

Non-Financial Memorandum of Understanding
between
Pune Municipal Corporation (PMC) and
3D Program for Girls and Women, United Nations Foundation, Washington DC

This non-financial Memorandum of Understanding (MoU) outlines a planning process to develop and implement an efficient and environmentally sound solid waste management (SWM) system which also facilitates convergent action across stakeholders to benefit waste pickers and their families in the jurisdiction of Pune Municipal Corporation (PMC). This MoU is between the PMC and the 3D Program for Girls and Women, United Nations Foundation, Washington DC (hereby known as the 'parties').

The parties have agreed to sign this non-financial MoU as a statement of intent by the parties to work in collaboration.

This MOU is being signed between Saurabh Rao, Municipal Commissioner, PMC and Dr. Geeta Rao Gupta, Executive Director, 3D Program for Girls and Women, United Nations Foundation, Washington DC.

Timeframe and Termination

This MoU will be in existence from November 1, 2019 to February 28, 2021, with the possibility of an extension based on mutual written agreement between the parties.

Background on the 3D Program for Girls and Women

The 3D Program for Girls and Women is hosted by the United Nations Foundation. The United Nations Foundation is registered as a 501(c)(3) charitable organization with the United States federal government. The 3D Program for Girls and Women was founded in March 2017 and in its first three years, is working in Pune District and Pune City, Maharashtra State, India.

The goal of the 3D Program for Girls and Women is to advance gender equality and girls' and women's empowerment by facilitating convergent action across stakeholders and sectors to increase economic opportunities for vulnerable groups of girls and women and address their health, education and safety needs.

Objectives of the Memorandum of Understanding

The objective of this non-financial MoU is to provide a framework for collaboration between the parties.

Specific Areas of Collaboration

Together the parties will create and facilitate a working group of relevant Municipal and State Government officials; technical and other experts provided by 3D will be a part of this group along with representatives of waste pickers. The group shall be empowered to include additional members as may be needed on an ad hoc or continuous basis and will be chaired by the Municipal Commissioner. The group will endeavour to meet the following objectives:

1. To create a system for Solid Waste Management (SWM) to ensure a participatory, decentralized, economically efficient, environmentally robust plan based on minimization of wet waste at source through promotion of in-situ composting and maximizing recycling through inclusion of waste pickers; this system will be based on a system being incubated within PSCDCL for Aundh ward with the intent of expanding it through the PMC to the entire city of Pune
2. To provide waste pickers with a sustainable livelihood
3. To improve access to and use of government social welfare benefits, programs and services provided to waste pickers and their families and support and facilitate access to decentralized spaces and infrastructure in slum communities to enable this.
4. To jointly set measurable targets for improved outcomes in health, education, safety and livelihoods for waste pickers and their families, particularly their daughters. These could include an increase in livelihoods through composting of wet waste at source, increase in recycling rates, reduction in waste collection and transport, recovery and better management of all streams of waste, improved and higher access to schemes, higher outlays in budgets for the welfare of waste pickers, facilitation of access through single window systems

Roles and Responsibilities

The PMC will:

1. Constitute a Working Group with 2 sub-committees including Joint Commissioners heading SWM and Social Development Departments, other departments as relevant and external experts, including those nominated by 3D Program in order to: 1) develop, oversee and execute the planning and implementation of zero-waste SWM in Pune and 2) to improve access by waste pickers and their families to social benefits;
2. Support the Working Group to undertake community surveys, financial analysis and other research to inform the planning process
3. Convene monthly / regular meetings of the Working Group
4. Ensure that the recommendations of the Working Group proceedings inform city level planning and budget allocations
5. Formally adopt, implement and scale up the SWM plan that emerges from the deliberations of the Working Groups, and incubation projects such as Aundh Zero Waste, Material Recovery Facilities, GIS-based SWM Data Platform
6. Institutionalize mechanisms processes and practices, for citizen participation, engagement, IEC, creative support and governance, alignment of Extended Producer Responsibility and CSR initiatives, that may be developed as part of the incubation / pilot projects and found appropriate

7. Institutionalise mechanisms, processes and practices, for improving outreach to, inclusion of and service delivery to waste pickers and their families
8. Identify and induct appropriate staff within SWM and SDD to perform/ develop/ undertake/ streamline such functions to enable institutionalization of innovations, and improved practices, under the guidance of the Working Group
9. Facilitate the Scale up of the KKPKP Kashtakari Seva Kendra (community facilitation center) by providing spaces in slum communities (existing or new)
10. Continue to improve the occupational safety of waste pickers by supporting the construction and maintenance of materials recovery facilities (MRFs) by:
 - a. Identifying and allocating spaces necessary for sorting, material recovery, plastic recycling, composting, bio-digestion etc.
 - b. Proposing changes to the State Government based on findings such as changes to the Development Control Rules, Specific welfare schemes, etc.
 - c. Incorporating outcomes as part of municipal byelaws and SWM Plans
 - d. Providing for life and disability insurance and medical emergencies

The UN Foundation 3D Program for Girls and Women will:

1. Provide support to the PMC to convene regular meetings of the Working Group, including setting the agenda, highlighting action points and following up as needed
2. Provide technical experts to serve on the Working Group, including on SWM platforms and barriers to access of social welfare benefits and services to generate data-driven recommendations for the structure, governance, staffing, and management processes
3. Gather and provide feedback from waste pickers and their families ensure that the social welfare platforms are responsive to their economic and social needs
4. Develop and test citizens' engagement & deliberation methodologies, communication strategies on SWM, and inputs for policies and institutional practices on the same
5. Organize meetings/ workshops with key stakeholders to take forward the SWM plan
6. Produce and share reports on the activities, outcomes and lessons learned from the convergent process to strengthen the livelihoods and social inclusion of informal workers in Pune

Working Group

The Working Group will provide full time advisory and implementation monitoring support to the PMC SWM Department and the PMC Social Development Dept (as relevant to the scope of work), with guidance from the Programme Advisory Committee (PAC) of the UN Foundation 3D Program.

The Working group will be chaired by Municipal Commissioner/ Additional Municipal Commissioner with the Joint Commissioner (SWM) as Member Secretary.

Members will include

- From the PMC - Deputy Commissioner (SWM), HOD SDD, Vehicle Depot in-charge, Chief Sanitary Inspector(s), PMC IT Dept, PRO, Law Officer;

- Full-time Resources for data, planning outreach, operations, workers benefits, governance; and Part-time Resources for Wet waste management (Composting, Bio-digestion), legal, financial.
- Proposed members of the Working Group include UN Foundation (3D Program); Centre for Environment Education(CEE), Kashtakari Panchayat, Swach, YARDI, Shelter (& / Or Mashal), LFE, Tech Partner / Data Partners (TCS, Re-City, Recykal etc), and selected individual experts (such as INORA, ARTI, VAAYU), senior retired / serving bureaucrats (e.g. Dr. Nitin Kareer, Ratnakar Gaikwad, Benjamin Thomas etc)

The Term of the Working Group will be 3 years/ till 28 Feb 2021, initially.

The scope of work of the Working Group will be to:

1. Conceptualise and update existing Pune City SWM plan, based on assessment of current SWM situation, infrastructure, processing technologies etc.
2. Draft short / mid / long term goals and implementation strategy of SWM:
 - a. Zero Waste – plans and policies
 - b. Data Mapping and Management
 - c. 100% DTDC - upgrade plan for existing model
 - d. 100% Segregation - monitoring & enforcement plan
 - e. Just-in-time secondary collection, transfer, tertiary transport
 - f. Creating linkages for other types of waste (Garden Waste, Biomedical Waste, E-Waste, Sanitary Waste, Bulky Waste)
 - g. Land use and allocation for decentralized management
 - h. Removal of all containers & chronic spots
 - i. IEC & Citizen Engagement Plan
 - j. Convergence of EPR activities into a single consolidated plan
 - k. Convergence of various SWM projects - Low value plastic collection, cleanliness drives, HDPE plastic to filaments etc.
 - l. Swach Bharat Survekshan – Data management and MIS, Other targets
3. Facilitate capacity building of PMC staff in SWM and SDD
4. Rework SWM byelaws if necessary and draft changes to other regulations (DCR, Energy, City Composting etc.)
5. Develop a city-level CSR & CER strategy for SWM and SDD pertinent to the above scope, create and engage a consortium of corporate donors (such as Yardi,Tata Trust, ISWF, UNF, UNDP, JBVS, ITC, APCCI, Cummins)
6. Facilitate inclusion of waste pickers into existing schemes of the PMC and identify new schemes that could be beneficial to waste pickers and their families.

Financial support for deployment of external full time & part time resources will be raised jointly, with UNF 3D program taking a lead, subject to the Working Group being empowered to take up the above mandate, by the PMC.

Other Activities: As mutually beneficial opportunities emerge between the PMC and the 3D Program for Girls and Women.

Protection of Intellectual Property Rights: All intellectual property rights associated with this MoU will be shared between the parties.

Data Management: Both parties shall ensure that all data and information generated by the parties is maintained, stored and shared in a secure manner.

Confidentiality and Publicity

1. Confidential **information** may be disclosed by one Party ("**Disclosing Party**") to the other Party ("**Receiving Party**") for the purposes of enabling the Receiving Party's performance under this MoU. Such confidential information may include data, know-how, formulae, processes, designs, sketches, photographs, plans, drawings, specifications, samples, reports, studies, findings, inventions, corporate, financial, fiscal, environmental and technical information (collectively "**Confidential Information**").
2. The Receiving Party will maintain the Confidential Information in the utmost confidence. The Receiving Party will use the Confidential Information exclusively in connection with Receiving Party's performance of this MoU and will not disclose the Confidential Information to any third parties other than employees of the Receiving Party where such disclosure is necessary to enable Receiving Party's performance pursuant to this MoU. The above confidentiality obligations will not apply to Confidential Information that:
 - (i) is available to the public, other than by the Receiving Party's breach of the obligations provided for by this Clause;
 - (ii) is received from a third party having no obligation of confidentiality to the Disclosing Party; and
 - (iii) corresponds to information provided by the Disclosing Party to any third party on a non-confidential basis.
3. In the event the Receiving Party is required by the law or by a competent court or authority to disclose Disclosing Party's Confidential Information, then the Receiving Party will provide prompt reasonable notice to the Disclosing Party and will disclose the Disclosing Party's Information only to the extent necessary to comply with the requirement of law or by a competent court or authority. The confidentiality obligations under this Clause shall survive the termination or expiry of this MoU.

- Any communication, notice, press-release, promotional event, press conference, interview, or media event concerning the Working Group or any output thereof shall have to be agreed between the Parties.

Logo: Neither party shall use the logo of the other party without the permission of the other party.

Reporting, Monitoring and Evaluation: Taking into consideration the resulting collaborative activities to be undertaken by both the parties in pursuit of this MoU, specific arrangements for monitoring and evaluating, reporting results and impact of such activities will be embedded in the terms of reference for each of the proposed activities in a manner that is agreeable to both parties.

Management of Dispute between Parties: Any disputes between the parties arising out of or relating to activities under this MoU shall be discussed in a project review meeting. No decision will be taken without hearing both the parties.

Change in Terms: This non-financial MoU may be modified or amended only by written agreement between the parties. Any party can withdraw from the agreement by providing reasonable reasons with a 60-day notice period.

Authorised Signature and Date

Geeta Rao Gupta **Date**
Executive Director
3D Program for Girls and Women

Shri Saurabh Rao **Date**
Municipal Commissioner
Pune Municipal Corporation

Witness

Witness

Signature **Date**

Signature **Date**

***Note: This MoU was signed by the Municipal Commissioner in December 2019 ***