

MedWaves  
Agència de Residus de Catalunya  
Passeig de la Zona Franca, 107  
08038 Barcelona, Spain

**Terms of reference (TOR) for the recruitment of an agency to organise one  
Workshop in Libya under the GEF-Funded Mediterranean Sea Programme  
(MedProgramme) on Enhancing Environmental Security (2019-2026)  
ARC-2025-266**

**Component 1:  
Reduction of Land Based Pollution in Priority Coastal Hotspots, and  
measuring progress to impacts / Child Project 1.1  
“Reducing Pollution from Harmful Chemicals and Wastes in  
Mediterranean Hot Spots and Measuring Progress to Impacts” / Output 1.3**

## About the position

MedWaves, in compliance with the obligations of the MedProgramme Child Project 1.1 (GEF ID 9684), intends to hire an agency to coordinate the workshop scheduled to take place in Libya on the 25th June 2025. The duration of this task is estimated to conclude just before 31st July 2025.

## BACKGROUND/ DESCRIPTION OF THE PROBLEM AT STAKE

The continuing degradation of the Mediterranean coastal zone and marine environments, coupled with the urgent growing impacts of climate variability, the loss of livelihoods and dramatic deterioration of social conditions along critical sections of the Southern and Eastern Mediterranean shores, prompted the development of the Mediterranean Sea Programme: Enhancing Environmental Security (MedProgramme).

The coastal populace of the Mediterranean show significant diversity in terms of socioeconomic and gender aspects, leading to different population subgroups showing varying susceptibilities and vulnerabilities. Risks arising from pollutants and hazardous substances often work as threat multipliers, meaning although **chemical pollution and hazardous substances** have blanket exposure on general populations, the ramifications and long-term effects of these conditions vary. Threat multipliers exacerbate present conditions of poverty and lack of economic capital, lack of health equity and access, and gender and sociocultural differences, leading to different coping capacities of population subgroups.

In recent years, a number of POPs have been listed under the Stockholm Convention, we call these 'new POPs' since there is limited evidence of their impacts **specifically on the Mediterranean Sea**. However, in the scoping phase of this project and via the country NIPs, the use of 3 of these new POPs was confirmed in Lebanon, Tunisia and Morocco as priority chemicals in specific sectors:

In this final phase of the MedProgramme, we aim to focus on the issue of POPs and monitoring in Tunisia.

## CONTEXT TO MEDWAVES' INSTITUTIONAL FRAMEWORK

MedWaves is a centre for international cooperation on development and innovation based on the sustainable consumption and production approach (hereinafter SCP). It is attached to the Catalan Waste Agency (Agència de Residus de Catalunya, referenced as ARC).

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. Since 2009, 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 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.

Given its particular experience on the prevention of toxic chemicals in the Mediterranean region, MedWaves is involved in the execution of the Mediterranean Sea Program (Medprogramme): Enhancing Environmental Security funded by the Global Environmental Facility Trust Fund (GEF. Reference: ID 9607 together with UNEP/MAP (one of the executing Agency) and UNEP (implementing agency)

## **OBJECTIVE OF THE MEDPROGRAMME**

The GEF/UN Environment “Mediterranean Sea Programme (MedProgramme): Enhancing Environmental Security” (2019-2024) represents the first GEF programmatic multi-focal area initiative in the Mediterranean Sea. It will operationalize priority actions to reduce major transboundary environmental stresses in its coastal areas while strengthening climate resilience and water security and improving the health and livelihoods of coastal populations.

As such, the MedProgramme is based on the success of the partnership between UNEP/MAP, the GEF and the 22 contracting parties to the Barcelona Convention. It is based on an overview of change that can generate a series of 8 interconnected components (projects) to move towards “A healthy Mediterranean with productive and biologically diverse marine and coastal ecosystems that contribute to sustainable development for the benefit of present and future generations”.

More specifically, it aims to accelerate the implementation of agreed priority actions to reduce the main transboundary environmental tensions affecting the Mediterranean Sea and its coastal areas, while strengthening climate resilience, water security and improving health, in addition to increasing the livelihoods of coastal populations.

It will be implemented in ten beneficiary countries sharing the Mediterranean basin: Albania, Algeria, Bosnia and Herzegovina, Egypt, Lebanon, Libya, Montenegro, Morocco, Tunisia and Turkey. Its eight Child Projects cut across four different Focal Areas of the Global Environment Facility Biodiversity [BD], Chemicals and Waste [CW], Climate Change Adaptation [CCA] and International Waters [IW]) and involve a wide spectrum of developmental and societal sectors ranging from banking institutions, the private sector, governmental and non-governmental bodies, industry, research, media, and various other organizations including Regional Activity Centres.

The MedProgramme is structured around 4 components:

- Component 1: Reduction of Land Based Pollution in Priority Coastal Hotspots and Measuring Progress to Impacts
- Component 2: Enhancing Sustainability and Climate Resilience in the Coastal Zone
- Component 3: Protecting Marine Biodiversity
- Component 4: Knowledge Management and Programme Coordination

MEDWAVES is mainly involved in the implementation of component 1, as described in the next section.

## **COMPONENT 1 - CHILD PROJECT 1.1**

*Under Component 1, MedWaves will be more particularly involved under Child Project 1.1, aiming to improve human health and coastal habitats, through the reducing pollution from harmful chemicals (POPs and mercury) and waste in Mediterranean hotspots and measuring progress to impacts. Hence, the project will focus on land-based sources of hazardous chemicals pollution, namely Persistent Organic Pollutants (POPs) banned under the Stockholm Convention, and mercury banned under the Minamata Convention. This work will complement actions by partners under Child Projects 1.2 and 1.3 which will focus on wastewater as a source of excess nutrient pollution to the Mediterranean.*

Based on the problem and objective analysis the child project 1.1 has been designed around:

- a) Engaging with participating country governments on the provision of disposal options (for POPs) and long-term containment (for mercury) by UNEP/MAP; and
- b) Raising awareness on mercury in the healthcare sector, through targeted pilot activities to introduce alternatives by MedWaves.

This ToR is related to the execution of **'Output 1.3. of Child project 1.1: Long term POPs reduction through pilot activities on new POPs alternatives'**, under the responsibility of MedWaves, which seeks to demonstrate the practical replacement of new POPs through the adoption of environmentally sound alternatives in Mediterranean countries.

This workshop will provide an in-depth understanding of international best practices, focusing on strengthening the technical capacity of authorities and stakeholders involved in POPs pollution.

## TASKS TO BE COMPLETED

The agency that will be hired will be responsible for carrying out the following activities:

### 1. Venue Arrangements

Coordinate with the Ministry to adapt the venue they provide, ensuring it meets all necessary conditions to properly host the workshop on 25 June 2025.

### 2. Catering Services

Arrange catering services for two coffee breaks and one lunch during the event, for at least 50 participants. The coffee breaks and lunch should offer a diverse and well-balanced selection, ensuring variety in both food and beverages. Special attention should be given to quality and presentation to accommodate a range of preferences.

### 3. Translation Services

Hire translators proficient in English/Arabic to ensure clear communication and inclusivity for all participant, including all necessary devices and equipment which includes as minimum:

2 experienced interpreters in Arabic and English

50 headsets + Sound system

Mixer + Speaker + Microphones

Laptop for the interpreters

Operator and follow-up IT technician

Zoom connection, if needed

### 4. Documentation

- Prepare and provide all necessary documentation to ensure the successful execution of the workshops and meetings.

### 5. Technical Support

- Arrange contracts for audio-visual equipment, including microphones, speakers, and screens, as needed for the events.
- Ensure all workshops are recorded. After the event, perform post-production to create deliverable videos for future use.

## 6. Coordination

One dedicated person must be hired to oversee the following tasks:

- Coordinate with the GEF focal point or the Stockholm Convention representative, who will be responsible for inviting the participants on behalf of the Ministry of Environment.
- Be present on the day of the workshop to address any issues that may arise and assist with participant accommodations.
- Liaise with the ministry, venue staff, and catering providers to resolve any logistical problems.
- Ensure all experts participating in the sessions arrive safely at the venue and provide support in case of any difficulties during their stay.
- Proactively assist with any additional tasks required for the successful organization and execution of the workshop.

## 7. Reporting

Write a final report about the workshop, which synthesizes the conferences and participations. It will include the list of participants.

## MEANS AND MODALITIES OF WORK

- The Agency will start the work after the validation of the offer by the contractor and will finish it by July 31<sup>th</sup>, 2025. The consultant must respect the deadline for this activity.
- The Agency will work under the supervision and coordination of the Policy Area team of MedWaves and also the focal point from Libya.
- The working language with MedWaves will be English.

## ELIGIBILITY

The applicant must meet the following requirements:

- Ability to comply with the national fiscal context and rules for the receipt of international funds from Spain.
- Partnership and subcontracting are not allowed.
- Being from Libya.

## HOW TO APPLY AND SELECTION PROCESS

Candidates should submit the following documents.

They consist of:

1. **Technical Offer (Maximum 3 Pages):** The proposal must articulate the extent to which applicants meet the specified conditions, demonstrate their capacity to successfully fulfil the mission, and outline their approach to executing the activities outlined in these terms of reference. The submission may encompass a concise professional background, incorporating relevant project references related to the topic to underscore the applicant's capability. Additionally, the technical bid is encouraged to include suggestions for potential enhancements. This technical offer can be sent in English.
2. **Financial offer:** The maximum amount considered is 13900€ (all taxes included).

It has to include

Name, address, phone, E-mail and Tax ID. It is real important that you include your VAT number or tax ID.

The adress of MedWaves is:

Medwaves

Agència de Residus de Catalunya

Passeig de la Zona Franca, 107

08038 Barcelona, Spain  
NIF: Q-5856373-E

3. **Bank form** filled in, signed and stamped by the bank (if the stamp is not possible, the candidate will annex a digital certificate).

Offers must be sent to [jordimoles@gencat.cat](mailto:jordimoles@gencat.cat) with the subject **Workshop in Libya** before the 13<sup>th</sup> May 2025, midnight (CET).

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

Applications who meet the requirements will be assessed and rated in accordance with the following criteria (100 points):

Points	Criteria
Maximum 45 points	The extent to which the technical bid is responding to the needs.
Maximum 45 points	Financial bid.
Maximum 10 points	Other qualifications and additional proposals for improvement.

The MEDWAVES may also conduct personal interviews to facilitate the assessment.

If you have questions concerning these ToR, please contact: [jordimoles@gencat.cat](mailto:jordimoles@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 made via bank transfer upon presentation of the invoice and will be processed upon confirmation that the report from the workshop is well approved.

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.

## AUTHORSHIP AND OWNERSHIP OF THE WORK

The ownership of the work covered by the Contract related to this ToR shall belong to the MedWaves and any use or mention thereof in publications, articles, interviews, conferences, etc., in any language and without any temporal or territorial limitation, shall have the relevant authorization and indicate the MedWaves as the owner. Thus, the selected expert(s), on behalf of any persons who, if appropriate, may collaborate with him/her in the drawing up of the Report, will assign to the MedWaves the rights for the reproduction, distribution and sale of the Report, in any form of publication and commercialization, for its use in any language and throughout the world, as well as for its partial reproduction for teaching or research purposes. Nevertheless, the MedWaves shall ensure that the name(s) of the material author(s) of the document appear(s) prominently on all the copies which are published, so that the latter may use the final or partial results of their work in the terms stipulated in this contract.

## CONFIDENTIALITY CLAUSE

The information to which the selected expert(s) obtains access for the development of the purpose of this Contract, provided that it is not classified as public, shall be of a confidential nature and may not be used for activities other than those included in this Contract. In the event that a particular use of the information raises

doubts with regard to respect for this Confidentiality Clause, the successful bidder must, in any case, request the consent of the MedWaves.