

*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

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## **Terms of Reference (ToR) for the selection of a consultant to support the implementation of a measure to prevent Marine Litter in Karaburun-Sazan National Marine Park (Albania)**

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

## Background

The Cooperation Agreement between UN Environment and IMELS (hereinafter referred to as the Cooperation Agreement) was signed in September 2016 providing for a framework of cooperation in support of the UN Environment/MAP mandate implementation, focusing on 4 main Components, one of which is the enhancement of marine litter management. In this respect, financial support has been provided by IMELS for the implementation of a number of activities included in the UN Environment/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 3.2.2.8 'Identify measures to prevent ML generation in the management of MPA (SPAMI)', SCP/RAC will undertake, with support from the Cooperation Agreement, an activity aiming to implement a priority measure to tackle marine litter in Karaburun-Sazan National Marine Park (Albania).

The Karaburun-Sazan National Marine Park (Albanian: Parku Detar Karaburun-Sazan) is a marine park in the Vlorë County of Southwestern Albania. The marine park encompasses over 125.70 km<sup>2</sup> and comprises the boundaries of both the Peninsula of Karaburun and the Island of Sazan. It is home to a vast array of landforms as for instance mountains, caves, islands, depressions, bays, cliffs, canyons and rocky coasts which in turn contribute to an exceptionally rich biological diversity. The marine park has been identified as an Important Bird and Plant Area, as it hosts great bird and plant species. The Park contains ecosystems and habitats that are specific to the Mediterranean Basin and therefore it has been classified as a Specially Protected Areas of Mediterranean Importance in the framework of the Barcelona Convention.

## Objective

The objective of this consultancy, within the overall SCP/RAC-led set of activities included in the MAP PoW 2018-2019, is to support the implementation of a Marine Litter prevention measure selected with the managing authority of the Karaburun-Sazan National Marine Park (Albania).

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) by the Contracting Parties to the Barcelona Convention.

Based on the available information, a set of measures was considered: awareness campaigns, plastic waste collection and disposal system at beach areas with beach bars, collection and disposal of ghost nets and marine debris with artisanal fisherman, composting practices for organic and biomass, Blue hotels-camping (ecolabel), river barriers (nets to collect floating waste) and waste from aquaculture sector.

In order to ensure synergies, coordination and avoid overlapping with other initiatives, MPA managers of the Karaburun-Sazan NMP and other stakeholders working in the area were consulted and the final measure agreed.

Taking into account the timing and resources of the project, the available technical knowledge, the local situation, the results of the survey performed last September 2018 in Karaburun Sazan NMP and included in the document 'Improving Coverage and Management Effectiveness of Marine and Coastal Protected Areas-Phase II' that indicates a predominance of land-based litter, mostly (40 to 50%) from recreational/tourism activities and the need to have a strong focus on prevention, the most favored measure was the following one:

**'Plastic waste collection and disposal system at beach areas with beach bars'.**

## General Description of the selected measure

- **General objective**

The selected measure aims reduce the amount of waste generated by beach bars, especially plastic waste and avoid the generation of Marine Litter, through a better collection. The measure could contribute to a better environment and beach attractiveness and at the same time raise awareness and change behavior towards the generation of litter resulting from beach recreational use.

- **Target group**

The direct target groups are beach bars owners, employees and users and beach users.

- **Specific goals**

*-Specific Goal 1:* Raise awareness of beach bar owners and employees to collaborate in an awareness campaign. The goal is to get the beach bars owners commit themselves to comply with a 'Decalogue of Good Environmental Practices' to avoid single use plastic.

*-Specific Goal 2:* Raise awareness of beach users and beach bar customers on Marine Litter and plastic pollution issue. The goal is to explain beach users and beach bar customers' concrete actions to engage them to be actively part of the solution.

*-Specific Goal 3:* Provide alternatives to the use of single use plastic items and reduce consumption. The goal is the promotion of reusable products (table cloths, cups, dishes, cutlery...), glass bottles and biodegradable straw and stirrers and to improve the selective solid waste collection and their management.

*-Specific Goal 4:* Promote the project as a link between beach bars & MPA conservation objectives. The goal is to promote the project as a win-win project and increase collaboration between beach bars and MPA managers.

## Description of work

The beach bars located in the Karaburun Sazan NMP are operating only during the summer season (between May and middle September). Therefore the objective of this 4 months assignment (Sept-Dec 2019) is to do all the preparatory work in view of a concrete implementation of the measure during the 2020 summer season. A initial overview of the baseline situation and consultation with beach bar owners will be done before the end of the 2019 summer season and then the rest of the assignment (until December 2019) will consist in preparing all the needed material for the 2020 summer season.

Following these considerations, the selected consultant shall undertake the following work:

- **Workshop with beach bar owners and employees & other relevant stakeholders**

-The Consultant will be responsible for the organization of a stakeholders' workshop with beach snack bar owners and employees but also with other relevant local actors involved in the management of the ML (MPA managers, municipality, tourism sector, waste managers, NGO...). The workshop will be organized before the end of the 2019 summer season and will aim at consulting stakeholders for the development of a roadmap for the implementation of the measure.

- In preparation of the workshop, the consultant will elaborate a survey to the six beach bars at the area. Following this survey, an initial proposal of actions to be done by beach bar owners and employees will be prepared and discussed during the workshop.

-The workshop will follow a participatory approach and the agenda will be validated by SCP/RAC before dissemination.

-A report of the event will have to be prepared and will include a list of specific actions to be implemented in beach bars during the 2020 summer season.

- **Preparatory work for the implementation of the measure during the 2020 summer season**

-The Consultant will be responsible for the implementation of the preparatory activities agreed after the stakeholders' consultation workshop.

-On the basis of the agreed list of activities, the Consultant will develop an implementation schedule (workplan), with a description of the activity/partner involvement/budget and other relevant information for the implementation of the agreed activities. This workplan will be validated by the contractor.

-The Consultant will be responsible for the day-to-day implementation of the work and report to the contractor any deviation on the workplan.

-A final report with a description of the activity/partner involvement/indicators will be prepared and will include in annexes all the relevant deliverable, communication material to be used in 2020.

- The report will be prepared in English but all the communication material will have to be prepared in English and Albanian.

## Deliverables and timeline

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

The support provided by SCP/RAC in the framework of this Cooperation Agreement will end in December 2019. The specific timeline was therefore developed for a four month period (from September to December 2019). Additional support for the further implementation of the measures will be subject to availability of funds.

Deliverable	Deadline
<b>#1. Organization of a stakeholder's workshop</b>	September-October 2019
<b>#2. Implementation &amp; monitoring of the measure</b>	From validation of the offer until December 2019
<b>#3. Report of the stakeholder's workshop</b>	15 <sup>th</sup> November 2019
<b>#4. Report on the Implementation of the measure</b>	15 <sup>th</sup> December 2019

\* All activities should be completed by 15<sup>th</sup> 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

Organization of the event, consumables, travel and personnel costs should be included as different budget lines.

Organization of a stakeholder's workshop: The Consultant will be responsible for logistics (room, equipment, coffee-breaks, local travel, lunches and simultaneous translation), facilitation as well as invitations.

The final date and venue, agenda and guests will be validated by the Contractor.

International travel related to the event, if any, 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 Albanian, in some cases to be previously agreed with the Contractor.

All deliverable will have to be validated by the contractor before moving to the next step of the assignment.

## 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, or similar
- Fluent communication in English (oral and written) and Albanian
- Extensive experience in the targeted countries in particular related to land-based source of Marine Litter, prevention approaches to waste management
- Experience in international projects
- Good oral communication skills

## How to apply and selection process

Candidates should submit the following documents:

- 1) Technical proposal (maximum 4 pages): the consultant should elaborate a specific proposal including suggestions for the implementation of the selected measure.
- 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 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. Note: the Consultant shall allocate an indicative amount of 3.000 euro to cover potential material means needed for the implementation.
- 4) Bank form filled in, signed and stamp by the bank (see form as Annex).

Offers must be sent to [imateo@scprac.org](mailto:imateo@scprac.org) with the subject “prevent Marine Litter in Karaburun-Sazan NMP- Albania” before **19th August, 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 **13.000 euros (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 [imateo@scprac.org](mailto:imateo@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: 60%
- Submission and approval of deliverables: 40%

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

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**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. **Workshop with beach bar owners and employees & other relevant stakeholders**
- b. **Preparatory work for the implementation of the measure during the 2020 summer season**

**2) Implementation schedule**

**3) Financial offer**

**4) Profile and references**

