

Request for Quotation for Technical Consultants

Technical support for definition of technical specifications, building design and preparation of tender documents for the construction of a plastics recycling hub in Nigeria

Date of Request for Quotation:	04/11/2021
Deadline for Submission of Quotation:	12/11/2021
Details of contact at Tearfund:	
Name:	Maarten Fontein
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Quotes should be submitted by email to the named contact above.

Any contract formed with a consultant will be based on Tearfund's standard terms and conditions.

Terms of Reference

Background

Tearfund is a Christian charity registered in the UK. Our focus is on relief, development and advocacy to eradicate poverty and we work in over 50 countries around the world. Our vision is to see people freed from poverty, living transformed lives and reaching their God-given potential. Tearfund has both a global advocacy campaign against plastic waste and a variety of projects involved in plastic recycling.

Tearfund in Nigeria, funded by Norad, is working with the Yola Renewal Foundation (YRF) and local youths in Yola, north eastern Nigeria, to set up a social enterprise to gather plastic waste before it has an opportunity to enter the river system and to recycle it into saleable products, testing the sustainability of the approach. The project will also engage with local government and state institutions to advocate for more effective policies that reduce marine litter and create green and fair jobs. The Yola project is one of a number of the case studies being used to test and refine partnership principles developed at the global level and will further develop and test workable approaches for tackling the waste crisis, which can then be disseminated for wider adoption and scale up in Africa in both voluntary and mandatory Extended Producer Responsibility contexts.

The project will build the capacity of a local youth-led organisation, Yola Renewal Foundation, to address the plastic waste crisis in Yola, Nigeria, and will:

- Set up a social enterprise that will recycle a total of 377.5 tonnes of plastic by the end of the project, and at least 300 tonnes of plastic per year thereafter, in Yola, Nigeria.

- Provide income for 3,000 households (benefiting 18,000 individuals) and improved livelihoods for...
- 100 young people in vulnerable riverbank communities in Yola, Nigeria.
- Reach 100,000 people in Yola, Nigeria with behaviour change messages on the importance of proper waste management.
- Refine, agree and pilot a set of guiding principles for partnership between the informal waste sector and the private sector for formal adoption and implementation by multinational companies, wider industry EPR schemes and other global initiatives, as well as by the regional government in Nigeria.

At the centre of activities in Yola, Nigeria, is the establishment of a plastics recycling hub where raw materials (various types of plastic waste) collected from households and the environment will be processed. A variety of products will be produced, some such as plastic flake and pellets will be sold for onward processing into finished products, while other finished products will be produced on site (e.g. bricks, paving slabs and other products made from plastic-sand mixed materials). The plastic waste processing line will be relatively simple and include machines such as plastic crusher-shredders, washers/dryers, extruders and moulds. The processing line will be housed in a purpose-built building which will need to provide a safe and secure space with protection from the elements, adequate ventilation, storage capacity and the ability to move machinery to change the processing line configuration. The hub building will need a solid concrete floor and is likely to be a simple open structure of posts supporting a roof with partially open side walls to aid ventilation. Sound proofing may be required and movable internal divides are envisaged to break up the space into storage and processing areas, while allowing the flexibility to change the internal configuration when required. Further details of the production flow and plant design considerations are provided in Annex 1 and 2.

Purpose

The purpose of this technical consultancy is to work with the joint Tearfund – YRF team to develop the technical specifications and the design of the recycling hub facility so that the hub building constructed is fit for purpose and can be built within budgetary and other design constraints.

The **Specific Objectives** of the assignment are to:

1. Define the performance and technical specifications of the recycling hub facility.
2. Prepare the design and drawings of the recycling hub facility, including Bills of Quantity.
3. Prepare the technical documents to accompany the Call for Tenders for the construction of the hub.
4. Support the selection of the construction company which will construct the recycling hub.
5. Review and finalise technical specifications and designs following input from the selected construction company.

Scheduling

The period of the consultancy will run from 15th November 2021 until when the recycling hub design, technical specifications and bill of quantities has been finalised with the selected construction company in January 2021. It is anticipated that during this period the consultant will work with the project team on the consultancy deliverables for up to two days per week, although there may be some flexibility depending on workflow factors.

The estimated number of chargeable consultancy days is shown below:

Week commencing	Expected days
15/11/21	2
22/11/21	2
29/11/21	2
06/12/21	2
13/12/21	2
10/01/21	2
17/01/21	2
Expected total days	14 days

A briefing will be provided to the consultant at the start of the consultancy period and introductions made with the key stakeholders.

Travel, working modalities, and communications

There is no travel anticipated with this consultancy and it is expected that all work, including meetings, will be conducted remotely using online conferencing platforms (e.g. Zoom, Google Meet or similar), email and phone.

A sub-group of the joint Tearfund – YRF project team has been established (Hub Design Working Group) to work on the technical specifications and design of the recycling hub. The consultant will collaborate closely with the Hub Design Working Group and the other Key Stakeholders indicated below to achieve the consultancy specific objectives and deliver the expected outputs.

Key Stakeholders

- Chair of the project Steering Group (In UK)
- Global Economic Empowerment Specialist (In UK)
- Tearfund Programme Manager (In Jos, Nigeria)

Hub Design Working Group:

- Tearfund Project Manager (In Yola, Nigeria)
- YRF Project Officer (In Yola, Nigeria)
- YRF Production Manager (In Yola, Nigeria)
- YRF Architects (In Yola, Nigeria)

For matters related to the Consultant Agreement the main contact will be the Chair of the project Steering Group. For day to day collaboration the main contacts will be the Tearfund Project Manager and the Global Economic Empowerment Specialist.

Skills: Proven competence in defining technical specifications and developing technical designs, drawings and Bills of Quantities for utilitarian and other buildings.

Experience: Substantial experience in working in shelter and infrastructure within the development and humanitarian sector preferred, including working in less developed countries and fragile contexts. Experience in tendering and developing tender documents, and working with construction companies. Cross-cultural experience and collaborating remotely with other technical and non-technical personnel.

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What to submit as part of your quotation

1. Basic information: Company name, contact name, email address, website, phone number.
2. Quality Criteria: Response to the following questions:
 - Please outline your experience by providing details of 3 similar contracts or work you have undertaken.
 - Please provide details of your skills/experience/qualifications that are relevant to this project.
 - Please outline the risks that could arise during this project and how you would mitigate these risks.
 - Please provide 3 professional references including names, email addresses, phone numbers, organisations worked for, type of contract, value of contract or projects.
3. Daily and hourly consultancy fee rates. Please indicate if VAT registered and include VAT in fees rates.
4. Please indicate availability and confirm that you can deliver the requirements set out in this Request for Quotation, including meeting the timetable.

We look forward to receiving your quotation.