

Assignment supported through the Cooperation Agreement between UN Environment and the Italian Ministry for Environment, Land and Sea Protection (IMELS)



Regional Activity Center for
Sustainable Consumption and Production (SCP/RAC)
UN Environment/ Mediterranean Action Plan

Sant Pau Art Nouveau Site – Nostra Senyora de la Mercè Pavillion
Carrer Sant Antoni Maria Claret, 167.
08025 Barcelona (Catalonia) Spain
T. +34 93 553 87 86
F. 34 93 553 87 95
<http://www.scprac.org>

Terms of Reference (ToR) for the selection of a business support organization to organize a regional challenge for the prevention and reduction of single-use plastic packaging in the food and beverage sector

Activity developed in the framework of the MAP PoW 2018-2019, supported through the Cooperation Agreement between UNEP/Mediterranean Action Plan and IMELS (Italian Ministry for Environment Land and Sea Protection)

Background

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 UNEP/Mediterranean Action Plan (hereinafter UNEP/MAP)¹, the programme of UN Environment established to support the member countries of the Barcelona Convention. Under that institutional framework, SCP/RAC has an official mandate from the countries as centre that engages in international cooperation with Mediterranean countries on development and innovation in the business sector.

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.

A Cooperation Agreement between UNEP/Mediterranean Action Plan and the Italian Ministry for Environment Land and Sea Protection (IMELS); hereinafter referred to as the Cooperation Agreement; was signed in September 2016 providing for a framework of cooperation to support the implementation of the UNEP/MAP Mid-Term Strategy 2016-2021. The Cooperation Agreement focuses on 4 main Components, one of which is the enhancement of marine litter management. In this respect, financial support has been provided by the IMELS for the implementation of a number of activities included in the UNEP/MAP Programme of Work (PoW) 2018-2019, adopted by the Contracting Parties to the Barcelona Convention in their COP 20 (Tirana, Albania, December 2017).

In this context, under the PoW Activity “2.5.2.1. Conclude the Pilots on FfL and Adopt a beach in at least 7 countries removal/reduction and ML prevention (SCP) pilot projects with support from the EU funded ML Project and Cooperation Agreement with Italy”, SCP/RAC is organising a regional business challenge aiming at reducing and preventing single-use packaging in the food and beverage sector.

This activity is part of the overall portfolio of activities led by SCP/RAC with support from both IMELS and EBRD², with the objective of *Improving the policy framework and engaging with the food & beverage industry in Albania, Bosnia and Herzegovina and Montenegro for tackling plastics packaging value chains in a circular economy*. This set of activities aims at contributing

¹ <http://www.unep.org/unepmap/>

² European Bank for Reconstruction and Development

to the identification and prioritization of preventive measures that tackle plastic packaging in the food and beverage (F&B) industry³, by:

- Improving the relevant policy framework
- Strengthening the engagement of businesses and business support organizations (BSOs).

Plastics and plastic packaging are a valuable resource that brings numerous benefits to modern society and they have become an integral and important part of the global economy. According to the Ellen McArthur Foundation, plastic production has exponentially increased, from 15 million tons in 1964 to 311 million tons in 2014, and it is expected to double over the next 20 years. Today, plastic packaging is the largest application of plastics - it represents 26% of the total volume of plastic used. Globally, 95% of plastic packaging material value, estimated at EUR 70-105 billion annually, is lost to the economy after a very short first use-cycle.

Each year, at least 8 million tons of plastics end up in the ocean⁴. Marine litter is a growing problem that has attracted significant public attention over recent years. In the Mediterranean sea, the concentration of marine litter is comparable to that found in the 5 gyres, and plastic comprise up to 95% of the waste accumulated on shorelines, the sea surface or the sea floor⁵. In addition to the impacts on the marine environment, there is a growing recognition that plastic waste does not affect only the marine ecosystems but also imply considerable land-based challenges. According to Eunomia, nearly 60% of the plastic waste generated in the EU in 2015 came from packaging, out of which a very high proportion is food and beverage packaging. The trend is towards a significant increase, for example, Smithers Pira estimates that Europe will consume more than 900 billion items of packaged food and drink annually by 2020. In particular, the retail sector is seeing strong packaging penetration rates, growing from 63.0% in 2010 to 66.0% in 2014, with key areas including fresh fruit and vegetables, fresh meat and fish, chilled foods and baked products.

It is therefore of utmost importance to include policy makers, industry and business community in a multi-stakeholder dialogue to identify challenges and specific actions on the issue of plastics ending up as marine litter. The F&B industry is a key stakeholder in providing innovative and transformational solutions to the problem of plastic waste, while also affecting the policy set-up within and around their operations. Moreover, it is an aggregator and multiplier for best practices, in view of its work with supply chain partners and industry associations to explore different packaging solutions that create a circular economy for plastic packaging.

³ For the purposes of this assignment, the definition of “F&B industry” shall include the chain from primary food/beverage processing, distribution, wholesale and retail.

⁴ World Economic Forum (2016) The New Plastics Economy: Rethinking the future of plastics. Available online at: http://www3.weforum.org/docs/WEF_The_New_Plastics_Economy.pdf

⁵ UNEP/MAP (2015). Marine Litter Assessment in the Mediterranean 2015. UN Environment/Mediterranean Action Plan.

That is why the F&B industry is a central stakeholder group for the purposes of this assignment.

Objective

The objective of this consultancy, within the overall SCP/RAC-led set of activities included in the MAP PoW 2018-2019, is to **organize and implement a business challenge aiming at finding innovative solutions to reducing the amount of plastic waste generated by single-use packaging or over-packaging in the F&B sector, as well as increasing the circularity of the F&B plastic packaging across the value chain.** The challenge should target the three participating countries, namely Albania, Bosnia&Herzegovina and Montenegro and will end with the selection of at least one initiative. The award to the selected candidate should be proposed in a way that it offers tailored incubation. After the incubation process, the beneficiary should have increased the capacities and position in the market to apply/scale up the business solution.

In particular, the challenge should address these priorities, identified as hotspots in previous SCP/RAC led activities:

- Reduce the amount of plastic packaging used in the F&B sector across the value chain, including primary, secondary and tertiary packaging.
- Decrease the need for plastic packaging in the F&B sector by e.g. shortening supply chains
- Increase the circularity of (plastic) packaging by:
 - o Re-use packaging for the same purpose
 - o Re-use of packaging for other purposes
 - o Improving collection and recycling

The solutions may include, but are not restricted to:

- Response to packaging needs: re-design considering circular economy principles and life cycle assessment.
- Replacement of single-use plastic items by more eco-friendly solutions.
- New/reinforce business models allowing for F&B packaging re-use or industrial symbiosis with other sectors
- Initiatives that foster collaboration across the plastic packaging value chain resulting in increased collection and recycling

The typology of the challenge's target should be open to different maturity levels, from ideas to SMEs. The applicants should be based in one of the three countries, or the solutions provided have a concrete impact on them.

This activity supports the implementation of the Regional Plan on Marine Litter Management in the Mediterranean, adopted in 2013 (COP 18, Decision IG.21/7) as well as the Regional Action Plan on Sustainable Consumption and Production in the Mediterranean adopted in 2016 (COP 19, Decision IG.22/5).

Description of work

The consultant shall undertake the following work:

Activity 1. Management of the call.

This activity shall include several tasks:

- Drafting of the challenge: preparation of the call, application form, rules and selection criteria, together with SCP/RAC
- Preparation of a dissemination strategy
- Publication of the call and dissemination
- Reception of applications and first eligibility check
- Assessment of applications following the agreed criteria, together with SCP/RAC and other jury members (to be jointly selected)
- Announcement of the awardee and dissemination

Activity 2. Definition of incubation needs.

Based on the information provided in the application form, the consultant shall propose a tailored made 4-months incubation process, which will be validated by SCP/RAC. The incubation may include mentorship, technical assistance, seed funding, access to market, access to finance, etc.

Activity 3. Provision of the incubation service.

The Consultant will be responsible for delivering the services agreed with SCP/RAC, in compliance with the validated budget. In particular, the Consultant will recruit needed external expertise to ensure the awardee's incubation process.

Activity 4. Participation at a promotion event

The Consultant shall ensure the participation of the awardee in a relevant event for the purpose of gaining visibility of the proposed solution, network with potential buyers or improve access to finance, among others.

Deliverables and timeline

The Consultant's team will start the work after the validation of their offer by the contractor.

Deliverable	Deadline
#1. Launch of the call for solutions.	4 weeks after contract notification
#2. Selection and dissemination of awardee.	12 weeks after contract notification
#3. Incubation program and planning	15 weeks after contract notification
#4. Report on incubation activities	15 th December 2019
#5. Report on the promotion event	15 th December 2019

All the deliverables will have to be presented in English and validated by the Contractor before moving to the next step of the assignment.

All activities should be completed by 15th December 2019, without any possible extension. The non-fulfillment of the deadlines, or low quality delivery, shall result in a budget reduction.

Means of work and eligible costs

Incubation services (including through subcontractors), organization of event, equipment, consumables, travel and personnel costs should be included as different budget lines. International travel related to the event will be covered by SCP/RAC (max. 2-3 people).

Regular calls will be organized with the contractor.

Eligibility

Applicants must fulfill the following requirements:

- Be an individual consultant, firm or association. Note: This ToR is not a subvention but a provision of services.
- Be able to comply with national fiscal context and rules for receipt of international funds.
- Have a bank account whose holder name must be the same as the applicant name.
- Partnership and subcontracting are allowed, provided that the legal applicant entity has a substantial role in implementing the assignment. The applicant will be the only legal entity with which the contract relation will be established.
- Academic background in business, environmental science, design or similar.
- Fluent communication in English (oral and written).
- Extensive experience in the targeted countries in particular related to innovation and support to entrepreneurs and businesses.
- Experience in international projects.

How to apply and selection process

Candidates should submit the following documents:

- 1) Technical proposal (maximum 4 pages): **The proposal should include, at least, the following elements:**
 - a. **Approach for the management of the challenge**
 - b. **Incubation services that could be mobilized, including previous provisions related to packaging and F&B sector. The expertise to be mobilized could be internal or external. The technical offer should include some references.**
 - c. **Outline of the event where the awardee could be marketed and promoted**
- 2) Profile and project references (maximum 2 pages): the consultant(s) should submit a brief explanation of the candidate, including CVs as annex, and project reference on the topic.

- 3) Financial offer: the consultant(s) should propose a budget per Activity and budget line, including at least: personnel dedication expressed in days (1 day = 8 working hours), incubation services (with breakdown per service), and costs related to the event.
- 4) Bank form filled in, signed and stamp by the bank (see form as Annex).

Offers must be sent to pfernandez@scprac.org with the subject "Business challenge - Balkans" before **3rd June, midnight (CET)**.

Important :

- The header of the **technical and financial offers** must clearly note the candidate 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 ».
- The maximum amount for this consultancy is **14.000 euro (all taxes included)**.

All candidates will be notified the reception of the offers.

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

Points	Criteria
Maximum 50 points	Quality of the technical offer to meet the work objectives
Maximum 25 points	Financial offer
Maximum 25 points	Profile and project qualifications

The Contractor may contact candidates to convene an interview to facilitate the evaluation

If you have questions concerning these ToR, please contact pfernandez@scprac.org.

Selection and payments

The winning 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:

- Validation of the offer: 70%
- Submission and approval of deliverables 3: 30%

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, nor for changes in currency exchange.

Annex: Offer template and bank form

From:

Name: XXXXXX

Address: XXXXXXXXXXXXX

Country: XXXXXXXXX

Phone:

VAT nº or Tax ID: xxxxxx

To:

Regional Activity Center for Sustainable Consumption and Production

Agència de Residus de Catalunya

C/Dr. Roux núm. 80

08017 Barcelona, Spain

NIF: Q-5856373-E

Offer nº xxxxxxxxx

1) Tasks description

- a. Approach for the management of the challenge**
- b. Incubation services that could be mobilized, including previous provisions related to packaging and F&B sector**
- c. Outline of the event where the awardee could be marketed**

2) Implementation schedule

3) Financial offer

4) Profile and references

