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Terms of Reference (ToR) for technical support for the organization of a training on circular economy in the blue economy sectors to be held in the city of Bar, Montenegro

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 Centers 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 Environment and Energy Security 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 Environment and Energy Security 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”, which includes the implementation of demonstration activities in Albania and Montenegro and the organization of a training on circular economy within the blue economy sectors.

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 demonstration activities in ports in both targeted countries. The selected ports were the Port of Bar for Montenegro and the Port of Vlorë for Albania, and the demonstration activities are currently being implemented. In parallel, MedWaves is organizing a workshop on circular economy in the blue economy sectors to be held in Bar, Montenegro.

In this context MedWaves needs to rely on an event organization company to give technical support in the organization of the training.

Objective

The mission of the selected beneficiary is to provide technical assistance for the organization of a national training event in Bar, Montenegro, on circular economy in the blue economy sectors. The main goal of the event is to give an introduction to the circular economy concept, with a specific focus on the blue economy sectors and to review the most relevant cases studies that are currently ongoing in other European ports.

MedWaves, the UNEP/MAP Regional Activity Centre for SCP is looking for a company specialized in events organization to support the organization of the training. This support will include communication with speakers and attendants, selection and booking of the venue, translation and catering, among other aspects related to the event organization.

Description of work

The consultant shall undertake the following activities:

Activity 1. Preparation of the meeting.

The consultant should undertake the following actions in order to ensure the correct organization of the event:

- Agree with MedWaves on the final date, venue, agenda, speakers and list of guests.
- Produce the final event announcement, to be sent to the list of guests.
- Send invitation to the national guests and follow up to ensure wide participation.
- Organize the logistics of the event, including room rental (if needed), equipment, coffee-refreshments-snack and lunch-buffet. Certificate?
- Regular calls will be schedule to ensure a correct preparation of the event.

Report with the final concept of the event, which must include final date venue, draft agenda and list of guests. List of suggested speakers.

Activity 2. Execution of the event.

The consultant shall moderate and facilitate the meeting, with previous agreement with MedWaves on the approach and expected results of the meeting.

The training will take place in Bar, Montenegro, in 21th or 22nd of December 2023. Final date to confirmed.

Simultaneous interpretation Montenegrin-English, Albanian-Montenegrin, Albanian-English should be provided for the entire meeting.

Activity 3. Meeting report.

The consultant shall draft a report of the meeting, paying particular attention to:

- Views expressed by the different stakeholders.
- Summary of the information provided during the talks.
- Compilation of the power point slides of each presentation.

The report should contain the presentations material, photos and explanation of the topics presented.

The meeting report must be accompanied by a news item, to be validated by MedWaves.

MedWaves will comment both the report and news item within 1 week upon reception.

Event approach

- 1-day training online workshop, with the possibility of a field visit to some facilities related to circular economy the same day or the next day in the morning.
- Combination of in-person / online event. 50 participants in person / no limit for online-attendants.
- A draft of the training agenda is already prepared, but support in the confirmation of the speakers and preparation of final agenda is expected.
- Speakers will include people from the government, companies, port and others.
- Attendants will include people from all the society, policy makers, companies, specifically ports, NGOs and others.
- Event is expected to take place in December 2023. Final date to be confirmed.
- Some coffee break and lunch (finger food) must be considered in the economical offer.
- Transport for people from Albania to Bar might be necessary-

- Possibility of a field visit (the same day of the training or next morning) and optional for the attendants.
- Delivery of a certificate for the speakers and attendants.

Preliminary agenda

Time	Session
09.00 - 09.30	Registration & log-in time
09.30 - 09.45	Welcome remarks, agenda overview, organizational matters.
09.45 - 10.15	Introduction to the training <ul style="list-style-type: none"> • CE in Albania • CE in Montenegro • MedWaves & the project
10.15 - 11.15	Introduction to CE in Ports <ul style="list-style-type: none"> • CE definition and principles • CE in Ports
11.15 - 11.45	Coffee break
11.45 - 13.30	CE Case Studies in Ports <ul style="list-style-type: none"> • Case 1 • Case 2 • Case 3 • Case 4 • Other case studies • Q&A
13.30 - 14.00	CE Pilot actions in project Ports <ul style="list-style-type: none"> • Pilot action 1 • Pilot action 2 • Q&A
14.00	End of training
14.00-15.15	Lunch
15.15-17.15	Field Visit Port of Bar (Optional)

Participants

The event should count with the participation of public authorities related to environmental and industrial policy, port sector, business support organizations, research, NGOs and other organizations. An initial list of participants should be detailed in the offer responding to these Terms of Reference.

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.

#	Deliverables	Deadline
1	Final concept of the event, which must include final date, venue, draft agenda, list of participants and speakers.	1 week before the event
2	Draft meeting report and news item	1 week after the event

The Contractor is expected to liaise with the Policy Area of MedWaves 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 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).
- Rental, coffe-breaks, meal, equipment, consumables, travel and personnel costs should be included in the financial as different budget lines in the financial offer.
- Regular calls will be organized with the contractor. All the deliverables will have to be presented in English and validated by the Contractor before moving to the next step of the assignment.
- 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:
 - Montenegrin: communication with local stakeholders.
 - Albanian: communication with local stakeholders.
 - English: communication with Medwaves and international experts. Deliverables will have to be written in English also.

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, 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.
- Fluent communication in Montenegrin and Albanian (reading, speaking, and writing) and very good level of English (reading, speaking, and writing).
- Record on events organization, especially those involving public institutions.
- Experience in international projects.

How to apply and selection process

Candidates should submit the following documents:

- 1) Technical proposal (maximum 3 pages): Draft concept note to develop the event, including preparation, execution and report. The methodology should identify information background experiences and documents that may be used, as well as an initial list of stakeholders to be invited to the event.
- 2) Profile and project references (maximum 2 pages): the candidate (or team) should submit a brief professional background, including references to related projects. CV(s) shall be included as annex.
- 3) Financial offer: the consultant(s) should state financial costs of the activity by budget line (see Means of work and eligible costs). The personnel dedication must be expressed in days (1 day = 8 working hours). All amounts should be expressed in euro.
- 4) Bank form filled in, signed and stamp by the bank.

The maximum amount considered is 14.000€ (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.

Offers must be sent to octavi.domingo@gencat.cat with copy to jesus.maestro@gencat.cat with the subject "circular economy in blue economy sectors training organization" before **24th November, 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	Quality of the technical offer to meet the work objectives
Maximum 30 points	Financial bid
Maximum 25 points	Profile and project qualifications

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, the work can start according to the calendar.

Payments will be done as it follows:

- Submission and approval of deliverable 1 and 2: 100%

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.