



MedWaves, the UNEP/MAP Regional Activity Centre for SCP

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Terms of Reference (ToR)
to support the development of policy material for the
Community4Innovation (C4I) project

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 dialogue among key stakeholders involved in the transition to sustainable development across the Mediterranean region. It acts as a central hub to align efforts, strengthen synergies, and support a collective movement toward systemic transformation.

Within this framework, the Community4Innovation (C4I) project of the Interreg Euro-MED Programme connects stakeholders with thematic projects that develop and test innovative solutions for the green transition.

2. OBJECTIVE

The [Innovative Sustainable Economy Mission \(ISE\)](#) of the [Interreg Euro-MED Programme](#) works to boost a fair transition to a circular economy through two governance projects that develop innovative technical knowledge and ensure these new solutions are transferred into public policies.

The mission's governance relies on the know-how and field implementation of

the Thematic Community Project along with the policy and advocacy knowledge of the Institutional Dialogue Project. Both approaches work in synchrony and focus on common challenges within the innovative green and blue circular economy.

The mission brings together [2 governance projects](#) and more than 23 Thematic Projects (TPs) testing solution across multiple EU countries in the Northern shore of the Mediterranean.

Thematic Projects (TPs) are transnational cooperation initiatives funded to address specific environmental and innovation priorities in the Mediterranean region. They are concrete projects that bring partners from multiple countries together to work on common issues defined by the programme's missions and specific objectives. They are structured around four thematic clusters—Marine Resources, Agri-food Systems, Industrial Transition, and Resource Valorisation—each connected to major EU and global frameworks. For example, test project, experiment with concrete tools to specific environmental issues, such as water scarcity.

The [Community4Innovation](#) (C4I) is one of the two governance projects of the Interreg Euro-MED Programme's Mission for an Innovative Sustainable Economy. It explores and collects the solutions being tested by the Thematic Projects and translate them into actionable outputs to influence policy processes.

Central to this effort is the development of key policy materials aiming at transforming the technical knowledge developed by the TPs and transform them into actionable outcomes, in the form of a white paper and three policy briefs to inform and influence policy processes, though advocacy actions.

A set of four Thematic Working Groups (TWGs), one per thematic cluster, was established to retrieve and monitor data produced by the Thematic Projects. Within this activity, MedWaves leads the Thematic Working Group on the Industrial Transition cluster with a total of seven TPs.

The assignment aims to support the Community4Innovation partner ARC-MedWaves in a) the development of a white paper, which capitalises the solutions implemented by the TPs to inform policy processes, and b) three

policy briefs discussing cross-cutting policy challenges tackled by the TPs ISE mission.

In this context, the main objectives of the assignment are to:

- Conduct desk research and coordinate with MedWaves and, where needed, with the thematic projects and TWG Leaders and supporters to identify one or more common solutions, core to the White Paper, as well as three cross-cutting policy challenges addressed by the ISE Mission for the development of three policy briefs.
- With guidance and support of MedWaves, drafting of a White Paper on industrial transition, and three policy briefs, supported by a clear methodology and theoretical framework.

Expected Start Date: June 2026

3. DESCRIPTION OF WORK

In the framework of this assignment, the international technical expert shall undertake the following tasks leading to the culmination of the white paper and three policy briefs:

a) Preparation of the policy material and analysis

This task involves preparatory analysis and desk research to identify commonalities among Thematic Projects (TPs) from the Industrial Transition cluster for the development of a white paper, and identify three policy challenges cross-cutting to the ISE mission thematic clusters for the development of the three policy briefs, with guidance and support from MedWaves.

This also includes coordination with MedWaves, partners from the Thematic Projects, and other C4I Thematic Working Group leaders.

b) Drafting of the policy material

This task includes drafting the white paper and policy briefs, as well as providing support for data visualization and presentation.

1) White Paper:

With support from MedWaves, the drafting of the white paper will follow a pre-designed template provided by the Mission and will be supported by the data collected in a tracker matrix during the Thematic Working Group of the Industrial Transition cluster. A total of five TWG sessions have been organised, each addressing a specific section of the White Paper.

The white paper will include the following sections and should not exceed 20 pages including tables and figures:

- Executive summary
- Introduction
- Challenges
- Regional contexts (an overview of the pilot sites of the different thematic projects within the cluster)
- Proposed solution(s): common solutions, taking into account the solutions tested by the thematic projects
- Benefits
- Call to action
- Conclusions

Particular relevance will be given to the “proposed solution(s)” section.

2) Three policy briefs:

The 23 Thematic Projects that comprise the ISE Mission, clustered into four thematic areas, address different policy challenges.

This task includes identifying, with the support and guidance of MedWaves, three cross-cutting policy challenges for the development of a one-page policy brief, to be used to inform relevant policy processes.

Deliverables:

1. White paper on Industrial Transition
2. 3 policy briefs

4. DELIVERABLES AND CALENDAR

Deliverables:

	Deliverable	Deadline
1.	White Paper	November 2026
2.	Three Policy Briefs	1 st September 2 nd October 3 rd November 2026

5. MEANS AND MODALITIES OF WORK

- The Technical Service Provider will start the work after the validation of the offer by the contractor, anticipated to be completed by December 2026.
- Throughout the project, consistent communication channels will be upheld with MedWaves.
- The Technical Service Provider will work with his/her own means remotely.
- English will serve as the primary language for communication and submission of deliverables.

6. ELIGIBILITY

Applicants must fulfill the following requirements:

- Language proficiency in English (oral and written) and excellent writing skills
- Proven expertise in Interreg environment and EU-funded projects
- Academic background and professional experience in circular economy, Just Transition and sufficiency, climate change mitigation, industrial transition, environmental studies, sustainable development, Blue and Green Economy
- Knowledge of Mediterranean stakeholder ecosystem as well as Mediterranean context and challenges

- Experience in drafting policy papers and policy processes, particularly to the EU
- Solid experience on advocacy and public policy
- Be able to comply with national fiscal context and rules for receipt of international funds from Spain
- Excellent communication skills and ability to collaborate effectively with clients.
- Proven track record of delivering high-quality projects within specified timelines
- 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
- Knowledge and experience in the implementation of social justice criteria and gender perspective in green transition projects will be considered as an asset

7.HOW TO APPLY AND SELECTION PROCESs

Candidates should submit the following documents:

1. **Technical offer** (maximum 2 pages): the Technical Service Provider should develop a proposal, outlining the approach to the assignment and methodology, taking into account the deliverables listed above.
2. **Financial offer**: the Technical Service Provider should state a lump sum for costs related to each of the deliverables listed above. Offer must include applicant's VAT number or TAX ID

Important: The maximum amount per offer is 13.999€ (all taxes included)

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: Financial offer and invoices must be submitted with all national taxes included.

3. **Profile and project references** (maximum 2 pages): the expert should submit a brief professional background, including project and publication 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 Sarai MATILLAS (saraimatillas@gencat.cat) and Alessandro MIRAGLIA (amiraglia@gencat.cat) with the subject "Policy_C4I_Interreg Euro-MED" **before 24 May 2026, midnight (CET)**.

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

Points	Criteria
Maximum 30 points	Technical Offer
Maximum 20 points	Financial Offer

Maximum points	50	Profile and Project References
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The Contractor may contact candidates to convene an interview to facilitate the evaluation. If you have questions concerning these ToR, please contact: saraimatillas@gencat.cat and amiraglia@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: 50%
- Submission and approval of deliverables 2: 50%

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

From:
Name: XXXXXX
Address: XXXXXXXXXXXXX
Country: XXXXXXXXX
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° xxxxxxxxx

- 1) **Objective:**

- 2) **Tasks description:**

- 3) **Implementation schedule**

- 4) **Budget**

- 5) **Bank Details**

