

**Terms of Reference (ToR) for technical assistance to coordinate at local level
the implementation of 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 (SUPs) within the HORECA sector –particularly in hotels.

In this context, MedWaves needs to hire an expert on the implementation of a LPZ project at local level to provide technical, management support and coordination of activities for the development of the project in Montenegro.

2. Assignment tasks

Medwaves the UNEP/MAP Regional Activity Centre for SCP is looking for an expert in the implementation of circular economy projects to provide technical assistance and support project management tasks. The objective of the consultancy is to provide technical expertise regarding the implementation of a LPZ project (prevention of SUPs use in the HORECA sector in Montenegro, specifically in hotels).

In general terms, the tasks of support will include:

- **Support the coordination of activities at local level;**
- **Engage with hotels to coordinate SUPs use audits and implementation plans development;**
- **Support on the design and lead the implementation of a national workshop (project final event); and**
- **Follow-up the implementation of plans to reduce SUPs 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 activities at local level

The contractor will establish a clear liaison mechanism with Medwaves and key national stakeholders to ensure streamlined communication and alignment in the coordination of project activities at local level. Thus, it 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.

Furthermore, the contractor will be responsible for **coordination with local actors/ consultants** to develop hotel **audits**, implementation plans in hotels to reduce SUPs use, the co-organization of a **national workshop** and assess the project results.

In addition, the contractor will be responsible for identifying and commissioning a company based in Montenegro to produce a **video** – featuring successful HORECA businesses experience explaining the main outcomes of the project – and to design a project **brochure** by the same company.

Activity 2. Engaging with hotels to coordinate SUPs use audits and implementation plans development

The contractor will identify, contact and engage with HORECA businesses – in particular with hotels – across the country. Among the identified hotels, it is expected that **between 5 to 10 hotels** will be selected and encouraged to join the LPZ initiative by signing an agreement, ensuring their commitment throughout the whole project while implementing specific measures to reduce the use of Single-Use Plastics (SUPs).

The contractor will also **coordinate hotel audits** and the development of implementation plans **with the local contractor/ consultant** in charge of audits to ensure its effective implementation and good quality.

Activity 3. Support on the design and lead the implementation of a national workshop (project final event)

The contractor will co-organize a **national workshop, in collaboration with MedWaves team**, to increase knowledge and awareness about the environmental and social impacts of SUPs while sharing sustainable practices, among hotel management, staff, and clients as well other key stakeholders such as the public administration (local, regional and national), private sector (HORECA) (managers and technicians), Environmental NGOs, HORECA business associations, academia and media.

In particular, the contractor will help with all preparatory and technical aspects of the workshop including a list of stakeholders to invite, workshop design materials, and a draft agenda/program of the event, and a forecast of budget and services needed. The Workshop is expected to gather up to 50 participants in person.

This event will serve both as a closing ceremony and a platform for sharing good practices. The contractor will also be responsible for encouraging the participation of relevant government representatives, the private sector (HORECA) (managers and technicians), HORECA business associations, Environmental NGOs, academia and media. The event will be aligned with the objectives of the project, specifically to:

- Raise awareness among stakeholders about the environmental threat and the negative impact of SUPs 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 SUPs.

Activity 4. Follow-up the implementation of plans to reduce SUPs use in selected hotels

The contractor will follow-up on the implementation plans of the selected hotels with the final objective of collectively reducing the consumption of SUPs, while identifying the use of sustainable alternatives if needed.

3.2. Deliverables and timeline

Deliverable	Deadline
Initial list of possible participating hotels	1/8/2025
Final selection of hotels and agreement signature	1/9/2025
Concept note of the national event	30/10/2025
Report of the initial LPZ results - activities	30/11/2025
Report of the final event	30/12/2025

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 and adminmed.arc@gencat.cat with the subject “LPZ in Montenegro” before **20/7/2025, 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 14.000 euro (+ VAT).**

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:

- List of possible participating hotels and final selection (50% of the approved budget)
- Final report of the final event and project results (50% 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**

Request of payment (Bank details)

CREDITOR DETAILS

TAX ID

NAME

STREET

PD

CITY

COUNTRY

PAYMENT DETAILS

NAME OF BANK

IBAN NUMBER

Country code

A horizontal number line with vertical tick marks every 10 units, labeled from 0 to 100. A vertical line is drawn at the 50 mark. The area to the left of 50 is labeled "Less than 50" and the area to the right is labeled "Greater than 50".

SWIFT CODE**ADDRESS OF BANK**

PD

CITY

Hereby I declare that I'm the holder of the account
above stated.

With the agreement of the Bank

CITY AND DATE

SIGNATURE/ STAMP

SIGNATURE/ STAMP

In compliance with the Personal Data Protection Regulations and thus, in accordance with the Spain Organic Law 15/1999, dated 13th December 1999, on the Protection of Personal Data (LOPD), we inform you that the contact details hereby provided are included in a file owned by the Waste Agency of Catalonia, based on C/Doctor Roux núm. 80, 08017 – Barcelona

