



MedWaves, the UNEP/MAP Regional Activity Centre for SCP

Passeig de la Zona Franca, 107

08038 Barcelona, Spain

T: +34 93 567 33 00 - F: +34 93 567 32 93

www.medwaves-centre.org

Terms of Reference (ToR)

for the selection of an expert to provide technical assistance for the elaboration of an advocacy plan for the green transition in the Mediterranean region.

1. 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.

In the performance of its mandate, MedWaves establishes a dialogue between all the key stakeholders involved in the transition to sustainable development throughout the Mediterranean region. MedWaves works as a central hub to converge synergies throughout the Mediterranean, strengthening the collective movement for planetary transformation.

It is within this framework that the Community 4 Innovation project of the Interreg Euro-Med program is situated, which aims to connect stakeholders to thematic projects proposing innovative solutions for the green transition. At the same time, it promotes the necessary conditions for these projects to establish themselves within the realm of public policy and for the proposed solutions to be implemented in the different regions of the Mediterranean.

2. OBJECTIVE

The objective of the advocacy plan is to outline the optimal strategic lines to ensure that the proposals from the thematic projects reach the desired public policy spheres.

In this way, the main responsibilities arising from this contract are:

1. Identifying the advocacy needs of the project
2. Developing the advocacy strategy, differentiating: objectives, relevance level, means, stakeholders, and timeline for the project's execution.

3. Developing specific indicators to assess the development of the plan.
4. Establishing a periodic monitoring schedule to evaluate the proper implementation of the plan.

3. DESCRIPTION OF WORK

In the framework of this assignment, the international expert/consultant shall undertake the following activities and tasks:

Activity 1: Analysis of the framework where the advocacy plan will operate (10%)

Conduct an initial analysis of the context in which the advocacy plan will operate, according to the pre-feasibility plan conducted by MedWaves.

For this, various documents will be provided to facilitate the action. Here, the possible lines of action to be followed in the advocacy plan will also be outlined.

Deliverables: Schematic summary of the framework in which the advocacy plan will operate.

Activity 2: Advocacy Plan (65%)

Once the scope of the project has been defined, the following items will be specified with the utmost possible precision:

- Specific objectives of the advocacy plan.
- Priority level of the identified objectives.
- Monitoring and outcome indicators for the objectives.
- Specific activities derived from each objective. For each of them, the following should be specified: involved actors, resources for execution, and indicators to assess the impact of the activity.
- Implementation calendar of the advocacy plan.

Deliverables:

- Advocacy plan, including all the categories mentioned above in pdf format.
- Excel sheet for tracking the advocacy plan with scheduled activities and corresponding indicators.

Activity 3: Follow-up of the advocacy plan implementation (25%)

Once the advocacy plan is delivered, its execution will be monitored throughout 2025.

This follow-up will involve maintaining contact via email between the provider and the client to address any existing questions, and a minimum of 5 follow-up sessions during the year, each lasting one and a half hours, to evaluate its execution and redirect activities if deemed necessary.

Deliverables:

- Minutes of conclusions and a brief report on the project follow-up for the 5 follow-up sessions.

4. DELIVERABLES AND CALENDAR

The expert/consultant will start the work after the validation of their offer by the contractor.

Activity	Deliverable	Deadline
1	1.1 Schematic summary of the framework in which the advocacy plan will operate.	3 weeks after the notice
2	2.1 Advocacy plan, including all the categories mentioned above in pdf format.	5 weeks after deliverable 1.1.
	2.2 Excel sheet for tracking the advocacy plan with scheduled activities and corresponding indicators	
3	3.1 Minutes of conclusions and a brief report on the project follow-up for the 5 follow-up sessions.	One week after the follow-up meeting

All the deliverables will have to be presented in English and validated by the Contractor. In addition, regular calls will be organized with the Contractor.

5. MEANS AND MODALITIES OF WORK

- The expert will start the work after the validation of the offer by the contractor, anticipated to be completed by June 2025. The engagement is expected to continue until the end of November 2025.

- Throughout the project, consistent communication channels will be upheld with the N&C Area team via email, video calls, and/or phone calls.
- The expert will work with his/her own means remotely.
- English and/or Spanish will serve as the primary language for communication and submission of deliverables.

6. ELIGIBILITY

Applicants must fulfill the following requirements:

- Be an individual consultant and able to comply with national fiscal context and rules for receipt of international funds from Spain.
- Have a bank account whose holder name must be the same as the applicant.
- Fluent communication in English and excellent writing skills.
- Solid experience on advocacy and public policy.
- Excellent communication skills and ability to collaborate effectively with clients.
- Proven track record of delivering high-quality projects within specified timelines and budget constraints.
- Ability to manage multiple tasks and deadlines effectively.
- Ability to adapt to changing project requirements and timelines.
- Advanced proficiency in data analysis will be considered as an asset.
- Knowledge and experience in the implementation of social justice criteria and gender perspective in green transition projects will be considered as an asset.

7. HOW TO APPLY AND SELECTION PROCESS

Candidates should submit the following documents:

1. **Technical offer** (maximum 2 pages): the consultant should develop a proposal, explaining the methodology, taking into account the activities and deliverables listed above.
2. **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: The maximum amount per offer is 7.260 € (VAT included)

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

- 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.
- 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
- 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.
- 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.

3. Profile and project references (maximum 2 pages): the expert should submit a brief professional background, including project references on the topic. CV shall be included as annex.

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

Offers must be sent to Alessandro Miraglia (amiraglia@gencat.cat) and Laura Bordera Iniesta (laurabordera@gencat.cat) with the subject "Advocacy plan for the green transition" **before 26th March 2025, midnight (CEST)**. 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 30 points	Technical Offer
Maximum 20 points	Financial Offer
Maximum 50 points	Profile and Project References

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 laurabordera@gencat.cat

8. SELECTIONS 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 deliverables related to Activity 1 and 2: 75%
- Submission and approval of deliverables related to Activity 3: 25%

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.

Annex: Offer template and bank form

From:

Name: XXXXXX

Address: XXXXXXXXXXXXX

Country: XXXXXXXXXXX

Phone:

E-mail:

VAT n° or Tax ID: xxxxxx

To:

MedWaves

Agència de Residus de Catalunya

Passeig de la Zona Franca, 107

08038 Barcelona, Spain

NIF: Q-5856373-E

Offer n° xxxxxxxxx

- 1) Objective:

- 2) Tasks description:

- 3) Implementation schedule

- 4) Budget

- 5) Bank Details

