REQUEST FOR PROPOSALS AND INSTRUCTIONS TO BIDDERS

Subject: Consultancy on a study on Waste Tyre Management in South Africa.

1. Introduction

Africa Institute for the Environmentally Sound Management of Hazardous and Other Wastes is both a Basel Convention Regional Centre (BCRC) for English speaking African Countries and a Stockholm Convention Regional Centre. It has been established as an intergovernmental organization based in Pretoria, South Africa. It began operating in October 2009 following the closure of its predecessor, the Interim BCRC in 2007. As an intergovernmental organization the Africa Institute is governed by Council comprising all the countries that have ratified and established the agreement. There are now eight countries that have ratified the Africa Institute agreement.

As part of the implementation of the Basel Convention Regional Center Support Programme, funded by the Government of Finland (Ministry for Foreign Affairs, MFA), the Africa Institute seeks a team of consultants to perform a consultancy on a study waste tyre management in [name of the particular Host Country]. Thus consultant companies / institutions / organizations are requested to submit in English a proposal for the consultancy, as per the enclosed Terms of Reference (ToR), in accordance to the following instructions:

The proposal should comprise a technical proposal and a financial proposal, in separate sealed envelopes, and should reach the following address no later than 12:00 hours (local time) on the 31st of October, 2013.

Postal Address: Department of Environmental Affairs
Private Bag x447
Pretoria, 0001, South Africa

Physical Address: Fedsure Forum Building
315 Pretorius Street
Pretoria 0002
Any proposal received after the deadline for submission of proposals will be rejected.

The bidder shall bear all costs associated with the preparation and submission of the proposal. The Africa Institute will not be responsible or liable for those costs, regardless of the conduct or outcome of the bid.

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected.

The proposal shall comprise the following documents:

- Operational and technical part of the proposal, including documentation to demonstrate that the bidder meets all requirements
- Financial offer

The bidder shall submit the original proposals signed by the bidder or person/persons duly authorized to bind the bidder to the contract. The latter authorization shall be indicated by a written power-of-attorney accompanying the proposal. The proposal shall contain no interlineations, erasures or overwriting.

2. Technical and Operational Proposal

The technical proposal should include, but not necessarily be limited to, the following information:

a) Company information

This section should provide corporate orientation, including the year and state/country of incorporation, and a brief description of the Bidder's present activities. It should focus on services related to the proposal. References must be provided for each assignment undertaken by the Bidder.

Contact information (name of contact person, address, e-mail address and phone number) of the Bidder should also be provided.

b) Resource plan

This section should fully explain the Bidder's resources in terms of personnel and facilities necessary for the performance of this requirement.

- Team composition and task assignments:
Here the Bidder should propose the structure and composition of the team. The Bidder should list the main disciplines of the assignment and the key experts using the format given below:

<table>
<thead>
<tr>
<th>Name of staff member</th>
<th>Area of expertise</th>
<th>Position assigned</th>
<th>Tasks assigned</th>
<th>Input (person days)</th>
</tr>
</thead>
</table>

The Bidder should also provide CVs for staff assigned (maximum 4 pages per staff member) clearly highlighting references to the tasks related to this consultancy.

**c) Proposed methodology**

This section is the key element of the proposal. It should demonstrate the Bidder's responsiveness to the specifications, provide a detailed description of the essential performance characteristics and demonstrate how the proposed methodology meets the specifications.

The approach and methodology should explain the Bidder's understanding of the objectives of the assignment, the methodology for carrying out the objectives of the assignment, the methodology for carrying out the activities and obtaining the expected outputs. The Bidder should highlight the problems being addressed and their importance, and explain the technical approach to be adopted to address them.

Under Tentative Work Plan the Bidder should propose the main activities of the assignment, their content and duration, phasing and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology.

The technical proposal **should not** contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price schedule.

**3. Evaluation of proposals**

The tenders shall be evaluated in three stages:

- Assessment of the eligibility of Tenderers
- Verification of conformance of tenders with the tender instructions
- Selection of the economically most advantageous tender by comparing the tenders in terms of their overall cost and technical merits.

Evaluation of the proposals shall be done as follows: A team comprised of 1 Africa Institute staff member plus 3 persons from the member country focal point. The Finnish Environment Institute (SYKE) and the MFA shall do the evaluation remotely and an average rating score shall be determined from all of the evaluators.
3.1 Technical Tender Weight (Overall 90%)

Technical proposals will be evaluated using the following criteria:

a) Expertise and capacity of the company (max 20 points)
   - Company references on hazardous waste management projects (max 15 points)
   - Company references on international development cooperation projects (max 5 points)

b) Adequacy of the proposed approach, methodology and work plan responding to the ToR (max 40 points)
   - Feasibility of the proposed approach (max 20 points)
   - Analysis of the critical issues and risks, and proposed mitigation measures (max 10 points)
   - Quality/feasibility of the work plan(s) and timetable (max 10 points)

c) Qualification and Experience of the Proposed Personnel (max 40 points)

Regarding the proposed team, tender evaluation is based on the experience and knowledge defined in the criteria below. The references from the last 5 years are regarded as the most relevant.

When evaluating the proposed experts, focus is on experience and skills relevant to the expert’s tasks in the assignment. Both the duration and nature/quality of the past experience are taken into account.

Team Leader (max 25 points):
   - Experience as a Team Leader in hazardous waste management assignments and processes (max 10 points)
   - Experience/knowledge in waste tyres management (max 10 points)
   - Experience/knowledge in international development cooperation projects (max 5 points)

Other Team members (max 15 points):
   - Experience/knowledge in hazardous waste management in general (max 10 points)
   - Experience/knowledge in waste tyres management (max 5 points)

The evaluation of the technical proposals will be completed prior to any financial proposal being opened. The price proposal of the proposals will be opened only for submissions that passed the minimum technical score of 80% of the obtainable score of 100 points in the evaluation of the technical proposals.
3.2 The Financial Offer

On the Financial offer the Bidder shall indicate prices of services he/she proposes to supply under the contract. The Financial offer must contain a single all inclusive price for all services to be provided in order to satisfactorily complete the tasks required in the ToR, with break-down lump sum amount for each item (consultancy fees, airfares, travel costs, accommodation, applicable tax, insurance etc.). The Bidder should give a break-down of consulting fees per each proposed expert. All prices shall be quoted in South-African Rands. The Financial Offer shall not exceed R120,000.00 (One Hundred and Twenty Thousand Rands) which is the maximum total budget for the consultancy. The Financial offer shall be regarded as inclusive of local taxes. It is the responsibility of the consultant to honour respective country taxes.

a) Price Tender Weight (Overall 10%)

The price tender shall be given in Rands (the currency of payments). The price tender shall include a cost breakdown of fees and reimbursable costs. The total price (fees + reimbursable) shall be subject to tender evaluation.

The price shall not exceed R120 000.00 (One Hundred and Twenty thousand Rands). Maximum 100 points will be given to the lowest financial offer, and other financial proposals will receive the points inversely proportional to their financial offers, i.e. $S_f = 100 \times F_m/F$, in which $S_f$ is the financial score, $F_m$ is the lowest price and $F$ the price of the proposal under consideration.

The weight of technical score ($S_t$) is 90% and financial score ($S_f$) 10%, so the weighted score will be calculated using the formula $S_w = 0.9 \times S_t + 0.1 \times S_f$

4. Award Criteria

The technical proposal will be evaluated on the basis of its responsiveness to the Terms of Reference (ToR)

The proposal obtaining the highest weighted score will be selected. The AI reserves the right not to accept any of the proposals.

5. Queries and Amendments

Any queries and clarifications regarding the Request for Proposals and the Terms of Reference for the consultancy shall be sent to the Africa Institute contact person through e-mail. The deadline for the first round of queries is 11th October 2013 at 12:00 hours (GMT +2). The deadline for the second round of queries is 18th October 2013. Bidders are encouraged to submit queries as early as possible. Communication and contacts should be made to the contact person through e-mail only. Each e-mail has to be sent with the
Possible amendments to the tender documents issued during the tendering period will become part of the tender documents. All responses to the queries and any amendments to the tender documents will be posted in the Africa Institute web site http://www.africainstitute.info/vacancies/ for immediate access and viewing by all Bidders.

6. Type of Procurement

An open procedure shall be used as the form of procurement.

7. Tender Evaluation Process

The tenders shall be evaluated in three stages:

- Assessment of the eligibility of Tenderers
- Verification of conformance of tenders with the tender instructions
- Selection of the economically most advantageous tender by comparing the tenders in terms of their overall cost and technical merits

Tender evaluation will be carried out by an evaluation team comprised of the Africa Institute, the host country, SYKE and MFA. The evaluation shall be done as reflected in the TORs.

7.1 Assessment of the eligibility of Tenderers

A Bidder who cannot be deemed to have the professional, economic or other prerequisites for implementing the contract or who has neglected to pay taxes or statutory social contributions may be excluded from the tender. In case a Tenderer is found to have engaged in any illegal or corrupt practice related to the tender process, the tender will be disqualified. The eligibility of the tenders shall be assessed in accordance with the minimum tender requirements presented below.

7.2 Technical capability and professional experience

The minimum requirements for the Bidders are:

a) Technical capacity:

- The Tenderer (Lead Company/Team leader) shall present two reference projects indicating experience as a lead company in similar assignments. The references shall not be older than three years. On-going projects / programmes qualify for references.
- The Team Leader shall hold a Master’s degree in technical or environmental sciences.
b) The minimum requirements for the TA team are:

- Each member of the TA team shall have at least first degree level of education relevant to his/her task
- Each TA team member shall have fluency in ENGLISH language. Fluency means at least level high school leaving education in an English medium education system. Or a proficiency certificate.

7.3 Verification of conformability of tenders to the tender instructions

The tender shall conform to the Tender Instructions. The form of the technical tender is open however it should provide clear answers to the tender evaluation criteria and the TORs.

8. Other General Instructions

Tenderers are not allowed to contact the evaluation team during the tender evaluation process after the closing date for the submission of tenders upon matters related to the tender.

9. Other Conditions

9.1 Division into lots

It is not possible to make a partial tender.

9.2 Subcontracting

Any Tenderer may bid independently or use sub-contractors. In such a case, one Tenderer shall be nominated as the Lead Company, with whom the contract shall be signed. The Lead Company is responsible for the performance of the sub-contractors.

9.3 Variants

Variants are not accepted.

9.4 Validity of Tender

Tenders must remain valid for a period of 60 days after the deadline for submission of tenders. Any change in the proposed personnel during the above mentioned period may cause the disqualification of the tender except for reasons of force majeure.
TERMS OF REFERENCE FOR THE CONSULTANCY FOR WASTE TYRE MANAGEMENT AND RELATED CROSS-BORDER FACILITIES IN SOUTH AFRICA

1. Background

The Africa Institute (AI) is an inter-governmental organisation established primarily to serve the 23 Anglophone African countries on matters of hazardous waste management. To date eight countries have ratified the Institute and are thus full members of AI.

In most developing countries, waste management in general has not received the attention it deserves, due to other socio-economic demands which are considered as priorities by the national governments. However, there is a paradigm shift among governments towards the realisation that waste impacts negatively on health and environment which are the basis for all of our socio-economic developments.

Waste has been increasing in amount and complexity since the industrial revolution. It is only appropriate for all national governments to prepare themselves for the challenge to manage waste in an environmentally sound manner. A significant shortcoming in many developing countries more especially in Africa is the absence of collection systems and the lack of adequate treatment facilities. Disposal facilities for hazardous wastes are also limited if any. Traditionally, waste has been disposed of in open dumps which are frequently set on fire, consequently creating episodes of air pollution.

The concept/principle of waste reduction, reuse, recycling (3Rs) is gaining momentum to respond to some of the challenges referred to earlier. It is noted that for the principles mentioned above to function and yield intended results, they must be preceded by sorting and segregation of waste at source. The challenge is that during collection, most of the waste is mixed again, because there are no dedicated collection systems for each waste stream.

Tyres are covered by the Basel Convention because their constituents possess hazardous characteristics such as ecotoxicity and heavy metals leaching. When they are burned a practice which is common in most African countries, tyres release ash typically containing Carbon, Zink oxide, Titanium dioxide, Silicon dioxide, Cadmium, Lead and other heavy metals. In their own right these are hazardous substances.

The Africa Institute (AI) is seeking the services of a qualified national consultant to undertake a study on used tyres management in South Africa (“the Host Country”).
The study is meant to identify and quantify the tyres waste stream and to investigate and recommend environmentally sound management (ESM) options for the Host Country and for the other AI member countries as appropriate. The options should include but not limited to reuse, recycling and other mechanical and chemical treatment initiatives. The study shall consider national issues together with other existing and potential cross-border waste tyre management options.

A regional approach and cross-border cooperation to deal with hazardous waste management is viewed to be of mutual interest to all participating member countries. The approach provides a greater catchment area and a critical mass for waste management business activities and services on both sides of the border. It also provides opportunities for improved resource utilisation.

The consultancy is conducted under the Basel Convention Regional Centre Support Programme funded by the Finnish Government.

2. Objectives of the Consultancy

The overall objective of this consultancy is to provide the Africa Institute and the competent authorities of its member countries with information that will be needed for making decisions on developing sustainable management of waste tyres. The results are expected to be used by the Africa Institute in designing one or more demonstration projects on establishing and operating regional facilities for waste tyre management. The purpose is to identify and quantify the tyres waste stream, assess the existing management technology and existing local facilities and how these facilities relate to other facilities in the region and to investigate and recommend environmentally sound management options for the AI member countries, paying attention to both national and possible regional solutions. The specific objectives of the consultancy are to:

- Establish current types and quantities of waste tyres generated, collected, recycled, treated and disposed of locally in the Host Country and across its borders
- Determine the quantities of waste tyres that can be subjected to trans-boundary waste management
- Identify and assess the 3Rs concept option that could be employed nationally and/or across borders
- Identify existing facilities and assess their suitability (capacities, capabilities and willingness) to accommodate sustainable regional trans-boundary waste tyre management
- Assess and recommend feasible measures for improvements that may be needed to make promising facilities suitable for sustainable trans-boundary waste tyre management
- Identify and assess the legal, institutional, administrative and financial implications concerning trans-boundary movement of waste tyres and recommend measures to address them
• Identify and assess possible partnerships between the private, the public sectors and other partners in hazardous waste management in the form of joint implementation of regional waste tyre treatment and disposal facilities
• Collect and analyse data relevant to the movement and management of waste tyres that is subject to cross-border movement
• Engage business and entrepreneurs on the commercial opportunities arising from the reduction, re-use and recycling waste tyres
• Investigate and recommend environmentally sound management and cost effective strategies for waste producers, collectors, carriers and storage
• Identify and analyse emerging market trends in the waste tyre sector in the Host Country.

3. Scope, Tasks and Methodology of the Consultancy

The selected consultant shall carry out the study in South Africa. The consultancy shall be carried out by a national consultant. This is one of the eight similar consultancies to be carried out in eight AI member countries.

The study should be carried out in consultation with key representatives of communities, organizations, institutions and the private sector that are critical stakeholders, such as government, industrial companies, tyre manufacturers and retailers, waste collectors, carriers and waste disposal companies which run landfill sites or other relevant waste management facilities.

The selected consultant shall undergo a training session with the Africa Institute (AI) (together with the other selected consultants from the other AI member countries) prior to starting the actual study. The training session will be held in Pretoria, for a period of two days, and be paid by AI separately.

The main tasks of the consultant include (but may not necessarily be limited to):

1) Inception Phase (to commence immediately after the training session):

• Identify and conduct a preliminary survey of existing and potential waste tyre management facilities in the Host Country
• Identify (other) key informants and stakeholders in the Host Country to be consulted in the actual study phase
• Prepare a detailed work plan and structure/outline of the Report for the actual study phase
• Submit an Inception Report on the results of the above tasks to AI.

2) Actual Study Phase (to commence immediately after the approval of the Inception Report by the AI):
• Establish waste quantities and characteristics as a critical first step in the
development of an ESM for waste tyres (collecting verified data and other
information from tyre manufacturers, waste generators, collectors,
transporters and disposers, as well as reviewing reports and other relevant
documentation)
• Identify, assess and describe the waste tyres management systems currently
in use and projected for use in the Host Country, including chemical
treatment; physical/mechanical treatment; thermal treatment (incineration,
pyrolysis, gasification); reuse, recycling and resources recovery; return
schemes and other economic instruments; and landfills
• Collate all of the information above to determine and recommend the best
environmental management option/s

• Assess and prepare proposals for feasible measures for improvements that
may be needed to make the potential facilities suitable for sustainable cross-
border management of waste tyres
• Conduct a survey of legal, institutional, administrative and financial
implications and challenges concerning trans-boundary movement of waste
tyres, and provide recommendations for measures to address them
• Prepare preliminary project proposals (“project identification notes“) for at
least three (3) most feasible and sustainable demonstration projects for
establishing and operating regional facilities for licensed waste tyre collection,
transportation, storage, treatment, disposal and/or recycling, including the
necessary capacity building, training and financial mechanisms
• Submit a draft Report on the results of the above tasks to AI
• Finalise the Report taking into account the comments provided by AI
• Present the results of the consultancy in a national workshop to be financed
separately by the AI.

The consultancy shall capture information for each assessed facility as follows:

• Name of the facility
• Area, region, province or factory/industry serviced
• The technology used for the treatment of waste tyres
• Geographic location of the facility
• Year of construction (and any extensions)
• Capacity of the facility
• Daily/weekly/annual throughput for the facility
• Hours of operation (per day, week, year)
• Number of persons employed
• Flowchart for input and output of waste in and out of the facility
• Characteristic for residual waste from treatment process
• Equipment for cleaning of gaseous and liquid emissions
• Environmental monitoring programme for the facility
• Environmental impacts due to operation of the treatment facility
• License/permit/registration certificate.
The Consultancy shall collate all of the information above to determine and recommend the best facility or facilities to be considered as candidates for cross border waste management.

The Bidder shall describe the proposed general approach and methodology in his/her technical proposal in accordance with the 'Request for Proposals and Instructions to Bidders'.

It is envisaged that several stakeholder meetings and at least one national workshop or focus group meeting will be organized by the consultant in the Host Country during the study (data collection phase). The Bidder shall include the related cost estimates in his/her financial proposal.

4. Responsibility of the Africa Institute

The major roles of the AI will be to select and contract the consultant, monitor progress of the activity, advise, supervise and approve the deliverables produced by the consultant. The lead departments in South Africa shall assist the AI and the consultant in achieving the mentioned activities. The consultant, in consultation with the country focal point, will arrange and conduct a stakeholder’s validation national workshop (to be paid separately by AI) where the consultant will present the final report.

5. Deliverables and other provisions

The consultant is expected to prepare and deliver the following outputs:

- Inception report, 4 printed copies and 1 CD/Flash drive
- National Report on the study, including preliminary project proposals for three (3) most feasible and sustainable demonstration projects

The inception report shall include (but may not necessarily be limited to the following issues):

- An up-dated work plan and timetable
- List of literature (to be) reviewed
- List of stakeholder organizations and key informants to be consulted during the actual study phase
- Number, venues and invitees of meetings to be organized with the critical stakeholders in the Host Country by the consultant during the study
- Structure and outline of the Study Report to be produced by the consultant during the study.

In the preparation of the national report the consultant shall:
Identify existing and potential legal, policy, institutional, and administrative constraints that might impede the introduction and implementation of the cross-border waste tyre management initiatives

Identify capacity gaps and needs of the Host Country and recommend appropriate capacity building/strengthening programmes regarding the national and cross-border waste tyre management

Identify and establish capacity of waste tyre processing facilities in the country

Identify and discuss advantages and disadvantages of cross-border waste tyre management

Validate findings of the study through stakeholder consultations e.g. through conducting a series of meetings and/or workshops

The study should indicate clear recommendations for the Host Country and for the region as appropriate, indicating responsible implementing parties, needed resources and time allocation. Recommendations should also include the way forward and guidance for AI to continue their support on implementation.

The study report to be submitted to the Africa Institute is expected to facilitate an overall understanding of all issues related to the environmentally sound management of waste tyres, specifically through potential national and cross-border initiatives. The report must facilitate or provide the following, but is not limited to:

- Provide information on types, quantities and origin/generation source of waste tyres in the Host Country.
- Provide information to decision making process in the Host Country and the other AI member countries as appropriate on the advantages and disadvantages of cross-border waste tyres management.
- Identify challenges during implementation and recommend ways and means of resolving challenges thereof.
- Identify national/international structures and processes that could support effective implementation.
- Identify and investigate the legal framework, institutional and administrative structures and financial mechanisms that are necessary for the facilitation or may be impediments to the overall waste tyres management initiatives.

The preliminary project proposals ("project identification notes") for the three (3) most feasible and sustainable demonstration projects shall cover the following issues:

- Abstract (maximum one page)
- Long and short term objectives (impacts/outcomes)
- Expected results with measurable indicators and intended beneficiaries
- Main activities
- Responsible and participating organisations
- Estimation of human resources needed for the implementation
- Indicative timetable (duration)
- Indicative budget (cost estimates)
The consultant will serve as a resource person(s) at the national workshop, where the report will be presented and validated. The regional validation workshop will be held in Pretoria, South Africa.

6. Required Qualifications and Experience

The consulting team leader should have at least a Master degree in a technical field or environmental science, with ample experience in hazardous waste management and environmental management field. Specifically the team will be required to have:

- More than five (5) years’ experience working in similar field
- Experience in working with both Governmental and Non-governmental organizations
- Good understanding of the local hazardous waste management, including the Basel Convention, requirements.
- A good understanding of neighbouring countries hazardous waste management structures will be an added advantage

7. Duration of the Consultancy

The consultancy shall be implemented within the timeframe of 1\textsuperscript{st} October 2013 – 4\textsuperscript{th} March 2014, tentatively as follows:

8. Intellectual Property

All information pertaining to this study (Reports, CDs, etc.) belongs to the client. Any information which the consultant may come into contact with in the performance of his/her duty in this consultancy shall remain the property of the client who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to public nor used in whatever way without written permission of the client in line with the national and international copyright laws applicable.

9. Remuneration

**The total ceiling amount for this consultancy is: R120 000.00**

The contracted Bidder will be paid upon successful completion and delivery of critical milestones in three instalments as follows:

- Inception Report: 20%
- Draft final Report: 40%
10. **Application Procedure**

Interested professionals/institutions are requested to submit:

- A letter of interest, indicating why their team is suitable for the assignment
- A brief technical proposal with recently updated CVs of all professionals to be involved
- A work Reference- contact details of referees (whom they have previously worked for )
- A financial proposal – indicating consultancy fees and a breakdown of expenses related to the assignment.

All proposals must be submitted On or before, 16:00 hrs local time, of the 31\textsuperscript{st} October, 2013 to the following address:

**The Department of Environmental Affairs, for the attention of Noluzuko Gwayi**

Postal: Private Bag X447,
Pretoria 0001,
South Africa.

Physical: 315 Pretorius Street,
Fedsure Forum Building,
Pretoria 0001,
South Africa

For further enquiries please contact Noluzuko Gwayi at
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