



**Consultancy for the survey of best practices on policy instruments that support green and circular economy businesses, compilation of relevant information regarding EU countries and recommendations on regional policy measures in the Mediterranean
(International expert)**

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Regional Activity Centre for Sustainable Consumption and Production United Nations Environment Programme - Mediterranean Action Plan (SCP/RAC)
Regional Centre Under the Stockholm Convention on Persistent Organic Pollutants
Sant Pau Art Nouveau Site – Nostra Senyora de la Mercè Pavillion
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About the position

The Regional Activity Centre for Sustainable Consumption and Production (SCP/RAC) is seeking an international expert to assist with activities leading to the formulation of regional policy measures to support the development of green and circular businesses and to strengthen the demand for more sustainable products in the Mediterranean. The international expert will be primarily responsible for: (1) preparing a set of fact sheets for best practices on policy instruments that support green and circular economy businesses; (2) designing a methodology to assess the enabling environment for green and circular economy businesses in the Mediterranean; (3) compiling documentation for a rapid baseline assessment of the enabling environment for green and circular economy businesses in the EU Mediterranean countries; (4) interacting with regional consultants that will assess the enabling environment for green and circular economy businesses in other sub-regions of the Mediterranean; and (5) providing recommendations on regional policy measures (with a focus on small businesses in their start-up and growth stages). The duration of this home-based consultancy is estimated at eight months, with a significant portion of the effort required during the first four months.

About SCP/RAC

The [Regional Activity Centre for Sustainable Consumption and Production](#) (hereinafter SCP/RAC) 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 the 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. SCP/RAC 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, SCP/RAC fosters the introduction of solutions on eco-innovation, marine litter/plastic pollution prevention, circular economy and safe alternatives to toxic chemicals through the provision of advisory services, technical assistance, innovative training materials, networking services and accompaniment in the implementation of measures. SCP/RAC also leads a comprehensive support programme for the creation and development of green, circular business models and enterprises.

The Centre is based in Barcelona and it is legally hosted by the Catalan Waste Agency, a public service agency considered a reference organization in waste prevention and management and the promotion of circular economy.



About the SwitchMed initiative

The SwitchMed initiative aims to stimulate the creation of new and greater business opportunities and decent employment while reducing the environmental footprint of existing economic activities in the Southern Mediterranean. SwitchMed II is building upon the results of the first phase in order to further support and scale up the transition towards Sustainable Consumption and Production (SCP) practices which contribute to a green and circular economy in the region. To do so, the programme is using an integrated and comprehensive approach that targets and involves different actors, thereby addressing the transition at various levels.

The programme has a regional dimension and will continue to work in the eight countries of the Southern Mediterranean region, including Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Palestine and Tunisia. This region is greatly affected by many challenges including water scarcity, population growth and rapid urbanization, energy demand increase, environmental challenges and climate change. On the other hand, at global level, natural resource supply to the private sector is threatened by increased competition for the resources, whose shortage or high price volatility coupled with the new environmental and climate challenges, indicate that “business as usual” is no longer beneficial or advisable. Instead there is now a need and an opportunity for building new greener and dynamic business models as market pressure is becoming a key driver, along with enabling factors such as innovation, cooperation, control and incentive mechanisms.

Despite these challenges, the opportunities associated with the adoption of sustainable consumption and production practices have a clear link to supporting stabilization of the region through sustainable and inclusive economic development.

The SwitchMed initiative is a key action carried out under EU-funded regional cooperation with the Mediterranean region and will be implemented by UNIDO; UN Environment, Economy Division; and SCP/RAC of UNEP/MAP, in close coordination with DG NEAR and the EUDs in the beneficiary countries.

Capitalizing on the lessons learned from SwitchMed I, the project is structured around three main components:

- 1) Direct support to the private sector
- 2) Creation of an enabling policy environment
- 3) Coordination, networking and communication

By the end of the project, through the scaling up and wide dissemination of results already seen in SwitchMed I, phase II is expected to see an increased number of green business activities, enhanced competitiveness of the private sector by adoption of resource efficiency production strategies, and a more cohesive and enabling policy environment for a sustainable and circular economy.

Regional policy measures foreseen in SwitchMed II

SCP/RAC’s activities for SwitchMed II include the formulation of a set of regional policy measures to support the development of circular and green economy businesses in the Mediterranean, and to strengthen the demand for more sustainable products. The primary aim of these regional measures is to foster small businesses in their start-up or growth stages. Anticipated co-benefits of the measures include a strengthened enabling environment for sustainable business practices, and



greater consumer awareness about the environmental and social impacts of their consumption behaviors. The regional measures will be formulated to support the strategic objectives of the [Barcelona Convention and its Protocols](#); the [Mediterranean Strategy for Sustainable Development](#); and the [Regional Action Plan on Sustainable Consumption and Production in the Mediterranean](#).

The final set of regional policy measures foreseen in SwitchMed II will be developed with a bottom-up approach, through a series of consultations with a wide set of regional stakeholders and the Contracting Parties to the Barcelona Convention (21 riparian countries of the Mediterranean and the European Union). The regional measures developed through the stakeholder consultations will be submitted for consideration by the Contracting Parties to the Barcelona Convention at the 22nd Meeting of the Contracting Parties (COP 22) in December 2021.

As an input to this consultation process, SCP/RAC will prepare a set of initial recommendations on the regional measures to serve as a starting point for debate among the stakeholders. These recommendations will be formulated to reflect the different conditions in the sub-regions of the Mediterranean.

Approach for the assignment

SCP/RAC will recruit four consultants to assist with the formulation of this set of initial recommendations, one international expert and three regional experts. The work of the four experts will be conducted in parallel and will require interaction and collaboration among them, especially with respect to the formulation of recommendations on regional measures responding to the differing needs of countries in the sub-regions of the Mediterranean.

The experts will each be responsible for tasks corresponding to one of four groups of countries in the Mediterranean, as set forth in the following table:

Expert	Geographic coverage
International expert	Group 1 countries (EU Mediterranean countries): Croatia, Cyprus, France, Greece, Italy, Malta, Monaco, Slovenia and Spain
Regional expert I	Group 2 countries: Algeria, Morocco and Tunisia
Regional expert II	Group 3 countries: Egypt, Jordan, Lebanon and Palestine
Regional expert III	Group 4 countries: Albania, Bosnia and Herzegovina, Israel, Montenegro and Turkey

The final outputs of these related consultancies will be: (1) a set of fact sheets on best practices from around the world on policy instruments that promote enabling environments for green and circular economy businesses; (2) a regional baseline assessment with respect to enabling environments for green and circular economy businesses in the Mediterranean; and (3) recommendations for regional policy measures to enhance these enabling environments (with a focus on small businesses in their start-up and growth stages).

All four experts will attend two key stakeholder consultations to provide support to SCP/RAC during debates on the baseline assessments and the regional measures:



- A regional stakeholder consultation organized at [SwitchMed Connect](#) on 2 and 3 November 2020 in Rimini, Italy within the [ECOMONDO expo](#) (to be confirmed depending on the latest developments regarding COVID-19) ; and
- A consultation with national experts from the Mediterranean countries that will take place on 19 November 2020 in Barcelona, Spain, back-to-back with the [Circular Economy Hotspot Catalonia 2020](#) event.

The overall responsibilities of the international and regional experts are set forth below.

The **international expert** will:

- Research and prepare a set of fact sheets on best practices from around the world with respect to enabling environments of policies, legal and regulation frameworks, financial mechanisms and other instruments that promote/support green and circular economy businesses.
- Propose a methodology for a baseline assessment of enabling environments for green and circular economy businesses and consumer demand for sustainable products in the Mediterranean.
- Compile relevant documentation and undertake a rapid baseline assessment of the EU Mediterranean countries (Group 1 countries) with respect to enabling environments for green and circular economy businesses and consumer demand for sustainable products, and identify the main policy challenges facing green and circular economy businesses.
- Provide recommendations to the regional experts on how to leverage best practices to enhance the enabling environment for green and circular economy businesses in the different sub-regions of the Mediterranean.
- Recommend regional measures that could leverage the best practices to enhance the enabling environment for green and circular economy businesses in the Mediterranean (with a focus on small businesses in their start-up and growth stages) and strengthen demand for more sustainable products, from the perspective of the countries of Group 1 (EU Mediterranean countries).
- Prepare a document that summarizes the main messages/conclusions from the baseline assessments and that sets forth a complete list of the recommended regional measures. The international expert and the regional experts will collaborate as needed to develop the content of this document.

The **regional experts** will:

- Conduct an in-depth baseline assessment of the countries of Group 2 (Algeria, Morocco and Tunisia), Group 3 (Egypt, Jordan, Lebanon and Palestine) and Group 4 (Albania, Bosnia and Herzegovina, Israel, Montenegro and Turkey) with respect to enabling environments for green and circular economy businesses, and consumer demand for sustainable products. This will include the identification of: (i) drivers for the creation of new green and circular economy businesses and the adoption of more sustainable production approaches among existing businesses; (ii) the factors that are hindering the creation of green and circular economy businesses and adoption of sustainable business approaches, and their root causes; (iii) the level of consumer awareness about sustainable products and



their demand for these products; (iv) the main policy challenges facing green and circular economy businesses in these countries; and (v) examples of best practices from their assigned group of countries with respect to policy measures that are helping green and circular economy businesses overcome these challenges. The regional experts will conduct the baseline assessment for their assigned countries in accordance with an agreed methodology, to ensure harmonization with the other baseline assessments that will be undertaken in the Mediterranean.

- Collectively prepare an executive summary of the main findings of the baseline assessments for the countries of Groups 2, 3 and 4, including the identification of potential leverage points in the enabling environment where a small shift in policy or consumer behaviors could yield important benefits to green and circular economy businesses.
- Recommend regional measures to enhance the enabling environment in the countries of Groups 2, 3 and 4 for green and circular economy businesses (with a focus on small businesses in their start-up and growth stages), and to strengthen the demand for more sustainable products.
- Assist the international expert as needed with the preparation of a document that summarizes the main messages/conclusions from the baseline assessments and that sets forth a complete list of the recommended regional measures.

A schematic overview of the process for the development of the baseline assessments and the regional measures is provided in Annex 1, including an indication of responsibilities of the experts.



Tasks of the international consultant

Under the overall supervision of SCP/RAC's Policy Team Leader, the **international expert** shall undertake the following tasks:

- A. Research and prepare a set of fact sheets on best practices from around the world with respect to enabling environments of policies, legal frameworks, financial mechanisms and other instruments that promote/support green and circular economy businesses, based on publicly available documentation. Each fact sheet should describe the challenge that prompted the development of the best practice, how the best practice was used to overcome this challenge, the measurable impact of the practice (e.g., number of new businesses created, increased market share for eco-labeled products, etc.), its scalability, as well as relevant information about the political, social and economic context and any regulatory and institutional constraints. A minimum of ten fact sheets should be prepared. The collection of fact sheets on best practices represents Deliverable 1.
- B. Propose a methodology for a baseline assessment of enabling environments for green and circular economy businesses and consumer demand for sustainable products in the Mediterranean. Once agreed with SCP/RAC, this methodology will be used by the international expert and the regional experts to ensure harmonized data collection for the baseline assessments foreseen in the various sub-regions of the Mediterranean. This methodology represents Deliverable 2.
- C. Compile relevant documentation to enable a rapid baseline assessment of the EU Mediterranean countries with respect to enabling environments for green and circular economy businesses and consumer demand for sustainable products, in accordance with the agreed methodology (Task B). This should include information on (i) drivers for the creation of new green and circular economy businesses and the adoption of more sustainable production approaches among existing businesses; (ii) the factors that are hindering the creation of green and circular economy businesses and adoption of sustainable business approaches, and their root causes; (iii) the level of consumer awareness about sustainable products and their demand for these products; (iv) the main policy challenges facing green and circular economy businesses in the Mediterranean countries of the EU; and (v) examples of best practices from the EU with respect to policy measures that are helping green and circular economy businesses overcome these challenges. Relevant recommendations from the EU on policy measures to support these businesses should be included. If possible, the expert should also identify potential leverage points in the enabling environment where a small shift in policy or consumer behaviors could yield important benefits to green and circular economy businesses. The expert will prepare a brief summary (no more than 5 pages) of the main findings of the review of the documentation compiled in support of this task. The summary of the rapid baseline assessment for the EU Mediterranean countries together with the list of the compiled documentation will constitute Deliverable 3.
- D. Recommend regional measures that could leverage the best practices (Task A) to enhance the enabling environment for green and circular economy businesses in the Mediterranean (with a focus on small businesses in their start-up and growth stages) and strengthen demand for more sustainable products, from the perspective of the EU Mediterranean countries. The recommended regional measures should be consistent with the priorities of the Barcelona Convention and its Protocols, the Mediterranean Strategy for Sustainable Development, and the Regional Action Plan on Sustainable Consumption and Production

in the Mediterranean. The regional measures for the EU Mediterranean countries represent Deliverable 4.

- E. Provide recommendations to the regional experts on how to leverage best practices to enhance the enabling environment for green and circular economy businesses in the other sub-regions of the Mediterranean. This will be accomplished through email exchanges and the organization of one or more teleconferences between the international expert and the regional experts, following completion of the baseline assessments for the countries of Groups 2, 3 and 4.
- F. Lead the preparation of a summary document that sets forth the main messages/conclusions from the regional baseline assessments and the complete list of the recommended regional measures. The regional experts will provide substantial support for this task, based on their respective deliverables (executive summary of the baseline assessments in the other sub-regions of the Mediterranean and the corresponding measures). The summary of the regional baseline assessments and the regional policy measures will constitute Deliverable 5.
- G. Support SCP/RAC throughout the stakeholder consultation process, including through participation in teleconferences, preparation of written feedback as required, and attendance at two key stakeholder events foreseen in late 2020¹. This task will include the inputs of the international expert to the final summary of the regional baseline assessment and the final set of regional measures.

Responsibility matrix

Although some key tasks/outputs of the four related consultancies will be prepared independently by a single expert, others will require a collaborative effort. A summary of the responsibility for each key task/output is provided in the matrix below.

	Responsibilities			
	(L: Leads; C-L: Co-Leads; P: Participates)			
Key tasks/outputs of the international expert and the regional experts	International expert	Regional expert I	Regional expert II	Regional expert III
Methodology for the baseline assessments	L	-	-	-
Fact sheets on best practices with respect to enabling environments	L	-	-	-
Rapid baseline assessment of countries of Group 1 (EU Mediterranean countries)	L	-	-	-
Baseline assessments and leverage points for countries of Group 2 (Algeria, Morocco and Tunisia)	-	L	-	-

¹ The expert does not need to include the cost of travel and daily subsistence allowance in the financial offer; this will be included as a separate item in the contract for services.

	Responsibilities (L: Leads; C-L: Co-Leads; P: Participates)			
	International expert	Regional expert I	Regional expert II	Regional expert III
Key tasks/outputs of the international expert and the regional experts				
Baseline assessments and leverage points for countries of Group 3 (Egypt, Jordan, Lebanon and Palestine)	-	-	L	-
Baseline assessment and leverage points for countries of Group 4 (Albania, B&H, Israel, Montenegro and Turkey)	-	-	-	L
Executive summary of baseline assessments in countries of Groups 2, 3 and 4	-	P	L	P
Formulation of measures for countries in Groups 2, 3 and 4	P	C-L	C-L	C-L
Formulation of measures for countries of Group 1	L	-	-	-
Compilation of measures for the countries of Groups 2, 3 and 4	-	P	L	P
Summary of key findings of the regional baseline assessments and compilation of regional measures	L	P	P	P
Inputs to the final summary of the regional baseline assessment and the regional measures	P	P	P	P

Estimated effort

	Task	Estimated percentage of assignment
A	Fact sheets on best practices (Deliverable 1)	45%
B	Methodology for the baseline assessments (Deliverable 2)	5%
C	Compilation of documents and brief summary of the baseline assessment of the EU Mediterranean countries (Deliverable 3)	20%
D	Recommendations on measures for EU Mediterranean countries (Deliverable 4)	10%
E	Recommendations to regional experts	10%
F	Preparation of the summary of the main messages/conclusions from the regional baseline assessments and the full list of recommended regional measures (Deliverable 5)	5%
G	Support to SCP/RAC during and after the stakeholder consultations	5%

Schedule for deliverables

Deliverable	Estimated deadline
Deliverable 1	Two months after start of assignment
Deliverable 2	One month after start of assignment
Deliverable 3	Three months after start of assignment
Deliverable 4	Four months after start of assignment
Deliverable 5	Five months after start of assignment

Budget for the assignment

There is a maximum of 14.999,99 Euros available for this assignment.

Consultant profile

- Higher university education (minimum of a Masters' degree or equivalent) in natural sciences, social sciences, business/entrepreneurship, economics, political sciences or related field. A minimum of five years of equivalent experience may be accepted in lieu of higher university education.
- Demonstrated experience in the analysis of socioeconomic or environmental problems, and in the formulation of actions to mitigate these kinds of problems.
- Knowledge of the policy, institutional and legal framework of the European Union related to green and circular businesses is essential; comparable knowledge of the Mediterranean region would be an asset.
- Strong methodological skills.
- Strong writing skills in English.
- Language skills: Fluency in English, good command of French would be an asset.

Location

This is a home-based assignment, however, frequent communications with SCP/RAC will be carried out using teleconferences and other electronic means. In addition, the expert will be required to travel to two stakeholder consultation meetings in 2020. The cost of the expert's participation in the two stakeholder consultations (in Rimini, Italy and Barcelona, Spain) will be covered by SCP/RAC according to the rules of the SwitchMed project.

Application procedure and deadline

Applicants will submit a proposal package for the assignment including:

- Applicant profile and project references of relevance to the assignment (two pages maximum).
- The résumé(s) of the proposed personnel for the assignment.
- A proposal for the assignment including:
 1. A technical offer (three pages maximum) describing the proposed approach for researching best practices from around the world (Task A); the methodology for



conducting the baseline assessment (Task B); and for the compilation of documents for determining baseline conditions in the EU countries of the Mediterranean (Task C).

- 2. A financial offer.

A template for the proposal is provided in Annex 2.

Important: The header of the **technical and financial offers** must clearly note the candidate's data (Name, address, country, telephone, email and fiscal identity number or other official number) and those of the Contractor: « Regional Activity Center for Sustainable Consumption and Production / Agència de Residus de Catalunya / Carrer Dr. Roux nº 80 / 08017 Barcelona, Spain / NIF: **Q-5856373-E** ».

There is a maximum of € 14,999.99 available for this assignment.

- The banking form provided in Annex 3, duly completed by the applicant.

Proposal packages should be prepared in English or French and sent via email to matthew.lagod@scprac.org with copy to mouters@scprac.org with the subject line "SwitchMed – International expert for regional policy measures." Proposals will be accepted until midnight (Central European Time) on 17 April 2020. All applicants will receive an email to confirm receipt of their proposal.

Selection criteria and notification

Proposals will be evaluated according to the following criteria:

Points	Criteria
Maximum 50 points	Quality of the proposed approach to achieve the objectives of the Tasks A, B and C (technical offer)
Maximum 30 points	Profile and project qualifications
Maximum 20 points	Financial offer

Only short-listed applicants will be contacted for a phone interview. The successful candidate will be notified by email about their selection for the assignment.

Payments

The payment schedule is the following:

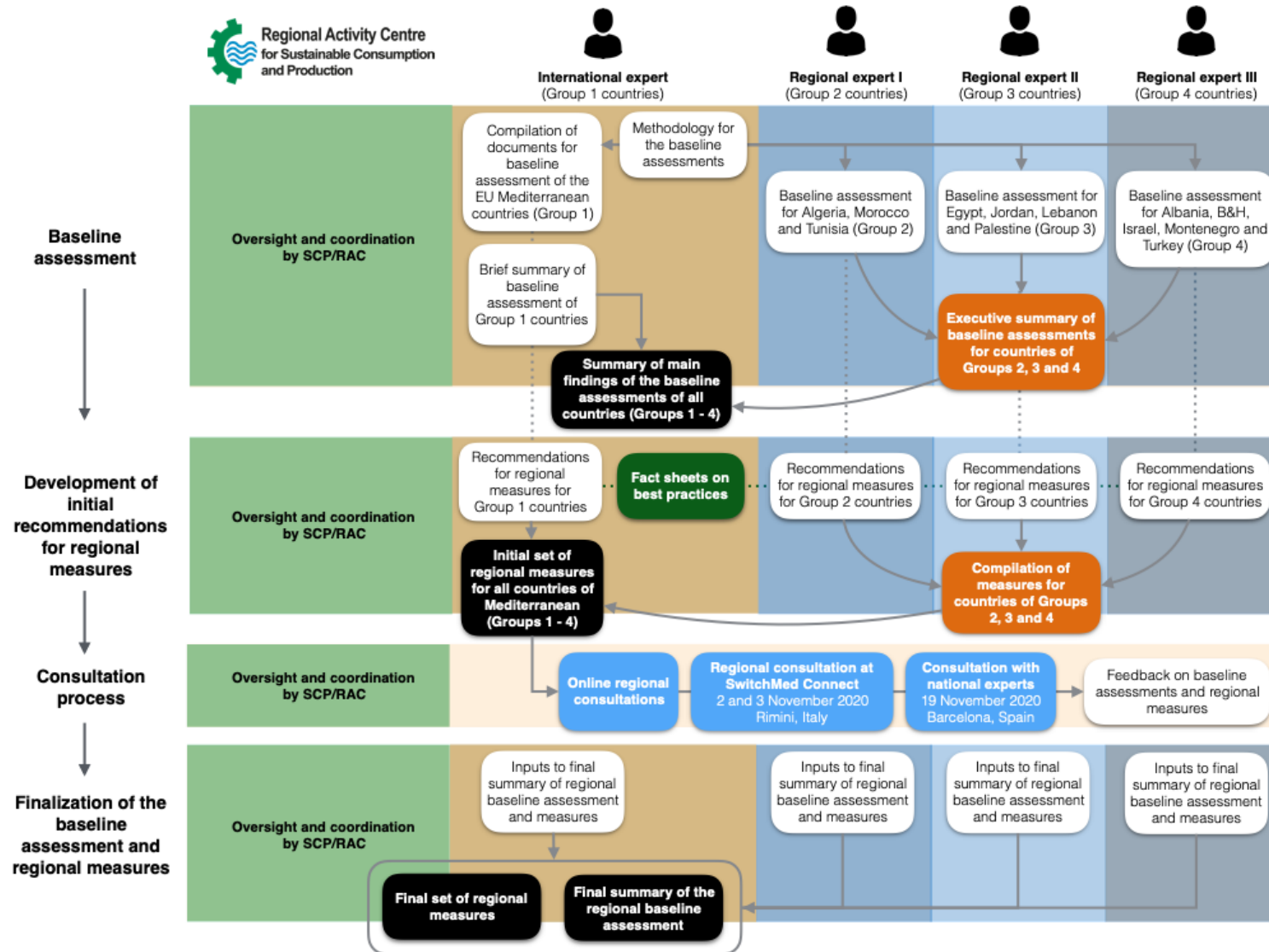
- Submission and approval of Deliverables 1 and 2: 50% of the contract value
- Submission and approval of Deliverables 3, 4 and 5: 50% of the contract value

Payments will be processed within 60 days of receipt and validation of the invoice. The Contractor is not responsible for banking costs that might be applied by the consultant's bank, or for fluctuations in currency exchange rates.

Annex 1

Schematic overview of the process for the development of the baseline assessments and the regional measures

Figure 1 Development of the baseline assessments and the regional measures, including responsibilities of the international and regional experts



Annex 2

Proposal template

From:

Name: XXXXXX

Address: XXXXXXXXXXXXX

Country: XXXXXXXXX

Phone:

VAT nº or Tax ID: xxxxxx

To:

Regional Activity Centre for Sustainable Consumption and Production

Agència de Residus de Catalunya

C/Dr. Roux núm. 80

08017 Barcelona, Spain

NIF: Q-5856373-E

1) Technical offer

The proposed approaches for:

- a. Researching best practices from around the world (Task A).
- b. The criteria for the methodology of the baseline assessment (Task B).
- c. The compilation of documentation for determining baseline conditions in the EU countries of the Mediterranean (Task C), with preliminary details on potential data sources and an estimate of the availability of data to document the requested elements for the baseline.

2) Financial offer

- a. Statement of the proposed personnel, their daily rates and the estimated number of working days for the assignment (1 day = 8 working hours), as well as any other proposed expenses related to their work.

Annex 3

Applicant's bank details

