



**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 consultant or company to prepare the document 'policy recommendations in order to move forward towards GES for D10 in Mediterranean MPAs'

Activity developed in the framework of Plastic Busters MPAs Interreg Med project

Warning: due to the current situation of the COVID19 and unpredictable future events, the following TORs are not binding and can be modified in agreement with the selected expert



Project co-financed by the European
Regional Development Fund

About the position

The Regional Activity Centre for Sustainable Consumption and Production (SCP/RAC) is seeking an independent expert to support SCP/RAC to carry out the preparation of the document, under WP6 (capitalization), with the title: 'Policy recommendations in order to move forward towards GES for D10 in Mediterranean MPAs' in the framework of Plastic Busters MPAs project.

The duration of this consultancy is estimated until the end of March 2022.

The expert will be responsible for (1) Preparatory work to explore about the subject, (2) Proposal of the structure of the document, (3) Preparation of the 1st draft, (4) Coordinate with SCP/RAC team the incorporation of comments, (5) Carry out the final version of the report, (6) Support the communication strategy for the dissemination of the recommendations.

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 the 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.

About Plastic Busters MPAs project

Plastic Busters MPAs (<https://plasticbustersmpas.interreg-med.eu>) is a 4-year-long Interreg Med funded project and aims to contribute to maintain biodiversity and preserve natural ecosystems in pelagic and coastal Marine Protected Areas (MPAs), by defining and implementing a harmonized approach against marine litter. The project entails actions addressing the whole management cycle of marine litter, from monitoring and assessment to prevention and mitigation.

In the framework of the "Work Package 6-Capitalization", the PB MPAs project envisages, in accordance with which is defined in the Interreg MED Program, the capitalization of the project. Understanding as capitalization the process so that the experience accumulated in the project can be used for other programs, projects or interest groups. The capitalization process aims to consolidate, enhance, exchange, leverage and disseminate the knowledge and results of the project; create synergies and encourage exchanges between stakeholders; facilitate and ensure long-term access to project results and integrate project results into European, Mediterranean and national policy.

The SCP/RAC is responsible for preparing the document foreseen in the project within WP6 and entitled 'Policy recommendations to move towards good environmental status (GES) by the descriptor D10 (marine litter) in Mediterranean marine protected areas (MPAs)'.

The document should provide policy recommendations in order to move forward towards a Good Environmental Status (GES) for D10 (marine litter) by 2026 (the end date of the 2nd Marine Strategy Framework Directive (MSFD) cycle) in Mediterranean Marine Protected Areas (MPAs).

It will also include recommendations for achieving GES for EO10 of the Barcelona Convention ECAP process and the Regional Plan on Marine Litter Management in the Mediterranean.

Policy recommendations are aimed at facilitating alignment and coordination at the level of MPAs. These are the strategic processes of engagement, shared experiences and lessons learned between all the stakeholders that identify shared priorities to implement the policy recommendations at local, regional or national level.

Tasks of the expert/consultancy

TASK 1: Preparatory work to explore about the subject, proposal of structure of the document.

- The Consultant will explore the results achieved by the project, in particular through the different deliverables produced. Interviews with key partners and stakeholders can be facilitated by SCP/RAC.
- The Consultant will develop a proposal for structure of the document, to be discussed and validated by SCP/RAC. The document should be straight to the point (20 pages max) and highlight key messages and practical recommendations.

Deliverable 1.1: Structure of the document and short description for each section

TASK 2: Preparation of the policy recommendations and coordination with SCP/RAC team to incorporate the comments.

- The consultant will prepare an initial draft of the recommendations, based on the agreed structure.
- The Consultant will coordinate with SCP/RAC team for the incorporation of the comments.
- The Consultant will prepare the final version of the document

Deliverable 2.1: Initial draft.

Deliverable 2.2: Final version (in English and 20-page maximum).

TASK 3: Support the communication strategy for the dissemination of the recommendations.

- The consultant will support SCP/RAC in the preparation of the communication strategy and in particular in the drafting of key messages to be shared through Social Media.

Deliverable 3.1: 10 key messages to be shared on social media

Deliverables and timeline

The Consultant will start the work after the validation of their offer by the contractor. The measure has to be completed by the end of March 2022.

Means of work and eligible costs

- The expert will work under the supervision and coordination of the Policy Area team of SCP/RAC.
- The expert will work with his/her own means remotely.
- Working language will be English
- All deliverables 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 not allowed.

Experience

- Academic background in public policy, law, environmental science, engineering, communications or similar and 5 years of professional experience.
- Fluent communication in English (oral and written).
- Experience in Mediterranean and regional frameworks relevant to the topics of this call.
- Experience in capitalization processes will be considered as an asset.

How to apply and selection process

Candidates should submit the following documents:

- 1) Profile and project references (maximum 2 pages): the expert should submit a brief professional background, including project references on the topic. CV shall be included as annex.
- 2) 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. It is recommended to prepare the budget using the attached economic model (Annex II).
- 3) Bank form filled in, signed and stamp by the bank (see form as Annex I).

Offers must be sent to imateo@scprac.org in copy to moutters@scprac.org with the subject 'report policy recommendations in order to move forward towards GES for D10 in Mediterranean MPAs' by 25th January 2022, 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 Provença 204-208/ 08036 Barcelona, Spain / NIF: Q-5856373-E ».
- Important information regarding the consideration of the added-value tax (VAT):
- Applicants legally registered in Spain: This is a provision of services and therefore VAT applies. Offers must include Spanish VAT number, and financial offer clearly indicate total before VAT, VAT amount, and total including VAT. This information should be equally reflected in the invoices.
- Applicants legally registered in a EU Member State, other than Spain: they must be registered in the VIES registry (VAT Information Exchange System). Offers must include EU VAT number (including country code), and financial offer indicate total before VAT, along with the statement "both provider and client are registered in the VIES system and therefore VAT is not included in the offer". This information should be equally reflected in the invoices.

- Applicants legally registered in a EU Member State exempted of VAT: they must submit official proof of exemption of VAT. Financial offers must include the statement "the provider is exempted of VAT as for [legal document]". This information should be equally reflected in the invoices.
- Applicants legally registered in a non-member country of the EU: The provider is liable for paying taxes related to the provision of services as per tax regulations in its country. Financial offer must comprise that cost, and invoices submitted with all taxes included.

Budget and evaluation

The maximum amount of this consultancy is 6,900 euros (€) (taxes not 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	Financial offer
Maximum 60 points	Profile and Project qualifications

Only short-listed applicants will be contacted for a phone interview. **If you have questions concerning these ToR, please contact imateo@scprac.org.**

Selection and payments

The winning candidate will be notified by email on the selection of the offer.

Payments will be done as it follows:

- 50% upon presentation of deliverables # 2.1
- 50% upon presentation of deliverables # 3.1

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 I: Bank form

CITY AND DATE

SIGNATURE/ STAMP

SIGNATURE/ STAMP

In compliance with the Personal Data Protection Regulations and thus, in accordance with the Spain Organic Law 15/1999, dated 13th December 1999, on the Protection of Personal Data (LOPD), we inform you that the contact details hereby provided are included in a file owned by the Catalan Waste Agency, based on C/Provença 204-208 08036 – Barcelona.

Annex II: Economic offer template

Financial Offer "..."					
FROM: _____ Name / Company: _____ Address: _____ Country: _____ Phone: _____ e-mail : _____ VAT N° or TAX ID: _____			TO: Regional Activity Center for Sustainable Consumption and Production Agència de Residus de Catalunya C/Provença núm. 204-208 08036 Barcelona, Spain NIF: Q-5856373-E		
Staff expenses					
Tasks	Expert	Role	Daily Fee (€)	Number of days	Cost (€)
1	Name				0,00 €
	Name				0,00 €
	<i>Add/Delete lines if necessary</i>				0,00 €
2	Name				0,00 €
	Name				0,00 €
	<i>Add/Delete lines if necessary</i>				0,00 €
				Total staff expenses (A)	0,00 €
Other expenses (travel, production, translation etc.)					
Description			Unit Cost (€)	Unit quantity	Cost (€)
<i>Expense 1</i>	Travel				0,00 €
<i>Expense 2</i>	Printing				0,00 €
<i>Add/Delete lines if necessary</i>					0,00 €
				Total Other expenses (B)	0,00 €
Total budget					
		Total budget without VAT (A+B)	VAT rate applicable (%)	VAT Amount	Total budget VAT included
		0,00 €	21,00%	0,00 €	0,00 €

