



MedWaves, the UNEP/MAP Regional Activity Centre for SCP

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**Terms of Reference (ToR)
for a participatory process for Low Plastic Zones (LPZ) in Montenegro HORECA Sector**



Mediterranean
Action Plan
Barcelona
Convention



GOBIERNO
DE ESPAÑA

VICPRESIDENCIA
TERCERA DEL GOBIERNO
MINISTERIO
PARA LA TRANSICIÓN ECOLÓGICA
Y EL RETO DEMOGRÁFICO



**Generalitat
de Catalunya**

1. ABOUT MEDWAVES

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 and the Stockholm Convention on Persistent Organic Pollutants. It provides technical assistance and financial support to policymakers, industries, entrepreneurs, and civil society in the field of Sustainable Consumption and Production (SCP) and Circular Economy.

MedWaves is responsible for implementing actions under the UNEP/MAP Programme of Work, including Activity 4.2.6 *Support the implementation of the SCP Regional Action Plan and the incorporation of the new provisions in the UN legally binding instrument on plastic pollution (Plastic Treaty) across the Mediterranean region.*

This assignment focuses on supporting the transition towards Low Plastic Zones (LPZ) in the HORECA sector, incorporating a gender perspective and participatory methodologies.

2. OBJECTIVE

The objective of this contract is to design and implement a participatory process to:

- Define the problem related to waste management and single-use plastics (SUPs) in the HORECA sector in Montenegro
- Conduct a diagnosis integrating gender perspectives and stakeholder insights
- Develop a structured action plan and policy recommendations
- Ensure that gender inequalities linked to plastics and waste management are addressed

The process aims to generate actionable, inclusive, and evidence-based recommendations for reducing plastic use and improving waste management practices in the HORECA sector.

3. DESCRIPTION OF WORK

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

ACTIVITY 1: PREPARATION PHASE

- Definition of the problem and the context of action based on:
 - Existing data and previous initiatives
 - Identified gaps in waste management and SUP use
- Development of a communication and participatory strategy together with MedWaves.

- Strengthen the existing stakeholder mapping by identifying new key actors and relevant roles for the implementation of the planned actions.

This phase ensures identification of relevant actors (including women workers, informal recyclers, SMEs, and public authorities) and sets the basis for an inclusive process.

Deliverables:

D.1 Report on the context of intervention, the methodology of the process, and the stakeholders involved.

ACTIVITY 2: DIAGNOSIS

- Organisation and execution of focus groups with:
 - HORECA workers
 - Business owners
 - Informal waste workers
 - Public administration
 - Civil society
 - or other stakeholders to be considered

The methodology for facilitating the focus groups will be based on the logical framework approach. Therefore, the problem tree will need to be used for each session. Depending on availability and organizational feasibility, the groups may be held online or in person.

- Analysis of collected data together with MedWaves.
- Drafting of a diagnostic report (including a summarized version in English) together with MedWaves.

The diagnosis must integrate gender dimensions such as: division of labour, occupational risks and exposure, governance and representation gaps, socio-economic inequalities, health impacts of plastics.

Deliverables:

D2. Copies of the problem trees, recordings of all focus groups, and transcription of the recordings in English.

D3. List of participants for each group, disaggregated by gender.

D4. Report prepared jointly with MedWaves on the situation of single-use plastics, based on the participatory process. The report must be designed in accordance with MedWaves' visibility guidelines, which will be provided by the Centre. This deliverable will also include a summary

version highlighting the main findings, to support the work with participants involved in the process during the second phase of the project.

ACTIVITY 3: ACTION PLAN AND POLICY GUIDANCE

Co-organize a national workshop to which participants from the focus groups, as well as other relevant stakeholders, will be invited. During the workshop, the main results of the previous diagnosis will be presented, and the second phase of the logical framework approach—the objectives tree—will be carried out. For this purpose, the following elements will be considered in the facilitation process:

- The methodology to be used will be participative (World Café Methodology).
- The aim will be to define strategic objectives and the actions needed to achieve them. These actions will specify who should implement them, as well as how, when, and where.
- The facilitation process will ensure that all voices are represented and that gender parity is respected.

The content of the session will lead to the development of an action plan and policy recommendations. The contracted organization may contribute to the final report of recommendations and action plan.

The national workshop will take place in mid-December.

Deliverables:

D5. Materials from the workshop: recordings of the discussions at the different tables and transcription of the recordings in English. Digital copies of the objectives trees developed at each table, as well as the action sheets transcribed.

D6: List of participants for each group, disaggregated by gender.

D7. Report prepared jointly with MedWaves on the conclusions and policy recommendations that emerged from the workshop and as a result of the participatory process.

4. DELIVERABLES AND CALENDAR

The expert/consultant will start the work after the validation of their offer by the contractor. The timelines presented here may vary if formally requested or approved by the contracting party.

Activity	Deliverable	Deadline
1	D.1 Report on the context of intervention, the methodology of	Last week of August 2026

	the process, and the stakeholders involved.	
2	D2. Copies of the problem trees, recordings of all focus groups, and transcription of the recordings. D3. List of participants for each group, disaggregated by gender. D4. Report prepared jointly with MedWaves on the situation of single-use plastics, based on the participatory process.	Late October 2026
3	D5. Materials from the workshop: Recordings of the discussions at the different tables and transcription of the recordings, digital copies of the objectives trees developed at each table, as well as the action sheets transcribed. D6: List of participants for each group, disaggregated by gender. D7. Report prepared jointly with MedWaves on the conclusions and policy recommendations that emerged from the workshop and as a result of the participatory process.	Mid-December 2026

Regular calls will be organized with the Contractor.

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 the 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.

6. ELIGIBILITY

Applicants must fulfill the following requirements:

- Be an individual consultant or organization 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.
- Solid experience on participatory processes and stakeholder engagement.
- Experience in circular economy and plastic reduction.
- Experience in gender mainstreaming.
- 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.

7. HOW TO APPLY AND SELECTION PROCESS

Candidates should submit the following documents:

1. **Technical offer** (maximum 3 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 14.000 € (all taxes included)

Important information regarding the consideration of the added-value tax (VAT)

1. 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.
2. 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.
3. 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 “Application for technical assistance in Montenegro” **before 12th 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 40 points	Technical Offer
Maximum 20 points	Financial Offer
Maximum 40 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

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: 10%
- Submission and approval of deliverables related to Activity 2: 54%
- Submission and approval of deliverables related to Activity 3: 36%

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: XXXXXXXXXXXXXXX
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° xxxxxxxxxxx

- 1) **Objective:**

- 2) **Tasks description:**

- 3) **Implementation schedule**

- 4) **Budget**

- 5) **Bank Details**

