

**MedWaves, the UNEP/MAP Regional Activity Centre for SCP**

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**Terms of Reference (ToR)**  
**for the selection of an expert to provide technical assistance for the Gender Task**  
**Force Strategy of MedWaves**

## 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.

The Fourth United Nations World Conference on Women of Beijing, held in 1995, established as a political and strategic goal the mainstreaming of gender perspective into public policies, moving beyond equal treatment policies and affirmative actions. The Report of the Economic and Social Council for 1997 defines gender mainstreaming as follows:

*The process of assessing the implications for women and men of any planned action, including legislation, policies, or programs, in all areas and at all levels. It is a strategy for making women's as well as men's concerns and experiences an integral dimension in the design, implementation, monitoring, and evaluation of policies and programs in all political, economic, and social spheres, so that women and men benefit equally, and inequality is not perpetuated. The ultimate goal is to achieve gender equality. (A/52/3, 18 September 1997)*

Following the Beijing Declaration, the Sustainable Development Goals have also adopted gender mainstreaming as one of the most important goals to be achieved, incorporating it into Goal 5.

Within this framework, MedWaves, as the international reference center of the Barcelona Convention under the United Nations Environment Programme, must launch a gender mainstreaming strategy.

## 2. OBJECTIVE

The objective of the consultancy is to support the coordination team to provide technical assistance for the design and development of the Gender Task Force Strategy. Thus, the main responsibilities are:

- To establish a normative and conceptual framework under which the center's gender strategy will operate.

- To propose a framework of actions to be developed at the center to integrate the gender perspective into work teams and projects.
- To develop a description of the different actions to be implemented.
- To create a prioritized action calendar for implementation at the center.

### 3. DESCRIPTION OF WORK

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

#### **ACTIVITY 1: Establishment of the normative, conceptual, and territorial framework under which the gender task force and its strategy operate (40%)**

Prepare a report that includes: a compilation of regulations and statements regarding the mainstreaming of the gender perspective, specifically in environmental policies; a conceptual framework on the implications of the gender perspective in environmental policies and projects, within the context of the just transition; and a historical overview of the center's work in developing the gender perspective in MedWaves projects.

##### Deliverables:

- 1.1 Diagnostic summary on the implementation of the gender perspective at MedWaves.
- 1.2 Report on the regulatory and conceptual framework of gender mainstreaming at MedWaves.

#### **ACTIVITY 2: Formulation of the center's Gender Task Force strategy, accompanied by a timeline for prioritizing and implementing the planned activities.**

Design and implementation of an action plan outlining detailed measures for the various work teams, aimed at systematically integrating the gender perspective into both internal operational processes and the planning and execution phases of projects.

##### Deliverables:

- 2.1 Action Plan

#### **ACTIVITY 3: Internal training**

Internal training session on gender mainstreaming in public policy for the center's staff and presentation of the Gender Task Force Strategy.

#### 4. DELIVERABLES AND CALENDAR

Activity	Deliverable	Deadline
1	1.1 Diagnostic summary on the implementation of the gender perspective at MedWaves.	4 weeks after notice
	1.2 Report on the regulatory and conceptual framework	8 weeks after the notice
2	2.1 Action Plan	16 weeks after the notice
3	Internal training session	18 weeks after the notice

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 July 2025. The engagement is expected to continue until the end of November 2025.
- Throughout the project, consistent communication channels will be upheld with the Coordination 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 Social consultancy in the field of gender mainstreaming.
- 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.

## 7. HOW TO APPLY AND SELECTION PROCESS

Candidates should submit the following documents:

1. **Technical offer** (maximum 3 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 13.999€ (VAT excluded)

### 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.
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 [adminmed.arc@gencat.cat](mailto:adminmed.arc@gencat.cat) with the subject “Technical Assistance for the Gender Task Force Strategy of MedWaves” **before 2 July 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 50 points	Technical Offer
Maximum 20 points	Financial Offer
Maximum 30 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: [adminmed.arc@gencat.cat](mailto:adminmed.arc@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 deliverable 1.1: 30%
- Submission and approval of deliverable 1.2: 35%
- Submission and approval of deliverable 2.1 and the Internal training session: 35%

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

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**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° xxxxxxxxxxx**

- 1) Objective:**
- 2) Tasks description:**
- 3) Implementation schedule**
- 4) Budget**
- 5) Bank Details**



## CREDITOR DETAILS

NAME \_\_\_\_\_

PD

COUNTRY

## NAME OF BANK

code

[illegible]

ADDRESS OF BANK

CITY

With the agreement of the Bank

**SIGNATURE/ STAMP**

**SIGNATURE/ STAMP**



**Mediterranean  
Action Plan  
Barcelona  
Convention**



GOBIERNO DE ESPAÑA



**Generalitat  
de Catalunya**