Freiburg, 05th December 2023

Request for Quotation & Terms of Reference (ToRs)

for the role of a **project partner for technical lead-acid battery recycling aspects and coordination with the non-ferrous metals industry (Contractor/Bidder)** in the project "Partnership for Responsible Battery and Metal Recycling (ProBaMet)" with **Oeko-Institut e.V. (Client)** on behalf of the Initiative for Global Solidarity managed by the German Society for International Cooperation (GIZ).

1. Subject matter & scope

Lead-acid batteries are used in car starter batteries, off-grid solar energy applications or back-up power systems. Under the right conditions, used lead-acid batteries (ULABs) can be effectively recycled and the high market price of lead can make this a profitable business. However, in many world regions recycling takes place in sub-standard, highly dangerous and unsafe conditions that release toxic lead-compounds to the workplace and surrounding environment. Lead exposure causes various severe short-, mid- and long-term, potentially fatal health impacts. According to UNICEF, up to 800 million children mostly in low- and middle-income countries have elevated blood lead levels. Substandard recycling practices are a major driver.

Nigeria is host to one of the largest lead-acid battery recycling industries in Sub-Saharan Africa with at least ten facilities conducting battery recycling on an industrial scale, mainly for exporting recovered non-ferrous metals. The ProBaMet project aims to support upgrades to the sector through working with regulatory authorities to incentivize and enforce improvements upon companies and sectors. At the same time, opportunities to invest in upgrades to facilities will be created through market demand for high-standard recycling through a coalition of solar companies demanding responsible battery disposal solutions and international companies sourcing secondary raw materials from approved facilities.

The ProBaMet project looks for an organisation that can provide cutting-edge technical expertise on lead-acid battery recycling processes, including environmental, health & safety assessments of recycling plants and development of improvement plans. In addition, the partner must be able to provide the content of related training events in Nigeria, which includes the ability to travel to Nigeria and actively participate in facility assessments, workshops, trainings and further interactions with key stakeholders. In addition, the partner must maintain a well-developed network to German, European and international industry players with a demand for lead-acid battery recycling outputs (lead, tin, antimony) and interest to engage in pro-active measures for building-up responsible supply chains from African recycling sources. The partner must be in the position to use this network in a way relevant shares of the respective non-ferrous metals industry are reached.

The organisation must participate in the dedicated ProBaMet project team in the role of a *project partner for technical aspects and coordination with the non-ferrous metals industry* and be able to provide a team with at least two senior experts, whereof one with experiences in technical aspects of lead-acid battery recycling, and one with interaction with and coordination of non-ferrous metals industry players in Germany, Europe and possibly beyond.

More information on the ProBaMet project is given in Annex I.

2. Requirements on the bidder

The bidder shall demonstrate and prove at least the following requirements:

- Cutting-edge technical expertise on lead-acid battery recycling processes, including environmental, health & safety assessments of recycling plants and development of improvement plans (to be proven by at least 1 CV or at least 3 suitable project activities not older than 5 years);
- Well developed communication skills and ability to give training and capacity development inputs in English language and in a setting with lead-acid battery recycling plant managers and regulatory agencies in Nigeria (to be proven with at least 2 references of similar training and capacity development activities within the last 10 years, ideally in a setting of low- or middle-income countries);
- Have access to at least one well-developed network with multiple German, European and international industry players with a demand for lead-acid battery recycling outputs (to be proven by description of network(s) the bidder has access to[1] and the role the bidder has in relation to these networks).

3. Scope of work

The **Non-ferrous metals sector partner** will hold key responsibilities in the project set-up, development and implementation phases, particularly related in the selection and application of auditing methods, standards and documentation formats for facility assessments and improvement plans. Application will mean the leading role in facility assessments, improvement plans as well as related activities in terms of training of local authorities/auditors and plant managers. The partner will also be responsible to organise and conduct the outreach to the German and international non-ferrous metals industry in a way the project is recognised as major pilot initiative to develop sound and responsible supply chains for secondary lead, tin and antimony from African settings. In specific this shall entail:

(1) **Identification and onboarding** of key stakeholders of the German, European and international non-ferrous metals industry that have a demand for lead-acid battery recycling outputs (particularly lead, but possibly also tin and antimony);

(2) **Participate in workshops and roundtables** (virtually and physically in Nigeria) organised by the ProBaMet project and develop and present own inputs related to lead-acid battery recycling practices and technologies, and supply chain due diligence aspects relevant for potentially off-taking non-ferrous metals industries;

(3) **Develop/select auditing method, standard and documentation format** (including data protection standards) for assessments of lead-acid battery recycling facilities in Nigeria;

(4) **Develop agreement templates** that clarify the aim of the planned facility assessments and the use of collected data and information. The templates shall serve as a basis for a trustful interaction between the ProBaMet team, the Nigerian regulatory authorities and the recyclers to be assessed;

[1] including data/estimates on the combined market share of lead consumption of its members.

(5) **Lead the assessments of lead-acid battery recycling plants in Nigeria** (initial assessments and follow-up assessments[2]) and, based on the assessments, develop facility specific improvement plans (organisational aspects around assessments will be done by other project partners);

(6) **Give training inputs** on sound lead-acid battery recycling to regulatory agencies and recycling plant managers in Nigeria (trainings will be organised by other project partners);

(7) **Develop communication tools** (e.g. newsletter) and use it for an **information campaign** addressed to the German, European and international non-ferrous metals industry to raise awareness for sourcing issues of raw materials from lead-acid battery recycling, and to promote a (re)integration of soundly operating recyclers into global raw material supply chains;

(8) **Support outreach activities** such as communication with other sectors (e.g. automotive), presentations at conferences and assessment of feasibility of model expansion to other countries and world regions;

(9) Active role in **ongoing project** management and coordination including regular (bi-weekly) MS-Teams calls during the time of the activities.

4. Timeline and work intensity

The ProBaMet project will be implemented between November 2023 and end of April 2025. The partner shall be part of the ProBaMet team for the full implementation period starting with commencement of this assignment.

Implementation of the ProBaMet project will require a high level of flexibility and coordination with the other involved organisations, including Oeko-Institut. It is assumed that project implementation will have several (around 3-4) peak periods where the client is expected to be available with the assigned key staff full time (travels to Nigeria), while, in other periods, work intensity might go down to 1-2 working days per week, as well as periods with a mid-intensity.

5. Milestones (M) and Deliverables (D)

No.	Deliverables and Milestones	Date (due to)[3]
M1/D1	Initial information / onboarding of project plans to key player in the Germany, European and international non-ferrous metals industry (documented through information material)	January 2024
M2/D2	Auditing method, standard and documentation format	February 2024
M3/D3	Agreement templates (that clarify the aim of the planned facility assessments and the use of collected data and information)	February 2024

[2] It is envisaged that the initial assessments will be conducted during one mission to Nigeria (Lagos and surroundings) with an indicative duration of 5-10 working days. Follow-up assessments are to be conducted as part of another mission to Nigeria of similar duration.

[3] The timing of milestones and deliverables is indicative and might be adjusted depending on project implementation needs. Related adjustments will jointly be decided in project team meetings and documented in minutes-of-meeting.

M4/D4	Initial assessments of lead-acid battery recycling plants in Nigeria (documented through facility specific assessment reports)	May 2024
M5/D5	Facility specific improvement plans for assessed lead-acid battery recycling plants	July 2024
M6/D6	Concept for a responsible recyclers information system	August 2024
M7/D7	Inputs to trainings (documented through training material)	Until October 2024
M8/D8	Networking and outreach activities with a view to achieve industry commitments and/or cooperation agreements with positively evaluated recyclers in Nigeria	Until April 2025

6. Contract terms and self-declaration

In accordance with the guidelines of the GIZ grant contract to the client on which this order is based, a work contract will be concluded if the order is awarded.

The bidder must sign the self-declaration according to Annex II of the tender documents I in a legally binding manner and submit it with the tender.

7. Budget

The bidder is free to offer a budget that he deems suitable for the sound implementation of the roles, activities, tasks and milestones described in this document and Annex I. The ProBaMet project budget has

a total limit of 70,000 Euros (including all applicable fees and taxes)

for this assignment that shall cover all fees and the total costs including travel costs to and in Nigeria, as well as all costs related to the communication and outreach activities to the non-ferrous metals industry. Please note, that offers can only be accepted within this budget limit.

The offer shall be calculated in Euro.

The offer shall entail a cost breakdown that indicates daily fees per expert category (junior, senior) and estimated workload (days) of involved experts, as well as travel costs to and in Nigeria and outreach and communication activities (see 5. Milestones and Deliverables).

Time sheets are requested. Compensation of occurred travel costs and other external costs for workshops, trainings etc. can only be done upon evidence (in English).

8. Format and submission of offers

The offer has to be submitted by email to probamet@oeko.de not later than 22.12.2023.

The offer must be easy to read (font size 11 and larger) and understand. The language of the offer is English.

The front page of the offer must clearly indicate the project reference-code “ProBaMet NFM-Tender”.

The technical part of the offer shall not exceed ten pages.

The curriculum vitae (CV) of the personnel offered in accordance with Chapter 2-4 must be limited to 4 pages each and can be written in German or English.

Documents to be submitted:

- Technical offer (not exceeding ten pages) that includes (as a minimum):
  - an interpretation of the achievement the project objectives;
  - an interpretation of the implementation of the ToRs;
  - a description of suggested implementation methods;
  - a list of project references relevant to the assignment in accordance with chapter 2.
- CVs of the proposed team members
- Financial offer with a cost overview: Breakdown of costs in accordance with paragraph 7
- Annex II - Self declaration of the contractor (legally binding signed)

9. Evaluation of submitted proposals and assessment grid

The evaluation of submitted tenders for the performance of this assignment will be based on the quality of the technical proposals and the costs of the financial offers. The budget available for the performance of a potential contract is limited to a maximum of EUR 70,000.00 pursuant to chapter 7. The lowest scoring financial offer will be awarded the maximum score of 30% with the other offers being weighted relative to the lowest scoring offer.

Technical proposals are weighted at 70% and will be evaluated on the following basis:

- Interpretation and understanding of the assignment 30%
- Qualifications of nominated expert(s) (30%)
- Points under section 2: Each 13.3%

Offers achieving a quality rating less than 50% out of the 70% allocated to the technical proposal will not be considered eligible.

A detailed overview of the assessment grid to be used in the evaluation is presented below:

Öko-Institut e.V.

Evaluation Scheme for Technical Assessment of Bids

Section/ Division	Project leader								Date				
									Project No.				
	Criteria	Weighting in % (2)	Bid A		Bid B		Bid C		Bid D		Bid E		
		a)	points (max. 10) (3)	assess-ment (2)x(3) (4)	points (max. 10) (3)	assess-ment (2)x(3) (4)	points (max. 10) (3)	assess-ment (2)x(3) (4)	points (max. 10) (3)	assess-ment (2)x(3) (4)	points (max. 10) (3)	assess-ment (2)x(3) (4)	
1	Interpretation and understanding of the assignment	15											
1.1	Concept (technical approach/methodical processes)												
	- interpretation of objectives	5											
	- terms of reference	5											
	- implementation methods	5											
Sub-total 1	**1**	**30**											
2	Qualification of key expert(s)												
2.1	General qualification												
	- Education	5											
	- professional experience	10											
2.2	Regional experience / knowledge of country	10											
2.3	Linguist (German Language and English)	5											
Subtotal 2	**2**	**30**											
3	Bidder Requirements (Section 2 of ToR)												
3.1	Cutting-edge technical expertise on lead-acid battery recycling processes, including envi-ronmental, health & safety assessments of recycling plants and development of improvement plans	13.4											
3.2	communication skills and ability to give training and capacity development inputs in English language and in a setting with lead-acid battery recycling plant managers and regulatory agencies in Nigeria	13.3											
3.3	Have access to at least one well-developed network with multiple German, European and in-ternational industry players with a demand for lead-acid battery recycling outputs	13.3											
Subtotal 3		**40**											
Total (1+2+3)		**100**											
Weighting in %	**NB: 50 minimum points of the allocated 70 points to the technical proposal needed to be considered elligible**	**70**											