

*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 provide technical assistance to Montenegrin public authorities in preventing the single use of plastics**

**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.

### **Single-use plastics in public administrations**

Public administrations, as any other entity, uses plastic for many different applications: construction, equipment, vehicles, hospitality services, cleaning products, etc. Following the overall approach of SCP/RAC activities on single-use plastics and particularly in the food and beverage sector, in-house practices are relevant within these activities, as well as public procurement. In this respect, single-use plastics can be consumed as food and beverage packaging in canteens and in cleaning products, for example. In addition, waste management practices should allow for separate collection to promote recycling. In the case of public procurement, the prevention of single-use plastics could be considered as a criterion, together with other environmental aspects<sup>6</sup>.

According to the UNEP global review of sustainable public procurement 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. In addition, good in-house practices preventing single-use plastics can also contribute to driving sustainability and set an example for the private sector and consumers. In this regard, the example of the Italian Ministry of Environment, Land and Sea Protection is a good example through the “PlasticFree” initiative<sup>7</sup>. Some of the concrete in-house measures are:

- The elimination of distributors of plastic bottles
- The installation of natural or sparkling water dispensers, also refrigerated
- Free distribution to employees of recycled aluminum bottles, to consume water at the desk
- The replacement in hot drinks distributors of plastic cups by paper one, and of plastic stirrers by wooden ones
- The proposal to employees of virtuous paths to become more and more plastic free; the promotion of awareness campaigns for citizens and professional refresher courses for communication operators
- The elimination of disposable products in the Ministry's nursery school.

Through the policy gap analysis conducted in Albania, Bosnia and Herzegovina and Montenegro, it was considered that a public policy public project could entail the above aspects. After consultations, it has been agreed that the Ministry of Sustainable Development

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<sup>6</sup> Note : SCP/RAC has awarded a different contract to produce policy guidelines on the consideration of single-use plastics in public procurement. Both assignments are interconnected and collaboration between the two consultants teams is expected.

<sup>7</sup> See <https://www.minambiente.it/pagina/io-sono-ambiente-linee-guida-e-materiali-plastic-free>

and Tourism of Montenegro and the Municipality of Podgorica would be the participating public administrations in this pilot action. A third administration may participate in the action (to be confirmed by the end of August 2019) Therefore, they will be the direct beneficiaries of this assignment, while communication will reach other institutions in the region to extend the experience and good practices.

## Objective

The objective of this consultancy is to provide advice to the participating institutions on the main strategies and actions that would prevent the single use of plastics and improved management of plastic waste, and assist in the implementation to the extent possible. Additionally, and in cooperation with experts on public procurement, the Contractor should gather information and provide advice on greening public procurement.

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

The Consultant shall undertake the following activities.

### **Activity 1. Identification of single-use plastic items and packaging**

The Consultant, assisted by a focal point to be nominated at each institution, shall visit the premises of the two institutions and assess the single use of plastics in different areas and including disposal and collection (e.g. food and beverages, cleaning products, office consumables, etc.). The Consultant shall interview key staff in charge of the provision of in-house services, as well as key staff involved for the provision of external services (e.g. organization of meetings, hospitality services, etc.).

The Consultant should depict main areas where single-use plastics are consumed, specifying items or packaging types, and disposal and collection means.

### **Activity 2. Options to minimize the single-use plastics**

Based on the above, the consultant shall propose options to:

- Reduce the consumption of single-use plastic items and packaging.
- Replace those products by more responsible options, considering life-cycle assessment, economic and availability factors.
- Organize the separate collection of plastic and convene a protocol for the collection by an authorized operator.

The options should be validated with the focal points of the two institutions.

### **Activity 3. Implementation of options, to the extent possible**

Once agreed on the best options to prevent single-use plastics and improve plastic waste management, the Consultant will support the implementation by providing the means and logistics, to the extent possible, and in agreement with SCP/RAC and participating public authorities. For this, the Consultant shall allocate an indicative amount of 3.000 euro that will serve to cover potential material means needed. Examples may be the provision of specific bins for plastic waste, reusable items for staff and/or communication material.

### **Activity 4. Recommendations for greening public procurement**

The Consultant will consult the procurement rules for services where single use of plastic is particularly concerned (e.g. organization of event, provision of hospitality services). This information will be shared with the consultants in charge of the public procurement guidelines, who in turn will advise on possibilities to decrease single-use plastics in public procurement. Then, the consultant shall propose to the participating public authorities recommendations to consider the reduction of single-use plastic and packaging in the procurement.

### **Activity 5. Participation at a national event**

Within the overall activities, a national workshop will be organized and the Consultant should be available to provide a presentation on the work at one of them. It shall take place in Podgorica and 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.

<b>Deliverable</b>	<b>Deadline</b>
<b>#1. Key finding on single-use plastics and related waste in public administrations</b>	4 weeks after notification
<b>#2. Report on options to minimize the single-use plastics</b>	8 weeks after notification
<b>#3. Report on implemented activities</b>	15 weeks after notification (and no later 15 <sup>th</sup> December 2019)
<b>#4. Report on recommendation on public procurement</b>	10 weeks after notification
<b>#5. PowerPoint explaining the work done</b>	3 days before the national 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.

## 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 waste management and work with public administrations
- 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.  
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. Note: as indicated in activity 3, the Consultant shall allocate an indicative amount of 3.000 euro to cover potential material means needed for the implementation.
- 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 “Public Policy Pilot Balkans” before **18th August, 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 10.800 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 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 implement the work**

**2) Financial offer**

