

RESPONSIBLE MICA INITIATIVE

**(Mission - Formalization and legalisation of MICA SECTOR in
Jharkhand and Bihar, India)**

Request for Proposal

**Joining forces across industries for responsible sourcing practices and
local engagement to eradicate child labour and improve the livelihoods of communities
within compliant and legal mica supply chains, starting in India.**

November 27th, 2024

REQUEST FOR PROPOSAL

Engagement strategy with the States of Jharkhand and Bihar to formalize mica mining

Issued on	November 27 th , 2024
Reference Number	-
For	Responsible Mica Initiative
Quote Deadlines	December 15 th , 2024

(A) BACKGROUND:

The Responsible Mica Initiative (RMI) is a global coalition of national and international civil society organizations and mica based industries (global and local), whose multiple business and civil society members jointly commit to using responsible sourcing practices and local engagement to eradicate child labor and improve the livelihood of communities within compliant and legal mica supply chains globally, and especially in India, in the states of Bihar and Jharkhand.

Mica is used in a wide range of industries that benefit from the mineral’s diverse attributes. The cosmetics, automotive coatings and printing ink industries utilize mica’s visual properties. Mica is a natural insulator used throughout the electronics industry, serves as a filler in plastics and construction materials and is used as a lubricant in the oil and gas-drilling sector, among other applications. India is one of the world’s largest sources of mica and the world’s leading exporter with more than a quarter of mica global exports, 75% of which is collected in the mica belt that straddles the eastern states of Bihar and Jharkhand, where high-grade mica is found, yet paradoxically, mica mining in these states has no legal framework in force. Mica is collected by artisanal and small-scale mining communities without any formalisation and is processed by local industries which have great difficulty in finding legal sources of supply.

RMI is a Do-Tank inspired by the following 5 overarching principles: “Think holistically; Be action oriented; Stay humble; Innovate; and Collaborate above all”, and pursues the following 3 main interconnected objectives:

- Implement fair, responsible and sustainable workplace practices along mica supply chains, starting with India, including the ability to trace the mica supply chains,
- Empower local communities to ensure long lasting change resulting from the implementation of inclusive and holistic empowerment programs, thereby eradicating child labour from the mica supply chains,
- Enable a sound legal framework for the formalization of the mica industry, and especially in Bihar and Jharkhand, which will also benefit the local communities, by working hand-in-hand with governments and other local authorities.

With regard to the process of formalising mica mining in Jharkhand and Bihar, RMI is following a two-pronged approach consisting of both a cooperative model for formalising artisanal and small-scale mica mining, which could be pursued through the implementation of the *Dhibra Policy*, and the auctioning of formal leases for industrial or semi-industrial mica mining.

To attain its objective, RMI is working very closely with various stakeholders in India collaborating with civil society organizations, local mica businesses, various government agencies, sector experts and other key stakeholders. At present RMI is very much focused in Jharkhand and Bihar, the two major mica supplying states of India.

(B) MISSION PURPOSE

Since its inception in 2017, RMI has worked to support formalization of the Mica sector in Bihar and Jharkhand at a State level, as mica is considered a minor mineral according to the MMDR Act and is therefore regulated at this level. In Jharkhand, the Government in 2022 had gazetted a notification for the disposal of Dhibra (scrap Mica) dumps through organized worker's cooperatives. However, this "*Dhibra Policy*" remained only on paper and no implementation happened. The illegality/informality surrounding Mica has made sure that until and unless there is a comprehensive legal framework in place, the situation of the industry, communities and the ecosystem associated with mica trade will remain unchanged. To be able to enforce human rights due diligence in mica supply chains, it is essential that the Government of the day makes provisions for formalizing the sector, in line with the 9 Ranchi principles deliberated on and adopted by RMI¹.

The purpose of this RFP is to engage an external agency that will help RMI and its members to influence critical stakeholders that are essential to the transformation of the mica sector and build a detailed roadmap for the formalisation and legalisation of the mica sector in Jharkhand. This assignment will take place over the year 2025.

This mission will focus both on Jharkhand and Bihar. However, depending on the results obtained, an expansion of efforts towards the central government, to advocate for mica to be included again in the list of major minerals, may be considered.

(C) MAJOR TASKS TO BE ACCOMPLISHED:

- 1. Identify, map and categorise key stakeholders to be involved in the process in the States of Jharkhand and Bihar. The agency must develop a stakeholder prioritization framework to rank stakeholders based on their influence, interest, and alignment with RMI's objectives. This framework should guide engagement strategies and ensure a focused approach on critical stakeholders.**

¹ RMI/FTI, Chapter 7.2.1, in *JHARKHAND SUSTAINABLE MICA POLICY FRAMEWORK AND VISION*, <https://responsible-mica-initiative.com/wp-content/uploads/2020/07/Jharkhand-Sustainable-Mica-Policy-Framework-and-Vision-July-15-2020-FINAL.pdf>, p. 10

2. At Jharkhand state level, plan, facilitate, organise, and report on four multi-stakeholder consultation workshops. These workshops may include the following stakeholders, and all other relevant stakeholders identified during the above-mentioned mapping:
 - a. Civil society,
 - b. Sector experts, universities and academics studying the topic of mica mining,
 - c. Local industry and traders,
 - d. Relevant Government departments and agencies such as Mining and Geology, Labor, Rural Development and Panchayati Raj, Women and Child development, Jharkhand State Mineral Development Corporation (JSMDC) and any other relevant institutions and political leaders.

The consultations should take place in each quarter. The first workshop should be conducted during first week of February 2025.

3. Expect multiple working groups to come out of above-mentioned consultations. Therefore, the agency will facilitate the progress of various working groups. Task force and working groups would meet on a monthly/quarterly basis.
4. In the first week of February 2025, set up a first meeting for RMI representatives and RMI companies that source mica from India with:
 - The Chief Minister of Jharkhand
 - The Minister of Mining
 - The Federation of Jharkhand Chamber of Commerce and Industry (FJCCI)
 - The Jharkhand Department of Mining and Geology
 - Any other relevant Jharkhand-based institution or stakeholder group that may appear critical to the change RMI and its member companies are advocating for

As a follow up to this meeting, facilitate the setup of any further rounds of engagement with the Jharkhand Government that are necessary to monitor results and continue advocating for them.

5. At district level, plan, facilitate and report on a Government task force in the districts of Giridih and Koderma of the state of Jharkhand.
6. Provide support on building strong arguments that will resonate with the government in place to prepare for all meetings listed in point 4. this should also include: meeting briefs, preparation calls, elevator pitch, presentations etc.; Periodically review engagement strategy and refine the same considering new information as and when it arises.
7. Engage national, state and local media for the uptake and dissemination of stakeholder consultations' key statements and outcomes.
8. In the State of Jharkhand, prepare a guidebook that will serve as a ready reckoner for the Government to prepare the roadmap for the formalisation of a fair, responsible and sustainable mica mining sector. As mentioned above, this roadmap should both focus on a cooperative model for formalising artisanal and small-scale mica mining, and the auctioning of formal leases for industrial or semi-industrial mica mining. This will include but may not be limited to:
 - a. A legal roadmap for the implementation of formal leases for industrial or semi-industrial mica mining,
 - b. A legal roadmap for the implementation of the cooperative model and formalising Artisanal and Small-Scale Mining (ASM – Dhibra pickers):

- Standard Operating Procedure (SOP) for Granter- Dept. of Mines and JSMD (Process of granting a lease),
 - SOPs for Grantee- Community Based Organizations (CBOs- cooperatives) under the supervision of GP (Process to own and have a legal access to lease)
 - SOPs for District level committees on identification of Dhibra site (Dhibra site identification process, Dhibra quantification process etc.)
 - SOPs for Collection Center/Business Facilitation Unit operations (Worker's Cooperatives),
 - SOPs for Dhibra Picking- Dos and Don'ts,
 - SOPs for price fixation,
 - SOPs for wage calculation,
 - SOPs for Direct Benefit Transfer of wages to Cooperative members,
 - SOPs for Quality Check and segregation,
 - SOPs for traceability,
 - SOPs on various compliance measures such as Environmental, Social, Governance and Occupational Health & Safety,
 - SOPs for Auction of Dhibra by JSMD, SOPs for Grievance Redressal.
9. In the State of Bihar, define and prepare an RMI strategy and implementation pathways, for the formalisation of the mica sector in Bihar. As the debate on the formalisation of mica in Jharkhand is more mature, it will be able to feed into the proposals made to the Bihar government.
10. Halfway through the contract, on the first of June 2025, after an evaluation of the first rounds of discussion will be carried out, propose an alternative roadmap on which to focus, for mica to be included in the list of major minerals, as per the MMDR Act, at Central Government level.

(D) END PRODUCT / KEY DELIVERABLES:

1. A document outlining the detailed results of the stakeholder mapping exercise as mentioned in task 1.
2. The preparation and organization of all pre-mentioned meetings and consultations
3. A comprehensive guidebook serving as a detailed roadmap as mentioned in section C, point no. 8 of the RFP.
4. A power point presentation for the above
5. A comprehensive and exhaustive report on all actions taken throughout the year – For all engagement with stakeholders listed above and any that may arise during the assignment, whether individual meetings or working group consultations: this should include a list of attendees, minutes of meetings, media engagement records, key topics discussed and key outcomes or agreed next steps.
6. A power point presentation summarizing the above.
7. A detailed document charting out a path for advocacy and a set of recommendations for RMI and other stakeholders going forward.
11. A strategy and roadmap proposal for the formalization of mica mining in Bihar.

12. After an evaluation of the first 6 months of discussion, propose an alternative roadmap on which to focus, for mica to be included in the list of major minerals, as per the MMDR Act, at Central Government level.

(E) PROPOSAL FORMAT

i. Cover Sheet

The Cover Sheet is the standard first page of your proposal document. The following content must appear on the cover sheet:

- Bidder details: Provide the name, address, registration details and number, and telephone number of the bidder organization. Include your email address, website, as available.
- Project Director: Provide the name of the Project Director (or equivalent) and his/her title. (This is the person authorized to sign on behalf of the Bidder organization.
- The Cover Sheet must be signed by the Project Director.

ii. Organizational Capacity

The purpose of this section is to show that the organization has the necessary experience and qualifications to carry out the proposed project. Be sure your Organizational Capacity section contains the following information:

- Type of Organization:
- Description of the organization:
- When was the organization formed?
- Is the organization formally registered? If yes, what is the date and type of registration (local, state, federal, or with different government department(s), and registration number?
- Include details of its organizational/management structure, facilities, and number of employees.
- Describe the technical, programmatic and management experience of the organization, including proven experience in political advocacy or public affairs in India, particularly in Jharkhand, relevant to the study.

III. Personnel

Describe the qualifications and experience of the people who will be responsible for carrying out the mission. Include information for key positions only (e.g. Project Director, Project Manager). If individuals have been identified, also briefly summarize their qualifications (e.g., education, last position held, relevant experience). One paragraph (250 words) for each person is sufficient.

iv. Technical Proposal

It is requested that the proposal be limited to not more than 15 pages. Additional information, if required, could be provided as Annexes or in digital format

- Understanding of context, scope of work and objective of the assignment
- Proposed detailed action plan for the assignment

- Detailed activity related process and deliverable content
- Risks, Exclusions (if any) and proposed actions to mitigate the same
- Support required/expected of RMI
- Detailed track record of previous relevant advocacy assignments

v. Budget Proposal

The bidder's budget must reflect the activities to be undertaken for the proposed mission in monetary terms. Primarily this shall include the cost of the personnel, out of pocket expenses, miscellaneous cost along with other budget lines.

vi. Timeline Proposal

The bidder must give a precise and detailed timeline of the deliverables and action items.

(F) PROPOSAL SUBMISSION GUIDELINES AND INSTRUCTIONS

Note: No payment is required to apply for or receive a contract from RMI. Please report any irregularities to contact@responsible-mica-initiative.com

- The proposals should be submitted to the following email address with the subject line "Response to Mission Mica Formalization RFP [Insert Name of Bidder/Solicitation Number]": pushkar.jha@responsible-mica-initiative.com with a copy to farid.fernandez@responsible-mica-initiative.com and magali.barraja@responsible-mica-initiative.com
- Proposal must be received by December 15th, 2024, 1700 hrs., Indian Standard Time.
- Formatting: Acceptable proposals shall follow the following format guidelines
- Use the format outline as provided above; font should be Calibri, 11pt, black, single spaced.
- All proposals must be valid for a minimum of sixty (60) days.
- Questions: All questions regarding the preparation of proposals must be submitted in writing (by e-mail) to pushkar.jha@responsible-mica-initiative.com with a copy to farid.fernandez@responsible-mica-initiative.com and magali.barraja@responsible-mica-initiative.com
- no later than 1700 hrs Indian Standard Time, December 15th, 2024. A copy of all written questions and responses will be provided to all interested organizations.
- Presentation: Shortlisted bidders will be invited to provide a virtual or in-person presentation. Shortlisted bidders will be given the opportunity to answer questions regarding their technical capabilities.
- Selection: Successful bidders will be notified of selection, and a draft contract will be shared for contractor's review. Unsuccessful bidders will also be informed, explaining the reasons why.
- For any support you may contact:

Lead Bid & Technical support: Pushkar Jha, India Program Manager,

pushkar.jha@responsible-mica-initiative.com

Contract Supervisor: **Fanny Fremont, Executive Director-RMI**

Fanny.fremont@responsible-mica-initiative.com

(G) EVALUATION CRITERIA

In evaluating the proposals, RMI will seek the best value for money rather than the lowest priced proposal. RMI will use a two-stage selection procedure:

- The first stage will evaluate the Technical Proposal.
- In the second stage, agencies will be invited to present their proposals, and the same will be evaluated

Specifically, the RMI's selection committee will evaluate each proposal upon the following criteria:

- 1) The skill, experience and training of the specified person who will be performing the services requested;
- 2) The Bidder's understanding of the proposed mission;
- 3) The Bidder's ability to engage across key stakeholders, its familiarity with local governance structures, and its connectedness with local political actors;
- 4) Prior experience and reputation of the Bidder in working on similar/related assignments, with a track record of impactful lobbying or public affairs campaigns in India;
- 5) Quality of RfP submission, according to the above-mentioned expected tasks and deliverables;
- 6) Cost & timing of the RfP submission

If at any time prior to award of the contract RMI deems there to be a need for a significant modification to the terms and conditions of this RFP, RMI will issue such a modification as a written RFP amendment to all competing bidders. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any RFP term or condition, and no bidder shall rely on any such statement.

RMI is not bound to accept the lowest or any proposal and reserves the right to accept any proposal in whole or in part and to reject any or all proposals. RMI shall not be legally bound by any award notice issued for this RFP until a contract is duly signed and executed with the winning Bidder.

H. TERMS

RMI reserves the right to cancel this RFP at any point and is under no obligation will reimburse any expenses related to the preparation of any proposal related materials or delivery.

TIMELINE FOR RFP:

Activity	Date
Call for Proposal Published	November 27 th , 2024
Clarification / Questions from bidding agencies	November 30 th , 2024
Clarification Responses from RMI (includes T&C responses)	December 5 th , 2024
Final Submission of proposal by the bidders -Last Date	December 15 th , 2024
Screen and Evaluation of the proposal	December 17 th , 2024
Presentation of the submitted proposals by shortlisted bidders	Dec. 17 th – Dec. 24 th 2024
Selection of Preferred agencies	December 24 th , 2024
Contracting done	By December 30 th , 2024

E. Compliance with the Anti-Corruption, Conflict of Interest and Sexual Exploitation, Abuse and Harassment (SE-H) Policies

Anti-corruption

RMI is firmly committed to maintaining high ethical standards and actively combating corruption in all its forms. By answering to this RFP, the answering organization ascertains reading and understanding [RMI Anti-corruption policy](#) and undertakes to comply with its provision. This policy aims to establish clear principles and rigorous procedures to ensure the ethical conduct of all staff and stakeholders associated with the Responsible Mica Initiative’s activities.

Conflict of Interest

Ensuring that private interests do not influence its decisions is a constant concern of the Responsible Mica Initiative. By answering to this RFP, the answering organization ascertains reading and understanding [RMI Conflict-of-Interest Policy](#) and undertakes to comply with its provisions. The purpose of this policy is to ensure that RMI’s stakeholders, including employees and partners, act in RMI's best interest and avoid real or perceived conflicts of interest.

Sexual Exploitation, Abuse and Harassment (SEA-H)



The Responsible Mica Initiative is firmly committed to maintaining safe and respectful working environment, and actively combating sexual harassment, exploitation and abuse in all their forms. By answering to this RFP, the answering organization ascertains reading and understanding **RMI Sexual Exploitation, Abuse and Harassment (SEA-H) policy** and undertakes to comply with its provision. The purpose of this policy is to promote a safe and respectful working environment by preventing and addressing sexual harassment, exploitation, and abuse (SEA-H) within the RMI.