacturing pollution by converting waste to energy for industrial input or recycling industrial waste for reuse in industrial processes

Priority Countries: Kenya and Uganda

TERMS OF REFERENCE:

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Call number: C_005a



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List of Acronyms

C_005a	SMEP Procurement Call 005a
CfC	Call for Concepts
CoI	Conflict of Interest
FCDO	Foreign, Commonwealth & Development Office
GESI	Gender Equality and Social Inclusion
GHG	Greenhouse Gas
IP	Intellectual Property
ITAP	Independent Technical Advisory Panel
LNB	Leave No-one Behind
PMA	Programme Management Agent
R2U	Research-into-Use
RoI	Registration of Interest
SMEP	Sustainable Manufacturing and Environmental Pollution
SA	South Asia
SSA	Sub-Saharan Africa
ToR	Terms of Reference
TRL	Technology Readiness Level
UK	United Kingdom
UNEP	United Nations Environment Programme
UNCTAD	United Nations Conference on Trade and Development
VAT	Value Added Tax
VfM	Value for Money
W2E	Waste-to-energy

1 Introduction

The Sustainable Manufacturing and Environmental Pollution (SMEP) Programme, funded by the United Kingdom's Foreign Commonwealth Development Office (FCDO) and the United Nations Conference for Trade and Development (UNCTAD), supports innovative and investible solutions that prevent pollution from manufacturing being released into the environment. The programme has an investment fund of GBP 20 million to be disbursed over five years (2019-2024). From this fund, SMEP will contract the following four priorities:

1. Research to develop the evidence to support practical solutions with a high chance of uptake and impact.
2. Developing and testing innovative technology-based solutions that improve the environmental impacts of manufacturing.
3. Identifying and developing suitable supporting business models and policies to adopt innovative technology-based solutions; and
4. Generating evidence and practical solutions to address the problem of plastic ocean pollution.

More information can be found at www.smepprogramme.org.

This procurement builds on previous market assessment work conducted by SMEP to identify intervention opportunities that address manufacturing pollution in [Kenya and Uganda](#).¹ The focus of this procurement is to pilot innovative investible pollution mitigation concepts that create viable business cases around the two thematic areas described in Table 1; however, other concepts that create viable business cases around the theme of reuse and repurposing of pollution wastes to value will also be considered.

Table 1: Thematic areas

1. Waste-to-energy (W2E) inputs for industry	Solutions that convert organic waste generated from manufacturing operations into an energy input. Focus solutions for the procurement include anaerobic digesters and organic pyrolysis, whilst other innovative concepts that generate energy from waste for input into industrial processes are also encouraged. ²
2. Intercepting by-products from, and preferably recycling back into, industrial process	Solutions that intercept waste directly from industrial processes, with a preference for technologies that recycle that waste for recirculation into industrial and commercial processes. Focus solutions include wastewater treatment and chemical recovery, whilst other innovative concepts that recycle industrial waste for recirculation back into industrial processes are also encouraged.
<p>Definitions to guide concept development to meet the themes above: In this Terms of Reference (ToR)</p> <ul style="list-style-type: none"> • The 'concept' is defined as the application of a 'solution' into a manufacturing environment (e.g., waste to energy from anaerobic bio-digestors). • The 'solution' is the underlying technology that serves to mitigate pollution (e.g., a bio-digester). • The 'pilot' is the funded implementation of the 'concept' through the SMEP Programme. 	

¹ Findings from this contextual research are available at <https://smepprogramme.org/resources/manufacturing-pollution-synopsis-series-1-kenya-and-uganda-uptake-of-pollution-mitigating-technologies/>

² Circular economy concepts that create commercial / consumer products from industrial waste will also be considered.

Pilots under this procurement should ideally apply solutions between technology readiness levels (TRL) 5–9 to be trialed and developed in the real-world context.³ Through piloting with manufacturers, these concepts should seek to demonstrate technical, pollution abatement, or financial proof points that will enhance their uptake by industry and support manufacturing pollution mitigation.

It is anticipated that the procurement will fund pilot concepts starting in April 2023, with each pilot running for 18 to 36 months.⁴ Pilot projects that can demonstrate support with either co-financing or contributions in kind will be prioritized. It is expected that up to GBP 2.75 million will be made available to fund between three to six pilots, each with a budget of between GBP 250 thousand to GBP 1 million.

This Terms of Reference (ToR) is the first stage of a two-stage procurement process, as shown in Table 2.

Table 2: Procurement process overview

Stage 1: A Call for Concepts (CfC, covered by this ToR), July - September 2022	Completing an initial application form setting out the concept and proposed solution. The form requires a high-level description of the intended pilot, required funding and target outcomes.
Stage 2: A Request for Proposals, October / November - December 2022	Concepts shortlisted from Stage 1 will be invited to participate in Stage 2 and submit a proposal detailing work plans, budgets, and descriptions of technologies and tasks.

This ToR details key procurement information. Section 2 covers the objectives of the procurement, Section 3 the application process and key requirements for developing a successful concept, Section 4 the general requirements for this call, and Section 5 provides an appendix of the procurement assessment criteria.

³ The Technology Readiness Levels (TRLs) 5-9 as defined by the <https://www.gov.uk/government/news/guidance-on-technology-readiness-levels>: TRL9: Operations, TRL8: Active Commissioning, TRL7: Inactive Commissioning, TRL6: Large Scale, TRL5: Pilot Scale.

⁴ C_005a may be able to support pilots with earlier start dates, on a case-by-case basis.

2 Overview: Piloting solutions to address manufacturing pollution in East Africa

The SMEP programme provides funding for practical manufacturing pollution mitigation solutions across sub-Saharan Africa and South Asia. The programme is now calling for concepts to pilot solutions that can reduce or eliminate manufacturing pollution in East Africa.

Building on findings from a prioritisation of pollution mitigation solutions and a market landscaping exercise, this procurement targets concepts that demonstrate alignment to two thematic areas related to either the transformation of organic waste into energy for industry (e.g., anaerobic digestion, organic pyrolysis) or recycling of industrial waste into inputs for industrial or commercial use (e.g., wastewater treatment). Concepts that can demonstrate greenhouse gas (GHG) emission reduction, in addition to wider social and environmental benefits of pollution mitigation, are particularly encouraged. These concepts should apply to the manufacturing sectors in Kenya and Uganda.

Whilst concepts directly addressing these two thematic areas and two geographies will be prioritised, concepts that create viable business cases around the reuse and repurposing of industrial waste, or transform pollution wastes to value, and that apply to other East African countries, such as Ethiopia and Tanzania, will also be considered.⁵ Applicants do not have to be based in the focus country but must have locally-based partners in these countries, and the piloting of the solutions must take place in the focus country.

2.1 Rationale and context

The manufacturing sector in both Kenya and Uganda is identified as strategically important for each country's economic development, and in key urban areas employs over 350,000 and 680,000 people respectively.^{6,7} Catalysed by increasing local consumer demand, the food and beverage industry has emerged as a leading contributor to the manufacturing sector, accounting for 39% of manufacturing Gross Domestic Product (GDP) in Kenya and 64% of manufacturing GDP in Uganda.⁸ Other sub-sectors also benefitting from an improving investment landscape include textile, clothing, leather and footwear; chemical and chemical products; pulp, paper and packaging; cement, and plastics and rubber. These sectors are frequently associated with problems of pollution releases to air, land, and water.⁹ Continued projected growth in these manufacturing sub-sectors, without a shift to cleaner production methods, will result in significant negative outcomes for local urban populations affected by industrial pollutants, as well as the environment.

Recognising this, SMEP engaged in preparatory work to surface (private sector-led) opportunities for the practical application and scaling of pollution mitigation solutions in sub-Saharan Africa with a targeted focus on Kenya and Uganda. As part of this work, broad assessments were conducted in both countries to understand the key manufacturing sectors, key pollutants attributed to them and possible interventions that would be well-positioned to address these pollutants. This assessment identified organic waste and wastewater as the primary pollutants where strong business cases (such as reduction of costs or addition of new revenue lines) could be created to develop investible solutions. Solutions addressing these

⁵ See Section 1, Introduction, for the SMEP target countries and other countries that may be considered for this call.

⁶ Kenya Economic Survey (2021), [KNBS](#)

⁷ The National Statistical Abstract (2021), [UBOS](#)

⁸ Food and beverage (percentage of value added in manufacturing), [World Bank](#)

⁹ Typical pollutants include organic waste such as food residue, pulp, and husks, and wastewater pollutants such as chemical residues and heavy metals

pollutants were subsequently identified and then prioritized into two key thematic areas as set out in Table 3.

Table 3: Thematic areas and example activities prioritised for this CfC

<p>Waste-to-energy inputs for industry</p>	<p>Technologies that convert waste generated from manufacturing operations into an energy input, with solutions identified including:</p> <ul style="list-style-type: none"> • Anaerobic digestion to produce biogas and biofertilizer using organic waste generated from manufacturing processes as feedstock. • Organic pyrolysis to produce biofuels such as bioethanol and biodiesel, using organic waste generated from manufacturing processes as feedstock. <p><i>NB. Innovative concepts that generate energy from waste for input into industrial processes, as well as concepts that transform waste into energy as commercial products from a circular economy will be prioritized. Solutions that convert pollution waste to value with a potentially viable business case will also be considered.</i></p>
<p>Intercepting by-products from, and preferably recycling back into, industrial process</p>	<p>Technologies that intercept waste directly from industrial processes, with a preference for technologies that recycle industrial waste back into industrial and commercial processes, with solutions identified including:</p> <ul style="list-style-type: none"> • Recycling wastewater using membrane technology such as microfiltration and nanofiltration to eliminate the dissolved/suspended chemicals and heavy metals from the manufacturing processes and potentially reuse the water in the manufacturing operations. Chemical recovery options are encouraged. • Circular and symbiotic solutions for waste including wastepaper, glass, metals, and other pollutants and materials generated as waste from a manufacturing process for recirculation as inputs in the industrial processes. <p><i>NB. Wider circular and innovative concepts that recycle waste for recirculation into industrial processes are eligible. Solutions that have a viable business case around the reuse and repurposing of manufacturing waste will also be considered.</i></p>

Solutions that are aligned to these themes and which can also show real potential for direct or indirect Greenhouse Gas (GHG) mitigation are encouraged^{10,11[Obj.]}.

2.2 Objectives of the procurement

Applicants are invited to submit concepts in response to this ToR that meets the following overarching objectives:¹²

¹⁰ Avoided emissions that occur at the facility where piloting takes place.

¹¹ Avoided GHG emissions that are a consequence of the piloting but occur at sources owned or controlled by another entity.

¹² Details of criteria weighting (criteria for evaluation) are listed in Section 3.

1. Concepts should align with one of the two thematic areas set out in Table 3 ***Error! Reference source not found.*** above and have direct application to manufacturing and industrial processes.¹³
2. Concepts should result in a solution capable of piloting within the manufacturing sector
3. Proposals should be implementation-focused and designed in such a way so that the proposed delivery of the piloting will demonstrate:
 - a. Technical feasibility of the solution and improved TRL.
 - b. Commercial viability and a business case for investment by manufacturers.
 - c. A use case for new solutions in the industry.
 - d. Efficacy of the solution to mitigate the pollution.
4. Concepts may bring together different stakeholders, either as individuals or in a consortium, with at least one consortium member being based in a target country including:
 - a. Manufacturers.
 - b. Solution providers.
 - c. Research institutions.
 - d. Industry actors,

See section 2.4 below for more detail on eligibility criteria.

5. Pilots should have an implementation period of 18 to 36 months¹⁴
6. Concepts that can demonstrate one or more of the following co-benefits are encouraged:
 - a. GHG emission reduction,
 - b. Wider benefits for human health, and the environment,
 - c. Opportunities for local wealth creation and/or opportunities for women, and/or opportunities for marginalised groups
7. Concepts that can demonstrate application across multiple manufacturing sectors and with impact potential across multiple value chain systems are particularly encouraged
8. Pilots supported by co-finance or contributions in-kind; as well as clearly showing local buy-in, will be prioritised.
9. **Applicants may submit more than one concept.** The choice of whether to submit as a lead organisation or as a partner within a consortium rests with each organisation. **However, only one concept per lead organisation can be approved to advance to the next stage.** Lead applicants must be legally registered and compliant with relevant national statutory authorities.
10. All applications must follow the application process detailed in Section 3 below.

2.3 Scope of categories for funding

To meet the objective of the procurement, concepts should demonstrate alignment to:

- *Thematic area:* Concepts should address one of the two themes or a combination of the two themes described as described in Table 1. Concepts that create viable business cases around the themes of reuse and repurposing or conversion of manufacturing waste to value will also be considered.

¹³ Concepts that do not directly fit within the themes but are aligned to their intention will be considered on their merits, except for general waste solutions; general waste solutions, such as general waste collection, treatment, and recycling, (i.e., that are not directly integrated into manufacturing processes) are not relevant to this call

¹⁴ Implementation period is an estimate, it depends on the final contracting date and possible SMEP programme extension

- *Sector*: Concepts should be applied to the following sectors, or any other relevant manufacturing subsectors: food and beverage, textiles, leather, clothing, footwear, chemicals, or any other relevant manufacturing subsector.
- *Geography*: Concepts targeted for piloting in Kenya and Uganda. Concepts targeted for Ethiopia and Tanzania, or other East African countries, may also be considered.

2.4 Who may submit a proposal?

It is expected that pilots for concepts are likely to require collaboration across several value chain participants, including manufacturers, solution providers, research institutions, and industry actors. As set out in **Error! Reference source not found.** below, concepts may be submitted by individual organisations or a consortium of participants in the value chain.



Figure 1: Value chain participants in mitigating manufacturing pollution

Lead bidders need not be formally registered or based in the target country, but the piloting activity must take place in a manufacturing facility in the target country, and the implementation consortium should include a local partner.

Applicants may be interested in collaborating with other parties. SMEP has developed a voluntary platform to support collaboration opportunities amongst interested parties. This platform is accessible through the [Submissions Portal – Voluntary Contact Form](#). The details provided through this process will be treated with confidentiality. SMEP will only facilitate introductions amongst interested parties who register their details. Please contact procurement@smepprogramme.org should you wish to share your availability to collaborate with other partners or if you wish to discuss the nature of the collaboration opportunity that is sought, so as to develop a concept proposal. Note that the collaboration platform is open and visible to all parties who sign up for the platform.

2.4.1 Local support for prospective bidders

Open Capital Advisors (OCA) has been contracted by SMEP PMA to support the *Call for Concepts* and *Request for Proposals* stages of the procurement process. OCA will be leading the dissemination and clarification of information in this ToR and are directly contactable to provide guidance on the process as well as support introductions of suitable local partners.

In the *Request for Proposals* stage OCA will be available (through the SMEP programme) to support shortlisted applicants in the development of detailed proposals for their concepts.

Applicants may contact OCA directly through e-mail outreach to Mr Alexander Burtenshaw aburtenshaw@opencapital.com.

2.5 Funding allocations available

SMEP intends to fund three to six concepts to deploy pilots in the manufacturing sector, each receiving funding of between GBP 250,000.00 to 1 million, to deploy pilots in a manufacturing setup starting April 2023. The pilots will run for 18–36 months. Earlier start dates may be considered on a case-by-case basis.

3 Call for Concepts application process

This section provides information on the procurement and application process, selection process, and selection criteria. Applicants should read the instructions provided in this section carefully, as well as the General Terms covered in Section 5, before completing the application form.

3.1 Application stages

This procurement follows a two-stage, open procurement call process to identify potential manufacturing pollution interventions best suited for SMEP. The process is outlined below; procedures for completing the application process are provided in Section 3.2.

3.1.1 Stage 1: Open Call for Concepts (subject of this ToR)

In Stage 1, applicants are required to submit a high-level overview of the proposed concept through a structured online application form. The application form is structured to cover the following areas:

- Applicant experience and maturity.
- Concept overview and alignment to SMEP.
- Detailed concept viability and potential impact; and
- Description of the intended pilot project.

As guided in the sections in the online application form, applicants will be expected to provide information, describing how the concept both aligns with the objectives of this initiative (see Section 2.2) and fits within the scope of the interventions foreseen (Section 2.3). Section 3.3 below provided guidelines on the application process.

The application form will be open for at least eight weeks. All submitted concepts will be evaluated by the PMA, resulting in an evaluation score. Those deemed to have a high degree of relevance and potential impact will be shortlisted and forwarded to the Steering Committee for its determination which of these will be invited to proceed to Stage 2.

This evaluation and decision-making process will take five weeks after the Stage 1 closing date. All applicants will be notified of the outcome of their submission.

3.1.2 Stage 2: Restricted Request for Proposals

For this second stage, applicants whose concepts were approved for further development will be invited to submit a detailed proposal, including a detailed project implementation plan and budget, for a period between 18–36 months. The selected applicants will be given up to six weeks to prepare and submit their proposals. During this stage, further guidance on the submission of the full proposal will be provided to applicants to support the process.

This stage will also include the commencement of detailed due diligence on the organisation submitting the concept.

Both the evaluation of proposals and initial due diligence processes result in score, which becomes part of the final grant award process, where the SMEP Steering Committee decides on the award of contracts, and contracting procedures will begin. All applicants will be notified of the outcome of their submission.

3.2 Indicative timeframe for the procurement process

It is anticipated that the entire procurement process will take approximately 32 weeks from launch date. Indicative timeframes for the procurement process are provided below. Please note that some timelines may be adjusted.

Table 4: Envisioned timeframe for the procurement

Step	Timeframe (After launch)	Date
Stage 1: Call for Concepts		
Call for Concepts launch		Monday 18 July 2022
Call for Concepts briefing webinar	1 week	Tuesday 26 July 2022, 10:00 GMT
Call for Concepts queries closing date	7 weeks	Thursday 1 September 2022, 13:00 GMT
Call for Concepts closing date	8 weeks	Thursday 8 September 2022, 13:00 GMT
Call for Concept challenge sessions	11 weeks	September 2022
Call for Concepts application outcome notification	13 weeks	Thursday 13 October 2022
Stage 2: Request for Proposals		
Request for Proposals	+/- 14 weeks	October/November – December 2022
Award notification and contracting	+/- 32 weeks	February/March 2023
Pilot implementation	+/- 36 weeks	April 2023

3.3 How to submit a concept

To submit a concept, interested parties must follow the process outlined below.

Step 1: Complete the Registration of Interest and activate access to the Submissions Portal

Complete and submit an online [Registration of Interest](#) (RoI). If the submission is being made by a consortium, only the lead organisation is required to complete the RoI. The RoI questionnaire is a pre-qualifying step and involves four very basic due diligence questions. The RoI does not include the requirement to upload any supporting documentation; it takes approximately 10 minutes to complete.

If the RoI has been previously completed prior to this call, please update the submission using links provided on the [RoI page](#) on the SMEP website, as some new questions have been added. This will ensure that the most up-to-date information on your organisation will be used as part of the evaluation process.

An RoI reference number will be provided after submitting the RoI. This number will be required to access the [Submissions Portal](#).

Step 2: Read the Call for Concepts document pack

The CfC document pack available on the [Submissions Portal](#) provides two sets of documents: familiarise yourself with Set A before completing the CfC form (these are also hyperlinked below). Set B provides documents that you will be required to complete, and operate within the parameters they set, should you be approved for the next Stage.

- Set A:
 - [Brochure: Piloting solutions that address manufacturing pollution in East Africa](#)
 - [Reference copy of the CfC form](#)
 - [FCDO Supplier Code of Conduct](#)
- Set B (can only be accessed on the [Submissions Portal](#)):
 - Model Grants Framework Agreement
 - Supplier Operations Management Manual
 - Templates and sample documents

The [Submissions Portal](#) also includes has a range of support documents, which you will need to be familiar with should you be invited to submit a proposal. These documents are provided now so that you can begin the process of engagement of these documents. Completing them and or operating within the parameters will become a requirement should you be invited to submit a full proposal.

Step 3: Attend Call for Concepts information webinar

A series of webinars will be organized to present information on key aspects of this call and facilitate an interactive question and answer session. The **first webinar is scheduled for 26 July 2022, 10:00 GMT. Please register for the first webinar [here](#)**. Dates for subsequent webinars will be published once scheduled.

Step 4: Confirm an Intention to Bid

If you wish to proceed with submitting a concept, you are requested to confirm your intention by completing and submitting the 'Intention to Submit' a concept form, through the [Submissions Portal](#). If the submission is being made in consortia, only the lead organisation is required to complete the RoI. Submitting an 'Intention to Submit' concept activates access to the online forms required to make your submissions.

Step 5: Complete and submit Call for Concepts form

Complete the online form to submit concept applications, available through the [Submissions Portal](#). An offline version of the application form can be accessed as a PDF [here](#), for reference purposes only. Guidance notes for responding to the CfC questions are provided on the application form. If the submission is being made by a consortium, only the lead organisation is required to complete the CfC form.

Only forms submitted through the Submissions Portal will be accepted. Submissions by email are not acceptable.

The online form allows applicants to submit more than one concept using the same log-in details. The online forms are designed to "save as you go", allowing the form to be completed in sections before final submission. Guidance notes for completing the form are provided on the [Submissions Portal](#).

3.4 Submission support

3.4.1 Queries and questions

Queries regarding the development and submission of concepts should be addressed to procurement@smepprogramme.org, with subject line: *C_005a CfC: Application reference number*. Queries will remain open until 1 September 2022, 13:00 GMT. Assistance is available on Mondays to Thursdays 07:00 – 15:00 GMT and Fridays 07:00 – 11:00 GMT. Clarifications provided via email will also be made available for all applicants to view via the [SMEP Procurement webpage](#), as well as the [Submissions Portal](#).

3.4.2 Technical support for the online forms

For any technical questions regarding the online forms e.g., login details, access issues, saving the online forms, submission etc, please contact the SMEP Technical Helpdesk on techsupport@smepprogramme.org, with subject line: *C_005a CfC: Application reference number*.

Technical queries regarding the online form will remain open until the submission closing date.

Technical assistance is available on Mondays to Thursdays 07:00 – 15:00 GMT and Fridays 07:00 – 11:00 GMT.

3.4.3 Data protection

Note that data in the forms and attachments, and each instance of data transfer, are protected through TLS Encryption (HTTPS). Full disk encryption is also enforced while data is at rest, post-data transfer.

3.5 Shortlisting and evaluation criteria

SMEP will aim to identify a short list of approximately ten to twelve applications that show compelling concepts that have the potential for market uptake or scaling with support from SMEP.¹⁵ Applications will be assessed according to how they meet the objectives of this ToR, the status and merits of the lead organisation applying, as well as the technical quality of the proposed concept.

Evaluation of the applications will be undertaken by the SMEP Programme Management Agent, assisted by independent specialists. Shortlisted applicants will be invited to present their concepts through challenge sessions to inform the PMA's recommendation to the Steering Committee. The final decision will be made by the SMEP Steering Committee as to which concepts are suitable for further development into full proposals.

An overview of the assessment criteria and weighting which will be used to evaluate the application covering the Concept is presented in Table 5 below.

¹⁵ While SMEP support is primarily financial, SMEP may also facilitate introductions to collaborative and supporting networks and assist to promote visibility of the pilot research.

Table 5: Evaluation and criteria weighting

Category	Weighting
<p><u>Applicant governance and maturity</u></p> <p>Objective This category addresses the capability of the applicant, its team and implementation partners, including experience, track record and expertise; information on governance processes and code of conduct status are also requested to assess applicant risk.</p> <p>Assessment criteria</p> <ul style="list-style-type: none"> • Team expertise and organisational capability. <p>Output As part of the initial due-diligence process, the suitability of the proposers to advance the concept and to receive FCDO funding will be assessed.</p>	<p>10 (A score of 5 or less could result in exclusion from consideration)</p>
<p><u>Concept alignment to SMEP (technical considerations)¹⁶</u></p> <p>Objective This category is designed to establish how the concept fits with the aims of the SMEP manufacturing pollution mitigation programme. It invites applicants to describe the nature of the concept, with a focus on the technological status of the concept (including IP considerations) and the key drivers and barriers to progress which affect the probability of technical success. Applicants should highlight how their concept compares to the existing situation and the requisite quality control processes envisaged.</p> <p>Assessment criteria</p> <ul style="list-style-type: none"> • Thematic fit • Pollutant(s) addressed • Technical drivers and barriers • Intellectual property status <p>Output These elements facilitate an assessment of the viability of the concept in a real-world context.</p>	<p>15</p>
<p><u>Concept viability</u></p> <p>Objective This category is designed to build a picture of how the concept would be implemented. Applicants are invited to outline the business model and premise associated with the concept including the target market. An overview of relevant product stewardship and risk management measures which will be put in place and regulatory frameworks and policy interventions which could enhance a successful implementation should be provided. Also, a description of the main stakeholders and the level of engagement that has been undertaken or foreseen should also be elaborated.</p> <p>Assessment criteria</p> <ul style="list-style-type: none"> • Commercial, business model and market considerations • Additional support requirements • Stakeholder engagement 	<p>25</p>

¹⁶ A 'concept' is defined as the application of a solution into a manufacturing environment (e.g., waste to energy from anaerobic bio-digestors).

<p>Output</p> <p>This information allows an assessment of the robustness of the business model, along with value chain players and a supportive policy framework which would be required to achieve a successful outcome. The budgetary requirements will be reviewed in relation to the proposed delivery plan and assessed against the scale of programme ambition and complexity.</p>	
<p><u>Sustainability and longer-term impacts</u></p> <p>Objective</p> <p>This category is for applicants to set out the opportunities for wealth creation and employment at a local level, along with improvements in terms of quality of life and the standard of the local environment from rollout of the concept. The requirements for natural resources should be described along with lifecycle impact considerations. Applicants should describe the pollution mitigation potential, and as far as possible, link these mitigation benefits to potential the outcomes of improved environmental and human health.</p> <p>Assessment criteria:</p> <ul style="list-style-type: none"> • Quality of life and consumer protection • Environmental improvements • Natural resource improvements • Life cycle impacts characterised • Potential for GHG emission mitigation. • Societal improvements: This includes potential for delivery of human health benefits relating to pollution mitigation, opportunities for wealth creation and social inclusion and potential opportunities or benefits for women <p>Output</p> <p>The information provided in this section enables an assessment of the resource requirements and environmental impacts associated with the deployment of the concept. The wider implications relating to improvements in the quality of life and economic prospects for local communities will also be considered</p>	20
<p><u>Ease of pilot implementation (delivery considerations)</u></p> <p>Objective</p> <p>This category affords applicants the opportunity to describe how their concepts will benefit from the grant financing to advance the concept through a pilot, including identification of a specific pilot project, key stakeholders, proposed budget, pilot project plan, and key outputs/ results to be measured.</p> <p>Assessment criteria</p> <ul style="list-style-type: none"> • Time to pilot readiness • Pilot readiness • Pilot investment requirements • Pilot outputs • Concept deployment risks <p>Output</p> <p>This section enables an assessment of the readiness of the concept and the degree to which it is likely to fulfil its intended purpose</p>	30
<p>Total</p>	100

3.6 Due Diligence

Short-listed candidates will only undergo detailed due diligence as part of Stage 2. Due diligence will be undertaken in line with the terms of the Framework Services Agreement, which is aligned with the [FCDO Supply Partner Code of Conduct](#), and supplier compliance levels. However, potential suppliers will be evaluated against the compliance level required for the high-level budget supplied as part of their Project Concept submission in Stage 1. It is important for applicants who wish to advance to Stage 2 to consider and reflect on whether they meet the compliance levels, when deciding on the scale/budget of their concept (in Stage 1). A reference copy of the due diligence form that is required in Stage 2, is available on this [link](#).

At present the FCDO compliance levels are

- Compliance Level 1 - Supply Partners with an individual contract value of GBP 1m or above, or two or more contracts/grants with FCDO with a combined value of GBP 5m or above.
- Compliance Level 2 - Supply Partners with an individual contract value below GBP 1m, or two or more contracts /grants with FCDO with a value of less than GBP 5m.
- Compliance Level 3 - Supply Partners with an individual Contract value, or component of a Contract/Grant, with a value of GBP 122,976.

Applicants are required to confirm (in Stage 1) that they can meet the applicable compliance level requirements; or commit to meeting these requirements. Applicants who do not currently meet all compliance requirements but would like to compete on this Call may:

- Partner in the consortium, led by an organisation capable of meeting the compliance requirements; or
- Commit to achieving full compliance for their contract level, provided this is a realistic aspiration given the status at the point of application and proposed timeframes.

4 General terms

A set of Terms and Conditions that apply specifically to this Call for Concepts, in addition to any considerations listed in the Terms of Reference, are highlighted below.

Applicants are also referred to the standard [Framework Services Agreement model contract template](#) for general SMEP standard contract terms. The template references certain FCDO provisions: Applicants are encouraged to familiarise themselves with the contractual terms which will apply should their application ultimately be successful.

4.1 Definitions of call terms

4.1.1 Alignment

The application matches and potentially delivers on the key objectives of the SMEP programme, and of the current Terms of Reference.

4.1.2 Applicability

Costs reflect justifiable expenses given the scope of the technical work. Costs are reasonable and supportive of value for money.

4.1.3 Capability

“Capability” is defined as:

- Physical presence and/or ability to mobilise in the target geography.
- IT and digital infrastructure.
- Staff capacity and skills.
- Internal administration and project management infrastructure to deliver the assignment.
- Relationships and networks based on experience and prior engagements.

4.1.4 Concept

Defined as the application of a solution into a manufacturing environment e.g., waste to energy from anaerobic bio-digestors.

4.1.5 Conflicts of interest

Applicants who respond to this Call must be free of any obvious conflicts of interest and must undertake not to engage with other bidders or contracted suppliers in a manner that constitutes collusion or bid-rigging. If in doubt, applicants should seek guidance from SMEP and engage, officially through the PMA. Shortlisted applicants will have to complete a Conflict of Interest (Col) declaration form as part of standard due diligence procedures.

4.1.6 Equity provisions

Equity within the SMEP context includes wider considerations such as supply chain diversity, where geography- and community-specific research and technological benefits will be derived, and delivery and engagement approaches adopted by partners or suppliers. The GESI (Gender and Social Inclusion) and LNB (Leave No-one Behind) agendas will form part of these considerations.

4.1.7 Experience

Experience is defined as:

- The team leader should have demonstrated experience to deliver on the concept. This may include expertise in manufacturing or pollution risk, impacts, and vulnerability assessment; and/or integration/mainstreaming of technologies.
- The team must include experts with local or regional knowledge/expertise.
- Experts are expected to have excellent technical skills relating to the assignment. Local languages will be appropriate for working purposes; however, official communications and the final report must be in English.
- For each proposed specialist on the team, short bios must be provided setting out their relevant qualifications and experience.

4.1.8 Pilot

A funded implementation of the concept through the SMEP programme.

4.1.9 Research-into-use (R2U)

To ensure that the contracted work meets its objectives, applicants are required to consider how to ensure uptake of research into practice. For this *Call for Concepts* the submission form encourages applicants to provide information across key R2U considerations including:

- **Commercial and Market Considerations:** Factors that will impact the level of investment into the concept in relation to the potential market size
- **The enabling or constraining regulatory environment:** Factors encouraging or impacting uptake of the concept by industry
- **Stakeholder Engagement:** Relevance of stakeholders, either directly in the value chain or elsewhere, that can influence the uptake of the concept by industry

These considerations on technical suitability provide insight into the overall long-term viability of the solution, and the potential for wider and long-term uptake, thus delivering on the SMEP programme objectives to address pollution mitigation and improve conditions for environmental and human health.

4.1.10 Solution

Defined as the underlying technology that serves to mitigate pollution e.g., bio-digester or nano-filtration water treatment.

4.1.11 Value for Money (VfM)

FCDO considers VfM across considerations of Economy, Effectiveness Efficiency and Equity. For the current Call, the following indicators will apply at a minimum:

- **VfM Economy** will be determined by the financial cost to the programme, as indicated by the use and deployment of staff and associated staffing costs, and any ancillary costs.
- **VfM Effectiveness** will be determined by the content of the application.
- **VfM Efficiency** will be determined by the applicant's use of resources, existing knowledge, and stakeholder network. In response to the Covid pandemic, the applicant's resilience to adapt and reduce travel and accommodation expenses that would have been otherwise required, by its ability to transition to virtual meetings and other Covid-adapted measures.
- **VfM Equity** will be determined by the applicant's ability to promote the FCDO's equity agenda, as indicated by how it identifies barriers that impede the participation of certain groups within society and suggests ways to promote greater access and equity by taking account of and encouraging gender, equality, and support opportunities for their empowerment.

4.1.12 Viability

The application is feasible, achievable, and practical within the timeframe and budget.

4.2 Intellectual property

Applicants should describe the relevant Intellectual Property (IP) status and whether IP restrictions will have a bearing on the research and development project outcomes.

Downstream partners of FCDO are generally expected to comply with standard FCDO contractual requirements relating to IP. The FCDO is a UK government department mandated to spend UK taxpayer funds for the delivery of overseas development assistance (ODA) in accordance with applicable UK ODA legislation. The FCDO has a strong mandate in addressing poverty alleviation and generating public goods. Prospective applicants are referred to the standard terms of the contract which are summarised briefly below and are requested to highlight any concerns relating to IP to procurement@smepprogramme.org to enable SMEP to address these proactively.

In summary:

- Existing (pre-contract) IP remains the exclusive property of the respective parties.
- IP created as a result of a project funded by FCDO, including any embedded background IP, shall be owned by the Contractor or 3rd party, as the case may be, but be available (on a royalty free, non-exclusive basis) for use or to be assigned by FCDO

Note that commercial information, trade secrets or intellectual property shared in Project Concept Proposals will be treated confidentially and shall not be disclosed beyond the SMEP team; and sensitive information submitted to SMEP shall be deleted once the evaluation process is complete.

4.3 Organisational and operational capability

Applicants may, but are not obliged to, form partnerships or consortia, and may add partners after shortlisting. Applicants are encouraged to consider the complexities of bringing their research into use and the various roles that may need to be performed when considering the need for partnerships and show that the team has the capabilities to deliver the desired results.

Given the nature of complex stakeholder dynamics that may affect the uptake of solutions for manufacturing pollution, applicants must reflect on whether key stakeholders with the requisite interest and authority are likely to support the application.

Applicants may submit more than one concept¹⁷ as a lead organisation and are permitted to participate as a consortium partner under other lead organisations on multiple concepts. Lead applicants must be legally registered and compliant with relevant national statutory authorities.

4.4 Legal and commercial status

Applicants will be asked to indicate the funding required in relation to the average of annual turnover of the lead applicant over the last three years. Ideally, this should not exceed the average. However, where organisations fail to meet this target, they will be asked to show evidence of commercial and operational track record, will have to provide motivation for condonation, and/or meet additional due diligence requirements.

¹⁷ Please also refer to Section 2.2 point 9.

4.5 Delivery of the project activity

Applicants must present a logical sequence of activities, to support rollout and implementation. The description of these project activities should include:

- a. The timeframe envisaged and key milestones.
- b. The requisite funding that is being sought from SMEP (and co-funding status). A breakdown of the investment foreseen against the key stages in the concept trajectory (from the current state of readiness through development, and scaling, to successful implementation and uptake).
- c. Additional resource requirements and scale of investment (outside of SMEP) that is envisaged to implement the concept.

Note that co-finance is desirable but not a prerequisite, and that SMEP would, in any event, like to understand what historical, current, or future investment has been made, or secured and how that relates to the requested SMEP support.

4.6 Communications

4.6.1 Contacting the PMA

Please use the email procurement@smepprogramme.org for all procurement-related communications, including clarifications regarding call process requirements, call queries and due diligence procedures.

Note that if engagement with suppliers occurs while the Call is open, all technical advice or support on the content of the application will be made publicly available using a Question-and-Answer document.

SMEP will also entertain process-related questions or clarifications on the Terms of Reference. Where a query has implications for general interest and applicability, the query and its response will be published on the Call queries page.

4.6.2 Potential suppliers' contact point

Applicants must provide a single point of contact in their organisation for all correspondence relating to this procurement process. SMEP shall not be responsible for contacting the applicant through any route other than this single point of contact and the contact details provided. The applicant must therefore undertake to notify SMEP promptly of any changes relating to the single point of contact.

4.7 Call Management provisions

4.7.1 Principles of good practice

SMEP follows the FCDO's six compliance areas for good practice, viz. VfM and governance; ethical behaviour; transparency and delivery chain management; environmental issues; terrorism and security; and social responsibility and human rights.

4.7.2 Call submission

The following general provisions apply:

- i. It is the responsibility of the applicant to ensure their application is compliant, including submission by the due date.

- ii. Applicants unable to submit their application because of a failure of the electronic portal may submit a copy via email to procurement@smepprogramme.org explaining the nature of the portal failure. In such cases, SMEP may condone the change to the Call conditions.
- iii. Following evaluation, SMEP may request and consider amended concepts from applicants under this Call.
- iv. No statement made by SMEP express or implied during this procurement process is intended to form any express or implied contractual relationship between the parties unless and until the contract is awarded and signed by the parties.
- v. SMEP may amend the conditions should the need arise, in which case applicants will be informed of any new conditions that apply and will be allowed to update their submission accordingly.
- vi. SMEP may amend, add to, or withdraw all or any part of this Call at any time during the procurement process.
- vii. SMEP may reopen the Call should an inadequate response be received.
- viii. SMEP may decide not to evaluate applications that do not comply with the conditions for this Call.
- ix. SMEP may reject any application that departs from the conditions detailed in this Terms of Reference.
- x. If none of the applications submitted in response to this procurement is considered satisfactory, SMEP need not award a contract and may consider alternative procurement options.

4.7.3 Costs of the applications

Applicants will remain responsible for all costs and expenses incurred by them, their staff, and their advisors or by any third party acting under their instructions in connection with this application. This will be regardless of whether such costs arise because of any direct or indirect amendments made to this procurement process by SMEP at any time.

For the avoidance of doubt, SMEP shall bear no liability whatsoever to applicants for the costs of any amendments, changes, discussions, or communications in respect of this procurement documentation.

4.7.4 SMEP'S obligations to applicants

On receipt of Project Concept applications, SMEP will:

- i. Ensure applications are registered upon receipt and held securely until after the deadline for receipt of applications.
- ii. Maintain a clear audit trail of the opening of all electronic application submissions after the time and deadline for receipt of applications.
- iii. Ensure that all applications are evaluated objectively, in line with the evaluation criteria specified in this procurement documentation.
- iv. Inform applicants of decisions made regarding the award of contracts.
- v. Reserve the right to disqualify any non-compliant applications.