



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



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 technical assistance aiming at proposing a pilot system to phase out single-use plastic bags in a municipality in Lebanon

Background

Regional Activity Centre for Sustainable Consumption and Production (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).

SCP is the combination of the implementation of tools and measures geared towards redesigning how goods and services are consumed and produced to drive industrial and socioeconomic development towards non-polluting, no-waste, low-carbon, resource-efficient, socially inclusive and circular economies.

The Centre operates in support of two international treaties: the Barcelona Convention, which brings together the 21 Mediterranean neighboring countries to work together for the protection of the common environment and for sustainable development; and the Stockholm Convention, an international agreement involving 180 countries to fight against the generation of persistent organic pollutants, highly polluting and toxic substances.

The Centre is one of the Regional Activity Centres established in the framework of UN Environment / Mediterranean Action Plan (hereinafter MAP), 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 SCP/RAC was established in 1996 by means of a collaboration agreement between the Spanish Ministry of Environment and the Ecological Transition and the Government of Catalonia, based on the decision agreed by the Contracting Parties to the Barcelona

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.

Activities of UN Environment/MAP – SCP/RAC and the Marine Litter Med project

The overall objective of this EU-funded project is to support UNEP-MAP/Barcelona Convention and its Contracting Parties to prevent and manage Marine Litter through the implementation of the Marine Litter Regional Plan adopted by COP 18 of the Barcelona Convention and its Protocols, Istanbul, 2013, in synergy with the relevant work under UNEP/GPA Global Partnership for Marine Litter, the implementation of the European Union (EU) Marine Strategy Framework Directive (MSFD), the UfM H2020 initiative for a cleaner Mediterranean, the EU SwitchMed Programme and in coordination with the other European Regional Seas.

With the ultimate objective of achieving the Good Ecological Status (GES) of the Mediterranean Sea, “Marine Litter-MED” project aims to specifically support the Contracting Parties from Southern Mediterranean/EU Neighborhood to implement the Marine Litter

Regional Plan through the implementation of a number of measures envisaged in the updated NAPs endorsed by COP 19, February 2016.

The project covers the six semesters of 2016-2019. UNEP/MAP-MEDPOL is coordinating the project with REMPEC, SCP/RAC, SPA/RAC, the Black Sea Commission and ACCOBAMS as executive partners.

In this context, SCP/RAC is in charge of the component that supports the establishment of a regulatory frameworks related to the non-single use of plastic bags and Extended Producer Responsibility (EPR) schemes. The objective is to enhance the national regulatory framework aiming at the reduction of single-use plastic bags, through the provision of technical assistance to the government, organization of consultation meetings and others as appropriate.

The Lebanese context

In Lebanon there are not regulatory measures in place to tackle single-use plastic bags. However, in 2018 the municipality of Jbel announced a ban, thus representing an opportunity to pilot actions on single-use plastic bags that could support the implementation of policy measures and that could be scaled-up later on at the national level.

Mission and activities

The mission objective to be accomplished in the framework of this ToR is to **provide technical assistance aiming at:**

- **Gaining knowledge on the situation of single-use plastic bags and other carrier means in Lebanon,**
- **Proposing a pilot system that allows phasing out single-use plastic bags**
- **Organizing a national event in Lebanon to discuss on the way forward, based on the findings of the study.**

The work shall include an extensive national survey with different stakeholders to find out about the use of plastic bags, as well as perception of alternatives. The pilot system should be implemented in a municipality to be selected by the consultant, with the agreement and commitment of the municipality. The national event should be the occasion to present the outcomes and discuss on a roadmap at the national lever, together with the regional guidelines on policy options for phasing-out single use plastic bags developed by SCP/RAC, with the ultimate goal of boosting national measures.

Description of work

The beneficiary shall undertake the following work:

Activity 1. Survey with households in selected municipality to find out consumption of single-use and multiple-use bags, as well as enablers and barriers to the introduction of a single-use disincentive model and switching to multi-use alternatives.

Activity 2. Survey with industry and national data holders to find out national production and imports of single-use plastic bags.

Activity 3. Survey with local MSMEs to identify a) their distribution across the municipality; b) barriers and enablers to operating a disincentive model on single use bags and integrating multi-use alternatives; and c) establish a baseline of current single-use bag consumption.

Activity 4. Based on the above, propose a roadmap to introduce a system that allows phasing out single-use plastic bags.

Activity 5. Public event, gathering public authorities, as well as major retailers and producers in the country. The date of the public event shall be agreed with the Ministry of Environment, Ministry of Industry and SCP/RAC. It should take place during the month of September 2019.

This event should be a 1-day meeting with around 60 participants, preferably using a round-table format. The event should start with the presentation of the situation with plastic bags in the selected municipality and Lebanon, past and ongoing initiatives, as well as possible options to keep on tackling plastic bags. The event will particularly focus on the results of activity 4 to discuss on ways to review the system and scale it up. In addition, The regional guidelines to phase out single-use plastic bags produced by SCP/RAC would be presented along with the Marine Litter Med activities in Lebanon.

After the presentations, attendants shall express their view and preference on the different policy options, including the role of private sector and civil society. The meeting shall validate/amend the initial roadmap prepared under activity 4.

The consultant shall draft a report of the meeting, paying particular attention to:

- Views expressed by the different stakeholders
- Roadmap for the implementation of the preferred option

The report should contain the presentations material, photos and explanation of the discussion and way forward.

The meeting report must be accompanied by a news item, to be validated by SCP/RAC.

SCP/RAC will comment both the report and news item within 1 week upon reception.

Participants

The event should count with the participation of the public authorities related to environmental and industrial policy, retail sector, plastics sector, business support organizations, research and civil society organizations. An initial list of participants should be detailed in the offer responding to these Terms of Reference.

Deliverables and timeline

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

Deliverable	Deadline
#1. Progress report of the surveys conducted in activities 1, 2 and 3	15 th June
#2. Final report of the surveys conducted in activities 1, 2 and 3 and draft of proposal under activity 4	15 th July
#3. Final report, including outcomes of all activities	25 th September

Means of work and eligible costs

Rental, coffee-breaks, meal, equipment, consumables, local travels and personnel costs are eligible and should be included in the financial offer as different budget lines. International travel will be covered by SCP/RAC (max. 2-3 people).

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

Eligibility and selection criteria

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 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, industrial engineering, environmental science or similar
- Record on events organization, especially those involving public institutions
- Fluent communication in English (oral and written)
- Extensive experience in the targeted country in particular related to plastic and retail sector.
- Experience in international projects

How to apply and selection process

Candidates should submit the following documents:

- 1) Technical proposal (maximum 3 pages): **Methodology to conduct the surveys under activity 1, 2 and 3, concept note for the pilot system and a concept note for the organization of the event.**
- 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 state financial costs of the activity by budget line (see Means of work and eligible costs). The personnel dedication must be expressed in days (1 day = 8 working hours). All amounts should be expressed in euro.
- 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 "Marine Litter Med – LEBANON" before **25th April 2019, 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 12.635 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 40 points	Quality of the technical offer to meet the work objectives
Maximum 40 points	Financial offer
Maximum 20 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 methodology submitted in the offer: 65%
- Submission and approval of deliverable 3: 35%

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. **Description of methodology for surveys (activities 1, 2 and 3)**
- b. **Concept note for the pilot system**
- c. **Concept note for the organization of the event**

2) Implementation schedule

3) Financial offer

4) Profile and references

