

Waste and Circular Economy Working Group - India Terms of Reference (ToR)

1.0 Context

In partnership with the IKEA Foundation, ANDE set out in 2021 to understand and bolster support for green entrepreneurial ecosystems in India and Kenya, as key to helping both countries adapt to the effects of climate change. This includes mitigating emissions and building locally resilient economies and supporting local livelihoods via green job growth, per the IKEA Foundation's mission to support better livelihoods and protect the planet. This work focused on a subsector of the Small and Medium-sized Enterprises (SME) sector, that of small and growing businesses (SGBs), defined by ANDE as commercially viable businesses with potential - and ambition - to scale, and thereby increase the impact of the climate solutions they offer.

In phase I of ANDE's partnership with IKEA, the research [Trends and Opportunities for Green Entrepreneurship in India](#) provided learning that not only helped to identify high-potential sectors like waste management, but has also shown value as an approach to evaluating the strength of green entrepreneurship, and market opportunities. This phase II project in partnership with IKEA will help build the knowledge base around access to finance, and through a deep dive into the waste management and circularity sector, help to build a model based on the evidence of what works to attract financing to this sector, as well as identifying gaps and opportunities. Building on the insights gained in Phase I, ANDE envisions strengthening the entrepreneurial ecosystem within the sector of Waste Management and Circular Economy **with a sector market size estimated to be US \$823 billion in India.**

A key element to strengthening the entrepreneurial ecosystem in India, is the engagement with policymakers and other relevant stakeholders to help build more supportive enabling environments and help build more supportive enabling environments and work towards building evidence to feed into policies that can enable enterprises and catalyze the sector. In collaboration with the partners, ANDE is establishing a Waste and Circular Economy Working Group to work with key stakeholders in India to tackle policy challenges affecting the waste sector, including on how to reduce barriers and increase incentives for enterprises in this sector to formalize and attract financing. This work will facilitate public-private dialogue, help identify and strengthen needed policy formulation/reform and enhance collaboration among ecosystem stakeholders at national and county level. This Working Group is one of the ways that the project will support entrepreneurs, Enterprise Support Organizations, policy makers, innovators and other stakeholders in building capacity towards a circular economy.

2.0 Purpose and Objectives

The purpose of the Waste and Circular Economy Working Group is:

- To create a forum for members to network, build partnerships, share their experiences and learn more about the waste and circularity sector in India.
- To provide expert advice and feedback on India's waste and circular economy programs, policies, and planning and the ways in which they can support small and growing businesses to formalize, scale and access financing.
- To provide expert advice and feedback that will support the development of at least one policy brief/whitepaper and practical guidelines to inform future development of the sector.
- To work with ANDE staff and other relevant partners as a reference group to validate outputs of ANDE and IKEA's phase II project components including a waste and circular economy investment guide, and advocacy and awareness campaigns.

3.0 Scope of Activities

The scope of activities that members of the Waste and Circular Economy Working Group may undertake include, but are not limited to:

- Provide advice, feedback and recommendations to policy makers on the implementation of fiscal incentives, India's waste reduction and circular economy initiatives, including rules for battery waste management, plastic waste management, New Textile Policy 2023 among others.
- Building and tracking baseline data on investments in the sector and its contribution to GDP and job creation.
- Identifying what combinations of technical, policy and market forces are indicators for success.
- Creating new analysis & modeling tools to assess optimum policy interventions
- Act as a circular economy ambassador by promoting and sharing information about programs and by promoting the adoption of circular practices within their organizations and communities.
- Share with the Group experiences, lessons learned and best practices for achieving circularity in their own organizations and how to integrate small and growing businesses in procurement.
- Help identify future strategic priorities, data needs, potential programming and research opportunities that support/advance a circular economy in which circular innovators and business can thrive.

- Represent the perspective of their sector or organization as the country implements its green economy road maps and plans future green economy initiatives.
- Identify barriers, incentives and opportunities to advance the waste reduction and circular economy strategies that support small businesses to formalize.
- Advise on the dissemination of education and information about the working group outputs to national and county governments, business community, partners and consumers.
- Volunteer to participate in specific sub-committees as needed.

4. Composition and Membership Selection

The Circular Economy Working Group will be composed of 9 – 15 members, representing a diverse group of stakeholders, including:

- I) Entrepreneurs
- II) Accelerators and Incubators
- III) Professional and industry associations
- IV) Producer Responsibility Organizations (PRO)
- V) Impact investors and financial institutions with a climate focus
- VI) Academia (colleges, universities and/or research institutions)
- VII) Nonprofits and/or charities
- VIII) Policy experts
- IX) Community Based Organizations
- X) Minimum of one youth representatives (between the ages of 18 and 30)
- XI) Other relevant Enterprise Support Organisations

Group members will be expected to be knowledgeable about or have experience within the waste and circular economy sector. In selecting members, ANDE staff will aim to achieve diversity in age, gender, ethnicity, and representation of under-served and equity seeking groups. Membership is voluntary and a public service. Members will not be remunerated.

Group Members contribution will be acknowledged in official project publications and public facing communications about the IKEA phase II project.

5. Term

The term of the Group membership shall be a maximum of two (2) years. If a member misses three (3) consecutive meetings, their membership will be evaluated by ANDE staff and may be revoked. A member who is no longer able to serve on the Working Group is required to submit a written notice to ANDE staff. If a member chooses to drop out before the end of the term, the member can recommend a suitable replacement from their organization. If a suitable replacement cannot be identified, ANDE staff will seek a replacement.

6. Roles and Responsibilities

Group members will:

- Agree to the terms outlined in these Terms of Reference (TOR).
- Help plan meeting agendas by suggesting discussion topics and presenters, volunteering to share experiences/lessons learned, etc.
- Review meeting materials in advance of the meetings and be prepared to provide their perspective on the issues being discussed.
- Review and provide written comments on draft documents as required.
- Attend Group meetings and inform the ANDE staff when unable to attend such meetings. In cases where members are unable to attend a meeting, members are encouraged to assign a designate to attend in their place.
- Commit to continuous learning and openly share lessons learned.
- Communicate activities of the Group to the organization they represent or other relevant organizations and offer information back to the Group as needed.

7. ANDE and partners staff will:

- Prepare meeting agendas with input from Group members
- Coordinate and facilitate all meetings
- Circulate information to members in advance of meetings
- Respond to Group members' questions and comments in a timely manner
- Record meeting minutes and share drafts for review
- Listen and consider feedback from the Group to help set meeting agendas and programming
- Consider all feedback received and report back to members on action items

8. Meetings and Schedules

- The initial frequency of Group meetings will be monthly. Meeting frequency may decrease once the priorities and activities of the Group are well established
- Meetings will be held on a weekday, during regular work hours (between 10am and 6pm) and each meeting is expected to last approximately two (2) hours
- The specific meeting dates will vary to accommodate Group members
- Group meetings shall be held virtually and in person as agreed by group members from time to time
- Special meetings may be held if a majority of Group members agree and are able to attend

- In-line with the Group's emphasis on learning, individuals with specialized expertise may be invited to attend meetings to provide presentations or participate in discussions on an as needed basis.

9. Decision Making

ANDE and partners staff commit to listening to the variety of feedback and perspectives that Group members will bring to discussions. ANDE staff will work with the Group to try to establish common ground where possible. Final decisions will be made by ANDE and partners staff.