



**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 a national consultant to
provide a baseline situation on the production and consumption of
single-use plastic items and related socioeconomic information in
Montenegro.**

Activity developed in the framework of the UNEP/MAP Programme of Work 2020-2021, with
the financial support of the Mediterranean Trust Fund.

***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.

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>

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 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.

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

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

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. 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 and its Protocols, held in December 2019 in Naples (COP21), the Program of Work (PoW) for 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 on the overall SUP initiative, please refer to Annex *Concept note for an initiative the Policy guidelines to address single-use plastics (SUP) in the Mediterranean, including the preparation of SUP guidelines and a regional training*

Description of work

The Consultant shall undertake the following activities:

Activity 1. Information and data acquisition in relation to single-use plastics in the country.

The process to develop the regional guidelines to reduce SUP will include a report on the baseline situation regarding SUP in the Mediterranean. This will comprise specific research at the country level in selected locations of the region, namely Morocco, Montenegro and Egypt. The objective is to have a baseline situation and find out potential impacts that policy measures could have on particular SUP in the selected countries.

For this, SCP/RAC will engage an international expert who will elaborate a harmonized methodology to be implemented in each country (for reference, ToR for this assignment are available [here](#)), and train the Consultant in charge of this assignment.

The research at country level shall consist in the following elements:

- Select 3 particular SUP of concern (to be agreed with SCP/RAC manager). An indicative list of items to be considered: cigarettes butts and filters, cotton bud sticks, drink bottles, caps and lids, wet wipes, and food containers.
- Screening available information on the production and use of selected SUP.
- Screening available information on the production and use of pre-selected alternatives⁵ to those SUP.
- Complementing this information through surveys and interviews with the industrial sector and concerned authorities, both for SUP and their alternatives.
- Analysis of the particular waste management practices for the selected SUP, including drivers, sources and pathways.
- Gathering socioeconomic information in view of assessing potential impacts of different policy measures on selected SUP (e.g. cost of SUP and their alternatives, turnover and jobs related to production industry, expenditure in waste management).

The final scope of the work and expected delivery will be determined by the methodology to be developed. In any case, it is expected a dedication of approx. 25 working days in Montenegro.

Based on the information provided by the Consultant, the international expert will produce a baseline situation report of SUP in the Mediterranean, including information from other countries as well, especially from the EU. Within this assignment, the national consultant should provide reference existing documents on related situation in Algeria and Tunisia. In the baseline situation report, special attention will be given to an impact assessment considering the different policy options. SCP/RAC will use this information to elaborate tailored guidelines for the Mediterranean region.

Deliverables Activity 1:

- 1.1. Participation at the training Webinar on the methodology, to be delivered by the international expert.

⁵ Information on alternatives to SUP is available through the work of the EC on the SUP Directive.

1.2. Plan of work according of the agreed methodology.

1.3. Final report: Although the final scope is to be determined by the final methodology, it should contain information on:

- SUP of concern in the country and selection of 3 items-cases
- Production and consumption of selected SUP items
- Available alternatives and business models
- Waste management practices, both for SUP and their alternatives
- Socioeconomic information in relation to the production and consumption of selected SUP (e.g. economic revenues, employment, price of the products, etc.)

Activity 2. Expert input and facilitation at the regional training on SUP.

Within the process to elaborate SUP guidelines in the Mediterranean, SCP/RAC will organize a 3-days training workshop in Barcelona, initially expected in mid-June (but it will be most probably postponed to the 2nd semester of 2020 due to COVID-19). It will be organized in the framework of the EU-funded [WES project](#). The international expert to be engaged will intervene during the training by presenting an outline of the baseline situation report of SUP in the Mediterranean. Within these ToR, the Consultant will be also expected to present the initial findings from the research at national level and to facilitate one working group. The training methodology has to be further defined but it is expected to be highly interactive and the working group will most probably discuss on the basis of the specific circumstances of the country where the Consultant will be researching.

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 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 2:

- 2.1. Participation in the appropriated preparatory sessions for the regional training: expected input on the national research, methodology and dynamics for the specific working group
- 2.2. Presentation of the progress on the national research
- 2.3. Notes of the outcomes of the facilitated working group which will represent the situation in the country

Plan of work

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

Deliverable	Deadline
#1.1. Webinar	2 weeks after notification
#1.2. Plan of work	3 weeks after notification
#1.3. Final report	15th July
#2.1. Participation in a preparatory meeting for the workshop	2 weeks before the workshop
#2.2. Presentation progress research at country level	1 week before the workshop
#2.3. Notes of the facilitated working group	1 week after the workshop

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, accommodation and meals) to and from Barcelona to participate in the regional training will be covered by the EU-funded WES project.

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, engineers or similar.
- Fluent communication in English (oral and written).

- Extensive experience on plastic waste management, working with public administrations and private sector in the country of research.

How to apply and selection process

Candidates should submit the following documents in English:

- 1) Technical and financial offer (maximum 3 pages, see form as Annex): Since the methodology to conduct the work is still to be defined, at the application stage applicants are kindly requested to elaborate, based on the content of these ToR, on potential list of sources (e.g. publications, databases) and stakeholders to be consulted to undertake this work.
Financial offer: the consultant(s) should state the personnel dedication expressed in days (1 day = 8 working hours), which will include any other expense related to this work. The maximum amount considered is **4.600 euro (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 "Research on SUP - Montenegro" before **20th 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 4.600€ (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 30 points	Quality of the technical offer to meet the work objectives
Maximum 30 points	Financial offer
Maximum 40 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 1.2: 60%
- End of the assignment: 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, neither for changes in currency exchange.

Annex

Concept note for the Policy guidelines to address single-use plastics (SUP) in the Mediterranean

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 years⁶. 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 world⁷. 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 below⁸, shows the importance in occurrence of single-use plastics, 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), evidence suggests that litter counts on beaches is a reasonable indicator of marine litter in general⁹.

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⁶ World Economic Forum, Ellen MacArthur Foundation and McKinsey & Company (2016). The New Plastics Economy — Rethinking the future of plastics. <http://www.ellenmacarthurfoundation.org/publications>

⁷ UNEP/MAP (2017). 2017 Mediterranean Quality Status Report. https://www.medqsr.org/sites/default/files/inline-files/2017MedQSR_Online_0.pdf

⁸ 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

⁹ 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

Therefore, as it happens at the global level, 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, shall be considered as single-use plastics (e.g. scrubbing agents in cosmetics, detergents, paints).

At the global level, SUP are growing in terms not only of production and use, but also of concern. While discussions are ongoing at UNEA and other fora on adopting policy measures to address them, 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. This provides a great momentum within the Convention to deal with SUP at the basin level.

UNEP/MAP – SCP/RAC 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 Mediterranean¹⁰ 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 Parties renewed their commitment at the Naples Declaration (Ministerial Declaration of COP21), explicitly stressing the need to address SUP¹¹:

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) 2020-21, 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 Project.

¹⁰ UNEP/MAP (2013). Regional Plan for the Marine Litter Management in the Mediterranean

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

¹¹ 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>

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

1. Objective and expected results

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

Concrete expected results are:

- Main SUP of concern in the Region, and in particular in the southern Mediterranean and Balkans, identified.
- Awareness raised on the threat and problem posed by SUP.
- Knowledge increased on the current production and use of SUP.
- Knowledge gained on the different options to address SUP.
- Skills built to analyse impact of the different options.
- Roadmap to tackle SUP in the Mediterranean provided, 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.

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 SUPB guidelines, they will be useful elsewhere, especially in medium and low-income countries. Hence, it is a good opportunity for the Barcelona Convention as a whole to provide global benchmark. In particular, the guidelines will be an important contribution to the recently establish Plastic Waste Partnership under the Basel Convention, where UNEP/MAP CU and SCP/RAC are members.

As for the types of SUP to be considered, this 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 IMAF Marine Litter Indicators” 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. However, further action in terms of soft policy is possible, e.g. through promoting voluntary action by the private sector or implementing best practices in public procurement (following the dedicated developed guidelines).

The guidelines will focus on the full process of decision making, from absence of actions to reduce

SUP to a comprehensive programme to tackle them. In addition, they will be useful to complement and strengthen actions in countries where the process is on-going.

4. Elaboration process

The elaboration will be led by SCP/RAC, following the request of the Contracting Parties to the Barcelona Convention and the PoW. In addition, in the framework of the EU-Funded WES project, SCP/RAC is responsible for the organization of a regional training on SUP. This training is planned for May/June 2020 and its main objectives will be to contribute to the elaboration of the guidelines. This will ensure that the guidelines are fully taken into account the situation regarding SUP in the Region and that they will be adapted 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).

The main steps towards the completion of the guidelines follow:

1. **Literature review and ongoing initiatives.** SCP/RAC will screen existing publications and initiatives addressing SUP at different levels:
 - 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. 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 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 in a regional training to address SUP. It will be a 2-3 days face-to-face training in Barcelona, in May or June 2020. 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 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: Coordination Unit, MEDPOL, Plan Bleu, UfM, and SCP/RAC Focal Points, among others.

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. Sources of information and stakeholders relevant for the research of this assignment.**

2) Financial offer

