Freiburg, 05th December 2023

Request for Quotation & Terms of Reference (ToRs)

for the role of a **renewable energy sector partner (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 coordinate and communicate project activities with the renewable energy industry active in Nigeria and other Sub-Sahara African countries. The organisation must maintain a well-developed network to German, European and international companies that are active in the roll-out of renewable energy projects in Africa, including Nigeria. The partner must be able to conduct and roll-out awareness raising measures to this target group with a view to a) reach stakeholders making up a relevant share of this sector, and b) rally support for proactive approaches for sound battery end-of-life management, including commitments for sound end-of-life strategies and pooling of battery volumes to realise and strengthen sound recycling. The partner must have the ability to travel to Nigeria and actively participate in workshops and organise own stakeholder interactions to support a strong demand for sound lead-acid battery recycling solutions in Nigeria from the side of the renewable energy sector.

The organisation must participate in the dedicated ProBaMet project team in the role of a *project partner for coordination of the renewable energy industry* and be able to provide a team with at least two experts with experiences in end-of-life management of solar equipment, as well as experiences in outreach to and coordination with sector players active on the Nigerian and Sub-Sahara African market.

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:

- Have access to at least one well-developed network with multiple industry players offering, installing and maintaining renewable energy solutions in Sub-Saharan African countries, including Nigeria (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).
- Well developed communication skills and ability to conduct and roll-out awareness raising measures to the renewable energy sector with activities in Sub-Saharan Africa (to be proven with at least 2 references of similar communication and awareness raising activities within the last 4 years)
- Ability to propose and draft sector agreements, particularly related to environmental performance (to be proven by comparable efforts to introduce and/or harmonise sector activities linked to sustainability criteria).

3. Scope of work

The **renewable energy sector partner** will be responsible for the outreach to the renewable energy sectors active in Nigeria (as well as in other African countries) to raise awareness for the issue, to organise a pooling of end-of-life battery volumes to exert market power as described in section 3 of Annex I, and to work on circularity and/or recycling guidelines for solar batteries that are suitable for wider sector commitments. In specific this shall entail:

(1) **Identification and onboarding** of key stakeholders of the renewable energy sector that have business activities in Nigeria and other Sub-Saharan African countries;

(2) **Participate in workshops and roundtables** (virtually and at least one physically in Nigeria) organised by the ProBaMet project and develop and present own inputs related to the situation, challenges and required end-of-life solutions for the renewable energy sector;

(3) **Develop communication tools** (e.g. newsletter) and use it for an **information campaign** addressed to the renewable energy sector that have business activities in Nigeria and other Sub-Saharan African countries. The tools and campaign shall raise awareness for battery disposal issues, promote a pooling of end-of-life lead-acid batteries to channel them to sound recycling and create market forces supporting battery recycling sector upgrades;

(4) **Development of recycling / circularity guidelines** for the renewable energy sector and channel it into relevant sector for consideration and adoption (particular focus on end-of-life lead-acid battery management);

(5) **Work towards commitments of relevant renewable energy companies** to pool their end-of-life batteries and to tie disposal/recycling contracts to sound operations of plants and processes.

[1] including data/estimates on the combined market share for renewable energy solutions of its members on the Sub-Sahara Africa market.

(6) **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;

(7) 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 at least one peak period where the client is expected to be available with the assigned key staff full time (travel 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) [2]
M1/D1	Initial information / onboarding of project plans to key players in the renewable energy industry with business interests in Nigeria and other countries in Sub-Sahara Africa (documented through information material).	January 2024
M2/D2	Communication tools and information campaign addressed to the renewable energy sector with business activities in Nigeria and other Sub-Saharan African countries.	March 2024
M3/D3	Recycling / circularity guidelines that give comprehensive guidance on sound end-of-life battery management for renewable energy companies active in Sub-Saharan Africa.	November 2024
M4/D4	Outreach activities to other battery using sectors (in cooperation with other project partners).	November 2024
M5/D5	Assessment of feasibility of model expansion to other countries and world regions (in cooperation with other project partners).	February 2025
M6/D6	Networking and outreach activities with a view to achieve industry commitments and/or cooperation	Until April 2025

[2] 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.

	agreements with positively evaluated recyclers in Nigeria.	

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 45,000 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 renewable energy sector. 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, as well as costs related 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 RE-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 of 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 maximum budget available for the performance of a potential contract is limited to a maximum of EUR 45,000.00 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												Date	
Section/ Division	Project leader												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	Ling (German Language and English)	5												
Subtotal 2	**2**	**30**												
3	Bidder Requirements (Section 2 of ToR)													
3.1	Network of solar industry stakeholders in Sub-Saharan Africa	13.4												
3.2	Ability to propose and draft sector agreements, particulalry related to environmental performance	13.3												
3.3	Communication skills and ability to conduct and roll-out awareness measures to the renewable energy sector in Sub-Sharan Africa	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**												