

Terms of Reference (ToR) for technical assistance to develop “HORECA zero waste” audits in hotels under the Low Plastic Zone (LPZ) initiative in Montenegro

Date: July 2025

1. Background and framework of the assignment of this ToR

MedWaves, the UNEP/MAP Regional Activity Centre, works under the framework of the Barcelona Convention for the Protection of the Marine Environment and Coastal Region of the Mediterranean (the Barcelona Convention) and the Stockholm Convention on Persistent Organic Pollutant, to deliver technical assistance and financial support to policy makers, industries, entrepreneurs, and civil society organization in the field of Sustainable Consumption and Production and Circular Economy.

This project is supported by a French Voluntary Contribution (FVC) to MedWaves in the framework of MAP Program of Work's activity 1.1.3: Implement and scale up a robust policy framework to reduce and prevent plastic use. Thus, it supports the UNEP/MAP - Barcelona Convention and its Contracting Parties in their efforts to prevent and manage marine litter through the implementation of the regional plan for marine litter management adopted by COP 18 of the Barcelona Convention and its Protocols, Istanbul, 2013.

The main aim is to continue working on the activities of the Low Plastic Zone funded by FVC funds in the PoW 2022-2023 and its extension in the first Q1 of PoW 2023- 2024; as well as to capitalize the strategies/tools developed in the Balkans region and funded by the MITE-MASE contribution last PoW 2022-2023.

The LPZ initiative was originally piloted by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in 2022 in the framework of the “Integrated Waste Management and Marine Litter Prevention Programme in the Western Balkans” (MLP). The initiative - funded by the German Federal Ministry for Economic Cooperation and Development (BMZ), aimed to help HoReCa businesses in four countries in the Western Balkans reduce their use of Single-use Plastic products (SUPs).

Building on the successes of this first pilot phase, MedWaves joined efforts with GIZ to co-develop a robust and standardized approach to be implemented across the region. The new approach and tools were thus piloted in three Municipalities via MITE-MASE funding: **Kotor in Montenegro**, Himara in Albania, and Mostar in Bosnia- Herzegovina, important tourist destinations and large contributors to marine plastic pollution.

Different “Low Plastic Zone” (LPZ) activities and strategies targeting private HORECA sector (restaurants, cafes and hotels) and public sector were implemented in Tunisian and Moroccan municipalities with additional FVC recently.

In **Montenegro**, building on a previous phase of the Low Plastic Zone (LPZ) initiative, which concluded in 2023, the project aims to continue its implementation by further **reducing waste generated from disposable single-use plastics products (SUPPs)** within the HORECA sector – particularly in hotels.

In this context, MedWaves needs to hire an expert to implement HORECA zero waste audits in hotels under the LPZ project in Montenegro following to the “HORECA Guide to zero waste” document.

2. Assignment tasks

Medwaves the UNEP/MAP Regional Activity Centre for SCP is looking for an expert to implement **“HORECA zero waste” audits in 5-10 hotels** under the LPZ project in Montenegro. The objective of the consultancy is to provide technical expertise regarding the implementation of hotel audits of a LPZ project (prevention of SUPPs use in the HORECA sector in Montenegro, specifically in hotels), following to the “HORECA Guide to zero waste” document.

In general terms, the tasks of support will include:

- **Support the coordination of initial audit meetings with selected hotels and parallel activities;**
- **Implement “HORECA zero waste” audits in hotels and develop implementation plans;**
- **Participate as a speaker in a national workshop (project final event); and**
- **Follow-up the implementation of plans measures/actions to reduce SUPPs use in selected hotels.**

3. Description of the assignment

3.1. Description of the assignment and the work to be undertaken by the expert/s

The assigned work is organized in different activities as follows:

Activity 1. Support the coordination of initial audit meetings with selected hotels and parallel activities

The contractor will be responsible for coordinating with hotels to begin conducting audits and implementing plans to reduce the use of single-use plastic products (SUPPs). Additionally, the contractor may participate in a video, if necessary, featuring successful HORECA businesses in Montenegro and explaining the main outcomes of the project.

The contractor will regularly coordinate with MedWaves to agree on the final scope of activities and will contribute to the general communication of the action, promoting dissemination in the country by liaising with key stakeholders. It will share concise periodic updates highlighting progress, milestones, and challenges to maintain transparency and momentum.

Activity 2. Implement “HORECA zero waste” audits in hotels and develop implementation plans

The contractor will coordinate with HORECA businesses – in particular with hotels – across the country to implement “HORECA zero waste” audits in accordance with the “HORECA Guide to zero waste” document.

Between 5 to 10 hotels will be selected by another local consultant and encouraged to join the LPZ initiative by signing an agreement, ensuring their commitment throughout the whole project and implementing specific measures to reduce the use of SUPPs (written in the implementation plan). The contractor will **organize an initial meeting** with hotels to explain the audit exercise, **implement “HORECA zero waste audits”** measuring SUPPs use, develop an **implementation plan**, and **support/supervise the implementation of specific measures/actions** to reduce (and

measure) the SUPPs use in all selected hotels. This activity should be developed ensuring an effective implementation of measures/actions in agreement with hotels while meeting project objectives.

Activity 3. Participate as a speaker in a national workshop (project final event).

The contractor will participate in-person **as a speaker in a hybrid national workshop** (developed in-person and online) to show the implemented work in the project while increasing knowledge and awareness about the environmental and social impacts of SUPPs use. The contractor can also share sustainable practices/actions taken by hotel management, staff, and clients to reduce SUPPs use.

It is expected that this national workshop will be attended by about 50 participants. This event will serve both as a closing ceremony and a platform for sharing good practices.

The event will be aligned with the objectives of the project, specifically to:

- Raise awareness among stakeholders about the environmental threat and the negative impacts of SUPPs in the HORECA sector;
- Strengthen the ongoing dialogue with the HORECA sector in Montenegro; and
- Facilitate the development of a shared vision and approach for reducing SUPPs use.

Activity 4. Follow-up the implementation of plans measures/actions to reduce SUPPs use in selected hotels

The contractor will **support/ supervise/ follow-up** on the **implementation plans and measures/actions taken** by selected hotels with the final objective of collectively reducing the consumption of SUPPs, while identifying the use of sustainable alternatives if needed. This reduction of SUPPs use in hotels **should be measured as much as possible** and reported to MedWaves. A report will be drafted, outlining the advancements in implementation and proposals for future steps.

3.2. Deliverables and timeline

Deliverable	Deadline
Initial meetings with participating hotels	7/9/2025
5-10 HORECA zero waste hotel voluntary agreements signed	30/9/2025
5-10 HORECA zero waste hotel audits implemented	31/10/2025
5-10 HORECA zero waste implementation plans drafted	15/11/2025
Final report of the audits	31/12/2025
Participation in the national workshop	31/12/2025

4. Eligibility and selection criteria

Applicants must fulfill the following requirements:

- Be an individual consultant, firm or association. It must be able to act as a “service provider” and able to comply with national fiscal context, as well as have a bank account whose holder must be the same as the applicant.
- Proven experience with environmental projects, especially those focused on plastic waste management and the hospitality sector.
- Knowledge of UNEP MAP processes and related policy frameworks.
- Ability to create action proposals that fit technical and financial needs in different countries.
- Skilled in coordinating between teams and experts, across multiple regions.
- Strong analytical skills and experience in producing clear, comprehensive reports.

5. How to apply and evaluation criteria

Candidates should submit the following documents:

- 1) Technical proposal (maximum 2 pages, see template as Annex): The methodology should detail the description of the above activities by providing additional information for implementation. It should also identify the information, experiences and documents that may be used.
- 2) Profile and project references (maximum 2 pages): the consultant(s) should submit a brief explanation of the candidate, including CVs as annex, and project reference on the topic.
- 3) Financial offer (see template as Annex): the consultant(s) should state financial costs of the activity by budget line. 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 (see form as Annex).

Offers must be sent to tareksaliba@gencat.cat with the subject “LPZ audits in Montenegro” before **27/7/2025, midnight (CET)**.

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: « MedWaves, the UNEP/MAP Regional Activity Centre for SCP Passeig de la Zona Franca, 107 08038 Barcelona, Spain / NIF: Q-5856373-E ».
- **The maximum amount for this consultancy is 13.999 euro (all taxes included).**

All candidates will be notified the reception of the offers.

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

Points	Criteria
Maximum 50 points	Quality of the technical offer to meet the work objectives
Maximum 20 points	Financial offer
Maximum 30 points	Profile and project qualifications

The Hirer may contact candidates to convene an interview to facilitate the evaluation.

If you have questions concerning these ToR, please contact tareksaliba@gencat.cat

6. 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.

Two payments will be done as per the delivery and approval of the following deliverables:

- Initial meetings and voluntary agreements signed (30%)
- Draft of implementation plans (30% of the approved budget)
- Final report and participation in the final event (40% of the approved budget)

Payments will be done in a period of 60 days after reception and validation of the invoice. The Hirer is not responsible for banking costs that might be applied by the consultant(s) bank, nor for changes in currency exchange.

Annex: Offer template and bank form

From:

Name: XXXXXX

Address: XXXXXXXXXXXXX

Country: XXXXXXXXXX **Phone:**

VAT nº 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 nº xxxxxxxxxx

- 1) Tasks description**
- 2) Implementation schedule**
- 3) Financial offer**
- 4) Profile and references**

CREDITOR DETAILS

NAME

PD

COUNTRY

NAME OF BANK

Country code

[illegible]**SWIFT CODE**

ADDRESS OF BANK

CITY

With the agreement of the Bank

SIGNATURE/ STAMP

SIGNATURE/ STAMP

GOBIERNO
DE ESPAÑA

VICEPRESIDENCIA
TERCERA DEL GOBIERNO

MINISTERIO
PARA LA TRANSICIÓN ECOLÓGICA
Y EL RETO DEMOGRÁFICO



**Generalitat
de Catalunya**

