

Regional Activity Centre for Sustainable Consumption and Production (SCP/RAC)  
UNEP - Mediterranean Action Plan  
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**Terms of reference (TOR) for the recruitment of a technical expert/consultancy based in Tunisia with knowledge of chemicals management to provide technical assistance on the implementation of the prevention approaches for mercury in medical devices**

**GEF-Funded Mediterranean Sea Programme (MedProgramme) on Enhancing Environmental Security (2019-2024)**

**Component1:** Reduction of Land Based Pollution in Priority Coastal Hotspots, and measuring progress to impacts / **Child Project 1.1**  
“Reducing Pollution from Harmful Chemicals and Wastes in Mediterranean Hot Spots and Measuring Progress to Impacts” / **Output 1.4**  
“Mercury reduction through pilot activities on mercury measuring devices in the health sector”

***Warning: due to the current situation of the COVID-19 and unpredictable future events, the following TORs are not binding and can be modified in agreement with the selected expert***

## About the position

The Regional Activity Centre for Sustainable Consumption and Production (SCP/RAC) is seeking an independent expert/consultancy to support SCP/RAC in the development of activities focusing on **mercury prevention** in Tunisia. In particular, the expert will provide external support to SCP/RAC in the implementation process of the inventorying, collection and safe storage of mercury containing medical devices. The expert will also be involved in specific activities aiming at providing policy support to Tunisia in strengthening regulation regarding **the use of mercury in hospitals and primary healthcare centres** and training/awareness raising on the alternatives. The duration of this first consultancy is estimated until the end of December 2022.

## CONTEXT TO SCP/RAC'S INSTITUTIONAL FRAMEWORK

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). It is attached to the Catalan Waste Agency (Agencia de Residus de Catalunya, referenced as ARC).

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. Since 2009, 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. Furthermore, in 2012, the Barcelona Convention Contracting Parties adopted the Regional Plan on Mercury, stating that 'The Parties shall **take the appropriate measures to isolate and contain the mercury containing wastes to avoid potential contamination of air, soil or water**'.

In 2017 the **Minamata Convention on Mercury** became effective, and kickstarted the development of Minamata Convention Initial Assessments (MIA) as one of the enabling activities supported by the GEF for developing countries and countries with economies in transition<sup>1</sup>. The **WHO programme** on the Minamata Convention has developed a number of guidance documents on mercury in the health sector, and undertook a series of Regional Meetings for Ministries of Health, in 2016 for the Eastern Mediterranean region which includes the project countries. Participants highlighted that 'safe practices for the collection and disposal of mercury-containing hospital waste need to be established and mercury replacement strategies developed'<sup>2</sup>. More recently, the Minamata Convention Secretariat presented an analysis of the national priorities from the **Minamata Initial Assessments**<sup>3</sup> at the 14th International Conference on Mercury as a Global Pollutant (ICMGP 2019).

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, **including mercury**, through the provision of advisory services, technical assistance, innovative training materials, networking services

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<sup>1</sup> UNDP has developed a guidance document on the development of MIA reports, in cooperation with the intergovernmental organizations participating in the Inter-Organization Programme for the Sound Management of Chemicals (IOMC) and the Minamata Convention Secretariat.

<sup>2</sup> WHO (2018) Health sector involvement in the Minamata Convention on mercury: Outcomes of WHO regional workshops for ministries of health

<sup>3</sup> [https://www.mercuryconvention.org/sites/default/files/inline-files/news/Portals/11/documents/News/ICMGP\\_presentation\\_on\\_MIA.pdf](https://www.mercuryconvention.org/sites/default/files/inline-files/news/Portals/11/documents/News/ICMGP_presentation_on_MIA.pdf)

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.

Given its particular experience on the prevention of toxic chemicals in the Mediterranean region, SCP/RAC is involved in the execution of the Mediterranean Sea Programme: Enhancing Environmental Security (MedProgramme GEF Reference: ID 9607), funded by the Global Environmental Facility Trust Fund together with UNEP/MAP (one of the executing Agency) and UNEP (implementing agency).

## **BACKGROUND/ DESCRIPTION OF THE PROBLEM AT STAKE**

The continuing degradation of the Mediterranean coastal zone and marine environments, coupled with the urgent growing impacts of climate variability, the loss of livelihoods and dramatic deterioration of social conditions along critical sections of the Southern and Eastern Mediterranean shores, prompted the development of the Mediterranean Sea Programme: Enhancing Environmental Security (MedProgramme).

Large quantities of mercury and mercury contaminated wastes are found in the project countries, at sites of operational and decommissioned chlor-alkali plants in Algeria, Bosnia and Herzegovina, Morocco and Tunisia. Under the Barcelona Convention Regional Plan on reduction of mercury, countries have committed to phase out chlor-alkali plants using mercury cells by 2020, yet much remains to be done to ensure full implementation, including of the provision that prohibits mercury re-entry to the market. In some cases, actions have been implemented to sort and properly store contaminated wastes, but the capacities for ESM of mercury wastes are generally insufficient to address the scope and magnitude of the problem. In some cases, the extent of contamination is not fully known and further assessments and studies are needed

Mercury is used in medical measuring devices, especially thermometers which are intensively used in hospitals with high levels of replacement reported, either due to breakage or loss (e.g. taken home by patients). In either case the mercury contained within them can be assumed to eventually be released into the environment, since most countries do not have adequate hazardous waste collection and treatment for municipal waste. The main reason behind the continued use of mercury containing medical measuring devices in Mediterranean countries is economic as it is possible to import these products at low prices.

The major barriers to phasing in safe alternatives to mercury containing devices are:

- i. **Regulations:** lack of legislation and/or enforcement to restrict or prohibit the use of mercury containing devices in countries, either as restriction of mercury-containing products or Extended Producer Responsibility (EPR) requiring producers to take back the generated mercury waste and health services and institutions to properly treat mercury waste as hazardous waste according to local legislation and international standards.
- ii. **Awareness:** most users of mercury containing devices, particularly hospital personnel and laboratories, are perfectly aware of the health implications of mercury exposure but they are not as aware of the environmental implications and impacts of these products at its end-of-life if not properly managed (normally ending up in landfills), neither the need to replace them by safe alternatives.
- iii. **Price and availability:** Mercury-measuring devices initially appear more affordable - for example digital thermometers are about 2-5 times more expensive than mercury thermometers. However WHO reported that hospitals applying full cost accounting (considering calibration, batteries, mercury waste management costs, product lifetime, device specifications, number of purchased devices, location of purchase etc.) in Mexico, Argentina and the Philippines reported overall savings

when switching to digital thermometers<sup>4</sup>. In the case of sphygmomanometers, the cost of mercury sphygmomanometers and the alternative (aneroid sphygmomanometers) is about the same.

- iv. **Procurement:** Measuring devices might be procured via a public tender (in the case of public hospitals, laboratories or other public entities) which does not satisfactorily address sustainability criteria and particularly potential impacts of mercury waste on health and the environment and the true cost of the environmentally sound management and recycling of mercury waste.

## OBJECTIVE OF THE MEDPROGRAMME

The GEF/UN Environment “Mediterranean Sea Programme (MedProgramme): Enhancing Environmental Security” (2019-2024) represents the first GEF programmatic multi-focal area initiative in the Mediterranean Sea. It will operationalize priority actions to reduce major transboundary environmental stresses in its coastal areas while strengthening climate resilience and water security and improving the health and livelihoods of coastal populations.

As such, the MedProgramme is based on the success of the partnership between UNEP/MAP, the GEF and the 22 contracting parties to the Barcelona Convention. It is based on an overview of change that can generate a series of 8 interconnected components (projects) to move towards "A healthy Mediterranean with productive and biologically diverse marine and coastal ecosystems that contribute to sustainable development for the benefit of present and future generations".

More specifically, it aims to accelerate the implementation of agreed priority actions to reduce the main transboundary environmental tensions affecting the Mediterranean Sea and its coastal areas, while strengthening climate resilience, water security and improving health, in addition to increasing the livelihoods of coastal populations.

It will be implemented in ten beneficiary countries sharing the Mediterranean basin: Albania, Algeria, Bosnia and Herzegovina, Egypt, Lebanon, Libya, Montenegro, Morocco, Tunisia and Turkey. Its eight Child Projects cut across four different Focal Areas of the Global Environment Facility Biodiversity [BD], Chemicals and Waste [CW], Climate Change Adaptation [CCA] and International Waters [IW]) and involve a wide spectrum of developmental and societal sectors ranging from banking institutions, the private sector, governmental and non-governmental bodies, industry, research, media, and various other organizations including Regional Activity Centres.

The MedProgramme is structured around 4 components:

- Component 1: Reduction of Land Based Pollution in Priority Coastal Hotspots and Measuring Progress to Impacts
- Component 2: Enhancing Sustainability and Climate Resilience in the Coastal Zone
- Component 3: Protecting Marine Biodiversity
- Component 4: Knowledge Management and Programme Coordination

SCP/RAC is mainly involved in the implementation of component 1, as described in the next section.

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<sup>4</sup> WHO (2015) Developing national strategies for phasing out mercury-containing thermometers and sphygmomanometers in health care, including in the context of the Minamata Convention on Mercury, Key Considerations And Step-By-Step Guidance

## COMPONENT 1 - CHILD PROJECT 1.1

Under Component 1, SCP/RAC will be more particularly involved under Child Project 1.1, aiming to improve human health and coastal habitats, through the reducing pollution from harmful chemicals (POPs and mercury) and waste in Mediterranean hotspots and measuring progress to impacts. Hence, the project will focus on land-based sources of hazardous chemicals pollution, namely Persistent Organic Pollutants (POPs) banned under the Stockholm Convention, and mercury banned under the Minamata Convention. This work will complement actions by partners under Child Projects 1.2 and 1.3 which will focus on wastewater as a source of excess nutrient pollution to the Mediterranean.

Based on the problem and objective analysis the child project 1.1 has been designed around:

- a) Engaging with participating country governments on the provision of disposal options (for POPs) and long-term containment (for mercury) through Output 1.1 and 1.2 led by UNEP/MAP-MEDPOL; and
- b) Raising awareness on new POPs in products and mercury in the healthcare sector, through targeted pilot activities to introduce alternatives through Output 1.3 and 1.4 led by SCP/RAC.

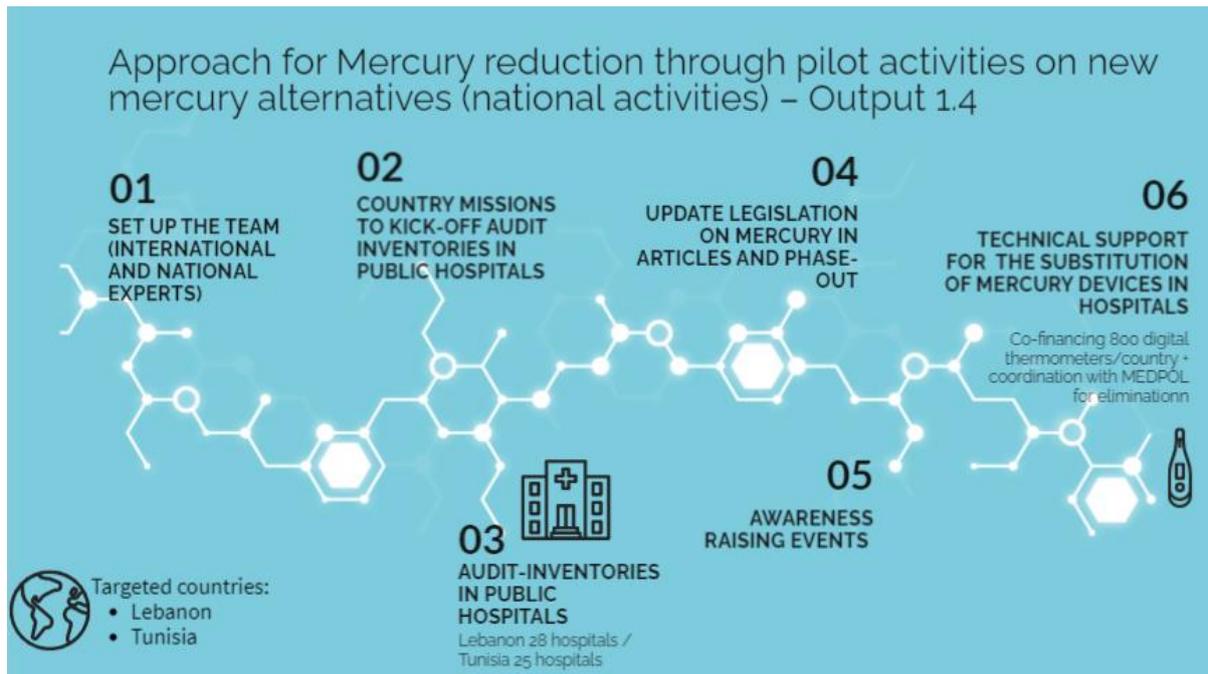
These ToRs are related to the execution of **'Output 1.4 of child project 1.1: Mercury reduction through pilot activities on mercury alternatives'**, under the responsibility of SCP/RAC, which seeks to demonstrate the phase-out of mercury containing devices from the medical sector through the adoption of environmentally sound alternatives in Mediterranean countries.

Output 1.4 on prevention of mercury in the health sector, in particular mercury containing measuring devices, will involve top-down and bottom-up approaches in Lebanon and Tunisia based on the approach developed by the WHO. They will target and involve key public servants from the Ministry of Health, Ministry of Environment and Customs as well as managers, maintenance and procurement staff from public hospitals in the two project countries, who may have a role in acquiring medical measurement equipment and managing current mercury containing devices and mercury waste.

Activities are based on the WHO guidance, and include:

- **Activity 1.4.1:** Identification/ verification of national institutions and hospitals using mercury-containing measuring devices and detailed stock-take of mercury containing wastes in the hospitals in the country;
- **Activity 1.4.2:** Development of awareness (politicians, high level officials, etc.) and training activities on mercury containing devices management and mercury waste (technical);
- **Activity 1.4.3:** Update legislation/ provisions on mercury in articles (product standards) and phase-out;
- **Activity 1.4.4:** Substitution of mercury devices in hospitals by alternatives including technical assistance, substitution, testing, procurement, monitoring, solutions to collection and disposal, etc.

Output 1.4 will be structured around the following set of activities, described in the graphic below. Its implementation will be coordinated by SCP/RAC, supported by a team formed by an international and a national expert:



**Ratification status: Tunisia signed the Minamata Convention in 2013.** Estimates of the quantities of mercury thermometers were assessed through a literature review and PPG studies, as follows:

**Tunisia:** The Ministry of Health reports the emitted mercury waste per year is 5,6 Kg for smaller hospitals (300-500 beds) up to 16 Kg (>500 beds). For the 25 hospitals targeted by the project this is estimated as 140-400 Kg of mercury-containing equipment per year. Additional amounts of mercury containing devices were not quantified during the PPG as the priority expressed by the partners was for thermometers, however the WHO guidance and approach to be adopted will also address other types of equipment particularly sphygmomanometers.

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## ACTIVITIES, TASKS AND EXPECTED DELIVERABLES

The objective of the expert's mission within the context of these Terms of Reference will be **to provide technical assistance to achieve the phase out of selected mercury containing devices from the healthcare sector, through the adoption of environmentally sound alternatives in Tunisia**. The proposed mechanisms to effect change and change practices toward substitution of mercury consist of four main action points (A, B, C, D) detailed below.

The national consultant will be supported by an international mercury consultant recruited by the centre to support the overall implementation of **Output 1.4**. and will work under the direct supervision of SCP/RAC project coordinator, with whom he/she will hold fortnightly follow-up meetings. In these meetings, the progress of the tasks will be monitored (results, interim, delays...).

The national consultant will be responsible for the following tasks to be conducted in Tunisia:

### A. DEVELOP INVENTORY AND AN ENVIRONMENTAL ASSESSMENT AND MANAGEMENT PLAN (EAMP)

The overall objective of this task is to identify and make an inventory of national institutions and hospitals that use mercury-containing measuring devices and prepare a detailed inventory of mercury-containing waste. The work is to be carried out following the indications of the lead consultant and is expected to cover the initial estimate of 25 hospitals in Tunisia, however this number is to be updated and reviewed according to current country needs.

To this end, Task A shall entail the following steps:

**TASK A.1: Identification of the main actors/representatives** of the Ministries and/or contracting managers, in order, on the one hand, to arrange the project start visits that the main consultant will carry out and, on the another, all reference contacts for the implementation of new protocols and the improvement of regulations relating to the presence of mercury. *Consultations with WHO country office on policy related activities for collection of mercury from hospital devices is strongly advised.*

**TASK A.2: Conduct the inventory** which shall follow the instructions provided by the international mercury consultant, based on the use existing know-how from scientific and academic literature on the issue as well as information collected from the WHO. These technical instructions will ensure that the national institutions and hospitals using mercury-containing measuring devices are identified. This inventory **MUST** include the type of mercury containing devices, the number of imported devices, Importing and production companies and the estimate quantities still in use in the medical sector (Public hospitals and primary health care centres if appropriate too).

The national consultant will dispose of additional funds to hire (if needed) a junior expert/assistant to develop the desk research and gathering of data.

**TASK A.3: Create an EAMP and strategic collection plan.** The consultant will have review the risks of mercury at the country level (Tunisia) and help the lead consultant on mercury to **formulate an Environmental Assessment and Management Plan (EAMP)** of the mercury containing medical devices and formulate a strategic plan for the collection and storage of the medical devices adaptable to each public hospital to ensure the environmentally correct elimination of mercury-containing devices and mercury containing waste (mercury-containing thermometers and/or sphygmomanometers must be correctly packaged to prevent any possible breakage and, if broken, supplying the proper packaging).

This means that the guidelines established by the WHO and the recommendations of the Minamata Convention must be followed. To this end, the consultant must carry out an interview with those responsible for the Minamata Convention Initial Assessment (MIA) project in Tunisia.

Under this task, the national consultant will have to submit the following deliverables to SCP/RAC:

1. A detailed list of all actors involved at the country level, including their role, relevance and contact details.
2. The initial inventory in the form of excel with all the sections completed.
3. The EAMP and the strategic collection plan
4. A risk assessment table indicating the anticipated ease to access the hospitals and any possible setbacks that might need specific attention.

## **B. PROVIDE SUPPORT FOR THE UPDATE OF THE REGULATORY FRAMEWORK RELATED TO MERCURY, IN LINE WITH THE MINAMATA CONVENTION**

This activity has the objective of updating legislation/ provisions on mercury in articles and their phase-out from the market. This will allow for the beneficiary public workers to carry out modifications to internal regulatory provisions on the use of mercury in healthcare products with the goal of updating national legislation related to mercury products use in hospitals.

### **TASK B.1: Support the preparation of policy guidance**

The international mercury consultant will develop guidelines for the Tunisian public health and environmental institutions to update and adapt their respective laws with proposals that may be considered by the Government and will require assistance from the local expert in finding the most recent information on norms and legislation currently regulating the import, production and use of the mercury containing devices in Tunisia.

In this context, the local expert must prepare a list of specific issues adapted to the socio-economic and regulatory context of their territory that allows to properly complete the guidance for mercury regulation.

### **TASK B.2: Facilitate the organisation of meetings/roundtables with relevant stakeholders**

In coordination with the international mercury consultant, the national consultant will facilitate the organization of meetings with key stakeholders in order to inform them about the process, involve them and progress in the development of the updated regulation.

The consultant must organize two (start and finish) face-to-face meetings for the international mercury consultant and SCP/RAC project team with the leading stakeholders and relevant focal points of the project to establish an agile line of communication, follow up on specific goals of the activities and present the work methodology. The estimate is of two trips to Tunisia with a stay of two business days each, which shall be arranged strictly in accordance with the protocols regarding international journeys established to fight against the spread of COVID-19. Additional follow-up meetings will be needed throughout the activities implementation.

The consultant will have to submit the following deliverables to SCP/RAC:

5. A final report summarizing all the information collected on the regulatory framework.
6. A schedule with all the meetings for the two country missions.
7. Agenda, list of participants and main conclusions of the face-to-face meetings.

## **C. TRAINING IN ADOPTION OF ENVIRONMENTALLY SOUND ALTERNATIVES.**

This assistance will be provided with the objective of carrying out awareness-raising, training and support for local actors, with the support of the lead consultant in terms of content and organisation.

### **TASK C.1: Organize and facilitate the seminar/workshop**

The content of the workshop will be prepared in coordination with the international mercury consultant, that will provide content for its organisation. The rental costs and other costs associated with the logistics of the seminar will be covered by SCP/RAC through another budget line and does not enter in this ToRs. The consultant will be responsible for:

- Recommending the most suitable dates based on national working days/holidays.
- Compiling a list of relevant guests, in consultation with the National Focal Points, and managing/ensuring their attendance,
- Looking for suitable venues for the meeting and checking the availability.

- Coordinate the attendance of speakers and compile their presentations ensuring desk/IT support on the day of the meeting
- Record attendance of participants and interventions made during the event.

#### **TASK C.2: Contribution to the preparation of awareness raising material**

The consultant will support the main consultant by providing information to adapt the content of the training and awareness raising material. The goal is to advocate and inform on the hazards of mercury to health and the environment as well as to inform of the need to shift to mercury-free alternatives. Coordination with institutions such as WHO and Health Care Without Harm (HCWH) will be essential to the development of the training material. The lead consultant will be assisting on the preparation of support materials and will provide guidelines/mentoring on the development of awareness (politicians, high level officials, etc.) and training activities on mercury-containing devices management and mercury waste (technical). The session will have to include information on:

- The deployment of the plan for the collection and disposal of mercury waste from hospitals,
- The provisions of international regulations and in the promotion of measures for the correct management of medical devices containing mercury that are removed from hospitals.
- Technical support for the adoption of sustainability criteria in the procurement of measuring devices, such as specifying mercury free options.

He or she will also have to adapt the content so that it may be used as communication and promotional material. The material will be shared directly with the beneficiaries during the seminar and through social media, emailing. SCP/RAC will provide support for the lay-out, translation and dissemination of the material.

The consultant will have to submit the following deliverables to SCP/RAC:

8. Deliver a report outlining the objective, interventions, attendants and main outcomes of the seminar.
9. Awareness raising material prepared.
10. Short report of the dissemination campaign.

#### **D. SUBSTITUTION OF MERCURY DEVICES IN HOSPITALS BY ALTERNATIVES**

Together with the lead expert, the consultant will have to organize the collection and storage of mercury-containing medical devices, pursuant to the strategic collection plan created in task A.

**TASK D.1: Collection and safe storage of mercury devices** from the identified hospitals and public health centres. The mercury containing devices must be collected and stored following the Environmental Assessment and Management Plan (EAMP) developed under Task A. The final inventory document must contain the number and net weight of the devices found and details of the secure storage, specifying the location and providing photographic documentation thereof. The international consultant and SCP/RAC team will ensure coordination with MED POL for the elimination of the mercury containing devices and wastes that are stored.

The national consultant will have to submit the following deliverables to SCP/RAC:

11. Final inventory with stock of mercury quantities gathered, images and documentation of storage.

## PROPOSED SCHEDULE

The following timeline is proposed for the implementation of the activities:

	2021		2022										
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov
A.1 Identification of main actors/representatives													
A.2 Conduct the inventory													
A.3 Create a EAMP and strategic collection plan													
B.1 Support the preparation of policy guidance													
B.2 Facilitate the organisation of meetings/roundtables with relevant stakeholders													
C.1 Organize and facilitate the training workshop													
C.2 Preparation of awareness raising material													
D.1 Collection and safe storage of mercury devices													

The consultant will work under the supervision of the SCP/RAC project coordinator with whom he will hold fortnightly online follow-up meetings.

In these meetings, the progress of the tasks will be monitored (results, obstacles, delays ...) as well as the correct submission of the above-mentioned deliverables.

## MEANS AND MODALITIES OF WORK

- The expert will start the work after the validation of the offer by the contractor, expected by early November 2021, until December 2022.
- The expert will work under the supervision and coordination of the Policy Area team of SCP/RAC and will count on the contribution of an international expert on Mercury recruited specially for the implementation of Output 1.4 of the MedProgramme.
- The expert will work with his/her own means and should be based in Tunisia, with availability to conduct meetings with key national stakeholders.
- Working languages will be English, French and Arabic (with local stakeholders).  
All deliverables will have to be prepared in English or in French.

## ELIGIBILITY

The expert applicant must fulfil the following requirements:

- Be an individual consultant and able to comply with national fiscal context and rules for receipt of international funds from Spain.
- Have a bank account whose holder name must be the same as the applicant.
- Partnership and subcontracting are not allowed.
- Availability travel across Tunisia to meet with key stakeholders (in case COVID-19 restrictions allow it).

## PROFILE AND QUALIFICATIONS OF APPLICANT EXPERTS

The experts must have knowledge on the area they are applying to work in. More precisely, the qualifications required are:

- Academic degree in Chemistry or engineering with proven expertise that will allow the expert to easily understand the technical aspects of mercury management and their use in hospitals.
- Proven and relevant professional experience linked to the required services, in particular a strong network within the Ministry of Environment, Ministry of Industry, civil protection and companies of the targeted sectors.
- Proven experience within the UN system, GEF Projects or acquainted with international organizations.
- Link or experience in the abovementioned industrial syndicates/associations positively valued
- Ability to write in English or French.
- Ability to communicate and connect with stakeholders.

## HOW TO APPLY AND SELECTION PROCESS

Candidates should submit the following documents. The official forms to be submitted can be downloaded here.

1. **Technical offer** (maximum 4 pages): The bid must describe to what extent the applicants satisfy the conditions (profile and qualifications), show their ability to carry out their mission successfully and how they plan to carry out the activities set out in these terms of reference. The technical bid can include suggestions for improvement.
2. **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.
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. It is recommended to prepare the budget using the attached economic model (Annex II). The maximum amount considered is **14.990€ (all taxes included)**

### Important information regarding the consideration of the added-value tax (VAT)

1. 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.
2. 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.
3. 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.

4. 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.

Additional information to be carefully considered:

- The header for the technical and financial bid **must clearly mention the applicant's details** (name of the company or expert presenting the bid, address, country, telephone and tax ID number, VAT number or other official number) **and those of the recipient as follow:**

**'Regional Activity Centre for Sustainable Consumption and Production / Agència de Residus de Catalunya / Carrer Dr. Roux nº 80 / 08017 Barcelona, Spain / NIF: Q-5856373-E'**

- In case the candidate is a team of independent experts, the contract will be established with only one expert which will have to coordinate with the other experts.
- The financial bid must not include the purchase of material.

4) **Bank form filled in**, signed and stamped by the bank (if the stamp is not possible, the candidate will annex a digital certificate). The Bank form is provided in Annex III.

Offers must be sent to [kdemiguel@scprac.org](mailto:kdemiguel@scprac.org) with copy to [mouters@scprac.org](mailto:mouters@scprac.org) with the subject 'Technical expert Mercury Tunisia - MedProgramme' **before November 15<sup>th</sup> 2021, midnight (CET)**. All candidates will be notified upon the reception of the offers.

Applications who meet the requirements will be assessed and rated in accordance with the following criteria (100 points):

Points	Criteria
Maximum 45 points	The extent to which the technical bid is responding to the needs.
Maximum 20 points	Financial bid.
Maximum 25 points	Technical expertise in the same type of mission.
Maximum 10 points	Other qualifications and additional proposals for improvement.

The SCP/RAC may also conduct personal interviews to facilitate the assessment.

If you have questions concerning these ToR, please contact: [kdemiguel@scprac.org](mailto:kdemiguel@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.

The payments will be made by bank transfer upon presentation of the invoices, in three instalments and will be done upon approval of the following deliverables:

- 30% - Upon completion of Tasks A.1 to A.2 (December 2021)
- 40% - Upon completion of Tasks A.3 to B.2 (April 2022)
- 30% - Upon completion of Tasks D.1 (December 2022)

Payments will be done in a period of 60 days after reception and validation of the invoice. Any transfer costs, bank fees, loss due to exchange rate fluctuation, or other relevant costs will be borne by the contractor.

## **AUTHORSHIP AND OWNERSHIP OF THE WORK**

The ownership of the work covered by the Contract related to this ToR shall belong to the SCP/RAC and any use or mention thereof in publications, articles, interviews, conferences, etc., in any language and without any temporal or territorial limitation, shall have the relevant authorization and indicate the SCP/RAC as the owner.

Thus, the selected expert(s), on behalf of any persons who, if appropriate, may collaborate with him/her in the drawing up of the Report, will assign to the SCP/RAC the rights for the reproduction, distribution and sale of the Report, in any form of publication and commercialization, for its use in any language and throughout the world, as well as for its partial reproduction for teaching or research purposes. Nevertheless, the SCP/RAC shall ensure that the name(s) of the material author(s) of the document appear(s) prominently on all the copies which are published, so that the latter may use the final or partial results of their work in the terms stipulated in this Contract.

## **CONFIDENTIALITY CLAUSE**

The information to which the selected expert(s) obtains access for the development of the purpose of this Contract, provided that it is not classified as public, shall be of a confidential nature and may not be used for activities other than those included in this Contract. In the event that a particular use of the information raises doubts with regard to respect for this Confidentiality Clause, the successful bidder must, in any case, request the consent of the SCP/RAC.

Annex II: Economic offer template

Financial Offer "..."					
<b>FROM:</b> _____ <b>Name / Company:</b> _____ <b>Address:</b> _____ <b>Country:</b> _____ <b>Phone:</b> _____ <b>e-mail :</b> _____ <b>VAT N° or TAX ID:</b> _____		<b>TO:</b> <b>Regional Activity Center for Sustainable Consumption and Production</b> <b>Agència de Residus de Catalunya</b> <b>C/Dr. Roux núm. 80</b> <b>08017 Barcelona, Spain</b> <b>NIF: Q-5856373-E</b>			
<b>Staff expenses</b>					
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 €
<b>Other expenses (travel, production, translation etc.)</b>					
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 €
<b>Total budget</b>					
		<b>Total budget without VAT (A+B)</b>	<b>VAT rate applicable (%)</b>	<b>VAT Amount</b>	<b>Total budget VAT included</b>
		0,00 €	21,00%	0,00 €	0,00 €

