

Analysis of the current situation of the construction and demolition sector with respect to the Circular Economy in Mexico City for the development of an RCD Marketplace platform, a scalable project for Mexico

Product 1: Development of implementation plans and related communication documents

Developed for:



Consultancy:

Analysis of the current situation of the construction and demolition sector with respect to the Circular Economy in Mexico City for the development of an RCD Marketplace platform, a scalable project for Mexico

Customer:

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Place and date of submission:

Mexico City, December 05, 2022.

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Acronyms

SEDEMA	Secretaría del Medio Ambiente de la Ciudad de México
NDC	Nationally Determined Contribution
DNE	Designated National Entities
NFP	National Focal Point
TA	Technical assistance
WK	Working Group
CT	Consultancy Team



Deliverable 1.1

**Analysis of the current situation of the
construction and demolition sector with
respect to the Circular Economy in Mexico
City for the development of an RCD
Marketplace platform, a scalable project for
Mexico**

Detailed work plan

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1. Detailed work plan

The work plan details all the activities that will be carried out in the technical assistance "Analysis of the current situation of the construction and demolition sector with respect to the Circular Economy in Mexico City for the development of an RCD Marketplace platform, a scalable project for Mexico" that will be implemented by DEUMAN.

A Gantt Chart is also presented to identify these activities with deliverables and products, where milestones and responsibilities are presented, as well as the detailed budget and a risk analysis.

1.1. Organization

1.1.1. Overview

As general key information of the consultancy, Table 1 below presents the deadlines and key personnel involved in this Technical Assistance (TA).

Table 1. Overview table

"Analysis of the current situation of the construction and demolition sector with respect to the Circular Economy in Mexico City for the development of an RCD Marketplace platform, a scalable project for Mexico"		
Implementer	Deuman Engineering Services Limited	
Customer	CTCN	
Deadlines	Contract signing	26 – aug – 22
	Kick off meeting	7 – sep – 22
	Deliverable 1.1: Work Plan	13 – oct – 22
	Deliverable 1.2: Monitoring and Evaluation Plan.	13 – oct – 22
	Deliverable 1.3a: Impact Description Document	13 – oct – 22
	Deliverable 1.3b: Impact Description Document	15 – sep – 23
	Deliverable 1.4: Closing Report	22 – sep – 23
	Deliverable 2.1: Report of analysis of the available information.	04 – nov – 22
	Deliverable 2.2: Matrix key actors.	04 – nov – 22
	Deliverable 2.3: Matrix mitigation actions.	25 – nov – 22
	Deliverable 3.1: Proposed model report.	30 – jan – 23
	Deliverable 3.2: Workshop report.	30 – jan – 23
	Deliverable 4.1: Minute workshops.	10 – feb – 23
	Deliverable 4.2: SWOT analysis.	24 – feb – 23
	Deliverable 4.3: Strategies.	28 – feb – 23



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	Deliverable 4.4: Business Model Development.	28 – feb - 23		
	Deliverable 5.1: Workshop minute.	14 – Apr – 23		
	Deliverable 5.2: Matrix of indicators.	14 – Apr – 23		
	Deliverable 6.1: Platform Prototype.	02 – Jun – 23		
	Deliverable 6.2: Demo Version	30 – Jun – 23		
	Deliverable 6.3: Implementation Proposal	21 – jul – 23		
	Deliverable 7.1: Digital User Manual	01 – sep – 23		
	Deliverable 7.2: Digital Administrators Manual	01 – sep – 23		
	Deliverable 7.3: Training Material	08 – sep – 23		
	Deliverable 7.4: List of Attendees	08 – sep – 23		
	Deliverable 7.5: Lessons Learned Report	08 – sep – 23		
Key personnel of DEUMAN	Team Leader	Jaime Parada	JP	CT
	International Expert in RCD	Andrea Cifuentes	And	
	International Expert in Financial Evaluation	Veronica Villena	VV	
	IT Expert	Ricardo Chiri	RC	
	Platform Developer	Danny Goicochea	DG	
	Local RCD Expert	Gerardo Gutierrez	GG	
	Local Gender Expert	Anilu Zavala	That	
DEUMAN Additional experts	Project management support	Amzy Vallenias	AV	
	Deputy Coordinator	Camila Muñoz-Najar	CMN	
Technical Counterpart	CTCN	Ramiro Salinas	RS	
		Diana Ramos	DR	
		Marisela Ricardez	MR	
National Focal Point (NFP)	INECC	Claudia Octaviano Villasana	CO	
National counterpart	SEDEMA	Estefania Arriaga	EA	

1.1.2. Roles and responsibilities

This section presents a table that describes the primary role of each team member of the consulting project.

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Table 2. Roles and functions of the project team

	Number	Acronym	Function
Key personnel of DEUMAN	Jaime Parada	JP	Head of Study whose functions are to direct, supervise and enforce the Terms of Reference of the project.
	Andrea Cifuentes	AC	International expert whose functions are to provide expert knowledge on construction and demolition waste
	Veronica Villena	VV	Expert in Finance in charge of transferring knowledge and leading the financial analysis component of the consultancy.
	Ricardo Chiri	RC	Expert in Information Technology in charge of transferring knowledge and leading the design and development of the prototype of the RCD Marketplace platform.
	Danny Goicochea	DG	Computer developer in charge of the design and development of the prototype of the RCD Marketplace platform.
	To be defined	-	Expert on local in construction and demolition waste whose functions are to provide specialized knowledge in the area.
	Anilu Zavala	AZ	Local expert in gender whose functions are to provide specialized knowledge in the area
DEUMAN Additional experts	Amzy Vallenias	AV	Support to Project Management, in order to supervise the proper development of the project in administrative and technical terms, logistics issues, among others.
	Camila Muñoz-Najar	CMN	Support to the coordination of the consulting team internally and with the counterpart. Management of the involvement of key stakeholders and technical supervision of the project in close coordination with AC? and JP.

1.1.3. Logistical aspects

Communication – For communication, as mentioned above in the table of roles and functions, as well as during the Kick Off of the Consultancy, the person who will be the focal point of communication will be Jaime Parada, as head of the study and Camila Muñoz Najar, as deputy coordinator.

Regular Meetings – During the Kick Off meeting, regular progress meetings were suggested to discuss or validate specific topics. The dates will be detailed in section 1.3, however, as a general summary, regular meetings would be held every two weeks, on Fridays, from 10 to 11 am (local time). These meetings may be suspended or rescheduled for reasons of force majeure or according to the needs of the consultancy with the prior agreement of both parties.

Deliverables – Deliverables will be sent to SEDEMA as well as to INECC, considered national counterparties, which will consolidate their comments and send them as a review document. The technical counterpart shall review the reports within a period not exceeding 10 working days and the consulting team shall respond within a maximum period of 10 working days from the date of delivery of the observations. In the event that there are new observations, the technical counterpart will have 5 working days to inform the consulting team, who will have 5 working days to correct the new observations, if they exist.

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1.1.4. RASCI Matrix

The acronym RASCI stands for "Responsible, Approver, Support, Consulted and Informed" and is a graphics system that illustrates the objective of the given tasks and the action required for each team member. This method helps reduce confusion regarding expectations and, in turn, increases project efficiency and improves results. In this way, decisions are made more quickly, responsibility is clear, and the workload is evenly distributed.

- **Responsible:** person who completes the task.
- **Approver:** person who makes decisions and carries out actions on the task(s).
- **Support:** person who supports actions and decision making.
- **Consulted:** person to whom it will be communicated through the decision-making process and specific tasks.
- **Informed:** person who will be updated on the decisions and actions during the project.

Table 3 shows each letter of the method and its assigned color and Table 4 shows the RASCI matrix of the work plan.

Table 3. RASCI indicator

R	Responsible
A	Approver
S	Support
C	Consulted
I	Informed

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Table 4. RASCI Matrix

No.	Activities	Team Leader	International Expert in RCD	International expert in financial evaluation	IT Expert	Platform Developer	Local RCD Expert	Local Gender Expert	Additional expert	Additional expert
	Professional	Jaime Parada	Andrea Cifuentes	Veronica Villena	Ricardo Chiri	Danny Goicochea	Gerardo Gutierrez	Anilu Zavala	Amzy Vallenias	Camila Muñoz Najjar

1.1	Detailed work plan	A	C	I	C	I	I	I	A	R
1.2	Monitoring and evaluation plan	A	C	I	C	I	I	I	S	R
1.3	Description of the impacts of the CTCN	A	I	I	I	I	I	I	S	R
1.4	Report closure and data collection	A	I	I	I	I	I	I	S	R

2.1	Collection and analysis of key information	A	R	C	C	I	R	C	S	S
2.2	Mapping of political, economic, social and environmental actors	A	R	C	I	I	R	C	S	S
2.3	Identification of current and potential CDW circularity measures	A	R	I	I	I	R	I	S	S

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2.4	Preliminary estimation of the potential of GHG reduction scenarios associated with CDW circularity	A	C	I	I	I	C	I	R	R
-----	--	---	---	---	---	---	---	---	---	---

3.1	Analysis of the Supply-Demand relationship	A	C	R	I	I	C	I	A	R
3.2	Review and analysis of public policies, regulations and incentives	A	C	C	I	I	R	C	S	R
3.3	Proposal to establish regulatory mechanisms and/or incentives	A	C	R	I	I	A	C	S	R
3.4	Recommendations for financing and financial sustainability	A	C	R	I	I	I	I	A	R
3.5	Business model adjustment	A	C	R	I	I	I	C	S	R

4.1	Selection of the Working Group	A	C	C	I	I	A	C	S	R
4.2	Workshop to start the Working Group	I	C	S	I	I	C	C	S	R
4.3	Socialization business model	I	S	S	S	I	S	C	S	R
4.4	SWOT analysis of the development and implementation of the RCD Marketplace	A	S	S	I	I	S	C	A	R

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	platform									
4.5	Approaching strategies to overcome barriers and take advantage of opportunities	A	C	S	I	I	C	C	A	R

5.1	Development of circularity and SDG indicators for the CDW sector	A	R	I	I	I	C	C	A	R
5.2	Development of indicators to measure the performance of the platform	A	R	I	C	I	C	C	A	R

6.1	Structuring of the characteristics of the platform	A	C	S	R	R	C	I	S	S
6.2	Development of a prototype for the Marketplace platform	I	I	I	R	R	I	I	S	S
6.3	Piloting the platform with the Working Group	I	I	I	R	R	I	I	S	S
6.4	Post-pilot platform settings	I	I	I	R	R	I	I	S	S
	Development of an implementation proposal	A	C	I	R	S	C	I	A	R

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7.1	Development of user and administrator manuals	I	I	I	R	R	I	C	S	S
7.2	Virtual Trainings aimed at organizations responsible for the implementation and operation of the platform	I	I	I	R	R	I	C	S	S
7.3	Satisfaction Survey Application	I	I	I	R	S	I	C	S	R

1.1.5. Gantt Chart

Table 5. Gantt Chart

			Responsible	Status	Start date	End date	Aug	Set	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Set	Oct
							2	2	2	2	2	3	3	3	3	3			2	3	3
Stage 0: Start																					
		Contract Signing		Done	26/08/22	26/08/22															
		Kick Off Meeting		Done	07/09/22	09/09/22															
Stage 1: Work Plan																					
1.1	D1.1	D1.1: Work Plan	CM	Done	12/09/22	13/10/22															
1.2	D1.2	D1.2: Monitoring and evaluation plan	CM	Done	03/10/22	13/10/22															
1.3	D1.3a	D1.3a: Impact Description Document	CM	Done	03/10/22	13/10/22															
	PM1	Progress Meeting	CT	Done	30/09/22	30/09/22															

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1.3	D1.3b	D1.3b: Impact Description Document	CM	Pending	11/09/23	15/09/23													
1.5	D1.4	D1.4: Closure Report	CM	Pending	18/10/23	22/11/23													
<p>2</p> <p>Stage 2: Analysis of the current state of the construction and demolition sector with respect to the circular economy, its potential to mitigate GHG emissions, and typology of key actors</p>																			
2.1		Collection and analysis of key information	AC	In process	26/09/22	05/01/22													
2.1.1		Collection and analysis of information on the interaction of the construction and demolition sector with Waste Management systems	AC / CM	Done	26/09/22	21/11/22													
	PM2	Progress Meeting	CT / SEDE MA / INECC / CTCN	Done	14/10/22	14/10/22													
2.1.2		Collection and analysis of information on the interaction of the construction and demolition sector with Transport/Mobility systems	AC / CM	In process	26/09/22	21/11/22													
	PM3	Progress Meeting	CT / SEDE	Done	28/10/22	28/10/22													

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			MA / INECC / CTCN																
2.1.		Collection and analysis of information on the interaction of the construction and demolition sector with Urban Development	AC / CM	Done	26/09/22	24/11/22													
	PM4	Progress Meeting	CT / SEDE MA / INECC / CTCN	Done	11/11/22	11/11/22													
2.1.		Collection and analysis of information on the interaction of the construction and demolition sector with the Promotion of SMDs	AC / CM	In pr oc es s	26/09/22	24/11/22													
	PM5	Progress Meeting	CT / SEDE MA / INECC / CTCN	Pending	25/11/22	25/11/22													
	D2.1	D2.1: Analysis report of available information	JP/CM	Pending	24/11/22	05/01/22													
		1st delivery	JP/CM	Pending	24/11/22	24/11/22													

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		Observations	CT / SEDEMA / INECC	Pending	24/11/22	04/01/22														
		Final approval	SEDEMA / INECC	Pending	05/01/22	05/01/22														
2.2.		Mapping of political, economic, social and environmental actors		In process	06/10/22	05/01/22														
2.2.	1	STKH mapping	CM	In process	06/10/22	21/10/22														
2.2.	2	STKH characterization	CM	Pending	24/10/22	24/11/22														
	D2.2	D2.2: Key stakeholders matrix	JP/CM	Pending	04/11/22	19/12/22														
		1st delivery	JP/CM	Pending	24/11/22	24/11/22														
		Correction of observations	CT / SEDEMA / INECC	Pending	24/11/22	04/01/22														
		Final version	SEDEMA / INECC	Pending	05/01/22	05/01/22														
2.3		Identification of current and potential CDW circularity measures	AC	In process	14/11/22	09/12/22														
2.3.	1	Identification of current measures	AC / CM	In process	14/11/22	02/12/22														

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2.3.		Identification of potential measures	AC / CM	Pending	05/12/22	09/12/22														
	PM6	Progress Meeting	CT / SEDE MA / INECC / CTCN	Pending	09/12/22	09/12/22														
2.4.		Preliminary estimation of the potential of GHG reduction scenarios associated with CDW circularity	CM / AV	Pending	31/10/22	25/11/22														
2.4.	1	Background check	CM	Pending	14/11/22	25/11/22														
2.4.	2	Definition of emission limits and sources	CM / AV	Pending	28/11/22	02/02/23														
2.4.	3	Definition of activity levels, emission factors and assumptions	CM	Pending	05/12/22	09/12/22														
2.4.	4	Estimation of emissions from different scenarios	CM	Pending	12/12/22	16/12/22														
	D2.3	D2.3: Mitigation Actions Matrix	JP/ AV / CM	Pending	28/11/22	09/01/23														
		1st delivery	JP/CM	Pending	21/12/22	21/12/22														
	PP1	Product Presentation	CT / SEDE MA / INECC / CTCN	Pending	23/12/22	23/12/22														

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		Observations	SEDEMA / INECC	Pending	22/12/2 2	01/02/2 3													
		Final version delivery	CT	Pending	02/02/2 3	02/02/2 3													
3	Stage 3: Business model proposal for the Marketplace																		
3.1		Analysis of the Supply- Demand relationship	VV/ CM	Pending	02/01/2 3	03/02/2 3													
3.1.	1	Segmentation and estimation of the offer	VV/ CM	Pending	02/01/2 3	23/01/2 3													
3.1.	2	Demand segmentation and estimation	VV/ CM	Pending	02/01/2 3	23/01/2 3													
	PM7	Progress Meeting	CT / SEDE MA / INECC / CTCN	Pending	06/01/2 3	06/01/2 3													
		Price analysis		Pending	23/01/2 2	03/02/2 2													
	PM8	Progress Meeting	CT / SEDE MA / INECC / CTCN	Pending	20/01/2 3	20/01/2 3													
3.2		Review and analysis of public policies, regulations and incentives	CM	Pending	28/11/2 2	16/12/2 2													
3.2.	1	Identification and characterizatio n of policies, regulations and incentives	CM	Pending	28/11/2 2	02/12/2 2													
3.2.	2	Analysis of policies, regulations	CM	Pending	12/12/2 2	16/12/2 2													

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		and incentives																		
3.3		Proposal to establish regulatory mechanisms and/or incentives	VV/ CM	Pending	19/12/22	30/12/22														
3.3.1		Proposal for improvements to existing mechanisms	VV/ CM	Pending	19/12/22	23/12/22														
3.3.2		Proposal of new strategies	VV / CM	Pending	26/12/22	30/12/22														
3.4		Recommendations for financing and financial sustainability	VV / CM	Pending	06/02/23	10/02/23														
3.4.1		Recommendations for the financing of the development and implementation of the platform	VV / CM	Pending	06/02/23	10/02/23														
3.4.2		Recommendations for financial sustainability	VV / CM	Pending	06/02/23	10/02/23														
3.5		Business model adjustment	VV / CM	Pending	06/02/23	24/02/23														
	PM9	Progress Meeting	CT / SEDEMA / INECC / CTCN	Pending	03/02/23	03/02/23														
3.5.1		Preparation of the workshop guidelines and program	CT	Pending	06/02/23	10/02/23														
3.5.		Preparation of guest	CM	Pending	23/01/2	27/01/2														

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2		list			3	3													
3.5.		Sending invitations		Pending	30/01/23	03/02/23													
	Wsp	Business model adjustment workshop	CT / SEDEMA / INECC	Pending	13/02/23	17/02/23													
	D3.1	D3.1: Proposed model report	JP / AV / CM	Pending	24/02/23	10/04/23													
		1st delivery	JP/CM	Pending	24/02/23	24/02/23													
		Correction of observations	CT / SEDEMA / INECC	Pending	27/02/23	07/04/23													
		Final approval	SEDEMA / INECC	Pending	10/04/23	10/04/23													
	D3.2	D3.2: Workshop Report	AV / CM	Pending	24/02/23	24/02/23													
4 Stage 4: SWOT Analysis																			
4.1		Selection of the Working Group	AC / CM / AZ	Pending	28/12/22	07/02/23													
4.1.	1	Definition of prioritization criteria	AC / CM / AZ	Pending	28/12/22	30/12/22													
4.1.	2	Prioritization of six actors	AC / CM / AZ	Pending	02/01/23	03/01/23													
4.1.	3	STKH commitment to participate in the working group	AC / CM / AZ	Pending	04/01/22	07/02/23													
4.2		Workshop to start the Working Group	CT	Pending	08/02/23	24/02/23													
4.2.	1	Preparation of the workshop for the initiation of the working	CT	Pending	08/02/23	17/02/23													

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		1st delivery	JP/CM	Pending	13/03/23	13/03/23													
		Observations	CT / SEDEMA / INECC	Pending	14/03/23	24/04/23													
		Final approval	SEDEMA / INECC	Pending	25/04/23	25/04/23													
4.5		Approach strategies to overcome barriers and seize opportunities	CT	Pending	14/03/23	12/04/23													
4.5.	1	Approaching strategies to overcome barriers and take advantage of opportunities	CT	Pending	14/03/23	17/03/23													
	PM10	Progress Meeting	CT / SEDEMA / INECC / CTCN		17/03/23	17/03/23													
4.5.	2	Preparation of strategy validation workshop	CT	Pending	06/03/23	17/03/23													
	Wsp44	Strategy Validation Workshop	CT / WK	Pending	20/03/23	24/03/23													
	D4.3	D4.3: Strategies	JP/ AV / CM	Pending	28/02/23	12/04/23													
		1st delivery	JP/CM	Pending	28/02/23	28/02/23													
		Observations	CT / SEDEMA / INECC	Pending	01/03/23	11/04/23													

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	1		SEDE MA / INECC / CTCN		3	3													
6.1.	5	Platform design	RC / DG	Pending	12/04/2 3	26/04/2 3													
	PM1 2	Progress Meeting	CT / SEDE MA / INECC / CTCN	Pending	28/04/2 3	28/04/2 3													
6.2.		Development of a prototype for the Marketplace platform	RC / DG	Pending	26/04/2 3	31/05/2 3													
6.2.	1	Graphic style design	RC / DG	Pending	26/04/2 3	10/05/2 3													
	PM1 3	Progress Meeting	CT / SEDE MA / INECC / CTCN	Pending	12/05/2 3	12/05/2 3													
6.2.	2	Coding and testing	RC / DG	Pending	10/05/2 3	31/05/2 3													
	PM1 4	Progress Meeting	CT / SEDE MA / INECC / CTCN	Pending	26/05/2 3	26/05/2 3													
D6.1		D6.1: Platform Prototype	RC/ AV / CM	Pending	02/06/2 3	17/07/2 3													
		1st delivery	RC/CM	Pending	02/06/2 3	02/06/2 3													
	PP3	Product Presentation	CT / SEDE MA / INECC	Pending	09/06/2 3	09/06/2 3													

Product 1: Development of implementation plans and related communication documents

Analysis of the current situation of the construction and demolition sector with respect to the Circular Economy in Mexico City for the development of an RCD Marketplace platform, a scalable project for Mexico

		Observations	SEDEMA / INECC	Pending	05/06/23	14/07/23													
		Final delivery	CT	Pending	17/07/23	17/07/23													
6.3		Piloting the platform with the Working Group	RC	Pending	02/06/23	16/06/23													
	Wsp 6.1	Supply-side piloting	CT / WK	Pending	05/06/23	09/06/23													
	Wsp 6.2	Demand-side piloting	CT / WK	Pending	12/06/23	16/06/23													
6.3.1		Post-pilot platform settings	RC / DG	Pending	19/06/23	30/06/23													
	D6.2	D6.2: Demo Version	RC AV / CM	Pending	30/06/23	30/06/23													
6.4		Development of an implementation proposal	RC	Pending	03/07/23	21/07/23													
6.4.1		Definition of requirements	RC / CM	Pending	03/07/23	07/07/23													
	PM1 5	Progress Meeting	CT / SEDEMA / INECC / CTCN	Pending	07/07/23	07/07/23													
6.4.2		Prioritization of requirements according to criteria	RC / CM / DG	Pending	10/07/23	14/07/23													
6.4.3		Definition of those responsible for implementation, costs and deadlines	RC / CM / DG	Pending	17/07/23	21/07/23													
	D6.3	D6.3:	RC / AV /	Pending	21/07/23	04/09/23													

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		Implementation Proposal	CM		3	3													
		1st delivery	RC/CM	Pending	21/07/23	21/07/23													
	PP4	Product Presentation	CT / SEDEMA / INECC	Pending	21/07/23	21/07/23													
		Observations	SEDEMA / INECC	Pending	24/07/23	01/09/23													
		Final delivery	CT	Pending	04/09/23	04/09/23													
7	Stage 7: User Training Tools																		
7.1		Development of User and Administrator Manuals	RC	Pending	24/07/23	11/08/23													
7.1.1		Development of user manuals	RC / DG	Pending	24/07/23	04/08/23													
	PM16	Progress Meeting	CT / SEDEMA / INECC / CTCN	Pending	04/08/23	04/08/23													
7.1.2		Administrator Manual Development	RC / DG	Pending	07/08/23	11/08/23													
7.2		Virtual Trainings aimed at organizations responsible for the implementation and operation of the platform	CT	Pending	14/08/23	18/08/23													
	Wsp71	Platform Administration Training	CT / SEDEMA / INECC	Pending	14/08/23	18/08/23													

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		learned																			
		1st delivery	RC/CM	Pending	08/09/23	08/09/23															
	PP6	Product Presentation	CT / SEDEMA / INECC	Pending	15/09/23	15/09/23															
		Observations	SEDEMA / INECC	Pending	11/09/23	20/10/23															
		Final delivery	CT	Pending	23/10/23	23/10/23															

Product 1: Development of implementation plans and related communication documents

Analysis of the current situation of the construction and demolition sector with respect to the Circular Economy in Mexico City for the development of an RCD Marketplace platform, a scalable project for Mexico

1.2. Main activities

The main activities of the Work Plan include internal coordination meetings, product presentations, workshops, progress meetings, among others. The description of each of them is detailed in the following table.

Table 6. Description of the main activities

Distribution	Description
Progress Meeting (PM)	Periodic meetings with the technical counterparts, being able to invite other relevant actors in order to discuss important issues, show the degree of progress, validate some aspects and receive feedback.
Product Presentation (PP)	Presentation to the CTCN and the SEDEMA and INECC of the content of each product or deliverable according to the Term of Reference with the results and findings of the process.
Workshops (Wsp)	Meeting established with special and dynamic activities, from training and presentation of results with different stakeholders at the national level.

The following table presents the calendar of activities showing the suggested dates to develop each of them.

Table 7. Save dates of main activities

Occupations	Code	Objective	Modality	Start date	End date
Product Presentation (PP)	PP1	Presentation of Product 2 deliverables	Virtual	23/12/2022	23/12/2022
	PP2	Presentation of Product 3 deliverables	Virtual	31/03/2023	31/03/2023
	PP3	Presentation of Platform Prototype (Product 6)	Virtual	9/06/2023	9/06/2023
	PP4	Presentation of Implementation Plan (Product 6)	Virtual	21/07/2023	21/07/2023
	PP5	Presentation of Manuals (Product 7)	Virtual	1/09/2023	1/09/2023
	PP6	Presentation of Lessons Learned (Product 7)	Virtual	15/09/2023	15/09/2023
Progress Meeting (PM)	PM1	Presentation of progress and coordination of next steps	Virtual	30/09/2022	30/09/2022
	PM2			14/10/2022	14/10/2022
	PM3			28/10/2022	28/10/2022
	PM4			11/11/2022	11/11/2022
	PM5			25/11/2022	25/11/2022
	PM6			9/12/2022	9/12/2022

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Occupations	Code	Objective	Modality	Start date	End date
	PM7			6/01/2023	6/01/2023
	PM8			20/01/2023	20/01/2023
	PM9			3/02/2023	3/02/2023
	PM10			17/03/2023	17/03/2023
	PM11			14/04/2023	14/04/2023
	PM12			14/04/2023	14/04/2023
	PM13			28/04/2023	28/04/2023
	PM14			12/05/2023	12/05/2023
	PM15			26/05/2023	26/05/2023
	PM16			7/07/2023	7/07/2023

Products 4 and 5 do not have a specific meeting dedicated to their presentation as deliverables from these stages will be presented and discussed in several workshops listed below.

This consultancy has a high consultation component; therefore, the workshops will be planned with the national technical counterpart, detailing all the technical and logistical aspects, and this will be done before each workshop with the necessary anticipation, however, Table 8 presents in a preliminary way the objectives and tentative dates for each workshop or working group meeting.

It is also important to note that it is proposed that the workshops be mostly virtual, with the exception of the business model dissemination workshops and the SWOT analysis workshop, which are proposed to be face-to-face -as indicated in the table below- to the extent that the sanitary measures allow it.

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Table 8. Preliminary description of the workshops

Code	Type of meeting	Objective	Start date	End date
Wsp 4.1	Virtual	Working Group Inception Meeting	13/02/2023	17/02/2023
Wsp 4.2	In person	Workshop on socialization of the business model with the working group	20/02/2023	24/02/2023
Wsp 4.3	In person	SWOT Analysis Workshop 1	27/02/2023	3/03/2023
Wsp 4.4	Virtual	Strategy Validation Workshop	27/02/2023	3/03/2023
Wsp 5.1	Virtual	Workshop on socialization of indicators	20/03/2023	24/03/2023
Wsp 6.1	Virtual	Supply-side piloting	24/04/2023	27/04/2023
Wsp 6.2	Virtual	Demand-side piloting	5/06/2023	9/06/2023
Wsp 7.1	Virtual	Platform Administration Training	12/06/2023	16/06/2023
Wsp 7.2	Virtual	Training administrators on the use of the platform	14/08/2023	18/08/2023

Workshops are meant to be held during one single day; however, the whole week is proposed since the specific dates will depend on the availability of attendees.

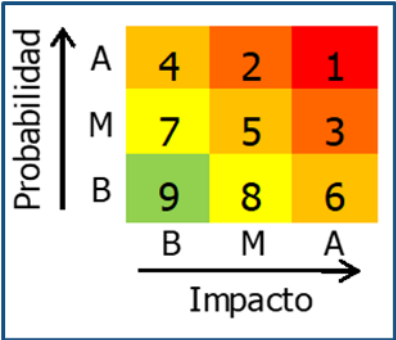
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1.3. Risk analysis

During this section the potential risk associated with the different products of the consultancy will be presented, as well as the level of risk and the management of those risks. A score of 1 to 9 was used; each score represents a level of risk, where the lowest score means a higher risk, while the higher score means the level of risk is low.

Figure 1. Determination of the level of risk



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Table 9. Risk analysis matrix

Risk	Impact	Probability	Gravity	Risk Level	Risk mitigation	Mitigation Manager
Low interest of stakeholders for the participation of the consultancy	Delays or difficulties in meeting the objectives of this technical assistance.	MIDDLE	HIGH	3	DEUMAN has experience working with actors in the country, among the four relevant sectors, and has a huge network of contacts that allows us to guarantee participation.	Local experts
Difficulties in engaging a small number of actors to be part of the Working Group	Difficulties in forming the Working Group could delay the validation of the business model	LOW	MIDDLE	8	It will seek to make an invitation to the actors with due anticipation, as well as sign a commitment that guarantees their active participation throughout the TA.	CP
Logistical problems for the organization of workshops.	Delays in planning workshops with low number of participants	MIDDLE	HIGH	3	Additional team experts will coordinate with the team of key personnel and assist them with logistical and organizational aspects using different tools such as query patterns, agile methodologies, etc.	AV, CM
Difficulties in involving a large number of stakeholders	Delays in the planning of workshops or delay in the development of consulting activities	LOW	LOW	9	DEUMAN has experience working with actors in the country, among the four relevant sectors, and has a huge network of contacts that allows us to guarantee participation.	Local experts
Low availability of information	Difficulty identifying relevant actors, validating technologies, etc.	LOW	HIGH	6	Support from the network of contacts of local experts and their ability to involve actors as well as from the counterpart.	Local experts, CP
Quarantine due to outbreak of new COVID-19 variables	Impossibility of carrying out face-to-face workshops or working groups	MIDDLE	LOW	7	Planning the workshop in advance and being flexible to change it to a hybrid or virtual form considering the context.	CP
Different level of knowledge among stakeholders	Difficulties in developing capacity building for all relevant actors	HIGH	MIDDLE	2	Preparation of a previous questionnaire asking the level of knowledge to develop capacities according to their initial level of knowledge and experience	JP

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Risk	Impact	Probability	Gravity	Risk Level	Risk mitigation	Mitigation Manager
Difficulty in communication with the NDE	Delays in the development of technical assistance	LOW	MIDDLE	8	Assign a person in charge of coordination and communications to assist the lead expert	Cm
Delays in the delivery of products due to delays in the development of the workshops	Changes to the work plan	HIGH	LOW	4	Have a progress meeting with the counterpart to coordinate and communicate in advance the changes in planning.	DEUMAN

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1.4. Detailed budget plan

The following table presents the detailed budget plan for this Technical Assistance.

Table 10. Detailed budget plan in USD\$

Activities			Team Leader (El.1)	International expert in the construction and demolition sector	International advisor in financial evaluation (El.3)	International expert, Technology Director (El.4)	Platform developer(s) (El.5)	Local expert in national regulations (EL.1)	Local expert in communications and gender (EL.2)	Sum units	By Unit	Total budget per component	Total budget per activity	Total Budget per output
Output 1: Development of detailed work plan and related communication documents														
Activity 1.1: Develop detailed Implementation Plan	Consultant - International	Days	2			2				4	390,00	1.560,00	1.560,00	9.120,00
	Consultant - National	Days								0	350,00	-		
Activity 1.2: Develop a monitoring and evaluation plan	Consultant - International	Days	3	1	1	1				6	390,00	2.340,00	3.390,00	
	Consultant - National	Days					1	2	3	350,00	1.050,00			
Activity 1.3: Impact Statement of the CTCN technical assistance prepared at the	Consultant - International	Days	3	1	1	1				6	390,00	2.340,00	3.390,00	
	Consultant - National	Days					2	1	3	350,00	1.050,00			

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start and updated at the end of the CTCN technical assistance															
Activity 1.4: A Technical Assistance Closure report	Consultant - International	Days	2							2	390,00	780,00	780,00		
	Consultant - National	Days								0	350,00	-			
Total days of work			10	2	2	4	0	3	3						
Output 2: Analysis of the current situation of the construction and demolition sector with regard to the circular economy, its potential to mitigate GHG emissions and a typology of key actors															
Activity 2.1: Compilation and analysis of available public information on materials from the construction and demolition sector	Consultant - International	Days	1	9						10	390,00	3.900,00	6.700,00		
	Consultant - National	Days						8		8	350,00	2.800,00			
Activity 2.2: Identification of main political, economic, social and environmental stakeholders related to the handling of materials from the construction and demolition sector	Consultant - International	Days	2	8						10	390,00	3.900,00	8.000,00	24.090,00	
	Consultant - National	Days						10	1	11	350,00	3.850,00			
	Interview	Unit								1	250,00	250,00			
Activity 2.3: Identification of	Consultant - International	Days	2	8	1					11	390,00	4.290,00	7.440,00		

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current and potential actions for the circularity of Construction and Demolition Waste (CDW) and the stakeholders involved in its implementation and scaling, by means of the collation of sector reports and other secondary information	Consultant - National	Days						8	1	9	350,00	3.150,00		
	Interview/ Virtual Meeting	Days								0		-		
Activity 2.4: Preliminary estimate of the potential of GHG emissions reductions scenarios associated with the circularity of materials flows in the construction and demolition sector	Consultant - International	Days	1	4						5	390,00	1.950,00	1.950,00	
	Consultant - National	Days								0	350,00	-		
	Interview/ Virtual Meeting	Days								0		-		
Total days of work			6	29	1	0	0	26	2					
Output 3: Proposed business model for the Marketplace, based on the analysis of the political, regulatory and incentive environment														
Activity 3.1: Analysis of the	Consultant - International	Days	1	1	6					8	390,00	3.120,00	3.120,00	15.860,00

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Supply-Demand relationship that would support the business model for the Marketplace-type materials platform	Consultant - National	Days								0	350,00	-	
Activity 3.2: Compilation and analysis of public policies, regulations and incentives for the reporting of information and handling of materials in the construction and demolition sector	Consultant - International	Days	1	1	3					5	390,00	1.950,00	4.050,00
	Consultant - National	Days						5	1	6	350,00	2.100,00	
Activity 3.3: Preparation of a proposal to establish regulatory mechanisms and/or incentives for the collection of baseline information for the platform and to promote the circularity of materials in the sector	Consultant - International	Days	1		3					4	390,00	1.560,00	3.660,00
	Consultant - National	Days						5	1	6	350,00	2.100,00	

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Activity 3.4: Recommendations for the financing and financial sustainability of implementation and subsequent maintenance of the Marketplace-type platform	Consultant - International	Days	1		6					7	390,00	2.730,00	2.730,00	
	Consultant - National	Days								0	350,00	-		
Activity 3.5: Consultation and adjustments to the proposed business model and sustainability of the Marketplace, by means of virtual workshops with the Mexican National Designated Entity and the Secretariat of the Environment (SEDEMA)	Consultant - International	Days	1		4					5	390,00	1.950,00	2.300,00	
	Consultant - National	Days							1	1	350,00	350,00		
	Workshop/ Virtual Meeting	Days								0		-		
Total days of work			5	2	22	0	0	10	3					
Output 4: SWOT analysis and dissemination of the platform's business model by means of a sectoral work group														
Activity 4.1: Identify and validate, with the Designated	Consultant - Individual - International	Days	2	1	1					4	390,00	1.560,00	2.610,00	26.830,00
	Consultant -	Days						2	1	3	350,00	1.050,00		

Product 1: Development of implementation plans and related communication documents

Analysis of the current situation of the construction and demolition sector with respect to the Circular Economy in Mexico City for the development of an RCD Marketplace platform, a scalable project for Mexico

National Entity of Mexico and the Secretariat of the Environment (SEDEMA) focal point, which stakeholders (maximum of 6 organizations) will make up the work group that will provide essential inputs for the conduct of the technical assistance	Individual - National													
	Interview/ Virtual Meeting						2		2			-		
Activity 4.2: Invitation to stakeholders identified in the previous activity to be part of the work group. The gender equity of participants will be sought. Dissemination among its members of scope of work group	Consultant - Individual - International	Days	3						3	390,00	1.170,00	2.570,00		
	Consultant - Individual - National	Days					1	3	4	350,00	1.400,00			
	Workshop/ Virtual Meeting								0		-			
Activity 4.3: Dissemination of and improvements to the platform's	Consultant - Individual - International	Days	2	1	2				5	390,00	1.950,00	9.400,00		
	Consultant - Individual -	Days					4	3	7	350,00	2.450,00			

Product 1: Development of implementation plans and related communication documents

Analysis of the current situation of the construction and demolition sector with respect to the Circular Economy in Mexico City for the development of an RCD Marketplace platform, a scalable project for Mexico

business model with members of the work group, with respect to regulatory mechanisms and/or incentives for the operation and sustainability of the platform, and to promote the circularity of materials in the sector. Face-to-face meeting if Covid-related safety conditions permit or, if not, a virtual workshop	National													
	Workshop/ Virtual Meeting (Int. Travel)								1	5.00 0,00	5.000,00			
Activity 4.4: Virtual workshops (two or three workshops) with members of the work group to identify strengths, weaknesses, opportunities and threats to the development and implementation of a platform for the interchange of materials from construction and demolition	Consultant - Individual - International	Days	1	1	3	1			6	390,00	2.340,00	9.640,00		
	Consultant - Individual - National						5	3	8	350,00	2.800,00			
	Workshop/ Virtual Meeting (Int. Travel)								3	1.50 0,00	4.500,00			

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Analysis of the current situation of the construction and demolition sector with respect to the Circular Economy in Mexico City for the development of an RCD Marketplace platform, a scalable project for Mexico

Activity 4.5: Proposals of strategies to overcome the main barriers identified and/or to take advantage of the most-significant opportunities in the construction and demolition sector, in respect of GHG mitigation and the transition towards the circular economy	Consultant - Individual - International	Days	2	1	1					4	390,00	1.560,00	2.610,00	
	Consultant - Individual - National							2	1	3	350,00	1.050,00		
	Interview/ Virtual Meeting	Days								0		-		
Total days of work			10	4	7	1	0	16	11					
Output 5: Establishment of indicators														
Activity 5.1: Preparation of proposed circularity and SDG indicators for the construction and demolition sector in Mexico City (CDMX)	Consultant - Individual - International	Days	3	1						4	390,00	1.560,00	1.560,00	6.120,00
	Consultant - Individual - National	Days								0	350,00	-		
	Interview/ Virtual Meeting	Days								0		-		
Activity 5.2: Preparation of proposed monitoring	Consultant - Individual - International	Days	2	1		2				5	390,00	1.950,00	1.950,00	
	Consultant - Individual - National	Days								0	350,00	-		

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Analysis of the current situation of the construction and demolition sector with respect to the Circular Economy in Mexico City for the development of an RCD Marketplace platform, a scalable project for Mexico

indicators to evaluate the effectiveness of the platform	Individual - National													
	Workshop/Virtual Meeting	Days								0		-		
Activity 5.3: Virtual dissemination of indicators to focal points of the Designated National Entity of Mexico, the Secretariat of the Environment (SEDEMA) and work group members	Consultant - Individual - International	Days	2	1		1				4	390,00	1.560,00	2.610,00	
	Consultant - Individual - National	Days					3			3	350,00	1.050,00		
	Workshop/Virtual Meeting	Days								0		-		
Total days of work			7	3	0	3	3	0	0					
Output 6: Development of a prototype CDW market platform to be used as a trial pilot with potential for scaling														
Activity 6.1: Structure the characteristics of the platform for the interchange of materials from construction and demolition,	Consultant - Individual - International	Days	2	2	2	6	8			20	390,00	7.800,00	8.500,00	44.680,00
	Consultant - Individual - National	Days						2		2	350,00	700,00		
Activity 6.2: Development of the prototype Marketplace-type platform	Consultant - Individual - International	Days				8	1			24	390,00	9.360,00	9.360,00	
	Consultant - Individual - National	Days								0	350,00	-		

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Analysis of the current situation of the construction and demolition sector with respect to the Circular Economy in Mexico City for the development of an RCD Marketplace platform, a scalable project for Mexico

	National													
Activity 6.3: Piloting the platform with information from members of the work group formed in previous steps of this assistance.	Consultant - Individual - International	Days	1	1		10	1			24	390,00	9.360,00	11.460,00	
	Consultant - Individual - National	Days							6	6	350,00	2.100,00		
	Interview/ Virtual Meeting	Days								0		-		
Activity 6.4: Post-pilot adjustments to the platform	Consultant - Individual - International	Days				6	8			14	390,00	5.460,00	6.860,00	
	Consultant - Individual - National	Days							4	4	350,00	1.400,00		
Activity 6.5: Develop a detailed proposal of steps to follow for implementation of the platform, based on the results of the pilot.	Consultant - Individual - International	Days	1	1		8	1			20	390,00	7.800,00	8.500,00	
	Consultant - Individual - National	Days							2	2	350,00	700,00		
			4	4	2	38	5	2	12					
Output 7: Training tools for the platform's administrators and users														
Activity 7.1: Develop digital manuals and/or	Consultant - Individual - International	Days	6		2	6				14	390	5.460,00	6.860,00	18.080,00

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guides to guarantee the continuity of the project.	Consultant - Individual - National	Days						4	4	350	1.400,00			
Activity 7.2: Virtual training for the staff of SEDEMA, INECC and other organizations to be made responsible for the procedures associated with the platform's implementation, operation and maintenance.	Consultant - Individual - International	Days	6		2	6			14	390	5.460,00	7.910,00		
	Consultant - Individual - National	Days						3	4	7	350		2.450,00	
	Workshop/ Virtual Meeting	Days							0		-			
Activity 7.3: Application of a satisfaction survey of participants in training, based on the guidelines of the Communications Office of the CTCN	Consultant - Individual - International	Days	1			1			2	390	780,00	2.180,00		
	Consultant - Individual - National	Days						2	2	4	350		1.400,00	
Activity 7.4: Report on lessons learned and recommendations for future	Consultant - Individual - National	Days	1			1			2	390	780,00	1.130,00		
	Consultant - Individual - National	Days						1	1	350	350,00			

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platform dissemination workshops and user training events	International													
Total days of work			14	0	4	14	0	5	11					
USD\$		Days	56	44	38	60	5	62	42			144.780,00	144.780,00	144.780,00.



Deliverable 1.2

**Analysis of the current situation of the
construction and demolition sector with
respect to the Circular Economy in Mexico
City for the development of an RCD
Marketplace platform, a scalable project for
Mexico**

Monitoring and
Evaluation Plan (M&E)

Product 1: Development of implementation plans and related communication documents

Analysis of the current situation of the construction and demolition sector with respect to the Circular Economy in Mexico City for the development of an RCD Marketplace platform, a scalable project for Mexico

2. Monitoring and Evaluation Plan (M&E)

2.1. Basic information

The second deliverable (1.2) is based on the CTCN Monitoring and Evaluation Plan and the Technical Assistance Response Plan, for the subsequent preparation of the closing report at the end of the assistance, in addition to the selection of the relevant quantitative and qualitative indicator.

Table 11 shows the main information for the project.

Table 11. Basic Information

Characteristics	Information
Title of response plan	Analysis of the current situation of the construction and demolition sector under a Circular Economy approach in Mexico City, for the development of a Marketplace platform for materials derived from construction and demolition waste in the city, a scalable pilot project for Mexico.
Technical assistance reference number	3100005146
Country/ countries	Mexico
NDE focal point and organization	Mrs. Claudia Octaviano Villasana , INECC
Sector(s) addressed	Renewable energy, Energy efficiency, Transport, waste management, water, Infrastructure and Urban Planning, Industry
Technologies supported	
Implementation period and total duration	12 months
Total budget for implementation	\$ 144 780.00
Designer of the response plan	CTCN
Implementer of response plan	DEUMAN ENGINEERING SERVICES LIMITED

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2.2. Monitoring and Evaluation Plan

For each of the products and activities that will be presented, in accordance with the Terms of Reference, a series of indicators have been carefully selected to measure our results. These are shown in Table 12 Indicators of the Monitoring and Evaluation Plan.

Table 12. Indicators of the Monitoring and Evaluation Plan

A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
Output 1: Development of a detailed work plan and related communication documents	Product presentation a) Number of deliverables produced b) Number of tools and technical documents reinforced, revised, or developed	Total: 4 deliverables - 1 work plan - 1 monitoring and evaluation plan - 1 Impact description - 1 closure and data collection report	Methodology: Data will be collected at the beginning of the technical assistance, once the deliverables 1.1, 1.2 and 1.3 are finalized for the product presentation, and at the end of the technical assistance to complete deliverable 1.4..	CTCN templates documents will be used
	Kick off meeting a) Number of TA progress meetings with the ministers and regional consultants b) Number of other information materials strengthened, revised, or created	Total: 1 kick off meeting - 1 kick off meeting - 1 progress meeting with the Secretariat of Environment (SEDEMA) to agree on focal points, work plan, information provision, etc. - 1 information material created: Power point - 1 Minute of the meeting, including the participant list.	Method: Communication of the agenda to the participants and ppt presentation preparation for the meeting Recording of minutes and attendance lists at all technical assistance meetings. Frequency: Every two weeks, except when there is a presentation meeting or a workshop	There is a minute format which must be completed at the end of each meeting with its respective attendance sheet. Agenda of these meetings will be established according to need, with the purpose of validating approaches, presenting, and gathering feedback on progress, coordination, etc.
Activity 1.1: A detailed work plan for all activities, deliverables, outputs, deadlines, and responsible persons or	Product presentation a) Number of deliverables produced	Total: 1 deliverable - 1 work plan with the detailed budget, activities, schedules, sub-activities, hours of work and responsibilities.	Data will be collected at the beginning of the technical assistance. A collaboration model is proposed	CTCN template documents will be used.

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A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
organizations, including a gender study and an itemized budget for implementing the Response Plan.				
Activity 1.2: Based on the work plan, a monitoring and evaluation plan with specific, measurable, achievable, relevant, and time-bound indicators should be developed to evaluate the timeliness and appropriateness of implementation (a template will be provided).	Product presentation a) Number of deliverables produced	Total: 1 deliverable - 1 monitoring and evaluation plan	Methodology: Data will be collected at the beginning of the technical assistance. This will help to build the monitoring and evaluation plan's matrix. The information needed will be the outputs and activities described in the response plan, measurable indicators, expected results, method and frequency of data collection, and comments.	CTCN template documents will be used.
Activity 1.3: Impact statement of the CTCN technical assistance prepared at the start of the CTCN technical assistance and updated at the end of the CTCN technical assistance (a template will be provided by the CTCN)	Product presentation a) Number of deliverables produced	Total: 2 deliverables - 1 Impact description (Initial version) - 1 impact description (final version)	Methodology: The information obtained as results from the activity 1.2 will be used as inputs to produce the impact description template.	CTCN template documents will be used.
Activity 1.4: A technical assistance closure report completed at the end of the CTCN technical assistance (a template will be provided by the CTCN).	Product presentation a) Number of deliverables produced	Total: 1 deliverable - 1 closure and data collection report (end of the technical assistance)	Methodology: Data will be collected during the technical assistance and at the end of the technical assistance to complete deliverable 1.4	CTCN template documents will be used.
Output 2: Analysis of the current situation of the construction and demolition sector with regard to the circular	Product presentation a) Number of deliverables produced b) Number of tools and technical documents reinforced, revised, or developed	<u>Total: 3 deliverables</u> -1 Report of the analysis from information available of waste in the construction and demolition sector in Mexico City under a circular	Method: Prepare report from research, consultation and information systematization and analysis. Conduct a quality control process	CTCN review will be considered to coordinate the presentation of the product to the customer.

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A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
economy, its potential to mitigate GHG emissions and a typology of key actors.		economy approach and its interaction with urban systems. -A stakeholder matrix for the CDW Marketplace-type materials platform initiative -A Matrix of GHG mitigation actions linked to the circularity construction and demolition materials and an estimate of reduction potential	and send for counterpart revision and comments. Prepare a ppt presentation and record any suggestions and feedback to be considered. Frequency: At the end of product	
	Progress meeting a) Number of TA progress meetings with the ministers and regional consultants b) Number of other information materials strengthened, revised, or created	Total: 3 progress meetings - 3 progress meeting with the NDE to present preliminary result and get feedback - 3 information materials created: Power point (1 per progress meeting) -3 Minutes of the meeting, including the participant list	Method: Communication of the agenda to the participants and ppt presentation preparation for the meeting Recording of minutes and attendance lists at all technical assistance meetings. Frequency: Every two weeks, except when there is a presentation meeting or a workshop	There is a minute format which must be completed at the end of each meeting with its respective attendance sheet. Agenda of these meetings will be established according to need, with the purpose of validating approaches, presenting, and gathering feedback on progress, coordination, etc.
Activity 2.1: Compilation and analysis of available public information on materials from the construction and demolition sector and their interaction with the urban systems of Transport/Mobility, Urban Development, Waste Management and Promotion of SMEs	Product presentation a) Number of deliverables produced	- 1 matrix containing documents reviewed and information extracted -1 Report of the analysis from information available of waste in the construction and demolition sector in Mexico City under a circular economy approach and its interaction with urban systems, systems of Transport/Mobility, Waste management and promotion of SMEs	Method: Prepare matrix from research, consultation and information systematization and analysis. Conduct a quality control process and send for counterpart revision and comments. Frequency: NA	List of documents will be presented to the CP and validated in progress meetings
	Progress Meeting Number of progress meeting	Total: 1 progress meeting	Method: Communication of the agenda to	There is a minute format which must be

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A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
		<p>1 progress meeting with the NDE and SEDEMA to present preliminary result and get feedback</p> <p>1 information materials created: Power point (1 per progress meeting)</p> <p>1 Minute of the meeting, including the participant list</p>	<p>the participants and ppt presentation preparation for the meeting</p> <p>Recording of minutes and attendance lists at all technical assistance meetings.</p> <p>Frequency: Every two weeks, except when there is a presentation meeting</p>	<p>completed at the end of each meeting with its respective attendance sheet.</p> <p>Agenda of these meetings will be established according to need, with the purpose of validating approaches, presenting, and gathering feedback on progress, coordination, etc.</p>
<p>Activity 2.2: Identification of main political, economic, social and environmental stakeholders related to the handling of materials from the construction and demolition sector</p>	<p>Product presentation</p> <p>a) Number of deliverables produced</p>	<p>-1 stakeholder matrix for the CDW Marketplace-type materials platform initiative including a description of its role</p>	<p>Method:</p> <p>Prepare matrix from research, consultation and information systematization and analysis. Conduct a quality control process and send for counterpart revision and comments.</p> <p>The matrix will include the characterization of the STKH, considering its type, sphere of action and role in relation to construction and demolition waste</p> <p>Frequency: NA</p>	<p>STKH list will be presented to the CP in progress meetings and validated</p>
<p>Activity 2.3: Identification of current and potential actions for the circularity of Construction and Demolition Waste (CDW) and the stakeholders involved in its implementation and scaling, by means of the collation of</p>	<p>Product development</p> <p>a) Number of deliverables produced in this output</p>	<p>-1 matrix containing current and potential actions and the stakeholders involved in its implementation</p>	<p>Method:</p> <p>Prepare matrix from research, consultation and information systematization and analysis. Conduct a quality control process and send for counterpart revision and comments.</p>	<p>List of actions will be presented to the CP in progress meetings and validated</p>

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A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
sector reports and other secondary information.	<p>Progress Meeting a) Number of progress meeting</p>	<p>Total: 1 progress meeting</p> <p>1 progress meeting with the NDE and SEDEMA to present preliminary result and get feedback</p> <p>1 information materials created: Power point (1 per progress meeting)</p> <p>1 Minute of the meeting, including the participant list</p>	<p>Frequency: NA</p> <p>Method: Communication of the agenda to the participants and ppt presentation preparation for the meeting</p> <p>Recording of minutes and attendance lists at all technical assistance meetings.</p> <p>Frequency: Every two weeks, except when there is a presentation meeting</p>	<p>There is a minute format which must be completed at the end of each meeting with its respective attendance sheet. Agenda of these meetings will be established according to need, with the purpose of validating approaches, presenting, and gathering feedback on progress, coordination, etc.</p>
	Activity 2.4: Preliminary estimate of the potential of GHG emissions reductions scenarios associated with the circularity of materials flows in the construction and demolition sector.	<p>Product presentation a) Number of deliverables produced</p>	<p>-1 Matrix of GHG mitigation actions linked to the circularity of Activities and an estimation of its reduction potential</p>	<p>Method: Prepare matrix from research, consultation and information systematization and analysis. Conduct a quality control process and send for counterpart revision and comments.</p> <p>Reduction potential will be determined by comparison with a previously determined GHG emissions baseline</p> <p>Frequency: NA</p>
<p>Progress Meeting Number of progress meeting</p>		<p>Total: 1 progress meeting</p> <p>1 progress meeting with the NDE and SEDEMA to present preliminary result and get feedback</p> <p>1 information materials created: Power point (1 per progress meeting)</p>	<p>Method: Communication of the agenda to the participants and ppt presentation preparation for the meeting</p>	<p>There is a minute format which must be completed at the end of each meeting with its respective attendance sheet. Agenda of these meetings will be established</p>

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A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
		1 Minute of the meeting, including the participant list	Recording of minutes and attendance lists at all technical assistance meetings. Frequency: Every two weeks, except when there is a presentation meeting	according to need, with the purpose of validating approaches, presenting, and gathering feedback on progress, coordination, etc.
Output 3: Proposed business model for the Marketplace, based on the analysis of the political, regulatory and incentive environment.	<p>Product presentation</p> <p>a) Number of deliverables produced - Number of tools and technical documents reinforced, revised, or developed</p>	<p>Total: 2 deliverables</p> <p>-1 report with a proposed business model for the sustainability of the Marketplace, including offer and demand segmentation, value proposal, channels, income sources, key activities and resources, key stakeholders and cost structure as well as a regulatory mechanisms and/or new or improved incentives.- Report of workshops with the NDE and the Secretariat of the Environment and gender-disaggregated list of participants</p>	<p>Method: Prepare report from research, consultation and information systematization and analysis. Conduct a quality control process and send for counterpart revision and comments. Prepare a ppt presentation and record any suggestions and feedback to be considered. Frequency: At the end of product</p>	CTCN review will be considered to coordinate the presentation of the product to the customer.
	<p>Progress meeting</p> <p>a) Number of TA progress meetings with the ministers and regional consultants b) Number of other information materials strengthened, revised, or created</p>	<p>Total: 3 progress meetings</p> <p>- 3 progress meeting with the NDE to present preliminary result and get feedback - 3 information materials created: Power point (1 per progress meeting) - 3 Minutes of the meeting, including the participant list</p>	<p>Method: Communication of the agenda to the participants and ppt presentation preparation for the meeting Recording of minutes and attendance lists at all technical assistance meetings. Frequency: Every two weeks, except when there is a presentation meeting or a workshop</p>	There is a minute format which must be completed at the end of each meeting with its respective attendance sheet. Agenda of these meetings will be established according to need, with the purpose of validating approaches, presenting, and gathering feedback on progress, coordination, etc.

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A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
	<p>Workshop Number of other information materials strengthened, revised or created.</p>	<p>Total: 1 workshop 1 minute of the working group meeting including attendance list 1 communication material for working group meeting (ppt) 1 communication material (invitation) for the dissemination of the working group meeting</p>	<p>Method: In advance preparation of the workshop presentation, dynamics, and activities and its validation with the NDE, as well as its dissemination to reach the greatest number of relevant attendees Filling of an attendance list including gender information. Analysis of the questions asked and answered, and of the activities carried out. Frequency: 4 workshops</p>	<p>This workshop is intended for the validation of the proposed business model</p>
<p>Activity 3.1: Analysis of the Supply-Demand relationship that would support the business model for the Marketplace-type materials platform.</p>	<p>Product development a) Number of deliverables produced in this output.</p>	<p>-1 supply-demand analysis -1 business model proposal including offer and demand segmentation, value proposal, channels, income sources, key activities and resources</p>	<p>Method: Prepare analysis from research, consultation and information systematization and analysis. Conduct a quality control process and send for counterpart revision and comments. Frequency: NA</p>	<p>This will serve as an input of the business model and will be presented in progress meetings.</p>
	<p>Progress Meeting Number of progress meeting</p>	<p>Total: 1 progress meeting 1 progress meeting with the NDE and SEDEMA to present preliminary result and get feedback 1 information materials created: Power point (1 per progress meeting) 1 Minute of the meeting, including the participant list</p>	<p>Method: Communication of the agenda to the participants and ppt presentation preparation for the meeting Recording of minutes and attendance lists at all technical assistance meetings. Frequency: Every two weeks, except when there is a presentation meeting</p>	<p>There is a minute format which must be completed at the end of each meeting with its respective attendance sheet. Agenda of these meetings will be established according to need, with the purpose of validating approaches, presenting, and gathering feedback on progress, coordination, etc.</p>

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A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
<p>Activity 3.2: Compilation and analysis of public policies, regulations and incentives for the reporting of information and handling of materials in the construction and demolition sector.</p>	<p>Product development a) Number of deliverables produced in this output</p>	<p>1 matrix review with public policies, regulation and incentives linked with waste management, construction standards and marketplace operation conditions. 1 analysis of public policies, regulation and incentives as a part of the business model report</p>	<p>Method: Prepare matrix from research, consultation and information systematization and analysis. Conduct a quality control process and send for counterpart revision and comments. Conduct an analysis of policies, regulation and incentives to be considered for the development of the Marketplace business model Frequency: NA</p>	<p>This will serve as an input of the business model and will be presented in progress meetings.</p>
<p>Activity 3.3: Preparation of a proposal to establish regulatory mechanisms and/or incentives for the collection of baseline information for the platform and to promote the circularity of materials in the sector. Existing mechanisms will be taken into account and, if necessary, new or improved strategies will be proposed.</p>	<p>Progress Meeting Number of progress meeting</p>	<p>Total: 1 progress meeting 1 progress meeting with the NDE and SEDEMA to present preliminary result and get feedback 1 information materials created: Power point (1 per progress meeting) 1 Minute of the meeting, including the participant list</p>	<p>Method: Communication of the agenda to the participants and ppt presentation preparation for the meeting Recording of minutes and attendance lists at all technical assistance meetings. Frequency: Every two weeks, except when there is a presentation meeting</p>	<p>There is a minute format which must be completed at the end of each meeting with its respective attendance sheet. Agenda of these meetings will be established according to need, with the purpose of validating approaches, presenting, and gathering feedback on progress, coordination, etc.</p>
	<p>Product development a) Number of deliverables produced</p>	<p>1 matrix of analyzed mechanisms 1 proposal to establish regulatory mechanisms and/or incentives for the collection of baseline information for the platform and to promote the circularity of materials in the sector</p>	<p>Method: Prepare matrix from research, consultation and information systematization and analysis. Conduct a quality control process and send for counterpart revision and comments.</p>	<p>This will serve as an input of the business model and will be presented in progress meetings.</p>

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A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
			Potential strategies will be proposed based on similar experiences Frequency: NA	
Activity 3.4: Recommendations for the financing and financial sustainability of implementation and subsequent maintenance of the Marketplace-type platform	Product development a) Number of deliverables produced	01 list of recommendations for the financing and financial sustainability	Method: Prepare list from research, consultation and information systematization and analysis. Conduct a quality control process and send for counterpart revision and comments. A description of implementation mechanisms and recommendations related to its feasibility will be included Frequency: NA	This will serve as an input of the business model and will be presented in progress meetings.
Activity 3.5: Consultation and adjustments to the proposed business model and sustainability of the Marketplace, by means of virtual workshops with the Mexican National Designated Entity and the Secretariat of the Environment (SEDEMA). The gender equity of workshop attendees will be sought.	Workshop a) Total number of events organized by proponents and implementing partners. b) Number of participants at events organized by proponents and implementing partners - Percentage of men and women c) Number of other information materials strengthened, revised or created	1 workshop for stakeholders. 20 participants The attendance will be approximately 50% women 50% men 1 Minute and gender disaggregated attendance lists for the work group	Method: In advance preparation of the workshop presentation, dynamics, and activities and its validation with the NDE, as well as its dissemination to reach the greatest number of relevant attendees Filling of an attendance list including gender information. Analysis of the questions asked and answered, and of the activities carried out. Frequency: 4 workshops	This workshop is intended for the validation of the proposed business model
	Progress Meeting Number of progress meeting	Total: 1 progress meeting	Method: Communication of the agenda to the participants and ppt	There is a minute format which must be completed at the end of each meeting

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A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
		<p>1 progress meeting with the NDE and SEDEMA to present preliminary result and get feedback</p> <p>1 information materials created: Power point (1 per progress meeting)</p> <p>1 Minute of the meeting, including the participant list</p>	<p>presentation preparation for the meeting</p> <p>Recording of minutes and attendance lists at all technical assistance meetings.</p> <p>Frequency: Every two weeks, except when there is a presentation meeting</p>	<p>with its respective attendance sheet.</p> <p>Agenda of these meetings will be established according to need, with the purpose of validating approaches, presenting, and gathering feedback on progress, coordination, etc.</p>
<p>Output 4: SWOT analysis and dissemination of the platform's business model by means of a sectoral work group</p>	<p>Product presentation</p> <p>a) Number of deliverables produced</p> <p>- Number of tools and technical documents reinforced, revised, or developed</p>	<p>Total: 4 deliverables</p> <ul style="list-style-type: none"> -1 Minute and gender disaggregated attendance lists for the work group - 1 SWOT analysis of the priority sectors for the transition towards a circular economy model and development of a revalorization market for CDW flows. - 1 Proposal of strategies to overcome the main barriers identified and/or to take advantage of the most-significant opportunities in the construction and demolition sector, in respect of GHG mitigation and the transition towards the circular economy. - 1 Report of workshops with the NDE and the Secretariat of the Environment and gender-disaggregated list of participants. - 1 Final report on the development of the business model for the implementation and maintenance of the Marketplace-type platforms to be used as an example for application in other regions. 	<p>Method: Prepare report from research, consultation and information systematization and analysis. Conduct a quality control process and send for counterpart revision and comments. Prepare a ppt presentation and record any suggestions and feedback to be considered.</p> <p>Frequency: At the end of product</p>	<p>CTCN review will be considered to coordinate the presentation of the product to the customer.</p>
	<p>Progress meetings</p> <p>a) Number of TA progress meetings with NDE and focal point</p>	<p>Total: 1 progress meeting</p> <p>1 progress meeting to present preliminary result and get feedback</p>	<p>Method: Communication of the agenda to the participants and ppt</p>	<p>There is a minute format which must be completed at the end of each meeting</p>

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A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
	b) Number of other information materials strengthened, revised, or created	1 information materials created: Power point (1 per progress meeting) 1 Minute of the meeting, including the participant list.	presentation preparation for the meeting Recording of minutes and attendance lists at all technical assistance meetings. Frequency: Every two weeks, except when there is a presentation meeting or a workshop	with its respective attendance sheet. Agenda of these meetings will be established according to need, with the purpose of validating approaches, presenting, and gathering feedback on progress, coordination, etc.
	Workshop a) Number of workshops	Total: 4 workshops 4 minute of the working group meeting including attendance list including main topics 4 communication material for working group meeting (ppt) 4 communication material (invitation) for the dissemination of the working group meeting	Method: In advance preparation of the workshop presentation, dynamics, and activities and its validation with the NDE, as well as its dissemination to reach the greatest number of relevant attendees Filling of an attendance list including gender information. Analysis of the questions asked and answered, and of the activities carried out. Frequency: 4 workshops	This workshops are intended for the dissemination of the business model within the WK as well as the SWOT analysis and the proposal of strategies
Activity 4.1: Identify and validate, with the Designated National Entity of Mexico and the Secretariat of the Environment (SEDEMA) focal point, which stakeholders (maximum of 6 organizations) will make up the work group that will provide essential inputs for the conduct of the technical assistance	Product development a) Number of deliverables produced in this output	1 list of prioritized STKH, including related sector and sphere of action	Method: Prepare research report, consultation and systematization and analysis of information. Carry out a quality control process and send for counterpart review and comments. Prioritization will be carried out based on the level of influence and relevance of STKH	STKH will be validated with the CP and an agreement will be signed to assure full commitment

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A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
			<p>Frequency: At the end of the activity.</p>	
<p>Activity 4.2: Invitation to stakeholders identified in the previous activity to be part of the work group. The gender equity of participants will be sought. Dissemination among its members of scope of work group. The gender equity of workshop attendees will be sought.</p>	<p>Workshop a) Total number of events organized with proponents and implementing partners. b) Number of participants at events organized by proponents and implementing partners - Percentage of men and women c) Number of other information materials strengthened, revised or created</p>	<p>1 workshop for stakeholders. 15 participants The attendance will be approximately 50% women 50% men 1 Minute and gender disaggregated attendance lists for the work group</p>	<p>Method: In advance preparation of the workshop presentation, dynamics, and activities and its validation with the NDE, as well as its dissemination to reach the greatest number of relevant attendees Filling of an attendance list including gender information. Analysis of the questions asked and answered, and of the activities carried out. Frequency: 4 workshops</p>	<p>This workshop is intended for the inception of the WK</p>
<p>Activity 4.3: Dissemination of and improvements to the platform's business model with members of the work group, with respect to regulatory mechanisms and/or incentives for the operation and sustainability of the platform, and to promote the circularity of materials in the sector. Face-to-face meeting if Covid-related safety conditions permit or, if not, a virtual workshop.</p>	<p>Workshop a) Total number of events organized with proponents and implementing partners. b) Number of participants at events organized by proponents and implementing partners - Percentage of men and women c) Number of other information materials strengthened, revised or created</p>	<p>1 workshop for stakeholders. 15 participants The attendance will be approximately 50% women 50% men 1 Minute and gender disaggregated attendance lists for the work group</p>	<p>Method: In advance preparation of the workshop presentation, dynamics, and activities and its validation with the NDE, as well as its dissemination to reach the greatest number of relevant attendees Filling of an attendance list including gender information. Analysis of the questions asked and answered, and of the activities carried out. Minutes will include photographic evidence Frequency: 1 workshop</p>	<p>This workshop is intended for the dissemination of the business model within the WK</p>
<p>Activity 4.4: Virtual workshops with members of the work group to identify strengths, weaknesses, opportunities and threats to the development and</p>	<p>Product development a) Number of deliverables produced in this output</p>	<p>- 01 SWOT analysis</p>	<p>Method: Prepare analysis from research, consultation and information systematization and analysis. Conduct a quality control</p>	<p>This will serve as an input of the workshop and will be presented in progress meetings.</p>

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A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
implementation of a platform for the interchange of materials from construction and demolition.			process and send for counterpart revision and comments. Frequency: NA	
	Workshop a) Total number of events organized by proponents and implementing partners. b) Number of participants at events organized by proponents and implementing partners - Percentage of men and women c) Number of other information materials strengthened, revised or created	1 workshop for stakeholders 15 participants The attendance will be approximately 50% women 50% men 1 Minute and gender disaggregated attendance lists for the work group	Method: In advance preparation of the workshop presentation, dynamics, and activities and its validation with the NDE, as well as its dissemination to reach the greatest number of relevant attendees Filling of an attendance list including gender information. Analysis of the questions asked and answered, and of the activities carried out. Frequency: 4 workshops	This workshop is intended to perform a SWOT analysis of the implementation of the platform
Activity 4.5: Proposals of strategies to overcome the main barriers identified and/or to take advantage of the most-significant opportunities in the construction and demolition sector, in respect of GHG mitigation and the transition towards the circular economy.	Product development a) Number of deliverables produced in this output	- 01 list of strategies to overcome the main barriers identified and/or to take advantage of the most-significant opportunities in the construction and demolition sector, including SKTH involved	Method: Prepare list from research, consultation and information systematization and analysis. Conduct a quality control process and send for counterpart revision and comments. Frequency: NA	Strategies will be proposed based on the results of a workshop with the WG and adjusted by the CT
	Progress Meeting Number of progress meeting	Total: 1 progress meeting 1 progress meeting with the NDE and SEDEMA to present preliminary result and get feedback 1 information materials created: Power point (1 per progress meeting)	Method: Communication of the agenda to the participants and ppt presentation preparation for the meeting	There is a minute format which must be completed at the end of each meeting with its respective attendance sheet. Agenda of these meetings will be established

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A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
		1 Minute of the meeting, including the participant list	Recording of minutes and attendance lists at all technical assistance meetings. Frequency: Every two weeks, except when there is a presentation meeting	according to need, with the purpose of validating approaches, presenting, and gathering feedback on progress, coordination, etc.
	Workshop a) Total number of events organized by proponents and implementing partners. b) Number of participants at events organized by proponents and implementing partners - Percentage of men and women c) Number of other information materials strengthened, revised or created	1 workshop for stakeholders. 15 participants The attendance will be approximately 50% women 50% men 1 Minute and gender disaggregated attendance lists for the work group	Method: In advance preparation of the workshop presentation, dynamics, and activities and its validation with the NDE, as well as its dissemination to reach the greatest number of relevant attendees Filling of an attendance list including gender information. Analysis of the questions asked and answered, and of the activities carried out. Frequency: 1 workshop	This workshop is intended for the proposal of strategies
Output 5: Establishment of indicators	Product presentation a) Number of deliverables produced - Number of tools and technical documents reinforced, revised, or developed.	Total: 2 deliverables 1 Minute and gender disaggregated attendance lists from the indicator dissemination virtual workshop 1 Matrix of circularity and SDG indicators and for monitoring the effectiveness of the CDW platform, including responsible SKTH.	Method: Prepare report from research, consultation and information systematization and analysis. Conduct a quality control process and send for counterpart revision and comments. Prepare a ppt presentation and record any suggestions and feedback to be considered. Frequency: At the end of product	CTCN review will be considered to coordinate the presentation of the product to the customer.
	Progress meetings a) Number of TA progress meetings with NDE and focal point	Total: 1 progress meeting 1 progress meeting to present preliminary result and get feedback	Method: Communication of the agenda to the participants and ppt	There is a minute format which must be completed at the end of each meeting

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A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
	b) Number of other information materials strengthened, revised, or created	1 information materials created: Power point (1 per progress meeting) 1 Minutes of the meeting, including the participant list.	presentation preparation for the meeting Recording of minutes and attendance lists at all technical assistance meetings. Frequency: Every two weeks, except when there is a presentation meeting or a workshop	with its respective attendance sheet. Agenda of these meetings will be established according to need, with the purpose of validating approaches, presenting, and gathering feedback on progress, coordination, etc.
	Workshop a) Number of workshops.	Total: 1 workshop 1 minute of the meeting including attendance list 1 communication material for working group meeting (ppt) 1 communication material (invitation) for the dissemination of the working group meeting	Method: In advance preparation of the workshop presentation, dynamics, and activities and its validation with the NDE, as well as its dissemination to reach the greatest number of relevant attendees Filling of an attendance list including gender information. Analysis of the questions asked and answered, and of the activities carried out. Frequency: 1 workshop	This workshop is intended to validate SDG and circularity indicators as well as performance indicators
Activity 5.1: Preparation of proposed circularity and SDG indicators for the construction and demolition sector in Mexico City (CDMX) and indicators to evaluate the effectiveness of the platform.	Product development a) Number of deliverables produced in this output	1 Matrix for circularity and SDG indicators and for monitoring effectiveness of the CDW platform including responsible STKH	Method: Prepare matrix from research, consultation and information systematization and analysis. Conduct a quality control process and send for counterpart revision and comments. Frequency: NA	Indicators will be validated in PM and disseminated through a workshop

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A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
	<p>Progress Meeting Number of progress meeting</p>	<p>Total: 1 progress meeting</p> <p>1 progress meeting with the NDE and SEDEMA to present preliminary result and get feedback</p> <p>1 information materials created: Power point (1 per progress meeting)</p> <p>1 Minute of the meeting, including the participant list.</p>	<p>Method: Communication of the agenda to the participants and ppt presentation preparation for the meeting Recording of minutes and attendance lists at all technical assistance meetings.</p> <p>Frequency: Every two weeks, except when there is a presentation meeting</p>	<p>There is a minute format which must be completed at the end of each meeting with its respective attendance sheet. Agenda of these meetings will be established according to need, with the purpose of validating approaches, presenting, and gathering feedback on progress, coordination, etc.</p>
<p>Activity 5.2: Virtual dissemination of indicators to focal points of the Designated National Entity of Mexico, the Secretariat of the Environment (SEDEMA) and work group members, for later use and update by the institutions made responsible for the administration of the platform.</p>	<p>Workshop</p> <p>a) Total number of events organized by proponents and implementing partners.</p> <p>b) Number of participants at events organized by proponents and implementing partners</p> <p>- Percentage of men and women</p> <p>c) Number of other information materials strengthened, revised or created</p>	<p>1 workshop for stakeholders.</p> <p>20 participants</p> <p>The attendance will be approximately 50% women 50% men</p> <p>1 Minute and gender disaggregated attendance lists for the work group</p>	<p>Method: In advance preparation of the workshop presentation, dynamics, and activities and its validation with the NDE, as well as its dissemination to reach the greatest number of relevant attendees Filling of an attendance list including gender information. Analysis of the questions asked and answered, and of the activities carried out.</p> <p>Frequency: 1 workshop</p>	<p>This workshop is intended for the validation of indicators</p>
<p>Output 6: Development of a prototype CDW market platform to be used as a trial pilot with potential for scaling</p>	<p>Product presentation</p> <p>a) Number of deliverables produced</p> <p>- Number of tools and technical documents reinforced, revised, or developed.</p>	<p>Total: 3 deliverables</p> <p>1 Prototype CDW marketplace platform</p> <p>1 Demonstration version, Demo type, with visualizations of reports from the pilot and in ppt format of the scope of the platform and the results of the pilot</p> <p>1 Report with proposed next steps for implementation of the platform with step-by-step guide, analysis of costs, data</p>	<p>Method: Prepare report from research, consultation and information systematization and analysis. Conduct a quality control process and send for counterpart revision and comments. Prepare a ppt presentation and record any suggestions and feedback to be considered.</p> <p>Frequency:</p>	<p>CTCN review will be considered to coordinate the presentation of the product to the customer.</p>

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A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
		governance, technological requirements and staff training, etc.	At the end of product	
	<p>Progress meetings a) Number of TA progress meetings with NDE and focal point b) Number of other information materials strengthened, revised, or created</p>	<p>Total: 5 progress meetings 5 progress meeting to present preliminary result and get feedback 5 information materials created: Power point (1 per progress meeting) 5 Minutes of the meeting, including the participant list.</p>	<p>Method: Communication of the agenda to the participants and ppt presentation preparation for the meeting Recording of minutes and attendance lists at all technical assistance meetings.</p> <p>Frequency: Every two weeks, except when there is a presentation meeting or a workshop</p>	<p>There is a minute format which must be completed at the end of each meeting with its respective attendance sheet. Agenda of these meetings will be established according to need, with the purpose of validating approaches, presenting, and gathering feedback on progress, coordination, etc.</p>
	<p>Workshops a) Number of workshops</p>	<p>Total: 2 workshops 2 minute of the working group meeting including attendance list 2 communication material for working group meeting (ppt) 2 communication material (invitation) for the dissemination of the working group meeting</p>	<p>Method: In advance preparation of the workshop presentation, dynamics, and activities and its validation with the NDE, as well as its dissemination to reach the greatest number of relevant attendees Filling of an attendance list including gender information. Analysis of the questions asked and answered, and of the activities carried out.</p> <p>Frequency: 2 workshops</p>	<p>These workshops are intended to validate the prototype of the CDW market platform</p>

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A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
<p>Activity 6.1: Structure the characteristics of the platform for the interchange of materials from construction and demolition, in which suppliers and users can come into contact and sell or exchange their products or services online, facilitating communication between supply and demand. This includes, but is not limited to, a typology of users; an input and output data matrix; structuring the data warehouse required by the platform to create reports and analyse data; defining responsibilities for data governance or the management of the availability, quality and security of the data managed by the platform; and other descriptive components of the technical concept, elements and tools. The data structure shall be aligned with the current classification of waste by the sector's authorities in Mexico City.</p>	<p>Product development a) Number of deliverables produced in this output</p>	<p>1 Process diagram 1 Use cases diagram 1. IT Architecture Diagram 1. Functional Design 1 NonFunctional Design 1 Graphic Design</p>	<p>Method: Prepare diagrams based on the business model. Carry out a quality control process and send for counterpart review and comments. Frequency: At the end of the activity.</p>	<p>This will serve as an input of the prototype and will be presented in progress meetings.</p>
	<p>Progress Meeting Number of progress meeting</p>	<p>Total: 2 progress meetings 2 progress meetings with the NDE and SEDEMA to present preliminary result and get feedback 2 information materials created: Power point (1 per progress meeting) 2 Minutes of the meeting, including the participant list.</p>	<p>Method: Communication of the agenda to the participants and ppt presentation preparation for the meeting Recording of minutes and attendance lists at all technical assistance meetings. Frequency: Every two weeks, except when there is a presentation meeting</p>	<p>There is a minute format which must be completed at the end of each meeting with its respective attendance sheet. Agenda of these meetings will be established according to need, with the purpose of validating approaches, presenting, and gathering feedback on progress, coordination, etc.</p>
<p>Activity 6.2: Development of the prototype Marketplace-type platform.</p>	<p>Product development a) Number of deliverables produced in this output</p>	<p>-1 prototype CDW marketplace platform</p>	<p>. Prepare prototype based on the diagrams and other elements of the design of the platform Frequency: NA</p>	<p>Prototype characteristics will be previously validated in PM</p>
	<p>Progress Meeting Number of progress meeting</p>	<p>Total: 2 progress meetings</p>	<p>Method: Communication of the agenda to the participants and ppt</p>	<p>There is a minute format which must be completed at the end of each meeting</p>

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A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
		2 progress meetings with the NDE and SEDEMA to present preliminary result and get feedback 2 information materials created: Power point (1 per progress meeting) 2 Minute of the meetings, including the participant list.	presentation preparation for the meeting Recording of minutes and attendance lists at all technical assistance meetings. Frequency: Every two weeks, except when there is a presentation meeting	with its respective attendance sheet. Agenda of these meetings will be established according to need, with the purpose of validating approaches, presenting, and gathering feedback on progress, coordination, etc.
Activity 6.3: Piloting the platform with information from members of the work group formed in previous steps of this assistance. The group will include two to three members from the materials-supply side and two to three members from the demand side. Work group members who have expressed interest and can efficiently respond to the requirements for data will be asked for information.	Product presentation a) Number of deliverables produced in this output	-1 Demonstration version, demo type with visualizations of reports from the pilot. - 1 Demonstration version in a ppt format.	Prepare demo based on the prototype developed Frequency: NA	Demo version characteristics will be previously validated in PM
	Workshops a) Total number of events organized by proponents and implementing partners. b) Number of participants at events organized by proponents and implementing partners - Percentage of men and women c) Number of other information materials strengthened, revised or created	2 workshops for stakeholders. 15 participants The attendance will be approximately 50% women 50% men 2 Minute and gender disaggregated attendance lists for the work group	Method: In advance preparation of the workshop presentation, dynamics, and activities and its validation with the NDE, as well as its dissemination to reach the greatest number of relevant attendees Filling of an attendance list including gender information. Analysis of the questions asked and answered, and of the activities carried out. Frequency: 2 workshops	These workshops are intended to validate the prototype of the CDW market platform
	Progress Meeting Number of progress meeting	Total: 1 progress meeting 1 progress meeting with the NDE and SEDEMA to present preliminary result and get feedback 1 information materials created: Power point (1 per progress meeting) 1 Minute of the meeting, including the participant list.	Method: Communication of the agenda to the participants and ppt presentation preparation for the meeting Recording of minutes and attendance lists at all technical assistance meetings.	There is a minute format which must be completed at the end of each meeting with its respective attendance sheet. Agenda of these meetings will be established according to need, with the purpose of validating

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A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
			<p>Frequency: Every two weeks, except when there is a presentation meeting</p>	<p>approaches, presenting, and gathering feedback on progress, coordination, etc.</p>
<p>Activity 6.4: Develop a detailed proposal of steps to follow for implementation of the platform, based on the results of the pilot. This should include a step-by-step guide with the platform's information flow, description of standard development and support methodology, and analysis of its implementation costs, data governance, technological requirements and staff training, etc.</p>	<p>Product presentation a) Number of deliverables produced in this output</p>	<p>-1 detailed report with proposed next steps for implementation.</p>	<p>Method: Prepare report based on consultation and analysis of the requirements for the platform implementation. Carry out a quality control process and send for counterpart review and comments. Frequency: At the end of the activity.</p>	<p>Report outline will be previously validated in PM</p>
	<p>Progress Meeting Number of progress meeting</p>	<p>Total: 1 progress meeting 1 progress meeting with the NDE and SEDEMA to present preliminary result and get feedback 1 information materials created: Power point (1 per progress meeting) 1 Minute of the meeting, including the participant list.</p>	<p>Method: Communication of the agenda to the participants and ppt presentation preparation for the meeting Recording of minutes and attendance lists at all technical assistance meetings. Frequency: Every two weeks, except when there is a presentation meeting</p>	<p>There is a minute format which must be completed at the end of each meeting with its respective attendance sheet. Agenda of these meetings will be established according to need, with the purpose of validating approaches, presenting, and gathering feedback on progress, coordination, etc.</p>
<p>Output 7: Training tools for the platform's administrators and users</p>	<p>Product presentation a) Number of deliverables produced in this output</p>	<p>Total: 5 deliverables -1 digital manual platform users. -1 digital manual for platform administrators. -1 digital training material for institutions -1 gender-disaggregated list of attendees of training and participant satisfaction survey. -1 report on lessons learned and recommendations for future dissemination and training days.</p>	<p>Method: Prepare report from research, consultation and information systematization and analysis. Conduct a quality control process and send for counterpart revision and comments. Prepare a ppt presentation and record any suggestions and feedback to be considered. Frequency: At the end of product</p>	<p>CTCN review will be considered to coordinate the presentation of the product to the customer.</p>

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A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
	<p>Number of trainings organized by proponents and implementing partners</p> <p>a) Number of participants in trainings organized by proponents and implementing partners</p> <p>b) Number of men</p> <p>c) Number of women</p> <p>d) Total number of institutions trained</p> <p>e) Governmental (national or subnational)</p>	<p>-1 virtual training for the staff of SEDEMA, INECC among others.</p> <p>-20 participants</p> <p>-Approximately 50% women 50% men</p> <p>-2 institutions trained</p>	<p>Method:</p> <p>In advance preparation of the workshop presentation, dynamics, and activities and its validation with the NDE, as well as its dissemination to reach the greatest number of relevant attendees</p> <p>Filling of an attendance list including gender information.</p> <p>Analysis of the questions asked and answered, and of the activities carried out.</p> <p>Frequency:</p> <p>2 workshops</p>	<p>These workshops are intended to train platform's potential administrators</p>
	<p>Progress meetings</p> <p>a) Number of TA progress meetings with NDE and focal point</p> <p>b) Number of other information materials strengthened, revised, or created</p>	<p>Total: 1 progress meeting</p> <p>1 progress meeting to present preliminary result and get feedback</p> <p>1 information materials created: Power point (1 per progress meeting)</p> <p>1 Minutes of the meeting, including the participant list.</p>	<p>Method:</p> <p>Communication of the agenda to the participants and ppt presentation preparation for the meeting</p> <p>Recording of minutes and attendance lists at all technical assistance meetings.</p> <p>Frequency:</p> <p>Every two weeks, except when there is a presentation meeting or a workshop</p>	<p>There is a minute format which must be completed at the end of each meeting with its respective attendance sheet.</p> <p>Agenda of these meetings will be established according to need, with the purpose of validating approaches, presenting, and gathering feedback on progress, coordination, etc.</p>
<p>Activity 7.1: Develop digital manuals and/or guides to guarantee the continuity of the project. This includes a manual or guide with the description of the platform for users on the</p>	<p>Product presentation</p> <p>a) Number of deliverables produced in this output</p>	<p>-1 digital manual for platform users (approx. 10 pages)</p> <p>- 1 digital manual for platform administrators (approx. 12-20 pages)</p>	<p>Method:</p> <p>Prepare understandable and graphic manuals based on the prototype developed. Conduct a quality control process and send for counterpart revision</p>	<p>Guides' outlines will be previously validated in PM</p>

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A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
demand and supply sides and another guide for the administrators responsible for data governance and the maintenance and development of the platform	<p>Progress Meeting Number of progress meeting</p>	<p>Total: 1 progress meeting</p> <p>1 progress meeting with the NDE and SEDEMA to present preliminary result and get feedback</p> <p>1 information materials created: Power point (1 per progress meeting)</p> <p>1 Minute of the meeting, including the participant list.</p>	<p>and comments.</p> <p>Frequency: At the end of product</p> <p>Method: Communication of the agenda to the participants and ppt presentation preparation for the meeting</p> <p>Recording of minutes and attendance lists at all technical assistance meetings.</p> <p>Frequency: Every two weeks, except when there is a presentation meeting</p>	<p>There is a minute format which must be completed at the end of each meeting with its respective attendance sheet. Agenda of these meetings will be established according to need, with the purpose of validating approaches, presenting, and gathering feedback on progress, coordination, etc.</p>
Activity 7.2: Virtual training for the staff of SEDEMA, INECC and other organizations to be made responsible for the procedures associated with the platform's implementation, operation and maintenance.	<p>Number of trainings organized by proponents and implementing partners</p> <p>f) Number of participants in trainings organized by proponents and implementing partners</p> <p>g) Number of men</p> <p>h) Number of women</p> <p>i) Total number of institutions trained</p> <p>j) Governmental (national or subnational)</p>	<p>-1 virtual training for the staff of SEDEMA, INECC among others.</p> <p>-20 participants</p> <p>-Approximately 50% women 50% men</p> <p>-2 institutions trained</p>	<p>Method: In advance preparation of the workshop presentation, dynamics, and activities and its validation with the NDE, as well as its dissemination to reach the greatest number of relevant attendees</p> <p>Filling of an attendance list including gender information.</p> <p>Analysis of the questions asked and answered, and of the activities carried out.</p> <p>Frequency: 2 workshops</p>	<p>These workshops are intended to train platform's potential administrators</p>
Activity 7.3: Application of a satisfaction survey of participants in training, based on the guidelines of the Communications Office of the CTCN	<p>Product presentation</p> <p>a) Number of deliverables produced in this output</p> <p>Percentage of participants reporting satisfaction with training</p>	<p>-1 Google Form survey</p> <p>-80% of participants reporting satisfaction</p> <p>-80% of participants reporting increased knowledge, capacity and/or understanding</p>	<p>Prepare form considering gender approach, as well as key indicators to measure the effectiveness of the training</p> <p>Frequency:</p>	<p>Questions of the survey will be sent to de CP for validation</p> <p>CTCN training feedback form will be considered</p>

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A) Outputs and Activities as described in the Response Plan	(B) Indicator	(C) Expected results	(D) Method and frequency for data collection	(E)Comments
	Percentage of participants reporting increased knowledge, capacity and/or understanding as a result of training Percentage of men Percentage of women		NA	
Activity 7.4: Report on lessons learned and recommendations for future platform dissemination workshops and user training events	Product presentation a) Number of deliverables produced in this output	1 Report on lessons learned and recommendations for future dissemination and training days.	Prepare report based on a systematization of the lessons learned throughout all the process Frequency: NA	



Deliverable 1.3
(initial version)

**Analysis of the current situation of the
construction and demolition sector with
respect to the Circular Economy in Mexico
City for the development of an RCD
Marketplace platform, a scalable project for
Mexico**

Description of the
CTCN impact

3. Description of the impact of the CTCN

This section describes the main impacts of the study, using the template provided by the CTCN.

Table 13. Impact statement

Impact Statement	
Challenge	The construction industry contributes 17.3% of national GHG emissions and 65% of all construction and demolition waste (CDW) in Mexico City were sent to landfills. The poor disposal of this type of waste causes strong environmental impacts, especially in areas of environmental value where waste is deposited illegally. In that sense, the TA has to design a platform to enhance CDW recovery by linking supply and demand for the new business model.
CTCN assistance	Analyze the current situation of the construction and demolition sector from a circular economy perspective. Develop a proposed business model based on the analysis of the political, regulatory and incentive environment. Develop a prototype for a platform for the exchange of materials derived from construction and demolition.
Anticipated impact	Create a virtuous circle linked with CDW usage that decreases the quantity sent to final disposal sites. Reduction of CO ₂ equivalent emissions as a result of the implementation of a platform to exchange CDW.
Anticipated co-benefits from the TA	New opportunities from the revalorization of CDW such as: Reduction of pollution generated by the construction sector. Reduction of costs in the acquisition of raw materials in construction. Increased employment generation in recycling plants. Mitigation of socio-environmental impacts and generation of direct economic benefits for businesses and local communities.
Gender aspects of the TA	The design of the technical assistance defines the active inclusion of women in every stage of the work. In a first stage of diagnosis, the review of documents that address the issue of gender in the construction and demolition sector in relation to the circular economy, as well as a review of data quantitative and statistical data that are considered relevant. In this way, the information collected will contribute to the incorporation of a gender perspective in the development of technical assistance activities such as workshops. In the second stage, the expected results and impacts will be established based on the diagnosis carried out in terms of the gender perspective, and finally, appropriate indicators will be proposed for the process monitoring and evaluation. Benefits: Improve the capabilities for women to face a new business model as an opportunity to improve their quality of life.

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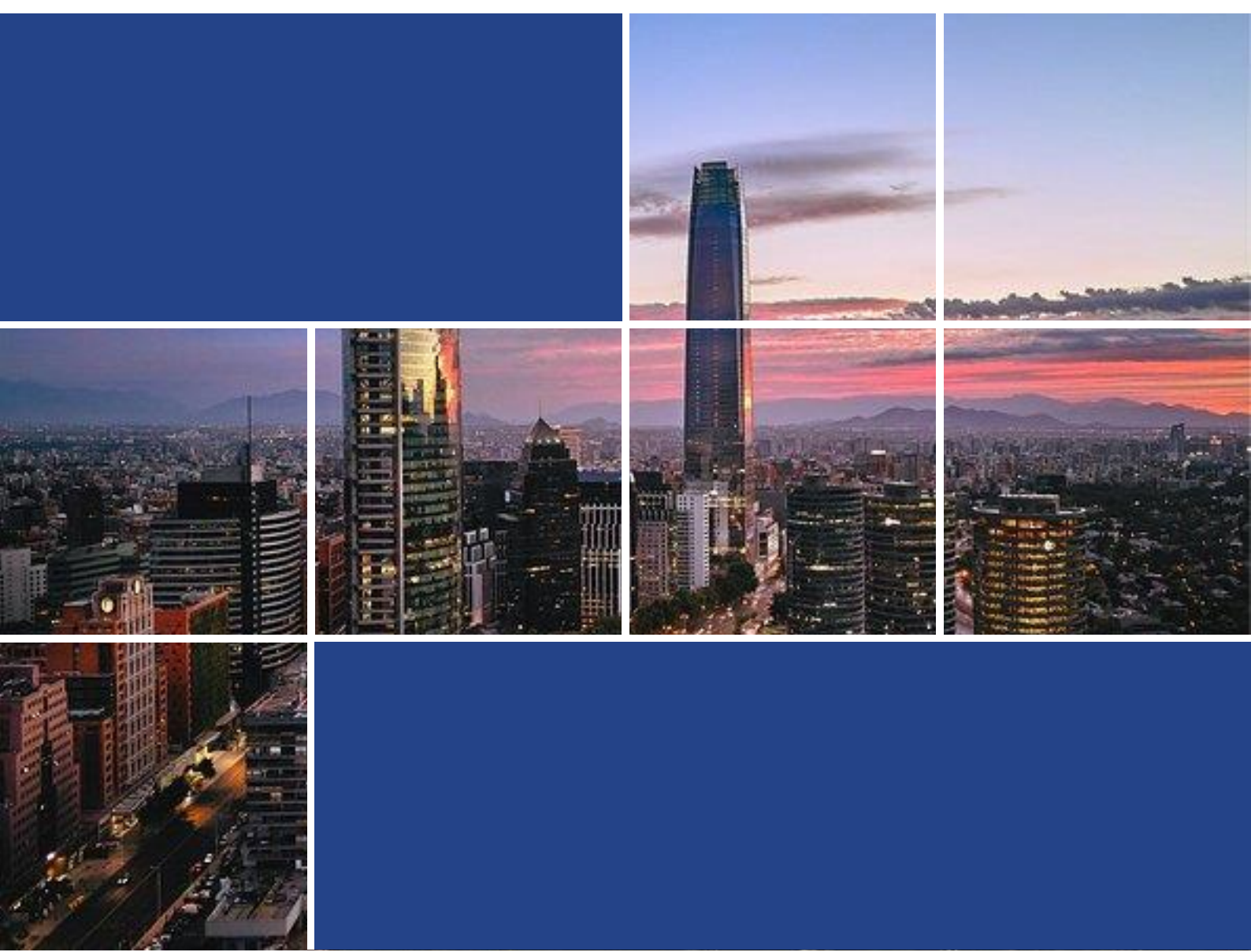
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<p>Anticipated contribution to NDC</p>	<p>The implementation of this business model in a sector that contributes almost one-fifth of the total GHG emissions means a tangible action towards the fulfillment of its mitigation strategies within the urban sector.</p> <p>The development of the project will strengthen the approach of the National Strategy for the Circular Economy</p>
<p>The narrative story</p>	<p>The Ministry of Environment (SEDEMA) requested assistance through the CTCN to implement a TA for the Analysis of the current situation of the construction and demolition sector regarding the Circular Economy in Mexico City, for the development of a market platform for materials derived from CDW in the city, as a scalable pilot project for Mexico.</p> <p>The 2016 edition of the Mexico City Emissions Inventory reported that the construction sector contributes with 5.05 tons of toxic compounds emissions per year. These reveal significant losses of valuable materials, economic losses, and negative effects throughout the materials value chain. In addition, the improper disposal of CDW causes strong environmental impacts at sites where the waste is deposited illegally, while its transportation generates additional emissions.</p> <p>The Mexico City Government Plan 2019-2024 establishes an urban and economic development model that reduces pollution, reduces the generation of greenhouse gasses that cause climate change, and generates mitigation and adaptation strategies through the sustainable management of resources. In this context, the opportunity to revalue CDW would contribute to mitigating socio-environmental impacts and generate direct economic benefits.</p>
<p>Contribution to SDGs</p>	<p>SDG 11: The development of the marketplace platform is aligned with 2 targets of SDG 11 which are:</p> <p>Enhance inclusive and sustainable urbanization and capacity for participatory, integrated and sustainable human settlement planning and management in all countries (11.3), and</p> <p>Reduce the adverse per capita environmental impact of cities, including by paying special attention to air quality and municipal and other waste management (11.6).</p> <p>SDG 12: The implementation of this project will improve the achievement of this targets:</p> <p>Achieve the sustainable management and efficient use of natural resources (12.2).</p> <p>Achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment (12.4), and</p> <p>Substantially reduce waste generation through prevention, reduction, recycling and reuse (12.5).</p> <p>SDG 13: The implementation of the platform will promote the usage of CDW which means that emissions contributed by clinker and cement manufacturing will eventually reduce and this is in line with the achievement of the following targets:</p> <p>Strengthen resilience and adaptive capacity to climate-related hazards and natural disasters in all countries (13.1)</p>

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	<p>Integrate climate measures into national policies, strategies and planning indicators (13.2).</p>
<p>Reference to knowledge products</p>	<p>Documents from CTCN: CTCN for gender mainstreaming Compilation of regulation related to the CDW management in Mexico City: Zero Waste Action Plan Program for the Collection of Construction and Demolition Waste (C&DW) NACDMX-007-RNAT-2019, which establishes the classification and integrated management specifications for Construction and Demolition Waste in Mexico City. Compilation of action plan to mitigate emissions in Mexico City Environmental and Climate Change Program for Mexico City 2019-2024 C40 Clean Construction Declaration - Mexico City</p>



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