WEEE Forum – Request for quotation for the LIFE-ECOSWEEE 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 50 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 LIFE programme, the LIFE - Enhancing Collection Of Small W/EEE and batteries (LIFE-ECOSWEEE) project commenced on 1st April 2023 and will test, through practical pilots, several methods and incentives to increase the collection rate of small WEEE and portable batteries.

The activities described in this request for quotation will take place within the LIFE-ECOSWEEE project.

The details of the activities are described in section 3 "DESCRIPTION OF ACTIVITIES".

The procedures for submitting the tender are indicated in section 5 "TENDER SUBMISSION".

Funded by the European Union

CONTENTS

1. GENERAL INFORMATION

Waste Electrical and Electronic Equipment (WEEE) is one of the fastest growing waste streams in Europe and globally. It is expected that globally 74.7 Mt of e-waste, everything with a plug or battery, will arise annually by 2030. In the EU alone, 12 Mt of WEEE arises each year, ranking first worldwide in terms of e-waste generation per capita (16.2 kg), but also with the highest collection and recycling rate equivalent to 42.5% of WEEE generated.

The EU is committed to improving the small WEEE collection rate. The European Green Deal states that the Commission "will assess […] the benefits of supporting 'take-back' schemes to incentivise people to return their unwanted devices such as mobile phones, tablets and chargers" and the 2020 Circular Economy Action Plan announced that the Circular Electronics Initiative will explore "options for an EU-wide take back scheme to return or sell back old mobile phones, tablets and chargers".

Against this background and with the general aim of practically testing several methods and incentives to increase the collection rate of small WEEE and portable batteries, the LIFE-ECOSWEEE project sets the following specific objectives:

1. Identify good practices, drivers and obstacles in the collection of small UEEE, WEEE and portable batteries through literature review and surveys. Run consumer consultations identifying stakeholders' needs and habits in returning small U/WEEE and batteries based on national consumer consultations.
2. Test the feasibility and effectiveness of different incentives (including deposit return systems, direct payment, online retail, visible fee, other financial incentives and improvement of collection network) to support the take back obligation and improve the collection rate of small electronics (WEEE, used electrical and electronic equipment (UEEE)) and portable batteries in pilots (in different countries) for the compilation of successful take-back schemes, also taking into account the inputs from already ongoing or planned initiatives.
3. Evaluate the pilots and select the most effective strategies to:
    - Increase the collection rate of small electronics and portable batteries.
    - Increase the recovery of secondary raw materials including critical raw materials.
    - Identify the contextual factors that might impact the effectiveness of the strategies under study in different countries.

The project will also:

- Present findings and policy recommendations that will input the evaluation of WEEE legislation and the proposed Batteries Regulation and other policies in Europe, e.g., related to visible fee, reduced VAT for re-used WEEE and waste shipments.
- Develop good practices for the exploitation, upscale, and sustainability of the project's results at Member State and EU level.
- Build a Stakeholder Platform (SP).

The project responds to the specific aim of "Testing and measuring the feasibility and effectiveness of financial incentives for the take-back of small used/waste EEE and portable batteries in view of setting up a stakeholder platform" under the topic LIFE 2022-PLP-Environment in the sub-programme Circular Economy and Quality of Life.

ECOSWEEE takes a very pragmatic approach in addressing the scope of the call for proposal. The project will specifically design and implement 10 pilots in a minimum of 8 Member States (DE, GR, IE,

IT, NL, PT, RO, SI) aimed at testing the practicability, achievability, usefulness, and viability of different collection strategies and incentives to improve the collection of small electronics and portable batteries in view of reuse and/or recovery.

The project will identify concrete indicators of success regarding the collection reached through the implementation of financial incentives for the take-back of small electronics and portable batteries, and identify areas which facilitate the development, practical implementation, and transferability of such take-back schemes to improve the separate collection for small electronics and portable batteries.

The project is split into six work packages (WP):

1. Project management and coordination.
2. Background research on good practices, drivers and obstacles in the collection of small U/WEEE and batteries.
3. Design and performance of pilots.
4. Impact assessment.
5. Sustainability, replication and exploitation of project results.
6. Outreach & stakeholder engagement.

WEEE Forum is one of the 17 partners of LIFE-ECOSWEEE and is the coordinator of the project.

2. SUBCONTRACTOR PROFILE

WEEE Forum is looking for a consultancy focusing on circular economy, sustainability and the environment. The company must:

- Be eligible to be subcontracted in LIFE projects.
- Have extensive experience in implementing circular economy projects for industry in a European and multinational context.
- Have high knowledge and expertise in the management of end of life of electric and electronic equipment, in particular show experience in management processes of WEEE including collection, logistics and recycling.
- Provide evidence of previous projects and studies related to the WEEE sector, and showing competencies on implementation of extended producer responsibility, legislative context, analysis and impact assessment at international level.
- Have excellent knowledge on the industry system, drivers and actors of the whole lifecycle from manufacturers to recyclers etc. associated with WEEE.
- Have experience in building recommendations, producing advice and research studies to policy makers and other policy related institutions.
- Show experience in LIFE funded projects or alternatively in other types of EU funded projects.
- Have staff with background in environmental and industrial engineering studies.
- Be available to start in May 2023.

3. DESCRIPTION OF ACTIVITIES

This request for quotation concerns the requirement for support on tasks concerning in particular the designing and evaluating the pilots. 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 LIFE-ECOSWEEE project M1 was April 2023 and M22 is January 2025; date is in brackets. 'On award' means work will start when this contract commences.

Contract Task #	ECOSWEEE Task # as per GA	Contract task	Contract task background and description	Summary of expected output	Related ECOSWEEE Deliverable (D) / Milestone (MS)	Start month (date)	End month (date)
1	T2.1	Mapping of collection practices	This task will contribute to the identification and comparison of different take-back schemes using financial and other incentives already tested/implemented in different EU member states to increase small WEEE and battery collection and re-use at EU level, in order to highlight good practices (as well as possible challenges) emerging from their implementation. The work will also assess the role of Producer Responsibility Organisations (PROs) and distributors (including online) and the challenges and opportunities faced by those actors when setting up such schemes. This task will consist in an in-depth literature review and collection of information directly from PROs, distributors, and other relevant actors across different EU MS through surveys and interviews. The subcontractor will be part of the team that undertakes an in-depth literature review and collection of information directly from PROs, distributors, and other relevant actors across different EU MS through surveys and interviews. This should be a comprehensive assessment of all information and experience that is available. The subcontractor will focus their attention on identifying metrics that can be used for comparative analysis to assess the impact and efficiency of the pilots later in the project. From this work they will need to contribute a chapter to the Deliverable report 2.1, outlining the research. They will also provide feedback on the report as a whole.	Chapter in the report on good practice in take back schemes regarding how to assess the impact and efficiency of collection practices.	D2.1	2 (5.23)	6 (9.23)

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2	T3.1	Pilot design	T3.1 of ECOSWEEE will deliver a detailed plan and roadmap for each pilot including as a minimum: target audience, duration, actors involved, schedule of actions, KPIs, budget, communication, feedback, reporting needs. The plans will be aligned with the preliminary conclusions and learnings arising from work package 2 and will comprise the statistics and information to be collected in every pilot to provide appropriate feedback to the pilot assessment in WP4. To this end, a common methodology will be produced to ensure collection of standardised and comparable information. A Pilot Committee (PC) - composed of the PROs running the pilots and coordinated by the WEEE Forum will be established to monitor and manage the pilots. The PC will meet regularly to discuss planning, progress, performance, alignment, and learnings. Using the metrics identified in Contract Task 1 the subcontractor will need to develop a template for assessing the impact and efficiency of each of the pilot schemes. The template should be useable across all the pilots and should be easily understood and applied for all pilots, so consultation with those responsible for each pilot should be undertaken. The PROs delivering the pilots will need t be instructed in how to use the template including how to ensure they collect the right data for updating the template.	Template for assessing the impact and efficiency of the pilots Deliver instruction on KPIs provided in the template.	D3.1 MS3	2 (5.23)	12 (3.24)

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3	T3.2	Pilot performance	The ten pilots designed for the project address at least one type of goal (WEEE, batteries, re-use) and strategy (deposit return scheme, buy back, role of on-line retail etc.), and often combine more than one. The 12 ongoing campaigns or those planned for 2023 will provide statistics and learnings that will be used in the impact assessment phase of the project. All initiatives are supported by communication and education campaigns and will collect data for analysing efficacy, impact, and replicability. Pilots will cover:
			• Deposit return
			• Postal services
			• Buy-back
			• Financial incentives
			  - charity donation
			  - donation of EEE
			  - prizes
			• Enhancing re-use
			• Enhancing on-line retail role
			• Improving collection network & use of other collection routes
			• Visible fee for small WEEE and batteries
			The subcontractor must ensure that all 22 of the pilots are undertaken in such a way that they can be properly evaluated in Contract Task 4 and so that the subcontractor understands the pros and cons of each. As part of this, they should ensure the Template developed in Contract Task 2 is completed correctly across all the pilots. They must be available to answer queries on the use of the template and be prepared to make adjustments to it if necessary. They will be a member of the Pilot Committee and must attend at least one of the face-to-face meetings, attending the other remotely if not in person.
				Correct completion of the template in 22 different pilots.
				Attendance of at least one face to face Pilot Committee meeting
					D3.2
					MS4
						2
						(5.23)
							18
							(9.24)

Contract Task #	ECOSWEEE Task # as per GA	Contract task	Contract task background and description	Summary of expected output	Related ECOSWEEE Deliverable (D) / Milestone (MS)	Start month (date)	End month (date)
4	T4.1 & T4.2	Impact evaluation Conclusions & learnings from pilots	The subcontractor will be responsible for overseeing the delivery of the work in this Contract Task and can expect around 70 days of support from other partners in the consortium to complete this. The assessment of the pilots will combine both quantitative and qualitative data collection. Pilots will collect information about the type of small WEEE and/or batteries and the weight of the devices collected, which will then be used to determine the cost effectiveness of the pilots (measured in EUR/tonne of small WEEE or battery), as well as the total amount of avoided waste (in tonnes) and the total value of recycled materials (in EUR). The value of recycled materials will be calculated in a selective manner for a shortlist of materials already determined by the project. Qualitative methods, such as surveys with pilot participants and consumers, will complement the quantitative data with insights into the performance of the different pilots. Preliminary KPIs covered by the analysis will include: total number of consumers that took part in the project, total weight of WEEE/UEEE/batteries collected; total cost efficiency (total cost per weight of collected materials); overall value of recovered materials; number of consumers taking part in each pilot, weight of collected materials per pilot, and cost efficiency per pilot; overall evaluation of pilots (collected through the survey); likelihood that consumers would use a similar method to dispose of small WEEE, UEEE, and batteries in the future (captured through the survey). To assess whether the individual pilots were successful, a number of	22 pilots assessed individually and collectively Deliverable 4.1 Presentation of results to the PC, AB and SP	MS5 D4.1	13 (4.24)	19 (10.24)

			factors will be assessed, including: the changes in quantities collected and awareness of the issues; comparison of national and pilot average collection rates; and social responses to the pilots. Incorporating the above information, a cost-benefit analysis will be performed for the pilots and the strategies to which they correspond, which will enable the results to be compared. The analysis stage will also use a cross-national comparative approach and look at how the results from different pilots using the same strategy differed in order to shed light on contextual factors that might impact the effectiveness of the strategies under study in different geographies. A cost-benefit analysis will be carried out for the different strategies to identify benefits and potential costs if the schemes are replicated in the future. The analysis will also consider whether the design of the scheme(s) could be interfering with its uptake and how those barriers can be addressed. The findings resulting from activity described above will be discussed, fine tuned and validated with the project consortium, the Pilot Committee, members of the Stakeholder Platform and the ECOSWEEE Advisory Board. Following the validation, the findings will be included in an Impact assessment report (D4.1) that will be shared with all project stakeholders and will be made public online.				

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5.	T5.1	Project conclusion and recommendations	Task 5.1 will develop a final report (D5.1) providing the key conclusions from the project's activities and recommendations for the sustainability and exploitation of the project's results as well as a more accessible public report. The report will be addressed to different levels of stakeholders and entail different timescale (short, medium, long-term). It will include: • Do's and don'ts in the planning and implementation of take-back scheme targeted to relevant stakeholders in MS states [short-term impact] to support them in the implementation of the take-back obligation under Article 5 (2) (b) and (c) of the WEEE Directive [medium to long-term impact]; • Replicability of the project's activities to all EU MS and the transferability of the models developed to other types of waste [short to long-term impact]; • Policy recommendations to the EC to support the revision of the WEEE Directive and the Commission proposal on a Batteries Regulation, to ultimately increase the recovery of secondary materials including Critical Raw Materials [short to medium-term impact]; • Information to consumer on the role and influence they have in the small U/WEEE and battery value chain [short to long-term impact]. The subcontractor's contribution will be summarising the report delivered in Contract Task 4 to provide one or more sections in each of the final and public reports to present the results of the work undertaken. In addition, they will present the results at the project final event in Brussels in month 22 of the project (January 2025).	1 chapter in the final report 1 chapter in the public report Presentation at final event	D5.1 MS6	16 (7.24)	21 (12.24)

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6.	T5.2	Replicability & Transferability workshop	The transferability & replicability workshop aims to enable the transfer of LIFE ECOSWEEE models, methodologies, tools, and best practices beyond the target regions. This task will encompass preparation and hosting of a workshop that will allow stakeholders to share best practices arising from LIFE ECOSWEEE and transferring knowledge to the EU at large. The transferability/replicability workshop will be back to back with the final event. Selected representatives of target regions will be invited to share their experiences, successes, and failures. The transferability of main project findings to other EU regions will be discussed. This workshop will set the basis for the definition of a long-term sustainability and exploitation strategy and will result in the publication of a Replicability & Transferability plan (D5.2). The subcontractor will help in the preparation of this workshop and will present their findings from the project. In addition, they will contribute relevant section(s) to the replicability and transferability plan.	Presentation at replicability & transferability workshop Contribution of relevant section(s) to replicability & transferability plan	D5.2	19 (10.24)	22 (1.25)

Contract Task #	ECOSWEEE Task # as per GA	Contract task	Contract task background and description	Summary of expected output	Related ECOSWEEE Deliverable (D) / Milestone (MS)	Start month (date)	End month (date)
7.	T6.1.T6.2, T6.3, T6.4	Communication, dissemination & stakeholder engagement	Communication, dissemination and stakeholder engagement is contained in a single work package in ECOSWEEE and all project partners contribute to this as will the subcontractor. The subcontractor will help to identify relevant stakeholders from its network and contribute to and distribute project information to its network. Within this task the subcontractor will also contribute to briefings to policy makers and key opinion leaders organised by the project coordinator. The aim of these briefings will be to provide preliminary inputs for the revision of the WEEE Directive and other pieces of legislation.	Evidence of distribution of project materials to network Contribution to briefings.		1	15

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 all consortium partners.

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:

- Two meetings of the consortium lasting two days each;
- At least one, possibly two Pilot Committees lasting one day each;
- Final project event including replicability and transferability workshop lasting 2 days in total;
- One policy briefing meeting lasting one day.

Travel should be second class only.

Meetings and other contact

The subcontractor will be requested to attend relevant online meetings. They will also be expected to arrange online meetings with other members of the Consortium to support the work being undertaken.

The subcontractor should maintain close communication with the whole consortium and especially with the Work Package Leaders. Part of this will be attending regular, monthly, online management meetings. Consideration of this should be included in the offer.

4. 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.

5. 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 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 no later than 17:00 CET on 5th May 2023. Assessment of offers and identification of a subcontractor will take place wc 8th May. The offer must be valid until at least 31st May 2023.

6. FEES, PAYMENT METHODS AND INVOICING

Payment will be made every six 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.

7. REQUEST FOR INFORMATION

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