Terms of Reference (TOR) for the selection of an international expert to provide technical assistance for the preparation of a Report on the contribution of Circular Economy to Climate Change mitigation strategies

Activity funded through a Cooperation Agreement between the Ministry of Environment and Energy Security of Italy and the UNEP/MAP Coordinating Unit/Barcelona Convention Secretariat
1. Background

About MedWaves

MedWaves, the UNEP/MAP Regional Activity Centre for Sustainable Consumption and Production (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), 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).

To fulfil its mandate MedWaves builds institutional and business capacities in the fields of green and circular economy, as factors of competitiveness and economic performance for SMEs and start-ups, and to support beneficiaries in reducing the generation of hazardous chemicals and their use. Moreover, 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.

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.

With regard to the green and circular economy, MedWaves launched, in 2019, the Switchers Support Programme, an initiative which contributes to the 2030 Agenda for Sustainable Development and its SDGs by creating and enhancing sustainable business models. In order to create an enabling ecosystem for sustainable enterprises, through The Switchers Support Programme, MedWaves works closely with green and circular entrepreneurs and companies, business support organizations, trainers and mentors, financial institutions, policy-makers and other relevant stakeholders.

In Mediterranean countries, MedWaves is facilitating the establishment of Switchers Support National Partnerships gathering public and private Business Support Organizations (BSOs) which target sustainable entrepreneurs and companies. MedWaves’ main targets are The Switchers, businesses implementing innovative ecological and social solutions that contribute to switch to more sustainable consumption and production patterns.

These sustainable business models are active in a variety of fields, including organic food, renewable energy, waste management, sustainable tourism, organic textile, sustainable building, organic cosmetics, and sustainable mobility, among others.
MedWaves supports Switchers at every stage of development (Ideation, Early Stage, Growth and Scale) with a comprehensive set of services to design, develop and accelerate their green and circular business models.

The centre delivers technical assistance thanks to a wide number of methodologies prototyped and tested over the past 10 years. In-person support is regularly provided through its widespread network of experts and coupled with a virtual business eco-system titled TheSwitcher.org.

Additionally, and concerning the policy dimension of MedWaves, the centre is working on strengthening policy frameworks to enable the transition towards Sustainable Consumption and Production (SCP) patterns and a circular economy in the Mediterranean. MedWaves works at the regional level engaging relevant decision-makers, delivering capacity building and promoting policy uptake of innovative SCP practices thanks to its network of Focal Points appointed by the 22 contracting parties of the Barcelona Convention.

**Why an analysis on the nexus between SCP/CE and Climate Change?**

The UNEP/MAP Medium-Term Strategy 2022-2027 (MTS) devises climate mitigation and adaptation as a core strategy towards a prosperous and sustainable Mediterranean.

The global context for the development of the MTS includes a number of processes, such as the Convention on Biological Diversity (CBD) and the post-2020 Global Biodiversity Framework currently under negotiation, the Paris Agreement under the UN Framework Convention on Climate Change (UNFCCC), all relevant to climate change mitigation and adaptation strategies.

The vision of the MTS is the following:

“**Progress towards a healthy, clean, sustainable and climate resilient Mediterranean Sea and Coast with productive and biologically diverse marine and coastal ecosystems, where the 2030 Agenda for sustainable development and its SDGs are achieved through the effective implementation of the Barcelona Convention, its Protocols and the Mediterranean Strategy for Sustainable Development for the benefit of people and nature**”.

The MTS Programme 3 “**Towards a Climate Resilient Mediterranean**” builds on the extensive knowledge gathered in the Region on the issue of climate change impacts on the marine and coastal zone, further explored by the 2020 Mediterranean Experts on Climate Change and Environmental Change (MedECC) First Mediterranean Assessment Report (MAR1) and the 2020 State of Environment Report.

Programme 3 directly contributes to a number of global and regional objectives and targets including the SDG’s and the Paris Agreement under the UN Framework Convention on Climate Change (UNFCCC). It also considers the resolutions UNEA in particular UNEA 4 (2019) resolution on Ecosystem-based adaptation which stresses ecosystem-based adaptation as a mechanism to reduce vulnerability to climate change and subsequent vulnerabilities in areas such as food security, water, health or biodiversity. It is also fully in line with UNEP’s 2022-2025 MTS Climate Action Programme.
Within Programme 3, MedWaves will support contracting partners of the Barcelona Convention to achieve the **Outcome 3.4. “Mitigation of Climate Change progressed through Circular Economy, increased resource efficiency and carbon neutrality business strategies”**.

This Outcome aims at supporting climate change mitigation efforts by exploiting the positive nexus between sustainable production and consumption and action-led societal transformation. To this end, Circular Economy, industrial symbiosis, eco-innovation and value co-creation will be fostered through a number of activities targeting primarily the private sector, including entrepreneurs and small businesses, with the aim to support circular economy entrepreneurs and business ventures to address climate change mitigation, increased resource efficiency and reduced emissions and to promote tools for improved measurement frameworks and consumption-based accounting. Specific actions and innovative solutions will be also developed and implemented to reduce GHG emissions from ships in selected ports, including energy efficiency and decarbonisation. Also, energy efficiency and larger shares of renewable sources in the energy mix, in line with international agreements will be encouraged.

To this end MedWaves needs to procure external expertise and know-how to make the case for circular economy transition as a key driver for climate change mitigation strategies, promoting a clear understanding of circular economy impacts and benefits and a smooth engagement of policy-makers both at private and public level.

**Audience and Use**

The final report and analysis shall be a public document MedWaves can use to engage a vast number of stakeholders to fulfill its mandate and objective of mainstreaming Circular Economy in the Mediterranean.

Primary audience will be:
1. Partner organizations and practitioners
2. Public decision-makers
3. Private sector representative

The report will be the first of different tools MedWaves will use to highlight the contribution of CE and SCP to climate change mitigation strategies.

**2. Objective**

The objective of this consultancy is to support MedWaves in demonstrating the value of Circular Economy and Sustainable Business Models\(^1\) in the Mediterranean region. This will be done by

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\(^1\) For a complete definition of Sustainable Business Model please check the following paper: [circular economy business strategies](https://theswitchers.eu)
conducting a quantitative and qualitative analysis to demonstrate the positive nexus between Circular Economy and climate change mitigation strategies in the region.

Specific Objectives:

1. Comprehensive analysis and benchmarking of existing climate mitigation policies based on the generation of new sustainable business models.

2. Understanding which are the key domains where climate-positive business models have a substantial impact for reduction.

3. Understanding which are circular economy strategies presenting higher potential for reduction along key domains and value chains.

4. Highlighting the regenerative role of circular economy and its systemic decarbonisation potential.

5. Exploring gender/class dimensions and roles to inform specific recommendation and nexus strategies.

Methodology

Quantitative and qualitative analysis will have to be used to explore the potential of the nexus between Circular Economy and climate change mitigation.

The expert/consultant will also resort on participatory methods and MedWaves will make available specific case study and contacts with key informants at different levels.

Micro dimension and human stories will also be used looking for tangible and real impacts and highlighting the multidimensional benefits of the nexus between CE and climate change mitigation toward social, environmental and economic benefits.

Study methods will need to be gender-responsive, considering gender issues in all stage of the research cycle.

The study will be desk-based; no travels-related expenses are forecasted. Interviews will be conducted remotely.

3. Description of work

In the framework of this assignment, the international expert/consultant firm shall undertake the following activities:
Activity 1. Analysis of MedWaves’ core services supporting the development of Sustainable Business Models and underlining Circular Economy strategies

The analysis will identify and isolate business support methodologies and approaches able to fight key climate change hotspots. It will also help get acquainted with the type of eco-innovation promoted by MedWaves and assess its decarbonisation potential.

Deliverables:
- Peer review of ToR
- Map of services/action with higher potential for climate mitigation
- List of stakeholders to be engaged and participatory approach approved

Activity 2. Establishing the specific analysis methodology and peer-review

The consultant will present the research method which will be used to conduct the study and discuss with the action responsible at MedWaves for validation and kick-off.

Deliverables:
- Research methodology and work plan

Activity 3. Phase 1: Review of existing literature and gap analysis in knowledge and evidence related to the nexus between Circular Economy and climate change mitigation

A critical review of existing literature will be carried out to understand which are existing knowledge gaps on the nexus between Circular Economy and climate change mitigation, with specific attention to new sustainable business models and climate-positive business modelling practices.

The literature review will help understanding who are the main players in the debate and what are the main areas of dispute and also what evidence is there on either side. It will lay the ground for identifying which are the unanswered questions on the study topic and how the report will add to the debate.

This activity will have to explore the centrality of stakeholder knowledge and participation and critically address how this knowledge is being used to incentivise sustainable business models generation as a way to tackle climate change.

Deliverables:
- Introduction and study baseline
Activity 4. Phase 2: Carrying out the analysis following established research methods and engaging multiple stakeholders.

Once these initial activities will be completed, the expert/consultant will implement the research according to the pre-established methods to respond to the key study questions.

The Study Report will be structured as follows:

1. A comprehensive review of application of CE (and CE business models) tackling climate change and their transformative potential in the Mediterranean region.

2. An analysis of the nexus between CE and climate change mitigation with particular focus on enablers to climate-positive sustainable business models.

3. A description/characterization of CE strategies and their potential contribution to climate change mitigation, following specific climate change hotspots and domains with impact for decarbonisation of specific value chains.

4. An analysis of 2/3 case studies and their tangible implications at territorial level for combatting climate change.

5. A set of recommendations and a clear roadmap to scale up contribution of CE and sustainable business models to climate change mitigation.

Deliverables:

- 1st draft research submitted to peer review and sign-off
- The report is expected to be no shorter than 10,000 words. Lengths of the different sections will be discussed and validated with MedWaves.

Activity 5. Drafting a PPT and an opinion article for communication and dissemination purposes

The expert/consultant will be required to provide with ready-to-use material for communication and dissemination objectives.

Deliverables:

- A long-read article for MedWaves website. The article is expected to be no shorter than 1,500 words.
- A PPT presentation, fully describe study objectives, methods and key conclusions.
4. Deliverables and calendar

The expert/consultant will start the work after the validation of their offer by the contractor. The contract can cover a period of 365 days starting from the validation.

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<thead>
<tr>
<th>Activity</th>
<th>Deliverable</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>1</td>
<td>Peer review of ToR</td>
<td>1 week after the notice</td>
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<tr>
<td></td>
<td>Map of services/action with higher potential for climate mitigation</td>
<td>2 weeks after the notice</td>
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<td></td>
<td>List of stakeholders to be engaged and participatory approach approved</td>
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<tr>
<td>2</td>
<td>Research methodology and work plan</td>
<td>3 weeks after the notice</td>
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<tr>
<td>3</td>
<td>Introduction and report baseline</td>
<td>5 weeks after the notice</td>
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<tr>
<td>4</td>
<td>1st draft research submitted to peer review and sign-off</td>
<td>8 weeks after the notice</td>
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<tr>
<td></td>
<td>Peer review of draft research complete</td>
<td>10 weeks after the notice</td>
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<tr>
<td></td>
<td>Revised draft submitted to for sign-off</td>
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<tr>
<td>5</td>
<td>A long-read article for MedWaves website. The article is expected to be no shorter than 1.500 words. A PPT presentation, fully describe study objectives, methods and key conclusions.</td>
<td>11 weeks after the notice</td>
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All the deliverables will have to be presented in English and validated by the Contractor. 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

This work should be conducted through literature review and consultation with stakeholders. Equipment, consumables, and travel expenses should be included in the financial offer as a lump sum. Travel to and from Barcelona to participate in activities relevant to this assignment will be discussed and validated by the contractor.
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.
- Clear understanding of Circular Economy principles.
- Proved experience in research activities in contribution of private sector to climate change mitigation.
- Fluent communication in English and excellent writing skills.
- Knowledge of the UNFCCC role and governance and Climate Action and Mitigation objectives.
- Experience in the Mediterranean Region will be a plus.

7. How to apply and selection process

Candidates should submit the following documents, following the 3 templates available here:

- Technical offer (maximum 4 pages): the Consultant should develop a research proposal, explaining the analysis methodology and proposing an initial ToC, taking into account the activities and deliverables listed above.

- 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 other costs related to the implementation of work. Offer must include applicant’s VAT number or TAX ID.

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.

- Profile and project references (maximum 2 pages, no template needed): the consultant(s) should submit a brief explanation of the candidate (CVs shall be included as annex) and project references on the topic.

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

Offers must be sent to Alessandro Miraglia (amiraglia@gencat.cat) and Matías Ibáñez (matiasibanez@gencat.cat) with the subject “Technical Assistance CE & Climate Change” before 27 July 2023 (CEST).

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: «Regional Activity Center for Sustainable Consumption and Production / Agència de Residus de Catalunya / Carrer de Provença, 204 – 208, 08036 Barcelona, Spain / NIF: Q-5856373-E».

The maximum amount per offer is 13.900 euro (+VAT).

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

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

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<th>Points</th>
<th>Criteria</th>
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<tbody>
<tr>
<td>Maximum 40 points</td>
<td>Quality of the technical offer to meet the work objectives</td>
</tr>
<tr>
<td>Maximum 20 points</td>
<td>Financial offer</td>
</tr>
<tr>
<td>Maximum 40 points</td>
<td>Profile and project qualifications</td>
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The Contractor may contact candidates to convene an interview to facilitate the evaluation.

If you have questions concerning these ToR, please contact: amiraglia@gencat.cat or matiasibanez@gencat.cat.
8. Selection and payments

The selected 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 3: 40%
- Submission of deliverable related to activities 4 and 5: 60%

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.