

ANNEX B

Terms of Reference

RFQ/HCR/AA/2021/023 FOR THE PROVISION OF OFFICE FILES DISPOSAL SERVICE

Terms of Reference (ToR) for the disposal of approximately 400 box files (physical files/papers) for UNHCR Office.

The primary objective of this Contract is to provide disposal services and selected company will be required to ensure the use of environmentally friendly disposal method, which are designed to reduce the impact on the environment.

The service provider shall be responsible for all labor, environmentally friendly supplies, estimated materials, products and adequate equipment/tools to conduct the disposal processes.

Deliverables

- Work plan outlining a schedule of disposal activities and deliverables to be submitted to UNHCR.
- Disposal costs, volume of the disposed files.
- Estimation of the environmental and health hazards and impacts associated with the disposal methods.
- Companies are requested to adopt the recommended local and international best practices for file disposal methods based on local availability, feasibility, and minimum impact on wellbeing, in line with international guidelines that define responsible and effective e- waste management.
- Service provider will be required to provide weekly progress report to the UNHCR Administration unit focal person.

Location and Duration

- Estimated Starting: 17 May 2021
- Estimated completion date: 10 June 2021.
- The service provider is expected to undertake the disposal at UNHCR premises (office and warehouse) in Addis Ababa, details on volume of files to be disposed at the office and the ones to be disposed at the warehouse will be communicated to the winning company

Note: Companies are requested to keep confidentiality of accessed files and singe attached UNHCR General Conditions on Contract as well as Supplier code of conduct.