



Specification for Consultancy Services

Reference: 2018/19 : 15 – Technical Support to Create a Review of Current Activity in London, and Best Practice Across Europe to Accelerate the Circular Economy in the Electricals Sector.

Invitation to tender

1. Overview

This invitation to tender is issued by the London Waste and Recycling Board (LWARB) ('the Customer') for the provision of consultancy services ('the contractor'). Consultancy services are required to provide technical assistance to undertake work which:

- conducts a high level review of the electricals section of the London Circular Economy Route Map and report on trends impacting London since the launch
- provides a review of current best practice in circular electricals across Europe (including London) and
- identifies how London can replicate best practice to accelerate circular economy in London. This would include actions related to policy, practical projects, innovation, procurement and other relevant activities

This brief sets out the requirements of LWARB ("the client") to be provided by the consultant ("the bidder"), in the form actions which result in the creation of a report. The report should contain a review of existing best practice, and recommended actions for London building upon the Electricals section of the London Circular Economy Route Map. This work will form part of LWARB's activity under the European regions toward Circular Economy project (CircE), an INTERREG funded project.

The total budget for this project is expected to be in the region of £20,000

2. Background to London Waste and Recycling Board (LWARB)

The London Waste and Recycling Board is a statutory Board established by the GLA Act 2007 to provide a strategic approach to waste management in London. The Board is chaired by a representative of the Mayor of London. As well as the Chair, the membership comprises four councillors and two independents nominated by London Councils and one independent appointed by the Mayor of London. In addition, LWARB has a team of officers who oversee the day to day activities of the Board.

The LWARB business plan 2017 – 2020 has three areas of focus:

- **Resource London** – London waste authority support delivered through LWARB's partnership with WRAP to help reduce the city's waste footprint and reinvigorate recycling to get back on track towards the Mayor's ambition for London to achieve 65% municipal waste recycling by 2030.



- **Advance London** – Comprising i) Investment – provision of funding, on a commercial basis, to enable the development of businesses that use or are looking to use circular economy business models; and ii) Circular economy business support – provision of a programme, co-funded by the ERDF, aimed at providing meaningful advice to businesses to develop or scale up circular economy business models.
- **Circular London** – A programme of initiatives designed to accelerate the development of the circular economy in London and work to deliver the actions of LWARB's Circular Economy Route Map. This programme includes work to increase collaboration, demonstration projects and a strategic approach to the circular economy through embedding circular economy principles within London policy.

3. Background to LWARB's circular economy programme

LWARB is developing a suite of programmes aimed at catalysing and co-ordinating circular economy activity across London, using a blend of policy, demonstration projects and investment to drive private sector collaboration.

In June 2017, LWARB published its 'Circular Economy Route Map for London' report. This Route Map sets out action plans for five areas for initial focus. These areas are built environment, electricals, textiles, food and plastics. The focus areas have been identified by looking at their environmental impact, the retained value of the products involved and their re-use/recycling potential. They are also items which also can be seen in high volumes in London's residual waste.

The route map is an action-orientated document, developed in partnership with London stakeholders. The Route Map recommends actions for a wide range of stakeholders, including London's higher education, digital and community sectors as well as London's businesses, social enterprises and finance sector.

One of the focus areas identified in LWARB's circular economy route map for London is the Electricals sector.

A circular economy approach to electricals in London would ensure that those products were used to their greatest potential and value, and will require the investigation of ways to repair, re-manufacture, lease, share or re-sell more items in the city. The latest estimates of circular economy opportunities for electricals in London – both consumer and business – suggest that up to £900m of net benefits could be available annually by 2036.¹ LWARB's overall vision is for London to: Send zero electricals to disposal (landfill or incineration). Act as a regional electricals' hub for collection, re-use and recycling. Re-use more electrical gadgets in the capital.

The electricals section of the Route Map identifies 12 key actions which organisations across London can take to help a circular economy approach to electricals. LWARB would like to conduct a high level review of which actions within the Route Map have already been taken forward, what activities are planned, and build upon the actions already identified through examining best practice in other European countries.

¹ LWARB: Towards a circular economy (2015) https://www.lwarb.gov.uk/wp-content/uploads/2015/04/LWARB-London%E2%80%99s-CE-route-map_16.6.17a_singlepages_sml.pdf

This information will then be fed into LWARB's work on the CircE Project.

4. Background to CircE Project

The CircE project (European regions towards Circular Economy) is an EU Interreg funded project which aims to help partners from eight regions and cities in Europe to overcome barriers to a circular economy and increase the ability of policies to steer the economy towards a circular model. It does this by sharing best practice, knowledge and experience, with the goal of finding innovative solutions which will accelerate circular economy at a regional level. CircE project involves eight partners, both at regional and local scale, as well as representatives of different European social and economic scenarios.

The regions involved are:

- Lombardy, Italy
- Catalonia, Spain
- London, UK
- Gelderland, Netherlands
- Lower Silesia, Poland
- Sofia, Bulgaria
- The Association of Municipalities and Towns of Slovenia
- Hauts de France, France

<https://www.interregeurope.eu/circe/>

Twitter: @CircEconomy

LWARB will use the outcomes of this study to feed into the review of the London Route Map, and the creation of its Action Plan for the CircE project. The action plan will set out how LWARB will take forward opportunities to improve policy and action in London in relation to accelerating a transition to a circular economy. LWARB will then aim to take forward the action plan as part of the CircE Project from July 2019 to June 2021.

5. The Specific Requirement

The contractor will undertake a high level review of the electricals section of the London Circular Economy Route Map. This will include reviewing which actions have been progressed, and update the "opportunities, barriers and current situation" information contained in the Route Map. This will include consulting stakeholders in London through workshops.

They will review best practice from across Europe in relation to circular electricals, and consider how this can be replicated in London, creating best practice case studies. This would include actions related to policy, practical projects, innovation, procurement and other relevant circular economy enablers. This would include a best practice example from at least one of the regions included in the CircE project. The best practice case studies, high level



Route Map review and workshops will contribute to the creation of an action plan focused on approximately 5 key opportunities.

Stakeholders consultation

In order to review current and future activity and potential gaps within the electricals section of London Circular Economy Route Map the contractor will work with key stakeholders (a minimum of 7 stakeholders identified in discussions with LWARB). This will require the contractor to consult the stakeholders on the following points through one to one meetings and phone calls, and a workshop (approximately 3-4 hours duration) or several smaller workshops. The contractor will plan and organise the workshop(s). LWARB is able to provide a venue for workshops.

Project Report

The contractor will evaluate the following and produce a report which details:

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- High level review of electricals section of the London Circular Economy Route Map to identify current progress, key gaps, opportunities and barriers (and to avoid reiterating what is already in the Route Map) (the details to be discussed and agreed with the client)
- Examples of policy best practice case studies from other European cities (including at least one from the CircE project), and how London can learn from, and replicate this best practice. This should include how to build on policies within the new London Environment Strategy in relation to electricals e.g. targets for repair, actions in public procurement, metrics to use
- An action plan focusing on approximately 5 key practical, and feasible opportunities identified from the review of the route map and European best practices which sets out key next steps to accelerate progress in London.

6. The project deliverables are:

Project Initiation

- Initiation meeting held with client and contractor- Project plan, scope of initial review, timescales agreed including weekly update meetings schedule
- Risk assessment and project contract agreed and signed
- Stakeholder list agreed with LWARB – where available LWARB will provide contact details for stakeholders

Options Identified

- Contractor undertakes initial reviews of Route Map progress, existing policies, projects, initiatives in relation to the electricals sector and sets out activity against relevant route map actions, highlights gaps in current activity and gaps in current actions identified.
- Contractor plans and delivers workshop(s) to review the electricals section of the London Circular Economy Route Map and identify recommended actions and priority next steps
- Contractor identifies a list of best practice examples which illustrate potential actions, demonstrators, and policies etc which can fill gaps
- Contractor discusses identified best practice examples and agrees with LWARB most appropriate key examples to examine and turn into case studies. Other best practice examples will be identified during the course of the study.



Best Practice Examples created

- Best practice examples from other EU cities (including at least one from the CircE project) researched by contractor to create case studies which identify appropriateness and feasibility for London.
- Steps required to take best practice examples further will be identified e.g. potential partners, potential sources of funding, links to London Environment Strategy.

Action Plan Created

- A short action plan focusing on approximately 5 key practical and feasible opportunities produced. The action plan utilises information gathered during the project. It should include recommendations on demonstrators, policies and other actions which can be taken as a priority to accelerate action in the electricals sector.

Final Report and Guidance

- Final report produced, presented to, and signed off by the client
- The final report should detail the methodology used by the contractor, and how sector stakeholders have input to shape the report as well as the information from the other project deliverables

Other Project Management requirements

- Weekly catch up (via phone or one to one meetings)

Contractor Experience Requirements

The team delivering the contract must be able to demonstrate:

- Understanding and proven experience of circular economy, electricals and electronic waste sector including policy, and practical actions and business models needed to accelerate a circular economy
- Understanding of circular economy as it applies to London
- Understanding of waste and recycling infrastructure and legislation as it applies to London
- Experience of developing written, engaging, well researched reports and action plans.
- Experience of coordinating and delivering stakeholder workshops

7. Timetable for procurement

The timetable below gives an indicative timeline for this project. Bidders are advised that, with the exception of the tender submission date, this timetable is not binding and may be changed if necessary.

Bidders are asked to note the timescale for delivery and in their tender submission they should set out how they propose to complete the work within this timescale and identify key dates where they would expect input from LWARB.

Milestone	Date
Invitation to Tender issued	15/01/2019
Deadline for clarification questions	22/01/2019
Clarification question responses returned by	25/01/2019
Tender return deadline	31/01/2019 (close of play)
Award of contract	08/02/2019



Inception Meeting	To be agreed with winning bidder
Final Report	26/04/2019

8. Interface/ Contract management

The main point of liaison between the Service Provider and client will be Andrea Crump, Circular Economy Policy and Projects Officer, LWARB.

andrea.crump@lwarb.gov.uk

9. Quality of Service

The Service Provider shall provide the services in a competent, timely manner in accordance with recognised industry quality standards. The Service Provider shall ensure an adequate supply of suitably qualified and competent personnel are available to fulfil the requirements of the Contract.

10. Delivery Personnel

LWARB requires Bidders to nominate key personnel with appropriate skills to perform the service for the duration of the contract.

Bidders shall provide a CV for all key personnel as part of their submission. The CV shall demonstrate the individual's experience, competence and capability and their role in the project and should be no more than 1 side.

The Service Provider shall ensure any changes to the key personnel be undertaken with minimal negative impact to the service and at no additional cost to LWARB.

LWARB may at, its discretion, request that the Service Provider remove and replace any Key Personnel from the service that LWARB considers in any respect unsatisfactory in the delivery and performance of the contract. LWARB shall not be liable for the cost of replacing any Key Personnel.

11. Submissions

Bidders are requested to submit:

- Details of their suitability to fulfil the contract, how the contract is to be managed and their approach to delivering the required specification within the timeline indicated above. **Maximum 5 sides of A4** (excluding project experience, examples and CVs which can be included as an Appendix).
- Please provide three examples of previous work carried out by suggested personnel included in the bid, that best demonstrate understanding of the brief and your ability to deliver its requirements. Please keep examples to a maximum of one side each.
- Details of the personnel comprising the Delivery Team, including CVs (should be no more than one side) and a description of their role in delivering the contract.



- A Pricing Schedule giving day rates and anticipated number of days for nominated personnel and showing the anticipated total amount for the project. All costs quoted are to **include VAT and expenses**.

Any clarification questions must be submitted by email to info@lwarb.gov.uk by 5pm 22nd January 2019.

Bids must be submitted by email to info@lwarb.gov.uk by 5pm on 31st January 2019
For both questions and bids, please use the reference “LWARB tender: 2018/19 – 15

12. Contract

The contract will be let by the London Waste & Recycling Board.

The following special terms shall apply:

Travel and Expenses

All fees shall be inclusive of any travel and subsistence incurred to locations in Greater London.

Where additional expenses* are incurred, the following rates will apply:

Hotel accommodation	Value for money must be sought at all times. Officers and Board Members should endeavour to keep costs below £200 per night in Greater London and £175 per night elsewhere. Extras such as newspapers, minibar costs and entertainments will not be reimbursed.
TRAVEL	
Public Transport (Train, tube, tram, bus, light rail)	Actual cost. NB you cannot claim travel from home to your normal place of work or vice versa. Rail travel will be standard class.
Taxis	Only to be used in exceptional circumstances. Actual cost.
Mileage	Private cars may only be used where reasonable public transport is not available and you have a valid business insurance cover. HMRC approved rates are applied.

**additional expenses to be agreed with LWARB prior to being incurred.*

12. Evaluation

LWARB must be satisfied that each potential contractor has the appropriate capabilities and resources available to undertake the work to our requirements and provide the necessary services. The process we use to select contractors is a competitive one. Your tender submission will be evaluated by us against the following criteria:

Evaluation criteria	Weighting
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Total price as detailed in the Pricing Schedule provided. ²	25%
Quality and technical excellence of proposal, including evidence of implementation of similar programmes	30%
Methodology – the proposed approach and timeline to deliver the project requirements	15%
Authority of allocated personnel, their skills and technical capability especially in the areas of the built environment and circular economy, with relevant links to the sector – including assessment of consortia equalities and diversity policies	30%

Scoring	
Outstanding - cannot be faulted	100
Excellent	90
Very good	80
Good	70
Above average	60
Average	50
Below average	40
Poor	30
Very poor	15

13. Acceptance of bids

In issuing this invitation to bid, LWARB is not bound to accept the lowest or any bid and reserves the right to accept the whole or any specified part of the bid unless the bidder expressly stipulates otherwise.

LWARB will not enter into discussion with non-selected potential suppliers or justify its decision. Potential suppliers are deemed to have accepted these conditions by the act of submitting their quote. The selected preferred supplier cannot assume they have been granted the contract until a formal contract is signed.

14. Period for which bids shall remain valid

Unless otherwise stipulated by the bidder, bids shall remain valid for 30 days from the closing date for receipt of tenders.

² This will be assessed by deviation from the lowest compliant tender