



Termes of Reference for a technical assistance to mentor a sustainable fashion start-up



1. Background

MedWaves, the UNEP/MAP Regional Activity Centre for SCP (hereinafter MedWaves) is a centre for international cooperation on development and innovation based on the sustainable consumption and production approach (hereinafter SCP).

The Centre is one of the Regional Activity Centres established in the framework of UNEP/Mediterranean Action Plan (hereinafter UNEP/MAP)¹, the programme of UN Environment established to support the member countries of the Barcelona Convention. Under that institutional framework, MedWaves has an official mandate from the countries as centre that engages in international cooperation with Mediterranean countries on development and innovation in the business sector.

The Centre is based in Barcelona and it is legally hosted by the Catalan Waste Agency, a public service agency considered a reference organization in waste prevention and management and the promotion of circular economy.

MedWaves is the leading partner of the ENI CBC Med funded [STAND Up! project](#), a project that aims to enhance scalable, replicable and inclusive circular economy textile ventures in the Mediterranean by developing an ecosystem of business support, innovation, and technology transfer that will lead to sustainable job creation for youth and women. The project is implemented in Egypt, Italy, Lebanon, Tunisia and Spain by national partners.

In the framework of STAND Up!, MedWaves together with Texfor organised the 2nd edition of the WeMed Award that aims to promote an inclusive transition to sustainability in the Mediterranean. This edition recognised success stories of sustainable businesses in the textile and clothing sector. There were two categories (Northern and Southern shores of the Mediterranean) and each of them awarded 2 prizes.

2. Objective

The objective of this technical assistance is to provide a mentorship service for a sustainable fashion start-up with the objective of further developing and improving its business, financial and sustainability strategies.

This will be done by supporting the start-up in the design of the business scaling-up strategy, providing financial advice and developing a 3-years financial plan and, enhancing the sustainability strategy.



3. Description of the work

The consultant shall develop the following work:

1. To analyse and assess the business to understand the current situation of the business including the functioning, the business strategy, the financial flows and its sustainability actions.
2. To provide advice on the financial aspects, including cashflow statements and the profits and loss account's in order to strengthen its capacity to take financial decisions and improve their operations.
3. To support them in building a 3 years business plan that will help them to plan their activities and attract investors interested in collaborating with them.
4. To provide advice on how to better embed sustainability in their operation by proposing them actions at the different life cycle stages of their products with an eco-design approach.

The consultant shall use the sustainable business development methodologies of MedWaves that are available at [The Switchers Toolbox](#).

4. Deliverables and calendar

The Consultant's team will start the work after the validation of their offer by the contractor.

Deliverable	Deadline
#1. Analysis Report and financial assessment	1 month after notification
#2. 3-year business plan including sustainable business strategies	5 months after notification

All the deliverables will have to be presented in English and validated by the Contractor within 1 week after the submission, before moving to the next step of the assignment. Failure in submitting deliverables or not reaching enough quality may result in a reduced budget allocation. In addition, regular calls will be organized with the contractor.



5. Means of work and eligible costs

Equipment, consumables, travel (if any) and shipping costs should be included in the financial offer as a lump sum.

6. Eligibility

Applicants must fulfill the following requirements:

- Be an individual consultant, firm or association. Note: This ToR is not a subvention but a provision of services.
- Be able to comply with national fiscal context and rules for receipt of international funds.
- Have a bank account whose holder name must be the same as the applicant.
- Partnership and subcontracting are allowed, provided that the legal applicant entity has a substantial role in implementing the assignment. The applicant will be the only legal entity with which the contract relation will be established.
- Academic background and knowledge in business administration, economic and financial management and entrepreneurship.
- Academic background and knowledge sustainability including eco-design, life cycle assessment and carbon footprint calculation.
- Experience in supporting start-ups and entrepreneurs in developing sustainable business plans and financial strategies.
- Excellent English speaking and writing skills.

7. How to apply and selection process

Candidates should submit the following documents:

- Technical (maximum 5 pages, see form as Annex): the Consultant should elaborate a specific proposal to conduct the work based on the tasks described in section: “description of work”, elaborating it further. An implementation calendar should be delivered.
- Financial offer: the consultant(s) should state the personnel dedication expressed in days (1 day = 8 working hours) as well as a lump sum for the test costs and other costs related to the implementation of work.
- Profile and project references (maximum 2 pages): the consultant(s) should submit a brief explanation of the candidate and project references on the topic.
- Bank form filled in, signed and stamp by the bank (see form as Annex).



Offers must be sent to Anna Ibañez (aibaneza@gencat.cat) and Alessandro Miraglia (amiraglia@gencat.cat) with the subject “Sustainable business strategy development” **until 23rd March 2023 (included)**.

Important :

The header of the **technical and financial offers** must clearly note the candidate data (Name, address, country, telephone, email and fiscal identity number or other official number) and those of the Contractor: « MedWaves, the UNEP/MAP Regional Activity Centre for SCP / Agència de Residus de Catalunya / Carrer Provença nº 204-208 / 08036 Barcelona, Spain / NIF: **Q-5856373-E** ».

The maximum amount per offer is 10.000 Euros (+VAT).

All candidates will be notified the reception of the offers.

Offers will be assessed according to the following criteria and scores:

Points	Criteria
Maximum 50 points	Quality of the technical offer to meet the work objectives
Maximum 50 points	Financial offer

The Contractor may contact candidates to convene an interview to facilitate the evaluation. If you have questions concerning these ToR, please contact: aibaneza@gencat.cat.

8. Selection and payments

The winning candidate will be notified by email and post on the selection of the offer. From that moment on work can start according to the calendar.

Payments will be done as it follows:

- Upon the approval of deliverables #1 the consultant will receive 50% of the contract
- Upon the approval of deliverable #2 the consultant will receive the remaining 50% of the contract

Payments will be done in a period of 60 days after reception and validation of the invoice. The Contractor is not responsible for banking costs that might be applied by the consultant(s) bank, neither for changes in currency exchange.



Annexes: Offer template



From:

Name: XXXXXX

Address: XXXXXXXXXXXXX

Country: XXXXXXXXX

Phone:

VAT n° or Tax ID: xxxxxx

To:

MedWaves, the UNEP/MAP Regional Activity Centre for SCP

Agència de Residus de Catalunya

C/ Provença 204-208

08036 Barcelona, Spain

NIF: Q-5856373-E

1) Tasks description

- a. Description of methodology to elaborate the guidelines
- b. Potential stakeholders to be consulted

2) Implementation schedule

3) Financial offer