

ToR

TRAINING ON RMI WORKPLACE STANDARDS (ESG) FOR MICA PROCESSORS IN INDIA

(A) ABOUT RESPONSIBLE MICA INITIATIVE (RMI) AND WORKPLACE STANDARDS

The Responsible Mica Initiative is a coalition for action in which multiple industries & organizations jointly commit to using responsible sourcing practices and fostering local capacity to eradicate child labor and improve the livelihood of communities within a compliant and legal mica supply chain in India over the next 5 years.

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 of which major portion is collected from Bihar, Jharkhand, Rajasthan and Andhra Pradesh.

To meet its mandate RMI has designed the "RMI Global Workplace Standards for its mica processors covering ESGH & supply chain due diligence" with an aim to secure and improve workplace conditions in the supply chain for mica collection and processing. Under this designed approach RMI members are required to adopt or support adoption within its own supply chain of workplace standards that encompass environmental, health, safety, legal, economic, and fair labor practices, including a prohibition on the use of child labor.

(B) BACKGROUND OF THE ASSIGNMENT

To implement the "**RMI Global Workplace standards**" at mica processors in India, RMI has designed to have face-to-face training program on its workplace standards for mica processors to have clear understanding and its requirements. The aim is to build the capacities of the Mica processors, employment personnel including workers to acquainted with the RMI workplace standards and enable them in implementing the same at their factories in accordance with RMI's global workplace standards.

(C) ABOUT ASSIGNMENT

Key Objectives

RMI is looking for the technical agency that can develop the training material on Environmental, social, governance and supply chain due diligence in accordance with RMI Global workplace standards for mica processors. The training materials shall include detailed modules on key attached messages along with developing various policies & SOPs and with power point presentation (PPT) slides in English Language. The

aim of these training modules and PPT is to train the trainers of the workplace who will further train their respective workers and staff in their workplace to ensure that mica processing units retain the capacity to manage Environment, Social, governance and supply chain due diligence (ESG) at workplace by widening the learning curve using a sustainable approach.

(D) KEY DELIVERABLES

1. Developing the below key messages identified into training materials including modules, various policies & SOPs.
2. Each module shall contain various sub modules and group exercises, as well as a quiz section.
3. Preparation of master power point slides based on training modules to provide guide to our trainers.
4. The training module shall be classified into three major categories based on trainees' learning level:

Learner stage- for those who have just begin to learn about RMI's workplace standards (Beginners)

Practitioner stage- for those who have completed the beginner stage and begun practicing the EGS policies, procedures and recommendations at workplace as per RMI' standards. (Practitioners)

Champion stage- for those who have completed the learning up to practitioner stage and are in advance stage of practicing to reach an imperative zero tolerance level on ESG in all aspects with regard to RMI' workplace standards. (Champions)

Below are the key messages identified in our RMI's Workplace standards based on which modules shall be developed:

(i) ENVIRONMENTAL CRITERIA:

1. Introduction: Why Environmental Criteria is important?
2. Basic Understanding of Environmental hazards (aspects) & its impacts
 - Associated hazards, DO's and DON'T, how it will impact our workplace?
3. Environmental Policy
4. Environmental Management
 - PDCA Approach.
 - Monitoring of Environmental Management system.
 - Environmental Data and Supporting information.
5. Legal Compliance
 - All applicable environmental regulatory requirements at national and state(local) levels.
 - Environmental permits applicable.

- Legal register for monitoring the environmental regulatory requirements.

6. Environmental Obligations / various documents needed:

- Air Emission
 - Emission source and type including baseline against which it measures reductions.
 - Emission reduction plan.
- Greenhouse Emission
 - CO2 emission baseline.
 - Any reduction plans.
- Noise
 - Noise baseline assessment & reduction plan.
- Chemical/Fuel Storage/ Containers
 - Labeling and marking of storage of fuels/chemicals.
 - Spill/Overfill management – Control measures.

7. Environmental, Conservation & Management / practices

- Energy consumption
 - Measurement of energy consumption.
 - Use of Renewable energy to reduce total energy consumption.
 - Energy efficiency methods.
 - SOP.
- Freshwater management and conservation
 - Water use assessment impacts.
 - Water use reduction plan.
 - SOP.
- Waste Water Discharge
 - How is waste water discharged?
 - Control or treatment of wastewater.
 - Any reduction plans.
 - SOP.
- Soil Erosion Management
 - Soil erosion due to operations in their workplace.
 - Erosion control measures.
 - SOP.
- Waste Management
 - Waste hierarchy.
 - Waste disposal methods.
 - Any reduction plans.
 - SOP.
- Biodiversity, Forest and Protected areas
 - Encroached areas.

- Protection of flora, fauna and any indigenous people.
- Biodiversity restoration activities.
- SOP.

(ii) SOCIAL CRITERIA:

1. Introduction: Why social criteria is important?
2. Legal Compliance
 - No child labour/ Rehabilitation
 - Policy with emphasis on communication on right stakeholders.
 - SOP.
 - No Forced Labour
 - Policy with emphasis on communication on right stakeholders.
 - SOP.
 - Sub-Contractor
 - Policy with emphasis on communication on right stakeholders.
 - SOP.
 - Use of labour-providers/Agencies
 - Policy with emphasis on communication on right stakeholders.
 - SOP.
 - Migrant labour
 - Policy with emphasis on communication on right stakeholders.
 - SOP.
3. Freedom of Association and collective bargaining
 - Policy with emphasis on communication on right stakeholders with regards to trade unions.
4. Discrimination, Harassment & Gender Equality
 - Policy with emphasis on communication on right stakeholders
 - SOP related to sexual harassment
5. Human Rights, Security and Human rights, Entitlement to work and right of under privileged community
 - Policy with emphasis on communication on right stakeholders
 - SOP
6. Hiring
 - Hiring process
 - Policies and SOP
 - Induction process
 - Policies and SOP
 - Working hours policy
 - Policy
 - Remuneration and compensation
 - Policy
 - Layoff/Retrenchment

- Policy
- 7. Grievance mechanism
 - Policies and SOP
- 8. Community development, Land acquisition and resettlement and cultural heritage
 - Policy
 - SOP
- 9. Artisanal and small-scale mining
 - Policies
- 10. Stakeholder Engagement
 - Policies

(iii) GOVERNANCE CRITERIA:

1. Introduction: What is governance?
 - How it will help the business?
2. Legal compliance as per governance criteria
3. Governance Management
 - What are different policies?
 - What are the different SOPs?
4. Business Integrity and Business relationship
 - Policy
5. Management responsibility and accountability
6. Transparency and disclosure
 - a. Global report to be published by the processor on how he is managing the implementation of responsible workplace standards.
7. Management/ Executive Compensation and Incentives
 - a. How the processor has included the implementation of good practices in the incentives and compensations schemes of its management team

(iv) SUPPLY CHAIN DUE DILIGENCE:

1. Introduction: Why is Supply chain due diligence important?
2. Establish strong processor management system
 - a. Develop a supply chain policy for mica (Process flow) or supplier code of conduct.
 - b. Develop a checklist for set of internal policies to make sure the relationships between the processor and its suppliers are strong and thought about in the long term
3. Identify and assess risks in the supply chain
 - a. Describe the context

- b. How to assess the risks that are associated with the suppliers?
4. Design and implement a strategy to respond to identified risks
 - a. Designing the risk management plan for identified risks.
5. Report annually on supply chain due diligence
 - a. ESG reporting template.

(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 and telephone number of the bidder organization. Include your email address, website, and fax numbers, 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)?)
- Include details of its organizational/management structure, facilities, and number of employees.
- Describe the technical, programmatic and management experience of the organization, relevant to the study.

III. Personnel

Describe the qualifications and experience of the people who will be responsible for carrying out the study. 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 5 pages. Additional information, if required, could be provided as Annexes or in digital format

- Understanding of the scope of work/deliverables
- Proposed detailed work plan/timeline
- Risks, Exclusions (if any)
- Support required/expected of RMI

v. Budget Proposal

The bidder's budget must reflect the activities to be undertaken for the proposed study 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 submit a precise and detailed timeline in line with detail deliverable mentioned in section -C & D of the ToR.

(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 ToR on Training on RMI Workplace Standards (ESG) for Mica Processors in India"

Send it to: gautham.eswar@responsible-mica-initiative.com with a copy to fanny.fremont@responsible-mica-initiative.com & vijay.jain@responsible-mica-initiative.com

- Proposal must be received on or before April 15, 2022 @ 18:00 hrs. Indian Standard Time (IST).
- Formatting: Acceptable RFPs 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 gautham.eswar@responsible-mica-initiative.com with copy to fanny.fremont@responsible-mica-initiative.com and vijay.jain@responsible-mica-initiative.com until 15 days from date of publication. 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 reasons why.

- **For any support you may contact:**

- Lead Bid & Technical support:**

Mr. Gautham Eswar, Manager – Workplace Standards & Sustainability,

gautham.eswar@responsible-mica-initiative.com

or

Dr. Vijay Jain, India Program Manager

vijay.jain@responsible-mica-initiative.com

- Contract Supervisor:**

Ms. 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.
- The second stage will evaluate the Cost & Timing Proposal for proposals that pass the Technical Proposal evaluation.

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 study;
- 3) The prior experience and reputation of the Bidder in working on similar/related assignments.
- 4) Cost & timing

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.