

# UNITED NATIONS CHILDREN'S FUND (UNICEF)

## Request for Information (RFI):

### Mapping & Analyzing E-Waste Disposal at UNICEF Offices

Date: **23 August 2017**

Closing date: **1 September 2017**

Reference: **RFI – Mapping & Analyzing E-Waste Disposal at UNICEF Offices**

Contact: **wabiabdallah@unicef.org**

#### **Background**

Waste from end-of-life electrical and electronic equipment, known as e-waste, is a rapidly growing global problem. E-waste contains valuable materials that have an economic value when recycled. Unfortunately, the majority of e-waste is recycled in the unregulated informal sector and results in significant risks of toxic exposures to the recyclers, who are in many cases women and children.

UNICEF's Regional Offices typically employ a large number of staff when compared to country offices, therefore generating a larger flow of obsolete or un-used electronic equipment such as UNICEF-provided laptops, cell-phones, printers, etc. Some other Country Offices are located in countries that are home to the world's largest e-waste dumps, such as Ghana, India, and China where it would be worthwhile identifying how and if any of the office's e-waste end up there.

It is against this background that UNICEF is seeking to engage an individual consultant/company to conduct a comprehensive mapping along with a set of recommendations that will inform UNICEF's decision going forward in establishing guidelines and policies that are most effective against diminishing the impact of office-generated e-waste on the environment and the children that unfortunately work as e-waste recyclers.

#### **Description of requirements:**

UNICEF is conducting a market survey of electric and electronic waste mapping & analysis services currently available on the market, to understand capacity of the available services providers.

This RFI requests the sharing of the following information with UNICEF.

#### **Corporate Profile and Organizational Experience:**

- Your expertise or the profile of your company/institution and experience in undertaking e-waste analysis reports, in addition to issuing recommendations and developing e-waste mitigation strategies.

#### **Work procedures and methods of delivery**

- Techniques and processes used to map, analyze and report on e-waste flow from domestic/commercial facilities.

- Communication protocols with local/municipal authorities, and typical requirements from client to facilitate communication.

#### **Billing models/methodologies**

- Method(s) of billing for the development of mapping and analysis reports, e.g. billing per module or for the entire material, per topic or per page;
- Method of billing for developing a local or regional strategy for e-waste flow mitigation.

#### **Miscellaneous/Additional Points**

- What do you consider as your most differentiating factors from other similar services available in the market;
- Any additional information that you consider relevant to your offering in the market and that you think we should know regarding your services.

#### **Procedure for submission of the information:**

Interested suppliers/service providers are encouraged to email Information to **wabiabdallah@unicef.org** with reference “**RFI - Mapping & Analyzing E-Waste Disposal at UNICEF Offices**” in the subject line **on or before 10 September 2015**.

Suppliers are kindly requested to ensure that their full current contact details (contact person details, postal/e-mail/telephone) are included on their submission.

#### **Note:**

- This RFI is strictly to request information and shall not be understood as any sign of award of a contract or as any form of commitment from UNICEFs to any company/institution.
- Prices are **not** required at this stage, only the information requested in this document;
- A response does not automatically ensure that a company/academia/corporate institution will be contacted or invited to tender in case UNICEF decides to tender for this assignment;
- UNICEF reserves the right to require compliance with additional conditions as and when issuing the final solicitation document;
- UNICEF reserves the right to change or cancel the requirement at any time during the RFI and/or solicitation process;
- All submissions will be treated confidentially.