



MedWaves, the UNEP/MAP Regional Activity Centre for SCP
Carrer de Provença, 204-208
08036 Barcelona, Spain
Tél. +34 93 553 87 90 - Fax +34 93 882 36 37
www.medwaves-centre.org

Terms of Reference (ToR) for international technical assistance to support circular economy actions in the blue economy sector

Background

About MedWaves

MedWaves, the UNEP/MAP regional activity centre for sustainable consumption and production, 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), the programme of UN Environment established to support the member countries of the Barcelona Convention for the Protection of Marine Environment and the Coastal Region of the Mediterranean. The Centre also operates in support of the Stockholm Convention, an international agreement involving 180 countries to fight against the generation of persistent organic pollutants, highly polluting and toxic substances. MedWaves has the mandate from the Barcelona and Stockholm Conventions to provide assistance to their Contracting Parties in fulfilling their commitments under those treaties, particularly through the support to the countries to shift to sustainable consumption and production patterns and circular economy (CE).

In the performance of its mandate, MedWaves fosters the introduction of solutions on eco-innovation, marine litter/plastic pollution prevention, circular economy, and safe alternatives to toxic chemicals through the provision of advisory services, technical assistance, innovative training materials, networking services and accompaniment in the implementation of measures. MedWaves also leads a comprehensive support programme for the creation and development of green, circular business models and enterprises.

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.

Framework of the assignment of this ToR

For the biennium 2022-2023, the Ministry of the Ecological Transition of Italy is financing specific activities of the UNEP/Mediterranean Action Plan (MAP) Programme of Work 2022-2023. This is operationalized through a Bilateral Agreement between Ministry of the Ecological Transition of Italy and the Coordinating Unit of the Mediterranean Action Plan / Barcelona Convention Secretariat. One of the activity included in this Bilateral Agreement is Activity 4.2.3. “Promote sustainable entrepreneurship in the Blue Economy Sector including through the integration of circular economy principles”, that includes the implementation of demonstration activities in Albania and Montenegro to be led by MedWaves.

These demo activities will build on the findings of a study jointly prepared between MedWaves and the Conference of Peripheral Maritime Regions (CPMR) on circular economy within selected Blue Economy sectors titled “A Circular Blue Economy for the Mediterranean: Current practices

and opportunities”, which focused on defining a vision, identifying best practices and then opportunities and recommendations for the integration of circular economy within selected sectors of the Blue Economy (i.e. fishery and aquaculture, maritime transportation, shipping/ports, coastal Tourism and Cruise Ship Industry)

In 2022, a first analysis of the blue economy sectors was conducted in Albania and Montenegro to identify the best sectors for piloting the integration of circular economy. Following this initial step, several options were developed and discussed with the MedWaves National Focal Points in Albania and Montenegro, within the Ministries of Environment. It was finally decided to focus the implementation of the demo activities in ports in both targeted countries. The pre-identified ports are Port of Bar, Montenegro, and Port of Vlorë, Albania.

In this context, MedWaves needs to hire an expert in the implementation of circular economy projects to provide technical and management support during the development of the project.

Objective

Medwaves the UNEP/MAP Regional Activity Centre for SCP is looking for an expert in the implementation of circular economy projects to provide technical assistance and support project management tasks.

The objective of the consultancy is to provide technical expertise regarding the implementation of circular economy principles (i.e. waste reduction, waste re-utilization, clean energy and eco-design) to support specific project management tasks, such as budgeting or defining timing of the project.

In general terms, the tasks of support will include:

- Support on budgeting, workplan, development of TORs, project meetings, training and reporting.
- Revision and integration of local-regional reports (environmental, blue economy, etc.) and circular economy activities/projects in the project reporting provided by local consultants.
- Research on ports reports and CE (case studies, KPIs, etc.).
- Support the implementation of 2 CE pilot actions (one for each port).
- Support the design and implementation of Joint National training.

Description of work

The consultant shall undertake the following work:

Activity 1. Provide technical assistance and support on project management to Medwaves.

The consultant’s duties will consist in providing technical assistance regarding circular economy information, collection and analysis, and support on management tasks of the project.

The specific tasks for this activity will include:

- Revision and integration of local-regional reports (environmental, blue economy, etc.) and circular economy activities/projects in the project reporting provided by local consultants.
- Research on ports reports and CE (case studies, KPIs, etc.).
- Revision and integration of local port reports (economic, environmental, etc.) and projects in the project reporting (provided by local consultants).
- Elaboration of a CBE Port questionnaire gathering general information and Key Performance Indicators (KPIs) on port activities (Port Authority and others).
- Development of two (2) documents/graphs on the “Port material flows”.
- Development of two (2) reports on the CE ports status, proposed actions-opportunities, and recommendations.
- Support on the management of the project.
- Support on budgeting, workplan, development of TORs, project meetings, training and reporting.

Deliverables:

Report with a summary of the current status of the ports regarding circular economy and description of the identified opportunities for implementation of circular economy actions in the ports.

Activity 2. Support the design and implementation of a Joint National Training about Circular Economy in Ports.

The consultant will give support in the organizational tasks for the organization and implementation of the Joint Training about Circular Economy in Ports.

The support will include tasks such as:

- Support the design of the training.
- Support the organization of the training.
- Support the implementation of the training.
- Support communication with stakeholders and attendants to the training.
- Support logistic tasks for the correct development of the event.

Deliverables:

Brochure, daily agenda and list of participants of the Training.

Activity 3. Support the design and implementation of a circular economy pilot action in the selected ports.

The consultant will support the implementation of a circular economy pilot action chosen among the opportunities identified and in agreement with the Port Authority and MedWaves Focal Points.

The tasks to be carried out include:

- Support the selection of 2 pilot actions (one for each port).
- Support the implementation of 2 CE pilot actions (one for each port).
- Revision of the 2 reports on the CE Pilot action in the port.
- Attend meetings with the other partners of the projects to decide circular economy actions to be implemented.

Deliverables:

Report with detailed description of the implemented pilot actions, obstacles found and future recommendation.

Duration

6 months (June-Dec 2023)

Location

Barcelona (Spain), Montenegro, Albania. Remote work.

MedWaves is looking to partner with a consultant, company, or association (hereinafter Contractor) to support the management of a circular economy project within the blue economy sector to developed in Albania and Montenegro.

Deliverables and timeline

The consultant will start the work after the validation of the submitted offer by the contractor.

The deliverable should be written in a very concise manner, limiting the number of pages, highlighting key facts and main messages.

#	Activities	Deliverable	Deadline
1	Technical assistance and support on Project Management tasks	Technical report	December
2	Support the organization of a Joint National Training on circular economy in the ports sector	Training organization planning	September

#	Activities	Deliverable	Deadline
3	Support the implementation of a circular economy pilot action in the selected ports	Conclusion report	December

The Contractor is expected to liaise with the Policy Area MedWaves team throughout the project implementation to ensure full coordination and a common understanding of the approach and methodology. Weekly meetings are expected to monitor project implementation and adapt as need to be.

Means and modalities of work

- The Contractor will start the work after receiving the email of acceptance of the offer by Agència de Residus de Catalunya (hosting MedWaves), expected by late March 2023.
- The Contractor will work under the supervision and in close coordination with the team of the Policy Area of MedWaves.
- The Contractor will work with its own means: equipment, consumables, local travel, health and travel insurances, and any other expense should be included in the financial offer.
- Working languages are Catalan, Spanish and English.

Eligibility

The applicant (and its subcontractor, if any) must fulfil the following requirements:

- Be an individual consultant, firm or association. Note: This ToR is not a subvention but a provision of services and hence the Contractor shall comply with the national tax context.
- 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 as long as the applicant has a substantive role in the assignment (e.g., layout service can be subcontracted).
- Fluent communication in English (reading, speaking, and writing).
- Extensive experience in circular economy and blue economy.
- Knowledge of port activities, facilities and related stakeholders.
- Experience in international projects.

How to apply and selection process

Candidates should submit the following documents:

- 1) Technical offer (maximum 3 pages): a conceptual note based on the activities and deliverables listed above.
- 2) Profile and project references: the candidate (or team) should submit a brief professional background, including references to related projects. CV(s) of the team members shall be included as annex.
- 3) Financial offer: the consultant(s) should state the personnel dedication expressed in days (1 day = 8 working hours) and per task, as well as a lump sum for other costs related to the implementation of work. Offer must include applicant's VAT number or TAX ID.

The maximum amount considered is 14.950€ (all taxes included).

Important information regarding the consideration of the added-value tax (VAT)

1. Applicants legally registered in Spain: This is a provision of services and therefore VAT applies. Offers must include Spanish VAT number, and financial offer clearly indicate total before VAT, VAT amount, and total including VAT. This information should be equally reflected in the invoices.
2. Applicants legally registered in an EU Member State, other than Spain: they must be registered in the VIES registry (VAT Information Exchange System). Offers must include EU VAT number (including country code), and financial offer indicate total before VAT, along with the statement "both provider and client are registered in the VIES system and therefore VAT is not included in the offer". This information should be equally reflected in the invoices.
3. Applicants legally registered in an EU Member State exempted of VAT: they must submit official proof of exemption of VAT. Financial offers must include the statement "the provider is exempted of VAT as for [legal document]". This information should be equally reflected in the invoices.
4. Applicants legally registered in a non-member country of the EU: The provider is liable for paying taxes related to the provision of services as per tax regulations in its country. Financial offer must comprise that cost, and invoices submitted with all taxes included.

- 4) Bank form filled in, signed, and stamped by the bank.

Offers must be sent to octavi.domingo@gencat.cat with copy to moutters@gencat.cat with the subject “technical assistance on circular blue economy in Montenegro” before 8 June, midnight (CET).

All candidates will be notified upon the reception of the offers.

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

Points	Criteria
Maximum 45 points	Extent to which the technical bid is responding to the needs.
Maximum 20 points	Financial bid
Maximum 25 points	Technical expertise in the same type of missions
Maximum 10 points	Other qualifications and additional proposals for improvement

MedWaves may contact candidates to convene an interview to facilitate the evaluation.

If you have questions concerning these ToR, please contact: octavi.domingo@gencat.cat.

Selection and payments

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

Payments will be done as it follows:

- Submission and approval of deliverable related to Activity 2: 60%
- At the completion of remaining activities (December 2023): 40%

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.