

*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/s to elaborate a set of policy guidelines to address single-use plastic packaging related to food and beverages and other single-use plastic items through green public procurement.**

**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

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

The Centre is based in Barcelona and it is legally hosted by the Catalan Waste Agency, a public service agency considered a reference organization in waste prevention and management and the promotion of circular economy.

## Framework of the assignment of this ToR

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

In this context, under the PoW Activity 2.2.1.5. “Develop Guideline and training material to prevent the generation of plastics and wastes ending up as marine litter” SCP/RAC is developing a set of policy guidelines addressing single-use plastics, particularly related to food and beverage packaging, through green public procurement.

This activity is part of the overall portfolio of activities led by SCP/RAC with support from both IMELS and EBRD<sup>2</sup>, with the objective of *Improving the policy framework and engaging with the food & beverage industry in Albania, Bosnia and Herzegovina and Montenegro for tackling*

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<sup>1</sup> <http://www.unep.org/unepmap/>

<sup>2</sup> European Bank for Reconstruction and Development

*plastics packaging value chains in a circular economy*. This set of activities aims at contributing to the identification and prioritization of preventive measures that tackle plastic packaging in the food and beverage (F&B) industry<sup>3</sup>, by:

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

### **Plastic and plastic packaging, an issue of increasing concern**

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

Each year, at least 8 million tons of plastics end up in the ocean<sup>4</sup>. Marine litter is a growing problem that has attracted significant public attention over recent years. In the Mediterranean sea, the concentration of marine litter is comparable to that found in the 5 gyres, and plastic comprise up to 95% of the waste accumulated on shorelines, the sea surface or the sea floor<sup>5</sup>.

According to Eunomia, nearly 60% of the plastic waste generated in the EU in 2015 came from packaging, out of which a very high proportion is food and beverage packaging. The trend is towards a significant increase, for example, Smithers Pira estimates that Europe will consume more than 900 billion items of packaged food and drink annually by 2020. In particular, the retail sector is seeing strong packaging penetration rates, growing from 63.0% in 2010 to 66.0% in 2014, with key areas including fresh fruit and vegetables, fresh meat and fish, chilled foods and baked products.

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

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

<sup>4</sup> World Economic Forum (2016) *The New Plastics Economy: Rethinking the future of plastics*. Available online at: [http://www3.weforum.org/docs/WEF\\_The\\_New\\_Plastics\\_Economy.pdf](http://www3.weforum.org/docs/WEF_The_New_Plastics_Economy.pdf)

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

associations to explore different packaging solutions that create a circular economy for plastic packaging.

### **Public procurement as a tool to prevent plastic packaging**

According to the UNEP global review of SPP in 2017: “Procurement processes that consider social, economic and environmental factors are able to drive sustainability along value chains.” This was acknowledged by the international community when it included a target on sustainable public procurement in the Sustainable Development Goals.

The procurement cycle offers wide opportunities to tackle throughout all the value chain the problematic of plastics. GPP stimulates eco-design, eco-innovation, secondary raw material market, greater trust in recycled plastics (both from manufacturers and end users).

In public administrations, plastics relate to different services and uses, including:

- Packaging – all categories
- Catering & hospitality
- Cleaning
- Facilities management
- Construction

Green Public Procurement (GPP) addresses this topic commonly through food and services where plastic packaging and plastic items can be tackled the most as they use potentially a wider majority of items. Considering the overall approach of SCP/RAC in conducting activities in the Western Balkans, catering & hospitality services is an area of major interest to drive the food and beverage sector to more responsible packaging. However the other sectors shall be considered as well within this assignment.

We can find important reference manuals such as the Procura+ Manual: A Guide to Implementing Sustainable Procurement (3<sup>rd</sup> edition<sup>6</sup>) which includes specific criteria addressing plastic packaging waste in the procurement of food and catering services. These relate for example to the “Use of packaging from recycled or renewable sources which can be reused or recycled after use”. This is considered under the award criteria “Approach to reducing food and packaging waste”

The Manual identifies the following best practices and/or guidelines related to food services.

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<sup>6</sup> [http://www.procuraplus.org/fileadmin/user\\_upload/Manual/Procuraplus\\_Manual\\_Third\\_Edition.pdf](http://www.procuraplus.org/fileadmin/user_upload/Manual/Procuraplus_Manual_Third_Edition.pdf)



#### Available criteria and guidance<sup>209</sup>

- EU GPP criteria and background report for Food and Catering Services. (All EU languages)
- Sustainable United Nations background report, guidelines and criteria for cafeterias, food and kitchen equipment. (EN)
- INNOCAT Publication Sustainable Public Procurement of School Catering Services - A good practice report. (EN)
- Fair Trade Advocacy Office including news, latest updates and guidelines.
- Austrian GPP criteria for food (direct purchase and service contracts). (DE)
- IHOBE - Basque Environment Agency criteria for catering services and vending machines. (ES,EU)
- Barcelona City Council Technical Instructions for the Application of Sustainability Criteria to Food Services. (EN, CA, ES)
- Belgian Guide to Sustainable Procurement including criteria for food and catering services, catering equipment and disposables, water coolers and beverage vending machines. (FR, NL)
- Dutch criteria for catering, catering equipment and beverage vending machines. (NL, EN)
- Swedish Environmental Management Council (SEMCo) criteria for food and catering services. (SE, EN)
- United Kingdom Government Buying Standards for food and catering services. (EN)

In addition, the EC has produced several documents and guidelines on GPP , including “Food and Catering Services Background. Product Report”<sup>7</sup>, and again the issue of plastics packaging and plastic items is mainly addressed in the food and catering services sector. In general, contracting authorities purchase catering services on a regular basis, for example, in schools, hospitals or office canteens, or for events such as conferences, meetings or festivities. Therefore by tackling this sector, we are addressing the majority of packaging plastic items used by public administrations. However the use of plastic packaging and its environmental effects has not been a major issue addressed in food and catering procurement, including through guidelines.

## Objective

The objective of this consultancy is to produce a policy guidelines document addressing the promotion of non-single-use plastics, including both items and packaging, through green public procurement. Additionally, the promotion of such guidelines should raise awareness of public authorities at this regard and transition towards a sound use of plastic. These guidelines shall take into account the European Strategy for Plastics in a Circular economy, and the geographical scope should be the Mediterranean region (Barcelona Convention).

This work complements the SCP/RAC mandate on public policy on the issue of plastics, mainly through the regional guidelines for phasing out single-use plastic bags in the Mediterranean region, developed in the Marine Litter Med project<sup>8</sup>.

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<sup>7</sup> [http://ec.europa.eu/environment/gpp/pdf/toolkit/food\\_GPP\\_background\\_report.pdf](http://ec.europa.eu/environment/gpp/pdf/toolkit/food_GPP_background_report.pdf)

<sup>8</sup> <https://arc.fastfolder.net/index.php/s/QTO42IfGGFmwLVi>

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

## Description of work

This assignment will focus on GPP related to plastic products and plastic packaging (including waste management), with special emphasis on food and beverage services.

### **Activity 1. Elaboration of Guidelines on tackling single-use plastics through public procurement**

In order to elaborate such guidelines, the Consultant should consider the following elements:

1. Revision the policy gap study undertaken in a previous phase of the project and build on the results from the: “Stocktake and analysis of other existing policy instruments relevant for tackling plastics in the F&B sector” GPP/SPP measures. (This document will be facilitated by SCP/RAC in due time<sup>9</sup>). This will provide background knowledge for the 3 participating countries.
2. Identify background elements for the policy guidelines document which may include:
  - An overview of how GPP plays or could play a role in the EU Plastic Strategy and other frameworks such as the Barcelona Convention, considering the Regional Plan on Marine Litter Management in the Mediterranean and the Regional Action Plan on Sustainable Consumption and Production in the Mediterranean
  - Identification of all actors and processes in public administration related to single-use plastic products and packaging, such as staff, suppliers and contractors, public, packaging, catering and hospitality, cleaning, facilities management, construction, commercial collection and On the Go.
  - State of the art of best practices and case studies of GPP in relation to plastics and particularly to food and beverages considering the above.
3. Propose the structure and draft content of the policy guidelines, including a step-by-step implementation approach. Such document shall include specific recommendations for three countries that make the scope of this consultancy.
4. In addition to the elaboration of the guidelines document, SCP/RAC will recruit a national expert to conduct a pilot project to reduce the single use of plastic in selected public administrations (in Montenegro), providing advice on prevention options and

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<sup>9</sup> In order to prepare the proposal, the Consultant may consider that there are not plastic provisions in the national procurement policies, although some other environmental aspects are considered to some extent.

implementation of action. The Consultant should liaise with that national expert to respectively feed both assignments.

**Activity 2. Attendance to a regional workshop in 2019.** Within the overall assignment, national and regional workshops will be organized and the Consultant should be available to provide a presentation on the work at one of them. The date and venue are to be determined; tentatively this event should take place in October-November 2019.

## Deliverables and calendar

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

Deliverable	Deadline
#1. Draft outline of the policy guidelines document	3 weeks after notification
#2. First draft of the guidelines including the pilot action	10 weeks after notification
#3. Final report including graphical material as separate files (and rights to be published with required credits)	15 weeks after notification
#4 PowerPoint explaining the guidelines	3 days before the attended event

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, with the exception of the travel and accommodation expenses for the attendance to national/regional workshop (organized by the Contractor), which 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 administrations, law, environmental science or similar
- Fluent communication in English (oral and written)
- Extensive experience in public procurement policies and waste management
- Experience in international projects

## 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. An implementation calendar should be delivered, including planned consultation with key stakeholders.  
Financial offer: the consultant(s) should state the personnel dedication expressed in days (1 day = 8 working hours) as well as a lump sum for other costs related to the implementation of work.
- 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](mailto:pfernandez@scprac.org) with the subject “Policy guidelines Balkans” before **19th June, midnight (CET)**.

### **Important :**

- The header of the **technical and financial offers** must clearly note the candidate data (Name, address, country, telephone, email and fiscal identity number or other official number) and those of the Contractor: « Regional Activity Center for Sustainable Consumption and Production / Agència de Residus de Catalunya / Carrer Dr. Roux nº 80 / 08017 Barcelona, Spain / NIF: **Q-5856373-E** ».
- **The maximum amount per offer (per country) is 10.000 euro (without VAT).**

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 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](mailto:pfernandez@scprac.org).



## Selection and payments

The winning candidate will be notified by email and post on the selection of the offer. From that moment on work can start according to the calendar.

Payments will be done as it follows:

- Communication of the selection: 50%
- Submission of deliverable 3: 50%

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: 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**

**1) Tasks description**

- a. Description of methodology to elaborate the guidelines**
- b. Potential stakeholders to be consulted**

**2) Implementation schedule**

**3) Financial offer**

