Freiburg, 08th December 2023

Request for Quotation & Terms of References (ToRs)

for the role of a **Local Project 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.

Oeko-Institut as the organisation coordinating the ProBaMet project looks for a local organisation in Nigeria with a strong background in the fields of hazardous waste management (ideally waste battery management), industry standards and national regulatory frameworks. It is of high relevance that this background is rooted in the local context with well-developed links and networks to key stakeholders such as recycling enterprises, national industry associations and regulatory authorities. The organisation must have strong organisational skills, experiences in implementing hazardous waste and pollution related projects in Nigeria and be a respected player for facilitating and catalysing environmental improvement processes. The organisation shall have a permanent local presence in or close to Lagos.

The organisation must participate in the dedicated ProBaMet project team in the role of a local project partner (implementer) and be able to provide a local team with at least two senior experts in stakeholder management and hazardous waste management, backed-up by related junior expert capacities.

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:

- Strong scientific background proven by successful implementation of at least two projects in the field of hazardous waste management (ideally waste battery management) in Nigeria during the past 10 years,
- Strong background in the fields industry standards and national regulatory frameworks related to end-of-life battery management proven by at least two projects during the past 5 years in Nigeria.
- Strong local stakeholder management capacities proven by a successful implementation of at least ten projects in the field of policy frameworks and stakeholder participation in Nigeria (such as workshop, meetings, consulting activities, etc.) during the past 5 years.
- Successful implementation of at least five international implementation projects in the field of international cooperation funded by international donors (such as UNIDO, GEF, GIZ etc.).

3. Scope of work

The **local partner organisation** in Nigeria will be responsible for establishing and maintaining the interlinks with local stakeholders, including government bodies, recycling industry and civil society and academia. It will further be responsible for organising activities in the country, including visits to recyclers, stakeholder meetings and workshops and any further necessary local interactions. Beyond this, the local partner should provide own know-how on hazardous waste management and recycling aspects, particularly related to used lead-acid batteries in Nigeria and support the implementation of content related project activities accordingly. In specific this shall entail:

(1) Connection of the ProBaMet project team to all relevant **actors (policy-development, standard setting, compliance monitoring, lead-acid battery recycling)** in Nigeria

(2) **Identification and onboarding** of key stakeholders in Nigeria, including relevant policy and compliance monitoring authorities (e.g. NESREA, LASEPA), as well as companies active in the collection and recycling of used lead-acid battery recycling in Nigeria.

(3) **Identification and contacting** of all industrial lead-acid battery recycling plants operating in Nigeria;

(4) Regular **exchange** with all relevant stakeholders in the field of used lead-acid batteries that are based in Nigeria;

(5) **Organise and conduct roundtables and stakeholder workshops** with selected participants from policy-development, standard setting, compliance monitoring, and lead-acid battery recycling.

(6) **Support the assessments of lead-acid battery recycling facilities** (initial assessments and follow-up assessments) in an organisational manner, including background work with regulatory agencies with a view to combine ProBaMet assessments with inspection activities of responsible authorities (e.g. NESREA).

(7) **Support the development of training and information materials, reports and guidelines** through constructive commenting and own text and know-how inputs.

(8) Facilitate and lead regular exchange and coordination between the ProBaMet project and **other projects, initiatives and actors on end-of-life battery management** with presence in Nigeria (e.g. Alliance for Responsible Battery Recycling).

(9) **Guidance** of the ProBaMet project with regards to the current used lead-acid battery policy framework and processes in Nigeria with a special focus on minimum standards and enforcement.

(10) Ongoing coordination, preparation, personal participation and documentation of joint **field-activities of the ProBaMet project team** in Nigeria including

a) Logistical support of the ProBaMet project team (such as car rent, hotel selection, invitation for visa, logistic coordination etc.),

b) Organisation of appointments with local stakeholders (such as ministries, authorities, other projects, companies etc.),

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

(12) Coordination with the **GIZ Office/Nigeria** with regards to policy related stakeholders and activities in Nigeria.

4. Timeline and work intensity

The ProBaMet project will be implemented between November 2023 and end of April 2025. The local project 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 3-5) peak periods where the client is expected to be available with the assigned key staff full time, while, in other periods, work intensity might go down to 1-2 working days per week (for 1 senior and 1 junior staff), as well as periods with a mid-intensity.

5. Milestones (M) and Deliverables (D)

No.	Deliverables and Milestones	Date (due to) [1]
M1/D1	List of key stakeholders from policy-development, standard setting compliance monitoring authorities (e.g. NESREA, LASEPA), as well as companies active in the collection and recycling of used lead-acid battery. Information on companies shall be supported by details on name, location, contact details, existing knowledge about applied processes and installed recycling capacities.	January 2024

[1] 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.

M2/D2	Partner country workshop with identified key stakeholders, including documentation	March 2024
M3/D3	Initial assessments of major lead-acid battery recycling plants in Nigeria, including documentation (jointly with other project partners)	May 2024
M4-M7 / D4-D7	At least four trainings, outreach & follow-up facility assessment activities (jointly with other project partners)	
	M4 / D4	September
	M5 / D5	December 2024
	M6 / D6	February 2025
	M7 / D7	April 2025
M8/D8	Networking and outreach activities with a view to achieve industry commitments 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 108,000 Euros (including all applicable fees and taxes)

for this assignment that shall cover all fees and the total costs including costs for travels in Nigeria, as well as all costs related to the organisation and conduct of workshops, roundtables and trainings. 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 for local travel in Nigeria, costs for workshops and trainings (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 23.12.2023.

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 LP-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 cost of the financial offers. The budget available for the performance of a potential contract is limited to a maximum of EUR 108,000.00 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%
- Qualification of two (2) senior consultants (each 15%)
- Points under section 2: Each 10%

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	Linguis Local language(s) and English	5											
Subtotal 2	**2**	**30**											
3	Bidder Requirements (Section 2 of ToR)												
3.1	Strong scientific background proven by successful implementation of at least two projects in the field of hazardous waste management (ideally waste battery management) in Nigeria dur-ing the past 10 years	10											
3.2	Strong background in the fields industry standards and national regulatory frameworks relat-ed to end-of-life battery management proven by at least two projects during the past 5 years in Nigeria	10											
3.3	Strong local stakeholder management capacities proven by a successful implementation of at least ten projects in the field of policy frameworks and stakeholder participation in Nigeria (such as workshop, meetings, consulting activities, etc.) during the past 5 years	10											
3.4	Successful implementation of at least five international implementation projects in the field of international cooperation funded by international donors (such as UNIDO, GEF, GIZ etc.).	10											
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**											