



**Futu**

Future availability  
of secondary  
raw materials

**RaM**

## **WEEE Forum – Request for quotation for the FutuRaM project**

The WEEE Forum is the world's largest multi-national centre of competence as regards operational know-how concerning the management of waste electrical and electronic equipment (WEEE). It is a not-for-profit association of 47 WEEE producer responsibility organisations across the world and was founded in April 2002.

Through exchange of best practice and access to its reputable knowledge base toolbox, the WEEE Forum enables its members to improve their operations and be known as promoters of the circular economy.

Over the years, producer responsibility organisations in the WEEE Forum have acquired substantial know-how on the technical aspects of collection, logistics and processing of WEEE. Since their foundation, the producer responsibility organisations of the WEEE Forum have collected, de-polluted and recycled or sent for preparation for re-use 28.5 million tonnes of WEEE. The members of the WEEE Forum are representative of the whole spectrum of manufacturing industry. Two thirds of the members are market leaders.

The WEEE Forum exists first and foremost for its members and affiliates across the world and, alongside these members and affiliates, we keep abreast of relevant policy and legislation and industry issues. Where it is felt necessary, initiatives are undertaken to address those issues and express our views to represent the sector, usually in the form of representation to the relevant bodies, the production of papers highlighting issues and proposing solutions, or the bringing together of interested parties in conferences to debate a point.

In addition, the WEEE Forum has at its core the desire to assist with driving the transformation to the circular economy in the electrical and electronic equipment sector and to contribute to practical, often government-funded, research and demonstrations that lead to a more comprehensive knowledge base and an improvement in the value chain. All the projects that we work on reflect this desire.

Funded by the EU's Horizon Europe programme, the Future Availability of Secondary Raw Materials (FutuRaM) project commenced on 1st June 2022 and will play a key role in ensuring a secure supply of secondary and critical raw materials from within the European Union.

The activities described in this request for quotation will take place within the FutuRaM project.

We ask you to send an offer for the realization of the following activities:

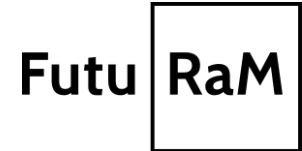
1. Review of legal framework conditions for resource recovery and utilization in Europe.
2. Delivery of UNFC case study "WEEE management Austria"
3. Development of Recommendations for UNECE EGRM
4. Delivery of UNFC workshops
5. Dissemination / Exploitation of results at EIONET
6. Project meeting attendance

The details of the activities are described in section 2 "DESCRIPTION OF ACTIVITIES".

The procedures for submitting the tender are indicated in section 4 "TENDER SUBMISSION".

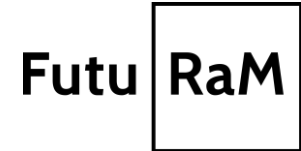


**Funded by  
the European Union**



## CONTENTS

1. GENERAL INFORMATION .....	3
2. DESCRIPTION OF ACTIVITIES.....	3
3. TIMING.....	8
4. TENDER SUBMISSION.....	8
5. FEES, PAYMENT METHODS AND INVOICING.....	8
6. REQUEST FOR INFORMATION.....	8



## 1. GENERAL INFORMATION

FutuRaM, funded through the European Union's Horizon Europe programme, will develop the Secondary Raw Materials knowledge base on the availability and recoverability of secondary raw materials (SRMs) within the European Union (EU), with a special focus on critical raw materials (CRMs). The project research will enable fact-based decision making for the recovery and use of SRMs within and outside the EU, and disseminate the data generated via an accessible knowledge base developed in the project.

FutuRaM will establish a methodology, reporting structure, and guidance to improve the raw materials knowledge base up to 2050. It will integrate SRM and CRM data to model their current stocks and flows, and consider economic, technological, geopolitical, regulatory, social and environmental factors to further develop, demonstrate and align SRM recovery projects with the United Nations Framework Classification for Resources (UNFC), a tool that enables a better understanding of the viability of raw material projects. This will enable the commercial exploitation of SRMs and CRMs by manufacturers, recyclers, and investors, and the knowledge base developed in the project will support policy makers and governmental authorities.

FutuRaM will focus on six waste streams: batteries; electrical and electronic equipment; vehicles; mining; slags and ashes; and construction and demolition.

WEEE Forum is one of the 28 partners of FutuRaM and is the coordinator of the project.

## 2. DESCRIPTION OF ACTIVITIES

This request for quotation concerns the requirement for support on tasks concerning the development of the UNFC methodology for SRMs. All tasks are outlined in detail in Table 1 below.

**Table 1 – Detailed description of tasks and outputs**

NB Start month and End month are equivalent to the corresponding months of the FutuRaM project M1 was June 2022 and M48 is May 2026; date is in brackets. ‘On award’ means work will start when this contract commences.

Contract Task #	FutuRaM Task # (as per GA)	Contract task	Contract task description	Summary of expected output	Input for FutuRaM Deliverable (D) / Milestone (M)	Start month (date)	End month (date)
1	T5.1	Review of legal framework conditions for resource recovery and utilization in Europe	<p>FutuRaM WP5 analyses the influencing factors for secondary raw material availability in Europe. The focus is on the legal, environmental, technological, economic and social dimension.</p> <p>Against this background, the contractor will compile the legal influencing factors based on a review of European and national legislative frameworks.</p> <p>The scope of the review includes current and envisaged legislation, 6 waste streams (construction and demolition waste, residues from extractive industries, bottom-ash and slags, batteries, waste electronic and electrical equipment, end-of-life vehicles), the downstream phase of materials from waste collection to secondary raw material utilisation, and at least 5 countries in EU-27+3. The selection of countries is based on FutuRaM decision during project implementation.</p> <p>The review is based on desktop research including the screening on European and national legislations, consultation of Environment Agencies in Europa (EIONET), FutuRaM partners and national stakeholders.</p>	- Detailed analysis of legal implications on secondary raw material availability in Europa (country profiles).	D5.1	On award	12 (05.23)



# Futu RaM

Contract Task #	FutuRaM Task # (as per GA)	Contract task	Contract task description	Summary of expected output	Input for FutuRaM Deliverable (D) / Milestone (M)	Start month (date)	End month (date)
2	T5.2	UNFC case study "WEEE management Austria"	<p>FutuRaM WP5 will apply the UNFC methodology for six waste streams through 19 case studies. One of these is WEEE Management in Austria, France, Italy and UK, focusing on CRMs. It is led by UNITAR and will involve ecosystem (FR), Erion (IT) and REPIC (UK).</p> <p>Against this background, we require the contractor to develop and deliver the Austrian part of the case study. The case study includes the following elements:</p> <ul style="list-style-type: none"> <li>- Mapping WEEE flows (managed and unmanaged) with material flow analysis</li> <li>- Evaluating secondary raw material availability with a multi-criteria approach</li> <li>- Classification of quantities and communication of results based on UNFC</li> </ul> <p>Data acquisition is based on data exchange with FutuRaM WP3 (T3.2, T3.3), WP4 (T4.1, 4.3), additional literature review and stakeholder consultations in Austria. Data quality assessments defined in consultation with FutuRaM consortium.</p> <p>The Austrian part of case study must be aligned with those in UK, FR and IT in order to enable national benchmarks on secondary raw material availability. Therefore, close working cooperation with other partners involved in the case study is essential.</p>	- Detailed case study report in alignment with the reporting requirements developed during the project.	D5.1	13 (6.23)	30 (11.24)



# Futu RaM

Contract Task #	FutuRaM Task # (as per GA)	Contract task	Contract task description	Summary of expected output	Input for FutuRaM Deliverable (D) / Milestone (M)	Start month (date)	End month (date)
3	T1.3, T7.5	Recommendations for UNECE EGRM	<p>The UNECE Expert Group on Resource Management (EGRM) is developing and promoting the UN Framework Classification for Resources (UNFC). One key element is the UNFC documents (specifications, guidelines and case studies), which enable a globally accepted and standardised communication on the viability of recovery projects. The UNECE EGRM work is supported by the FutuRaM activities and outcomes, for example, case studies (T5.2.), UNFC application user guide and draft reporting standards (T1.3).</p> <p>Against this background, the contractor should use the FutuRaM findings to compile recommendations for developing and promoting the UNFC and UN Resource Management System at UNECE EGRM.</p> <p>The development of the report is based on the needs of the UNECE EGRM on the one hand, and the findings of the FutuRaM consortium on the other. Therefore, the contractor will be responsible for a) closely monitoring UNECE EGRM activities and b) reviewing FutuRaM project deliverables and meeting protocols, and consulting with FutuRaM partners.</p> <p>The report requires FutuRaM consortium approval before publication.</p>	- Recommendation report for developing and promoting the UNFC and UNRMS at UNECE Expert Group of Resource Management	D1.3, D7.5	37 (6.25)	48 (5.26)



# Futu RaM

Contract Task #	FutuRaM Task # (as per GA)	Contract task	Contract task description	Summary of expected output	Input for FutuRaM Deliverable (D) / Milestone (M)	Start month (date)	End month (date)
4	T7.5	Workshop session	<p>The FutuRaM communication, dissemination and exploitation activities include UNFC consultation workshops, where stakeholders will be asked input to the FutuRaM project and feedback on results and action taken.</p> <p>The contractor is required to organise two UNFC workshops and pay all costs in association with the workshop (for example room hire, catering). These will be preferably held at the UNECE Resource Management Week, which takes place in Geneva on an annual basis. UNECE Resource Management Week includes the annual session of the UNECE EGRM and is attended by a global audience.</p>	<ul style="list-style-type: none"> <li>- Successful implementation of the UNFC workshop</li> <li>- Workshop meeting notes and other documentation</li> </ul>	M4	On award	24 (5.24)
5	T7.5	Dissemination / Exploitation of results at EIONET	<p>The FutuRaM project aims to disseminate project findings to national Environment Agencies in Europa, which are organized in the European Environment Information and Observation Network (EIONET, <a href="https://www.eionet.europa.eu/">https://www.eionet.europa.eu/</a>).</p> <p>The contractor will be responsible for dissemination of project results through this network.</p>	<ul style="list-style-type: none"> <li>- Successful exchange between EIONET members and FutuRaM</li> </ul>	Final Periodic Technical Report	25 (6.24)	48 (5.26)
6	T8.1	Meeting attendance	Attend FutuRaM consortium meetings (approximately 8 meetings, 2 days per meeting)	<ul style="list-style-type: none"> <li>- Management of tasks in cooperation with FutuRaM consortium</li> <li>- Inputs for the implementation of FutuRaM</li> </ul>	-	On award	48 (5.26)

The contractor will report to the WEEE Forum but must also work under the instruction of the lead organisation of the tasks to which it will contribute and in collaboration with the consortium partners also involved in those tasks.

### **Outputs**

A summary of the outputs is contained in Table 1. The exact detail of these will be agreed with the contractor as the work progresses and more is known about the results and the associated Deliverables and Milestones.

### **Travel costs**

Travel costs should be included in the submitted tender and the contractor should expect to travel to:

- Eight meetings of the consortium lasting 2 days;
- At least one meeting for the other five contract tasks – contractor to estimate the number of meetings per task.

Travel should be second class only.

## **3. TIMING**

The delivery of the contract tasks will be within the months outlined in Table 1 with a more detailed timetable to be agreed once the contract commences.

## **4. TENDER SUBMISSION**

We invite interested contractors to submit a proposal for all the tasks outlined above. This should include:

- Details of relevant experience;
- Information on personnel that will deliver the work;
- Costs and time (in days) per contract task;
- Costs for travel;
- Any other information you think is relevant and will support your proposal.

**The offer must be sent by e-mail to [james.horne@weee-forum.org](mailto:james.horne@weee-forum.org) no later than 17:00 CET on 18th November 2022.** The offer must be valid until at least 31 December 2022.

## **5. FEES, PAYMENT METHODS AND INVOICING**

Payment will be made every three months in arrears on the submission of an invoice and accompanying paperwork outlining the work and time delivered during the period covered by the invoice. Invoices will be paid 30 days from the end of the month invoice.

## **6. REQUEST FOR INFORMATION**

For any clarification you can contact James Horne at [james.horne@weee-forum.org](mailto:james.horne@weee-forum.org) +44 (0) 771 141 0805.