



ANTIGUA AND BARBUDA Department of Environment

Request for Proposal Workshop on End of Life Procedures for Electric and Hybrid Vehicles

Job Title	Workshop on End of Life Procedures for Electric and Hybrid Vehicles
Contracting Authority	Department of Environment, Ministry of Health and the Environment, Antigua and Barbuda
Date of Issue	June 10 2025
Deadline	<i>June 24 2025</i>
Duration	2 months
To Apply	<p>Individual consultants and/or firms are invited to apply for this opportunity. The following documents (listed below) must be submitted to this link:</p> <p>https://app.smartsheet.com/b/form/c90d1aa1970649598be71b24a7736434</p> <ol style="list-style-type: none"> 1. Technical Proposal: comments on the TOR including any proposed changes, implementation methodology, proposed activities, assumptions, risks, schedule and milestones for deliverables, CV of key expert(s) and three references (max. 8 pages) 2. Financial Proposal: lump sum inclusive of professional fees, reimbursable expenses and any other costs (max. 2 pages) <p>Where applicable, please use the subject line: “...Application for Workshop on End of Life Procedures for Electric and Hybrid Vehicles...”</p> <p>Please send any clarification questions to this link:</p> <p>https://app.smartsheet.com/b/form/6488c47987d742e6981cd6701b5724ea</p> <p>Clarification questions will be responded to and the response sent to the potential bidder asking the question and also published at this site:</p> <p>https://www.environment.gov.ag/procurement-opportunities#procurements/opportunities</p>
Equal Employment	The Department of Environment (DOE) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race,

Opportunity (EEO)	color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The DOE also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.
Prohibited Practices	<p>The DOE has a zero-tolerance Policy for Prohibited Practices, which means:</p> <ul style="list-style-type: none"> • The DOE will review 100% of any complaints received for these practices • The complaint will then be submitted to an external independent contractor for further investigation • The DOE shall report all prohibited practice complaints to the GCF • If the investigator finds that there is a breach of the Prohibited Practice Policy by the contractor, the contract will be terminated <p>These Prohibited Practices include:</p> <ul style="list-style-type: none"> • Abuse; • "Coercion" or Coercive practice; • "Collusion" or Collusive practice; • "Corruption" or Corrupt practice; • Financing of Terrorism or Terrorist Financing • "Fraud" or Fraudulent practice; • Money Laundering; • Obstructive practice; and • Retaliation against Whistleblowers or Witnesses. <p>If the Contractor and/or staff of the Accredited Entity-Department of the Environment (DOE), the Development Control Authority (DCA), the Ministry of Works or the MOF-PMU violates any of the above in the process of executing this contract the contractor may report directly to the GCF at the following website:</p> <p>https://iiu.greenclimate.fund/reporting-fraud/how-to-report</p> <p>Or to the DOE complaint mechanism at:</p> <p>https://www.environment.gov.ag/contact</p> <p>Your complaint and its information will be sent to the Integrity Commission and then processed at the DOE. Complainants can be kept confidential, but the accusations will be communicated to the relevant persons. Before any actions are taken, the DOE will assess the accuracy of the information provided. Complainants must note that there is a penalty under the laws of Antigua and Barbuda for providing false information. Noted further that once the investigation is completed the DOE is legally obligated with a duty to report to the GCF.</p>
Background Checks Information	The DOE is, therefore, asking that all applicants who are shortlisted be prepared to provide information to allow the DOE to better communicate to our partners at the Green Climate Fund, our contractors and service providers.

	<p>Information needed includes, but is not limited to, company registration, police record, certificate of good standing with the Inland Revenue Department, registration numbers for Social Security, Medical Benefit Scheme, and Board of Education. Applicants are encouraged to be in good standing with these organizations. Please note that if the police record indicates that the individual/company has violated any laws this does not necessarily disqualify the individual/company from winning the bid. Where references are requested at least one of these must come from an immediate past client/employer. In addition to this, the contract will be subject to further background check if required. If this is required, the successful individual/company will be notified accordingly.</p> <p>The DOE will also be conducting checks to determine if the bidder has been placed on relevant international sanctions lists, or “blacklisted” by the Caricom Climate Change Center (5Cs), if so, the bidder will not be considered.</p>
Data Ownership and Confidentiality	<p>The data, information, output, or material that are collected and/or developed under, or in connection to, the execution of funded activities and this AGREEMENT is property of the Government of Antigua and Barbuda. The Government of Antigua and Barbuda shall retain ownership to the aforementioned property including its title, interest, copyright, and other intellectual property rights.</p>
Privileges and Immunity Notification	<p>The GEF, its proceeds, and other assets are accorded certain status, privileges, immunities, and exemptions as are necessary for the fulfilment of its purposes and carrying out the functions entrusted to it in the territory of Antigua and Barbuda, and that its staff and experts similarly enjoy such privileges, immunities, and exemptions as are necessary for the independent exercise of their official functions in connection with the GCF, in accordance with the Privileges and Immunities Agreement between the GCF and the Government of Antigua and Barbuda dated 20th July 2016.</p> <p>The Government of Antigua and Barbuda is, therefore, undertaken to be responsible for the management and remedy for any legal judgement against a project, or in its capacity as an Accredited Entity (AE) or an Executing Entity (EE).</p>
Rights Of Acceptance	<p>The Department of Environment reserves the right to accept or reject any proposal, to render any or all of the proposals as non-responsive and to reject all proposals at any time prior to the award of contract, without incurring any liability, or obligation to inform the affected bidder(s) of the grounds for the Department of Environment’s action. The Department of Environment shall not be obliged to award the contract with the lowest priced offer. The decision of the Department of Environment in this regard is final and binding.</p>
Conflict Of Interest Requirements	<p>The individual/company receiving the contract award must sign a conflict-of-interest declaration and cannot sub-contract or pay staff members of the Department of Environment to complete the assigned tasks outlined within this TOR.</p>

Late Bids	Late Bids will not be accepted.
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Request for Proposals (RFP)

Workshop on End of Life Procedures for Electric and Hybrid Vehicles

I. About the Department of Environment

The Department of Environment ('DOE') is a public agency for the Government of Antigua and Barbuda based within the Ministry of Health, Wellness, Social Transformation and The Environment. The DOE receives its mandate from the Environmental Protection and Management Act (EPMA), 2019. The overall mission of the DOE is to provide technical advice on the environment and to design and implement projects on behalf of the Government and the people of Antigua and Barbuda. These interventions are designed to protect and enhance the country's environment, as well as seek common solutions to national, regional, and global environmental challenges.

The Department accomplishes its mission inter alia through:

- An integrated environmental planning and management system,
- Public consultation and interagency collaboration,
- Efficient implementation of appropriate programmes, projects, and technical services,
- Appropriate counsel on environmental management for the Government,
- Effective and consistent enforcement of environmental laws and regulations, and
- Providing a source of information and technical assistance on environmental issues.

The DOE manages projects within four main programmes, which are aligned with national legislation and international environmental agreements. These are:

- Climate Change Programme (adaptation, mitigation, and capacity building)
- Biodiversity Programme
- Pollution Programme
- Monitoring, Evaluation and Data Management Programme

In 2015, the Department was accredited as National Implementing Entity (NIE) to the Adaptation Fund ('AF') and recredited in 2021. In 2017, the DOE was accredited to the Green Climate Fund ('GCF')— a multilateral climate change fund for developing countries. Since then, the DOE received financial support through the GCF's Readiness and Preparatory Support Programme to implement over five Readiness grants. The DOE has also received full funding to implement two projects.

To learn more about the Department of Environment, please visit: <https://environment.gov.ag/en/>

II. Purpose and Objective of Consultancy

The Department of Environment is seeking a qualified individual or firm to design and deliver a one-day workshop focused on the end-of-life (EOL) management and environmentally sound disposal of electric and hybrid vehicles. This initiative is aligned with the national strategy for sustainable mobility and hazardous waste mitigation. The workshop should help participants align themselves without international standards using locally and regionally available resources.

The main objectives of the consultancy are to:

- Build stakeholder awareness on EOL procedures, battery disposal, and EV dismantling

- Present best practices for environmental compliance and recycling standards using locally and regionally available resources.
- Deliver technical guidance on disassembly, depollution, and safe storage and disposal/reuse of EV batteries

III. Scope of Work

The selected consultant will be required to:

Pre-Workshop Phase (4 weeks)

- I. Conduct a needs assessment survey of target participants (mechanics, first responders, waste handlers, junk yard operators, government agencies, national authorities) to identify current knowledge gaps and specific technical concerns
- II. Source and prepare hands-on demonstration materials using actual EV/hybrid components available in Antigua and Barbuda market
- III. Coordinate with local EV dealers, importers, and emergency services to ensure workshop content reflects real-world scenarios
- IV. Develop practical reference materials designed for field/shop use in local working conditions
- V. Assist in identifying a suitable location to host the practical segment of the workshop

Workshop Implementation (1 day minimum 6 contact hours):

- V. Deliver interactive training workshop with minimum 20 participants to ensure effective hands-on learning
- VI. Provide practical demonstration stations covering:
 - EV/hybrid vehicle identification techniques and safety markers
 - High-voltage safety procedures and personal protective equipment requirements
 - Battery types, risks, and safe handling procedures (lithium-ion, NiMH)
 - Safe shutdown, isolation, and dismantling procedures
 - Depollution processes for EV and Hybrid-specific fluids and components
 - Local authorized disposal pathways and storage requirements
- VII. Conduct practical assessments and issue certificates of participation to qualified participants

IV. Deliverables

The consultant shall provide the following deliverables:

1. Pre-Workshop Deliverables (2 weeks prior to workshop)

- Inception report including detailed workshop agenda, confirmed participant list, and content outline based on needs assessment
- Participant pre-assessment survey results and identified knowledge gaps
- Demonstration materials inventory and setup plan

2. Workshop Materials Package (Day of Workshop)

- Practical reference materials including:
 - Waterproof pocket identification cards for common EV/hybrid models in Antigua and Barbuda
 - Step-by-step safety procedure checklists for field use
 - Emergency response flowcharts for battery incidents
 - Local resource directory with authorized disposal facilities and emergency contacts
- Interactive demonstration guides for hands-on training stations
- Safety equipment and personal protective equipment for all participants
- Digital toolkit accessible via smartphone/tablet including video demonstrations and troubleshooting guides

3. Workshop Delivery (1 full day)

- Minimum six (6) contact hours of interactive training with minimum 70% hands-on practical components
- Live demonstration sessions using actual EV components
- Practical assessment and certification for qualified participants
- Problem-solving scenarios specific to local vehicle types and infrastructure

V. Reporting Requirements

Under the general supervision of the Project Coordinator, the Consultant will be contracted to undertake and complete the specified activities, outlined in Section 3 – Scope of Work.

Seven (7) working days after the contract or agreement has been signed by the consultant and the

Department of Environment (DoE), the consultant will submit a detailed Work Plan, inclusive of timelines for the submission of monthly and final reports.

Within fifteen (15) working days of completing the specified scope of work, the consultant will prepare and submit to the DoE, a Final Report, Stakeholder engagement report and workshop report.

The Final Report should be submitted electronically to the Project Coordinator in Microsoft Word. **The Final Report should also be accompanied by a signed invoice in the amount claimed by the Consultant in Eastern Caribbean Dollars.** The invoice should include full banking instructions in order to facilitate wire transfer of funds by DoE.

VI. Duration

The assignment should not exceed a total of 2 months for the Consultant.

VII. Required Qualifications and Experience

The ideal consultant or firm must demonstrate:

- Minimum 5 years of experience in waste management, electric mobility, or environmental compliance
 - I. - Documented expertise in battery safety, hazardous waste handling, or vehicle recycling
 - II. - Familiarity with international standards on vehicle end-of-life management (e.g., EU, UNECE, Basel Convention)
 - III. - Previous facilitation of capacity-building workshops or training for public or private sector clients
 - IV. - Strong analytical and communication skills with experience producing technical reports

VIII. Evaluation Criteria

Evaluation Category	Weighting (%)
Relevant qualifications and end-of-life waste expertise	30
Quality of proposed workshop methodology and materials	30
Experience delivering policy or technical training workshops	25
References and prior engagements in EV or waste sectors	15