



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

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[www.medwaves-centre.org](http://www.medwaves-centre.org)

**Terms of Reference (ToR)  
for technical assistance to support HORECA sector  
businesses in the reduction of single-use plastics in  
Tangier, Morocco.**

## 1. ABOUT MEDWAVES

The EU-funded **Marine Litter Med** project supports UN Environment / Mediterranean Action Plan (UNEP/MAP) – Barcelona Convention and its Contracting Parties in their efforts to prevent and manage marine litter. This is achieved through the implementation of the Regional Plan on Marine Litter Management adopted by COP 18 of the Barcelona Convention and its Protocols (Istanbul, 2013).

In this context, **MedWaves** —the UNEP/MAP Regional Activity Centre for Sustainable Consumption and Production based in Barcelona— is responsible for the output: "Assessing the contribution of tourism to land-based marine litter generation in 3 selected countries of the South-Eastern Mediterranean."

In **Morocco**, specifically in the city of **Tangier**, MedWaves has designed actions to mobilize the **HORECA** sector (hotels, restaurants, and cafes) in the **Marina** and the **Airport** areas to effectively reduce their consumption of Single-Use Plastic Products (SUPPs) by implementing reduction and prevention measures.

Single-use plastic products include items designed to be used only once before being discarded or recycled, such as bags, food packaging, bottles, straws, and cups. Once used, these plastics can become waste and pose a significant pollution problem, often transported to the sea, where they release toxic substances during decomposition.

The "**Low Plastic Zone**" initiative aims to create a community of businesses in Tangier committed to phasing out the most common single-use plastic products. The project builds on the development of support tools and the institutional commitment shown through the "**Low Plastic Zone**" Charter. The **HAPI CHECK** self-assessment tool and a guide tailored to the Moroccan context will help identify the best options for eliminating SUPPs, supported by local mentors. Customers will also be engaged through online and on-site communication.

## 2. DESCRIPTION OF WORK

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

### Activity 1:

Preparation of a research report investigating perceptions of single-use plastic usage within the HORECA sector. The report must contain qualitative and quantitative data to help understand these perceptions, while enabling engagement with these businesses to transition toward more sustainable business models. It is desirable that the chosen sample represents one of the two pilot areas (the Airport or the Marina) or a similar setting.

**Deliverables:**

1.1. Report about the perceptions of single-use plastic usage.

**Activity 2:**

Implementation of the "Low Plastic Zone" in hospitality and catering businesses within the Tangier Airport..

**Deliverables:**

- 2.1. A diagnosis of current single-use plastic usage within the Tangier Airport.
- 2.2. A tailored action plan for each specific case. The action plan must include monitoring and outcome indicators, both quantitative and qualitative, including a list of potential alternative solutions.
- 2.3. Targeted monitoring reports of the implementation phase undertaken by each business.

Gender Mainstreaming: All deliverables must include specific gender sections and/or indicators, thereby differentiating the distinct roles and impacts between men and women within the HORECA sector and in the elimination of single-use plastics.

**Activity 3:**

Implementation of the "Low Plastic Zone" in hospitality and catering businesses within the Tangier Marina.

**Deliverables:**

- 3.1. A diagnosis of current single-use plastic usage within the Tangier Marina.
- 3.2. A tailored action plan for each specific case. The action plan must include monitoring and outcome indicators, both quantitative and qualitative, including a list of potential alternative solutions.
- 3.3. Targeted monitoring reports of the implementation phase undertaken by each business.

Gender Mainstreaming: All deliverables must include specific gender sections and/or indicators, thereby differentiating the distinct roles and impacts between men and women within the HORECA sector and in the elimination of single-use plastics.

**Activity 4:**

Support to SCP/RAC-MedWaves in the organization of a final event for the presentation of the outcomes, results and lessons learnt from the two pilot actions.

**Deliverables:**

4.1 Strong collaboration in all logistical and organizational aspects of the national event, including support to draft the invitations, programme, attendance list and other related aspects of the event.

### 3. 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 Report about the perceptions of single-use plastic usage.	30 <sup>th</sup> April 2026
2	2.1. A diagnosis of current single-use plastic usage within the Tangier Airport.	31 <sup>st</sup> May 2026
	2.2. A tailored action plan for each specific case.	30 <sup>st</sup> June 2026
	2.3. Targeted monitoring reports of the implementation phase undertaken by each business.	30 <sup>th</sup> September 2026
3	3.1. A diagnosis of current single-use plastic usage within the Tangier Marina.	31 <sup>st</sup> July 2026
	3.2. A tailored action plan for each specific case.	30 <sup>th</sup> September 2026
	3.3. Targeted monitoring reports of the implementation phase undertaken by each business	31 <sup>st</sup> October 2026
4	4.1 Strong collaboration in all logistical and organizational aspects of the national event, including support to draft the invitations, programme, attendance list and other related aspects of the event	15 <sup>th</sup> Novembre 2026

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

### 4. 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 April 2026. The engagement is expected to continue until the end of November 2026.
- Throughout the project, consistent communication channels will be upheld with the Policy Area team via email, video calls, and/or phone calls.
- The expert will work with his/her own means remotely.
- English, French and/or Spanish will serve as the primary language for communication and submission of deliverables.

### 5. ELIGIBILITY

Applicants must fulfill the following requirements:

- **Legal Status:** To be an individual consultant, company, or association. Must be able to act as a "service provider" in compliance with the national tax context of Morocco, and possess a bank account where the holder is the same as the applicant.
- **Proven Experience:** Demonstrated experience in environmental projects, particularly those focused on marine litter management in the Southern Mediterranean and engagement with the private sector (HORECA sector).
- **Institutional Knowledge:** Familiarity with UNEP/MAP processes and associated policy frameworks (Barcelona Convention).
- **Local Context Adaptation:** Ability to develop action proposals tailored to the technical and financial needs of Morocco, specifically for the Tangier region.
- **Analytical Skills:** Strong analytical skills and experience in producing clear and comprehensive reports.
- **Management and Adaptability:**
  - Ability to manage multiple tasks and deadlines effectively.
  - Ability to adapt to changing project requirements and timelines.
- **Additional Assets:**
  - Training and analysis tools with a gender perspective.
  - Advanced proficiency in data analysis.

## 6. HOW TO APPLY AND SELECTION PROCESS

Candidates must submit the following documents:

1. **Technical Proposal (maximum 2 pages):** The methodology must detail the description of the activities mentioned above, providing complementary information for their implementation. It must also identify the information, experiences, and documents likely to be used.
2. **Profile and Project References (maximum 2 pages):** The consultant(s) must provide a brief description of the candidate(s), accompanied by their CV as an annex, as well as project references on the subject.
3. **Financial Offer:** The consultant(s) must indicate the financial costs per activity and budget line (see the annexed form). Personnel allocation must be expressed in days (1 day = 8 hours of work). All amounts must be expressed in euros.
4. **Bank Form:** Completed, signed, and stamped by the bank (see the annexed form).

Offers must be sent to [laurabordera@gencat.cat](mailto:laurabordera@gencat.cat) and [matiasibanez@gencat.cat](mailto:matiasibanez@gencat.cat) with the subject "**Support to HORECA businesses in Tangier**" before **2/03/2026**, midnight (CET).

#### IMPORTANT INFORMATION:

- **Header of the Offers:** Both technical and financial proposals must clearly indicate the candidate's contact details (name, address, country, telephone, email address, and tax identification number or other official number) and those of the contractor: **MedWaves – Agència de Residus de Catalunya**  
Address: Passeig de la Zona Franca, 107, 08038 Barcelona, Spain NIF: Q-5856373-E
- **Budget:** The maximum amount for this assignment is 14.000 € (**All taxes included**).
- **Confirmation:** All candidates will be informed upon the receipt of their 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

#### 7. 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: 19%
- Submission and approval of deliverables related to Activity 2: 35%
- Submission and approval of deliverables related to Activity 3: 35%
- Submission and approval of deliverables related to Activity 4: 11%

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° xxxxxxxx**

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



