



Regional Activity Center for
Sustainable Consumption and Production (SCP/RAC)
UN Environment/ Mediterranean Action Plan

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Terms of Reference (ToR) – Technical support for the organisation of a national consultation meeting in Egypt, focusing on measures for the prevention of single-use plastic bags.

Background

Regional Activity Centre for Sustainable Consumption and Production (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).

SCP is the combination of the implementation of tools and measures geared towards redesigning how goods and services are consumed and produced to drive industrial and socioeconomic development towards non-polluting, no-waste, low-carbon, resource-efficient, socially inclusive and circular economies.

The Centre operates in support of two international treaties: the Barcelona Convention , which brings together the 21 Mediterranean neighboring countries to work together for the protection of the common environment and for sustainable development; and the Stockholm Convention , an international agreement involving 180 countries to fight against the generation of persistent organic pollutants, highly polluting and toxic substances.

The Centre is one of the Regional Activity Centres established in the framework of UN Environment / Mediterranean Action Plan (hereinafter MAP), 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 SCP/RAC was established in 1996 by means of a collaboration agreement between the Spanish Ministry of Environment and the Ecological Transition and the Government of Catalonia, based on the decision agreed by the Contracting Parties to the Barcelona

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.

Activities of UN Environment/MAP – SCP/RAC and the Marine Litter Med project

The overall objective of this EU-funded project is to support UNEP-MAP/Barcelona Convention and its Contracting Parties to prevent and manage Marine Litter through the implementation of the Marine Litter Regional Plan adopted by COP 18 of the Barcelona Convention and its Protocols, Istanbul, 2013, in synergy with the relevant work under UNEP/GPA Global Partnership for Marine Litter, the implementation of the European Union (EU) Marine Strategy Framework Directive (MSFD), the UfM H2020 initiative for a cleaner Mediterranean, the EU SwitchMed Programme and in coordination with the other European Regional Seas.

With the ultimate objective of achieving the Good Ecological Status (GES) of the Mediterranean Sea, “Marine Litter-MED” project aims to specifically support the Contracting Parties from Southern Mediterranean/EU Neighborhood to implement the Marine Litter

Regional Plan through the implementation of a number of measures envisaged in the updated NAPs endorsed by COP 19 of the Barcelona Convention and its Protocols.

The project covers the six semesters of 2016-2019. UNEP/MAP-MEDPOL is coordinating the project with REMPEC, SCP/RAC, SPA/RAC, the Black Sea Commission and ACCOBAMS as executive partners.

In this context, SCP/RAC is in charge of the component Regulatory framework related to the non-single use of plastic bags and promotion of Extended Producer Responsibility (EPR). The objective is to enhance the national regulatory framework aiming at the reduction of single-use plastic bags, through the provision of technical assistance to the government, organization of consultation meetings and others as appropriate.

The Egyptian context

Among the efforts in Egypt to address single-use plastic bags, it must be highlighted the National Initiative on Reduction of Plastic Bags Consumption in Egypt, launched by the Ministry of Environment on the World Environment Day in June 2017. This is a partnership between the Ministry, the United Nations Environment, and Center for Environment and Development for the Arab Regions and Europe (CEDARE), in the framework of SwitchMed Regional Programme, funded by the European Commission. The initiative aims to encourage Egyptians to reduce their consumption of plastic bags and to shift towards more environment-friendly alternatives in cooperation with large fast-moving consumer goods (FMCG) chains, hypermarkets, pharmacies, and other key players via influential awareness campaigns and diverse activities. In addition, the initiative organized consultative workshops with concerned stakeholders to explore different policy options, though none of them have been adopted to date.

Mission and activities

The mission objective of the selected beneficiary is to **provide technical assistance for the organization of a national consultation event in Cairo, Egypt on measures for the prevention of single-use plastic bags.**

The national event has been conceived following the commitment under the Barcelona Convention to implement the Regional Plan on Marine Litter Management in the Mediterranean. The event will particularly address single-use plastic bags as a prevention measure (Article 9 of the Regional Plan).

The event will take into account the recent “National Initiative for the Reduction of non-degradable single-use plastic bags consumption”, launched by the Ministry of Environment and supported by the SwitchMed initiative.

Based on this, the aim of the event is to review progress of current initiatives aiming at reducing single-use plastic bags and explore future measures and actions, as needed, in a coordinated and coherent way with key stakeholders. The promotion of responsible alternatives will be also explored.

Event approach

1-day meeting with around 60 participants, preferably using a round-table format. The event should start with the presentation of the situation with plastic bags in Egypt, past and ongoing initiatives, as well as possible options to keep on tackling plastic bags. These would include: voluntary agreements with the retail sector, regulatory economic instruments, bans, and private initiatives. Other international measures, if relevant for the Egyptian context, may be considered.

After the presentations, a moderated discussion will invite participants to express their views on the role of the different stakeholders and on the feasibility of the different options on the short and long term.

The meeting shall conclude with an initial roadmap that could be further detailed with the support of SCP/RAC after the workshop.

In addition, the meeting will be the occasion to launch a challenge that will aim at supporting alternatives to single-use plastic bags suggested whether by industries, entrepreneurs or civil society organizations.

Preliminary agenda

1. Opening of the meeting

Part I. Policy options for the reduction of plastic bags in Egypt

2. The status quo of plastic bags in Egypt
 - a) National Initiative for the Reduction of non-degradable single-use plastic bags consumption
 - b) Other initiatives, if appropriate
3. Regional Guidelines to Phase out Single-Use Plastic Bags in the Mediterranean: policy options based on the review of successful experiences.
4. Views and preferences of key stakeholders on the way forward
5. Development of an initial roadmap

Part II. Social innovation and business challenge on alternatives to single-use plastic bags

6. Current alternatives in the Egyptian market, and elsewhere
7. The promotion of alternatives: role of entrepreneurs, industry and associations
8. Launch of the plastic bags alternatives challenge in Egypt to boosting existing or new alternatives
9. Conclusions and follow-up activities

Participants

The event should count with the participation of the public authorities related to environmental and industrial policy, retail sector, plastics sector, business support organizations, research and other organizations. An initial list of participants should be detailed in the offer responding to these Terms of Reference.

Description of work

The beneficiary shall undertake the following work:

Activity 1. Preparation of the meeting.

The consultant should undertake the following actions in order to ensure the smooth organization of the event:

- Agree with SCP/RAC and EEAA on the final date, venue, agenda, speakers and list of guests
- Produce the final event announcement, to be sent to the list of guests
- Send invitation to the national guests and follow up to ensure wide participation
- Organize the logistics of the event, including room rental (if needed), equipment, coffee-refreshments-snack and lunch-buffet.
- Send information documents for the meeting, including “Regional guidelines to phase out single-use plastic bags” and final outputs of “National Initiative for the Reduction of non-degradable single-use plastic bags consumption”.
- A preparation meeting between the consultant, SCP/RAC and EEAA should take place one day before the public event to agree on final approach and arrangements.
- Regular calls will be schedule to ensure a smooth preparation of the event.

Activity 2. Execution of the event.

The consultant shall moderate and facilitate the meeting, with previous agreement with EEAA and SCP/RAC on the approach and expected results of the meeting.

The meeting should take place in Cairo between the 10th and 28th of June 2019.

Simultaneous interpretation Arabic-English should be provided for the entire meeting.

Note: the consultant shall make sure participation of 8-10 people outside of Cairo and cover travel expenses and accommodation for one day, hence it must be considered in the financial offer. Travel costs by international participants will be covered by SCP/RAC.

Activity 3. Meeting report.

The consultant shall draft a report of the meeting, paying particular attention to:

- Views expressed by the different stakeholders
- Roadmap for the implementation of the preferred option

The report should contain the presentations material, photos and explanation of the discussion and way forward.

The meeting report must be accompanied by a news item, to be validated by SCP/RAC.

SCP/RAC will comment both the report and news item within 1 week upon reception.

Deliverables and timeline

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

Deliverable	Deadline
#1. Final concept of the event, which must include final date, venue, draft agenda and list of guests. List of suggested speakers.	1,5 month before the event
#2. Final agenda and list of participants	3 weeks before the event
#3. Draft meeting report and news item	10 days after the event

Means of work and eligible costs

Rental, coffe-breaks, meal, equipment, consumables, travel and personnel costs should be included in the financial as different budget lines in the financial offer. International travel will be covered by SCP/RAC (max. 2-3 people)

Regular calls will be organized with the contractor. All the deliverables will have to be presented in English and validated by the Contractor before moving to the next step of the assignment.

Eligibility and selection criteria

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 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, industrial engineering, environmental science or similar
- Record on events organization, especially those involving public institutions
- Fluent communication in English (oral and written)

- Extensive experience in the targeted country in particular related to plastic and retail sector.
- Experience in international projects

How to apply and selection process

Candidates should submit the following documents:

- 1) Technical proposal (maximum 3 pages): **Draft concept note to develop the event, including preparation, execution and report. The methodology should identify information background experiences and documents that may be used, as well as an initial list of stakeholders to be invited to the event.**
- 2) Profile and project references (maximum 2 pages): the consultant(s) should submit a brief explanation of the candidate, including CVs as annex, and project reference on the topic.
- 3) Financial offer: the consultant(s) should state financial costs of the activity by budget line (see Means of work and eligible costs). The personnel dedication must be expressed in days (1 day = 8 working hours). All amounts should be expressed in euro.
- 4) 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 "Plastic bags consultation event – EGYPT" before **23rd April 2019, midnight (CET)**.

Important :

- The header of the **technical and financial offers** must clearly note the candidate data (Name, address, country, telephone, email and fiscal identity number or other official number) and those of the Contractor: « Regional Activity Center for Sustainable Consumption and Production / Agència de Residus de Catalunya / Carrer Dr. Roux nº 80 / 08017 Barcelona, Spain / NIF: Q-5856373-E ».
- **The maximum amount for this consultancy is 11.000 euro (all taxes included).**

All candidates will be notified the reception of the offers.

Offers will be assessed according to the following criteria and scores:

Points	Criteria
Maximum 40 points	Quality of the technical offer to meet the work objectives
Maximum 40 points	Financial offer
Maximum 20 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 deliverables 1: 65%
- Submission and approval of deliverables 3: 35%

Payments will be done in a period of 60 days after reception and validation of the invoice. The Contractor is not responsible for banking costs that might be applied by the consultant(s) bank, nor for changes in currency exchange.

Annex: Offer template and bank form

From:
Name: XXXXXX
Address: XXXXXXXXXXXXX
Country: XXXXXXXXX
Phone:
VAT nº or Tax ID: xxxxxx

To:
Regional Activity Center for Sustainable Consumption and Production
Agència de Residus de Catalunya
C/Dr. Roux núm. 80
08017 Barcelona, Spain
NIF: Q-5856373-E

Offer nº xxxxxxxxx

- 1) Tasks description**
 - a. Concept of the event**
 - b. Initial list of stakeholders to be invited**
 - c. Background documents and initiatives**

- 2) Implementation schedule**

- 3) Financial offer**

- 4) Profile and references**

