



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

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**Terms of Reference (ToR)  
for the technical assistance to support HORECA sector companies in  
reducing single-use plastics in Djerba, Tunisia.**

**1. ABOUT MEDWAVES**



Mediterranean  
Action Plan  
Barcelona  
Convention



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 *Marine Litter Med* project, funded by the EU, supports UNEP/MAP (United Nations Environment Programme / Mediterranean Action Plan) – Barcelona Convention and its Contracting Parties in their efforts to prevent and manage marine litter through the implementation of the Regional Plan adopted at COP18 (Istanbul, 2013).

In this context, **MedWaves**, UNEP/MAP Regional Activity Centre for Sustainable Consumption and Production (based in Barcelona, Spain), is responsible for the output: **“Assessing the contribution of tourism to land-based marine litter generation in three selected countries in the Southeast Mediterranean.”**

## 2. OBJECTIVE

In Tunisia, MedWaves has designed actions to mobilize HORECA sector companies (hotels, restaurants, cafés) in areas of Djerba to effectively reduce their consumption of **single-use plastic products (SUPPs)** through prevention and reduction measures.

Single-use plastics include items designed for one-time use before disposal or recycling, such as plastic bags, food packaging, bottles, straws, containers, cups, and toiletry products commonly used in HORECA establishments. These items often become waste and contribute to pollution, eventually reaching rivers and the sea and releasing toxic substances during decomposition.

The “**Low Plastic Zone**” initiative aims to build a community of businesses committed to progressively eliminating the most common single-use plastics found during clean-ups in Djerba.

The project builds on a previous phase where support tools for businesses were developed and institutions endorsed the “Low Plastic Zone Charter.”

### 3. DESCRIPTION OF WORK

To implement a Low Plastic Zone in Tunisia, the technical service is structured into **four components**:

#### **Component 1: Coordination and Collaboration**

Ensure regular coordination with MedWaves and relevant stakeholders to align implementation, validate progress, and facilitate engagement with target businesses.

#### **Component 2: Communication materials**

Development of visual and communication materials to support the engagement process and document results (e.g. photographs, visibility materials, etc.).

#### **Component 3: Engagement of HORECA Businesses**

At the beginning of the assignment, the consultant will develop a **HORECA business database** in Djerba to support the identification and selection of target establishments.

Prior to the start of the Low Plastic Zone implementation, the Voluntary Commitment must be signed by all selected businesses, as this will enable the commencement of the audits and the development of the corresponding action plans.

#### **Component 4. Technical support to HORECA establishments in Djerba to reduce single-use plastics.**

For each participating establishment, the consultant will implement the full process including:

- First diagnosis audit (baseline assessment of SUPP consumption)
- Second diagnosis audit (follow-up and identification of improvements)
- Collection of supporting materials (e.g. photographs, evidence of measures implemented)

The objective is to successfully complete this full process with up to 18 establishments.

#### **Component 5: Systematization and reporting**

Preparation of a final report capitalizing the experience, including:

- Summary of the local context, legislation on plastics, and waste management.
- Summary of results per establishment

- Aggregated results and global impact (e.g. reduction of plastics, types of measures adopted)
- Key lessons learned and recommendations for replication

### **Component 6: Gender perspective and just transition approach**

The consultant will integrate a gender perspective and a just transition approach throughout the implementation of the project. This will be operationalized through the definition and collection of specific indicators at establishment level, which will:

- Enable the identification of gender-related aspects in the use, management and substitution of single-use plastics
- Inform the development of action plans that incorporate gender-sensitive and inclusive measures
- Contribute to the capitalization of knowledge on gender and just transition within the project

## **4. DELIVERABLES AND CALENDAR**

This assignment follows a performance-based delivery model, where deliverables are linked to each HORECA establishment that successfully completes the full process.

### **Deliverables**

#### Deliverable 0 (initial):

- HORECA business database in Djerba (to be delivered at the beginning of the project)

#### Deliverables 1–18 (repeated per establishment):

For each HORECA establishment successfully engaged and supported, a complete documentation package (“deliverable pack”) will be submitted, including:

- Signed commitment
- First diagnosis audit report
- Second diagnosis audit report
- Supporting communication materials (e.g. photographs)

Each of these packages will be considered as one deliverable unit.

#### Final Deliverable:

- Final report compiling and analysing all results, including quantitative and qualitative outcomes of the intervention.

### **Calendar**

The assignment is expected to run from contract signature until December 2026. Deliverables will be submitted progressively as each establishment completes the full process. The final report will be submitted at the end of the assignment.

## 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 2026. The engagement is expected to continue until the end of December 2026.
- Throughout the project, consistent communication channels will be upheld with MedWaves 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.
- Applicants must have a good knowledge of the HoReCa sector in Djerba.
- They should also have expertise in reducing plastic consumption and knowledge of sustainable alternatives.
- 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 2 pages): the consultant should develop a proposal, explaining the methodology, considering 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 7.438€ (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: 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 Matías Ibañez (matiasibanez@gencat.cat) and Laura Bordera (laurabordera@gencat.cat) with the subject "Low-Plastic Zone Djerba" **before 3<sup>rd</sup> July 2026, 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 30 points	Technical Offer
Maximum 20 points	Financial Offer
Maximum 50 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: laurabordera@gencat.cat or matiasibanez@gencat.cat.

## 8. SELECTIONS AND PAYMENTS

This contract follows a results-based payment scheme, linked to the successful completion of work per HORECA establishment.

- A unit value of approximately €400 is assigned per establishment that completes the full process (commitment, two audits and supporting materials).
- Payments will only be made for completed and validated deliverable packs corresponding to each establishment.
- The maximum target is 18 establishments, without guarantee of full completion if targets are not reached.

Additionally:

- The HORECA business database will be included in the first invoice, as per the initial payment arrangement agreed in the contract.
- The final report will be included in the last invoice of the year, upon validation by the Contractor.

Payments will be made within 60 days after reception and validation of the invoice by the Contractor.

The Contractor is not responsible for banking costs or currency exchange variations.

# Annex: Offer template and bank form

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**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**



