



**Regional Activity Centre
for Sustainable Consumption
and Production**

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

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Terms of Reference (ToR) for the selection of an international expert to provide technical assistance for the preparation of policy guidelines to address single use plastic items in the Mediterranean region.

Activity developed in the framework of the UNEP/MAP Programme of Work 2020-2021, with the financial support of the Mediterranean Trust fund and the EU funded WES project.

Warning: due to the current situation of the COVID19 and unpredictable future events, the activities described in these ToR could be adjusted in agreement with the selected expert.



Background

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 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.

Single use Plastic Items: Need and opportunity to tackle single use plastics.

Plastics are one of the main materials of the modern economy due to their multiple properties, applications and low cost. Their use has been growing exponentially since the 1950s, and is expected to double in the next 20 years¹. An important reason for this growth is the increase on the single use of plastics. Likewise, there is sufficient evidence today that the proliferation of plastics is having an unacceptable impact on the environment and our societies.

The Mediterranean Sea and coast have become one of the most marine litter-affected areas in the world². Plastics are the prevailing type, accounting up to 95-100% of total floating marine

¹ World Economic Forum, Ellen MacArthur Foundation and McKinsey & Company (2016). The New Plastics Economy — Rethinking the future of plastics. <http://www.ellenmacarthurfoundation.org/publications>

² UNEP/MAP (2017). 2017 Mediterranean Quality Status Report. https://www.medqsr.org/sites/default/files/inline-files/2017MedQSR_Online_0.pdf

litter and more than 50% of seabed marine litter. The Mediterranean Top-X marine litter items list that contributed to the 80th percentile of the total recorded items for the period 2016-2018 for each Country-Subregion, presented in the table below³, shows the importance in occurrence of single-use plastics (SUP), namely cigarette butts and filters; plastic caps and lids; drink bottles; crisps/packets/sweet wrappers/lolly sticks; and cotton bud sticks. According to EC (2018)⁴, evidence suggests that litter counts on beaches is a reasonable indicator of marine litter in general.

Item Code	Description	Top-X Score
G76	Plastic/polystyrene pieces 2.5 cm > < 50 cm	36
G27	Cigarette butts and filters	32
G21/G24	Plastic caps and lids (including rings from bottle caps/lids)	32
G7/G8	Drink bottles	22
G124	Other plastic/polystyrene items (identifiable) including fragments	18
G30/G31	Crisps packets/sweets wrappers/Lolly sticks	7
G95	Cotton bud sticks	7
G50	String and cord (diameter less than 1 cm)	6
G208a	Glass fragments >2.5cm	2
G200	Glass bottles (including identifiable fragments)	2

Source: UNEP/MAP (2019). Marine Litter Assessment: Updated Baseline Values and Threshold Values for IMAP Marine Litter Indicators. Regional Meeting on Pilot Projects and Assessment Tools for Marine Litter. UNEP/MED WG.476/3

Therefore, these facts call for action on single-use plastics in the Mediterranean region, which may not be limited to a top-x. It has to be noted that some microplastics, not included in the above characterisation table, should be also considered as single-use plastics (e.g. scrubbing agents in cosmetics, detergents, paints).

This Mediterranean call for action is in line with the global policy agenda that also placed SUP a key priority. UNEA4 held in May 2109 adopted a specific resolution on Addressing Single-use Plastic Products Pollution (UNEP/EA.4/L.10). There is a specific Ad Hoc Open-Ended Expert Group on Marine Litter and Microplastics established in 2017 (UNEA3) in response to Resolution UNEP/EA.3/Res.7 Marine Litter and Microplastics. Finally, 2 global partnerships are on-going and addressing with SUP challenges: the UNEP Global Partnership on Marine Litter and the recent Basel Convention Global Partnership on plastic waste.

Furthermore, many stakeholders and governments are already making progress in tackling SUP. A milestone can be found in one of the Barcelona Convention Contracting Parties, the EU, which adopted in June 2019 the Directive (EU) 2019/904 on the reduction of the impact of certain plastic products on the environment. Member States were already taking national action against single use plastic. For example, France banned plastic cups and plates, and Italy and France

³ UNEP/MAP (2019). Marine Litter Assessment: Updated Baseline Values and Threshold Values for IMAP Marine Litter Indicators. Regional Meeting on Pilot Projects and Assessment Tools for Marine Litter. UNEP/MED WG.476/3

⁴ EC (2018). COMMISSION STAFF WORKING DOCUMENT. IMPACT ASSESSMENT. Reducing Marine Litter: action on single use plastics and fishing gear. Accompanying the document Proposal for a Directive of the European Parliament and of the Council on the reduction of the impact of certain plastic products on the environment. SWD(2018) 254 final

banned plastic cotton buds. In non-EU countries actions is ongoing as well, for example, the Red Sea Governorate in Egypt banned all SUP. This provides a great momentum within the Convention to deal with SUP at the basin level.

SCP/RAC as a component of UNEP/MAP has been very active in tackling land-based plastic pollution, particularly on aspects such as plastic bags, food and beverage plastic packaging and extended producer responsibility. Two regional guidelines have been recently elaborated, i.e. the Guidelines to phase out single-use plastic bags (adopted by COP21 as Decision IG.24/11) and Guidelines to address single-use plastics through public procurement in the Mediterranean. This work provides for an extensive know-how to address SUP in the region. The Centre also provided technical support to southern Mediterranean countries to develop specific regulations.

Framework of the assignment of this ToR

During the 21st Meeting of the Contracting Parties to the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean, held in December 2019 in Naples (COP21), the MAP Program of Work for 2020-2021 (MAP PoW 2020-2021) was adopted and it includes an activity related to the preparation of SUP guidelines. This activity was requested by SCP/RAC Focal Points during their COP21 preparatory meeting held in May 2019.

Therefore, this assignment will feed into activity 2.2.1.2 of the MAP PoW 2020-2021: **develop or update technical guidelines on measures to reduce/ prevent single-use plastic items**. In this context, the SCP/RAC is expected to develop / prepare a set of technical guidelines on measures to reduce/prevent single use items, other than plastic bags. In addition, as proven through the elaboration of the other guidelines, it is of utmost importance to build technical capacity for the implementation afterwards at country level.

Prior to the elaboration of the guidelines document itself, work has to be carried out in terms of **analyzing the effects of different policy options, gathering information in the Mediterranean context, and raising countries awareness and capacity to address SUP**. This is the core of the assignment.

For more information, please refer to Annex I: “Concept note for the Policy guidelines to address single-use plastics (SUP) in the Mediterranean”.

Description of work

In the framework of this assignment, the international expert/consultant shall undertake the following activities.

Activity 1. Elaborating a baseline situation report/Information document for the preparation of the guidelines

The process for the development of the regional guidelines to reduce SUP items includes a report on the baseline situation regarding SUP in the Mediterranean, as well as potential policy measures and their effect. The objective of the document, called Information document in the governance system of the Barcelona Convention, is two-fold:

- To have a baseline situation in terms of production and consumption of SUP, covering to the extent possible the 21 Contracting parties of the Barcelona Convention. In order to complement existing information, specific research will be commissioned by SCP/RAC (see Activity 2), which must be incorporated into the Information document.
- To find out potential impacts that policy measures could have on particular SUP, particularly through the review of international cases where information on effects and impacts is available. Additionally, different contexts of Mediterranean countries shall be considered to account different levels of impact. Hence information gathered through Activity 2 must be used. Consequently, a tailored impact assessment should be conducted, e.g. through illustrative national cases.

Furthermore, this activity should build on existing information produced by the EU in drafting the Directive 2019/904 and the outcomes of the regional workshop (see Activity 3) shall be considered as appropriate.

Later on, SCP/RAC will use the information document to elaborate tailored guidelines for the Mediterranean region. A draft review process will be set up where the Consultant shall take part. Written comments and participation in a virtual meeting are expected.

Deliverables Activity 1:

- 1.1. Inception report. This should include a work plan, a preliminary list of contents for the information document and main sources to be consulted. Particular attention should be given to explain how the impact assessment will be done.
- 1.2. Final report: **Baseline situation of SUP in the Mediterranean and potential effect of policy measures**. This will serve as an information document for the SUP guidelines to be developed. For reference, the guidelines and information document concerning single-use plastic bags SUPB⁵ may be consulted, though the information document is

⁵ <http://www.cprac.org/ca/arxiu-de-noticies/generiques/guidelines-to-phase-out-single-use-plastic-bags-in-the-mediterranean-ad>

expected to be much more comprehensive using the information from the 3 participating countries. The report should include, but shall not be limited to:

- SUP items of concern in the Mediterranean region
- Available information on production and consumption in the Mediterranean region
- Alternatives and business models as response to SUP in the Mediterranean and beyond
- Current waste management practices in the Mediterranean, both for SUP and their alternatives
- Possible policy measures to tackle SUP: review of worldwide cases
- Impact assessment of policy measures, including socioeconomic and environmental aspects.
- Conclusions: way forward for elaborating regional guidelines

1.3. Written comments on the first draft of the guidelines document

1.4. Participation in a virtual review meeting

Activity 2. Defining the methodology to collect information in non-EU Mediterranean countries.

The research at country level, namely Morocco, Montenegro and Egypt, will be implemented by 3 national experts in order to gain knowledge on SUP of concern, their national production and use, and related socioeconomic information, among others.

In this context, the Consultant will be in charge of defining the methodology for this research and train the national experts through a webinar to implement it. The methodology must be agreed with SCP/RAC manager, upon which the national consultants will use it in each of the countries. They will be coordinated by the SCP/RAC project manager with the support of the consultant in order to ensure a harmonized approach.

In order to define the appropriate methodology, the Consultant should take into account that the 3 national consultants will dispose of approx. 30 days to conduct the national research. For reference, the specific ToRs for those assignments can be consulted [here](#).

In addition, the Consultant should use to the extent possible the approach adopted by the EC in preparing the Directive 2019/904 on the reduction of the impact of certain plastic products on the environment, taking into consideration the situation in selected countries in terms of data availability and reliability⁶.

⁶ See *COMMISSION STAFF WORKING DOCUMENT IMPACT ASSESSMENT Reducing Marine Litter: action on single use plastics and fishing gear Accompanying the document Proposal for a Directive of the European Parliament and of the Council on the reduction of the impact of certain plastic products on the environment. SWD/2018/254 final - 2018/0172 (COD)* for a comprehensive view on the process towards drafting the Directive.

Deliverables Activity 2:

- 2.1. Methodology to conduct the research at country level. Particular attention shall be given to socioeconomic information and data to be researched by national consultants in order to prepare the impact assessment within Activity 1.
- 2.2. Webinar for national consultants.

Activity 3. Expert input at the regional training on SUP.

The workshop will be led by SCP/RAC, in the framework of the EU funded WES project. The Consultant will be engaged in this process to bring its technical expertise on the topic, and suggest speakers/content as appropriate. Likewise, the Consultant is expected to participate to the regional training and present the preliminary content of the Information document, responses to SUP such as the EU directive and specific case studies. The 3 days training is expected to take in place in June 2020 in Barcelona (but it will be most probably postponed to the 2nd semester of 2020 due to COVID-19).

This training is part of the guidelines process and intends to contribute to the elaboration of the Information document, including the scoping of the policy guidelines document. It also aims at building capacity of the participants on addressing SUPs in the Mediterranean region.

The training will be prepared to be highly interactive with the participants in order to assure input from participating countries and their engagement in the guidelines process. The trainees will be representatives of national governments (environment and industry related), private sector (e.g. associations of industrialists) and civil society organizations from North Africa, Middle East and Western Balkans.

Deliverables Activity 3:

- 3.1. Participate in online coordination meetings (at least 2 meetings) and advise on objectives, expected results, proposed agenda, and content
- 3.2. Presentations and material for the training (mostly preliminary content of baseline report)
- 3.3. Participate actively in the training in Barcelona (3 days) + providing feedback (0,5 day max)

Plan of work

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

Deliverable	Deadline
#1.1. Inception report	2 week after notification
#2.1. Methodology to conduct the national research	3 weeks after notification

#2.2. Webinar	4 weeks after notification
#1.2. Final baseline report – information document	30 th September
#1.3. Written comments on guidelines document	2 weeks after receipt of draft (expected in December)
#3.1. Regional Training Coordination Meetings: objectives, expected results, proposed agenda, and content	2 months prior to the workshop (initially expected mid-June but will most probably postponed to the 2 nd semester of 2020 due to COVID-19)
#3.2. Presentations for the training	1 week prior to the workshop (initially expected mid-June)
#3.3. Participate in the training in Barcelona (3 days)+ evaluation	Initially expected mid-June
#1.4. Participation at virtual guidelines review meeting	Tbc, January-December 2021

All the deliverables will have to be presented in English and validated by the Contractor, within 1 week after the submission, before moving to the next step of the assignment. Failure in submitting deliverables or not reaching enough quality may result in a reduced budget allocation. In addition, regular calls will be organized with the Contractor.

Means of work and eligible costs

This work should be conducted through literature review and consultation with stakeholders. Equipment, consumables, travel should be included in the financial offer as a lump sum. Travel (incl. flights, local transportation, hotel and meals) to and from Barcelona to participate in the regional training will be covered by 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.
- 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 public policy, law, environmental science or similar
- Fluent communication in English (oral and written). Good level of French is an asset.

- Extensive experience on plastic waste management and working with public administrations
- Extensive experience of EU policies and practices in relation to the topic of this ToR. Experience in the MENA and Balkans regions will be considered as an asset.
- Very good methodological skills.

How to apply and selection process

Candidates should submit the following documents:

- 1) Technical and financial offer (maximum 4 pages, see form as Annex): the Consultant should elaborate a specific methodology to conduct the work based on the content suggested in section: “description of work”, elaborating it further.
Financial offer: the consultant(s) should state the personnel dedication expressed in days (1 day = 8 working hours) and per activity, as well as a lump sum for other costs related to the implementation of work.
The maximum amount considered is **14.999€ (all taxes included)**
- 2) Profile and project references (maximum 2 pages): the consultant(s) should submit a brief explanation of the candidate (CVs shall be included as annex) and project references on the topic.
- 3) 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 “External expertise SUP guidelines” before **17th April 2020, 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 per offer (per country) is 14.999€ (all taxes included)**

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	Quality of the technical offer to meet the work objectives
Maximum 30 points	Financial offer
Maximum 30 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:

- Submission and approval of Deliverable 1.1: 40%
- Submission of deliverable 1.3: 40%
- End of the assignment: 20%

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 I

Concept note for an initiative to address single-use plastics (SUP) in the Mediterranean, including the preparation of SUP guidelines and a regional training

I. Introduction: relevance and mandate

Need and opportunity to tackle single use plastics

Plastics are one of the main materials of the modern economy due to their multiple properties, applications and low cost. Their use has been growing exponentially since the 1950s, and is expected to double in the next 20 years⁷. An important reason for this growth is the increase on the single use of plastics. Likewise, there is sufficient evidence today that the proliferation of plastics is having an unacceptable impact on the environment and our societies.

The Mediterranean Sea and coast have become one of the most marine litter-affected areas in the world⁸. Plastics are the prevailing type, accounting up to 95-100% of total floating marine litter and more than 50% of seabed marine litter. The Mediterranean Top-X marine litter items list that contributed to the 80th percentile of the total recorded items for the period 2016-2018 for each Country-Subregion, presented in the table below,⁹ shows the importance in occurrence of single-use plastics (SUP), namely cigarette butts and filters; plastic caps and lids; drink bottles; crisps/packets/sweet wrappers/lolly sticks; and cotton bud sticks. According to EC (2018),¹⁰ evidence suggests that litter counts on beaches is a reasonable indicator of marine litter in general.

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⁷ World Economic Forum, Ellen MacArthur Foundation and McKinsey & Company (2016). The New Plastics Economy — Rethinking the future of plastics. <http://www.ellenmacarthurfoundation.org/publications>

⁸ UNEP/MAP (2017). 2017 Mediterranean Quality Status Report.

https://www.medqsr.org/sites/default/files/inline-files/2017MedQSR_Online_0.pdf

⁹ UNEP/MAP (2019). Marine Litter Assessment: Updated Baseline Values and Threshold Values for IMAP Marine Litter Indicators. Regional Meeting on Pilot Projects and Assessment Tools for Marine Litter. UNEP/MED WG.476/3

¹⁰ EC (2018). COMMISSION STAFF WORKING DOCUMENT. IMPACT ASSESSMENT. Reducing Marine Litter: action on single use plastics and fishing gear. Accompanying the document Proposal for a Directive of the European Parliament and of the Council on the reduction of the impact of certain plastic products on the environment. SWD(2018) 254 final

Source: UNEP/MAP (2019). Marine Litter Assessment: Updated Baseline Values and Threshold Values for IMAP Marine Litter Indicators. Regional Meeting on Pilot Projects and Assessment Tools for Marine Litter. UNEP/MED WG.476/3

Therefore, these facts call for action on single-use plastics in the Mediterranean region, which may not be limited to a top-x. It has to be noted that some microplastics, not included in the above characterisation table, should be also considered as single-use plastics (e.g. scrubbing agents in cosmetics, detergents, paints).

This Mediterranean call for action is in line with the global policy agenda that also placed SUP a key priority. UNEA4 held in May 2019 adopted a specific resolution on Addressing Single-use Plastic Products Pollution (UNEP/EA.4/L.10). There is a specific Ad Hoc Open-Ended Expert Group on Marine Litter and Microplastics established in 2017 (UNEA3) in response to Resolution UNEP/EA.3/Res.7 Marine Litter and Microplastics. Finally, 2 global partnerships are on-going and addressing with SUP challenges: the UNEP Global Partnership on Marine Litter and the recent Basel Convention Global Partnership on plastic waste.

Furthermore, many stakeholders and governments are already making progress in tackling SUP.

A milestone can be found in one of the Barcelona Convention Contracting Parties, the EU, which adopted in June 2019 the Directive (EU) 2019/904 on the reduction of the impact of certain plastic products on the environment. Member States were already taking national action against single use plastic. For example, France banned plastic cups and plates, and Italy and France banned plastic cotton buds. In non-EU countries actions is ongoing as well, for example, the Red Sea Governorate in Egypt banned all SUP. This provides a great momentum within the Convention to deal with SUP at the basin level.

SCP/RAC as a component of UNEP/MAP has been very active in tackling land-based plastic pollution, particularly on aspects such as plastic bags, food and beverage plastic packaging and extended producer responsibility. Two regional guidelines have been recently elaborated, i.e. the [Guidelines to phase out single-use plastic bags](#) (adopted by COP21 as Decision IG.24/11) and [Guidelines to address single-use plastics through public procurement in the Mediterranean](#). This work provides for an extensive know-how to address SUP in the region.

Mandate and governance context

The Regional Plan on Marine Litter Management in the Mediterranean¹¹ includes concrete actions on single-use plastics on Article 9 Prevention, while Article 14 provides for the elaboration of regional guidelines for selected measures. In addition, the Contracting Parties renewed their commitment at the Naples Declaration (Ministerial Declaration of COP21), explicitly stressing the need to address SUP:¹²

¹¹ UNEP/MAP (2013). Regional Plan for the Marine Litter Management in the Mediterranean

<https://wedocs.unep.org/rest/bitstreams/8222/retrieve>

¹² UNEP/MAP (2029). Naples Ministerial Declaration. UNEP/MED IG.24/L.3. <https://wedocs.unep.org/bitstream/handle/20.500.11822/30918/Naples%20declaration%20eng.pdf?sequence=7&isAlloWed=y>

We decide to scale-up our efforts to address the issue of marine litter by empowering the regulatory framework for reducing single-use plastic products, setting ambitious quantitative targets, and incorporating reduction measures including on microplastics in our national marine litter agenda [...]

Prior to the Declaration, the 12th ordinary meeting of SCP/RAC National Focal Points (14-15 May 2019), following the work on the guidelines on single-use plastic bags, *expressed their wish for SCP/RAC to prepare similar guidelines on measures to phase-out single use plastic items.*

Finally, the UNEP/MAP Programme of Work (PoW) 2020-2021, within activity 2.2.1.2. *Develop/update technical Guidelines addressing diffuse sources and plastic pollution* provides the mandate to produce the guidelines subject to this concept note. It also includes some resources that will be complemented by the EU funded WES Project¹³.

II. Elaboration of the Policy guidelines to address single-use plastics in the Mediterranean and regional training

1. Introduction of activity and expected results

The ultimate objective of this activity is to reduce the occurrence of the main SUP items in the Mediterranean by providing Mediterranean policy makers with practical guidelines to tackle effectively the issue with a step-by step approach and increase their capacity in addressing effectively single-use plastics.

The activity will be a combination of deskwork, research on the ground in selected countries, consultation with key stakeholders but it will also include a regional training addressing non-EU countries of the Mediterranean that will help to design guidelines tailored made to the specific challenges faced by the region.

The guidelines will focus on the full process of decision making, from absence of actions to reduction of SUP to a comprehensive programme to tackle them. Rather than identifying a comprehensive list of policy instruments to phase-out SUP, they will focus on the key steps to follow to take actions. The guidelines will complement other relevant publication on the topic. In addition, they will be useful to complement and strengthen actions in countries where the process is on-going.

¹³ The Water and Environment Support (WES) project's purpose is to contribute to increase the capacity of various stakeholders involved in pollution reduction and water management in order to support them in formulating and implementing the environmental and water policies. The project will build on the UfM priorities and the results of the initiative «Horizon 2020 for a cleaner Mediterranean». Activities will support the UfM agenda on Environment and Water and the objectives of the Barcelona Convention concerning the Mediterranean marine and coastal environmental protection. Curbing Plastic Pollution and Marine Litter is one of the key topic addressed under the environment component of the project.

The main outputs of the activity are:

- 1 information document for the preparation of the guidelines, including a baseline situation regarding SUP in the Region,
- 1 Regional training on SUP items contributing to the elaboration of the guidelines,
- 1 policy guidelines to phase-out SUP items in the Mediterranean region to be reviewed by Barcelona Convention Contracting Parties.

Concrete expected results are:

- Main SUP items of concern identified, particularly in the North Africa, Middle East and Adriatic sub-regions.
- Policy makers' awareness raised on the threat and problem posed by SUP.
- Knowledge increased on the current production and use of SUP.
- Available options examined in the Mediterranean context, including through an impact assessment.
- Dialogue and collaboration among stakeholders and across the value chain fostered.
- Skills built to assess the adequacy and feasibility of policy options, including their impact analysis.
- Roadmap to prevent SUP and better manage related waste in the Mediterranean provided (identification of key steps), including legal policy templates.

2. Target

The guidelines target policy-makers of the signatory countries of the Barcelona Convention. Although they will primarily focus on state-level policy-makers, sub-national stakeholders have also an important role to play in designing and implementing concrete measures and may use the guidelines too.

Notwithstanding, the guidelines will be applicable by other stakeholders such as private companies and civil society organisations willing to reduce or foster the reduction of SUP within the scope of their activities.

The regional training will be addressed to representatives of the Ministry of Environment, Ministry of Industry, productive sector (plastics producers, industry association) and academia or CSOs.

3. Scope

The geographical scope of the guidelines is the Mediterranean region. However, considering the interest raised by countries beyond the Mediterranean when presenting the single-use plastic bags (SUPB) guidelines, they will be useful elsewhere, especially in medium and low-income countries. In particular, the dissemination of the guidelines through the recently established Plastic Waste Partnership under the Basel Convention¹⁴, where UNEP/MAP CU and SCP/RAC are members, will contribute to

¹⁴ COP14 of the Basel Convention on the establishment of a Partnership on Plastic Wastes to mobilise business, government, academic and civil society resources, interests and expertise to improve and promote the environmentally sound management

world-wide efforts to address SUP. That Partnership may allow for replicating or reinforcing action in the Mediterranean and beyond through pilot projects. Hence, it is a good opportunity for the Barcelona Convention as a whole to provide global benchmark.

As for the types of SUP to be considered, their selection will be a crucial step in developing the guidelines. In fact, they should be identified according to the situation in each country. In any case, it seems reasonable to follow a similar approach as in the EU, where most frequent SUP items found as beach litter were considered. For this, the “Updated Baseline Values and Threshold Values for IMAP Marine Litter Indicators”¹⁵ shall provide the basis for this discussion.

The action that should be taken by policy makers can be shaped in different ways. The guidelines shall focus on the policy framework to abate SUP, similarly as it is done at the SUPB guidelines, using a step-by-step approach. Further action in terms of soft policy will be also considered in the framework of these guidelines, e.g. initiatives promoting voluntary action by the private sector or implementing best practices in public procurement (following the dedicated developed guidelines).

4. Elaboration process

The elaboration of the guidelines will be led by SCP/RAC, following the request of the Contracting Parties to the Barcelona Convention and as indicated in the MAP PoW 2020-2021. The regional training on SUP will be organised in the framework of the EU-funded WES project. SCP/RAC is the main responsible for the organization, it is planned for June 2020 for will be probably postponed depending on the evolution regarding COVID-19. Its main objective will be to contribute to the elaboration of the guidelines. This will contribute to take into account the situation regarding SUP in the Region into the elaboration of the guidelines, hence adapting to the needs of the countries.

The information produced for the development of the guidelines will be also considered in the framework of the Upgrade of the Barcelona Convention Regional Plan on Marine Litter Management, requested by the Contracting Parties at COP21 (December 2019).

In order to implement the below detailed activities, SCP/RAC team will count on the support of 4 consultants: 1 SUP international expert, 3 SUP national consultants and 1 expert for the training methodology of the regional event. Specific ToRs, based on this concept note will be prepared to recruit those consultants.

The main steps towards the preparation of the guidelines follow:

1. **Literature review and ongoing initiatives.** SCP/RAC will screen existing publications and initiatives addressing SUP at different levels:

of plastic waste at the global, regional and national levels and to prevent and minimize its generation. [More information](#).

¹⁵ UNEP/MAP (2019). Marine Litter Assessment: Updated Baseline Values and Threshold Values for IMAP Marine Litter Indicators. Regional Meeting on Pilot Projects and Assessment Tools for Marine Litter. UNEP/MED WG.476/3

- a. Geographical: global, regional, EU, national and sub-national
 - b. Promoters/enablers: public policy, private companies and civil society organisations
2. **Gaining knowledge on the situation of SUP in selected Mediterranean countries.** In view of using on-the-ground information for the proper elaboration and application of the guidelines, work will be carried out in the form of case studies in at least 3 non-EU countries (most probably Morocco, Montenegro and Egypt). This research will allow for assessing the potential impact of the different policy options on selected SUP items. The work shall consider the following elements:
- a. Screening available information on the production and use of SUP.
 - b. Screening available information on the production and use of alternatives to SUP.
 - c. Complementing this information through surveys and interviews with the industrial sector and concerned authorities.
 - d. Analysis of the particular waste management practices for selected SUP, including drivers, sources and pathways.
 - e. Conducting a public perception survey on SUP of concern, their use, preference for policy measures and alternatives.
3. **Information document.** Based on the above, a background document will be produced to set the scene and provide main elements to elaborate the guidelines. It will contain a baseline situation of SUP in the Mediterranean and potential effect of policy measures. This document will serve as a basis for discussion in the workshop being organised by the WES project. It will also be useful for the guidelines revision process.
4. **Regional training workshop on SUP.** SCP/RAC is leading the organisation of a regional activity within the WES project, in cooperation with MIO-ECSDE. This activity consists of a regional training to address SUP. The trainees will be representatives of national governments (environment and industry related), private sector (e.g. associations of industrialists) and civil society organizations from North Africa, Middle East and Western Balkans. It will be a 2-3 days face-to-face training in Barcelona, in June 2020 (date to be confirmed depending on the evolution of the situation regarding COVID-19). It will consist on different sessions:
- Session 1 will address the challenges related to SUP, from the technical, environmental and the health point of view. It will set the knowledge baseline for participants.
 - Session 2 will analyse the windows of opportunity for change, looking at policy measures, industrial sector challenges and models of waste management.
 - Session 3 will dive into practical sessions on how countries can develop, accelerate and deploy solutions, catalyse public and private investments and engage communities to help end plastic waste in the environment.
- The sessions will consider the information document and agreement will be sought in terms of framing the scope of the guidelines. Follow-up activities in WES project will include peer-to-peer (e.g. exchange on best practices on EPR) and national activities (e.g. piloting a deposit-refund scheme), which will nourish the drafting process. Finally, the workshop will allow for building capacity on SUP waste management and building skills to be able to apply the regional guidelines

at country level through e.g. developing the national legal framework addressing SUP.

5. **Analysis of the impact of preferred policy options on selected SUP.** This will be a crucial step in the guidelines document itself. In order to build trust on the guidelines approach, it is important to provide a realistic situation. This will be done for selected case studies, using information from section b. The policy options to be considered may include, but are not limited to:
 - Information campaigns
 - Voluntary action
 - Extended producers responsibility (EPR) systems
 - Deposit return systems for beverage containers
 - Information required in labels
 - Specific requirements on product design
 - Reduction targets for specific single use plastic products
 - Bans
 - Best practices for Waste Water Treatment Works (WWTW)

6. **Drafting the guidelines document.** SCP/RAC will draft the policy guidelines considering all the elements described above. It will follow a similar format as the previous marine litter related guidelines:
 1. Introduction
 - 1.1. Scope
 - 1.2. Issue
 2. Options for tackling single-use plastics
 - 2.1. Information campaigns
 - 2.2. Voluntary action
 - 2.3. [...]
 3. Roadmap for tackling single-use plastics in the Mediterranean region
 - 3.1. Preliminary measures
 - 3.2. Adoption and implementation of a policy option
 - 3.3. Accompanying measures
 4. Annexes: policy templates, case studies, terminology, etc.

7. **Draft review committee.** Following the WES workshop, participants and selected experts will be invited to be part of a review committee in order to provide feedback to the guidelines document. SCP/RAC Focal Points, as well as the UNEP/MAP Coordination Unit, MEDPOL and Plan Bleu, will also be invited to review and provide comments to the draft documents. The committee will receive a first draft of the policy guidelines, upon which virtual meetings will be proposed. The outcomes of the discussion during that meeting will be considered as appropriate for the subsequent drafting and revision process.

8. **Consultation process through the MAP system.** An advanced draft will be made available to SCP/RAC Focal Points in advance to their biannual meeting (foreseen in May 2021). At the meeting, the guidelines will be presented and discussed. The meeting may conclude whether the guidelines should follow subsequent MAP governance steps process, which may lead to an adoption by the Contracting Parties at the COP 22.

9. **Final document of guidelines.** SCP/RAC would take into account feedback received through the consultation process to produce the final document. It will be published as a layman publication following the design and layout of previous marine litter related guidelines (e.g. http://www.cprac.org/docs2/11_guidelines_supb_en_0.pdf).
10. **Dissemination.** The guidelines will be disseminated through SCP/RAC communications channels, including website and social media. Upon agreement with the UNEP/MAP Coordination Unit, it may be disseminated through their means as well as through the Plastic Waste Partnership. In addition, a number of hard copies will be produced to disseminate at dedicated events, as well as to key partners like UNEP/MAP CU, MEDPOL, Plan Bleu, UfM, as well as SCP/RAC Focal Points, among others.

5. Workplan

Workplan Policy guidelines to address single-use plastics (SUP) in the Mediterranean																								
Activity	febr-20	març-20	abr-20	maig-20	juny-20	jul-20	ag-20	set-20	oct-20	nov-20	des-20	gen-21	febr-21	març-21	abr-21	maig-21	juny-21	jul-21	ag-21	set-21	oct-21	nov-21	des-21	
Concept note																								
Literature review and ongoing initiatives																								
Gaining knowledge on the situation of SUP in selected Mediterranean countries			ToRs and selection	15th: Methodology; Webinar		National results																		
Information document							doc																	
Regional training workshop on SUP																								
Analysis of the impact of preferred policy options on selected SUP																								
Drafting the guidelines document											1st draft			2nd draft										
Draft review committee																								
Consultation process through the MAP system																	SCP/RAC FP			MAP FP			COP	
Final document of guidelines																		final/3rd draft				Final		
Dissemination																								

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

1) Tasks description

- a. Description of methodology to implement the work**

2) Financial offer

