

MedWaves , the UNEP/MAP Regional Activity Center for SCP

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Terms of Reference for the design of a training on GHG emissions calculation and the provision of a training

1. Background

MedWaves, the UNEP/MAP regional activity center for SCP is a center for international cooperation with the Mediterranean countries in terms of development and innovation of the productive sector and civil society based on models of more sustainable consumption and production with the aim of contributing to the transition towards sustainable economies in the states of the Mediterranean basin. It is legally hosted by the ARC (Agència Residus Catalunya).

MedWaves is one of the organizations belonging to the *Mediterranean Action Plan* (MAP), established since 1975 by the United Nations Environment Program, and whose objective is to coordinate cooperation between the 21 member countries of the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean (known as the Barcelona Convention) which aims to protect and improve the environment and the sustainable development of the region.

Likewise, from 2009 onwards the Stockholm Convention on Persistent Organic Compounds, a global treaty to protect human health and the environment from these toxic products, was added to the MedWaves action framework, given that the Center is designated by the member countries of the Convention as a Regional Center for its application. Since then, this type of pollutant has been introduced as a priority in a large part of MedWaves' activities.

The activities developed by MedWaves include the organization of expert training and training activities, the publication of news and technical publications, the organization of expert meetings, the preparation of technical studies and methodologies, the establishment of networks for the exchange of knowledge and experiences between the main actors in the countries (international organizations, public entities, business associations, civil society entities, universities, etc.), the coordination of pilot projects and the assistance to the countries in the preparation of National Action Plans for the integration of consumption and sustainable production models in the development of the productive sector that encourage the introduction of green economy criteria in their development policies.

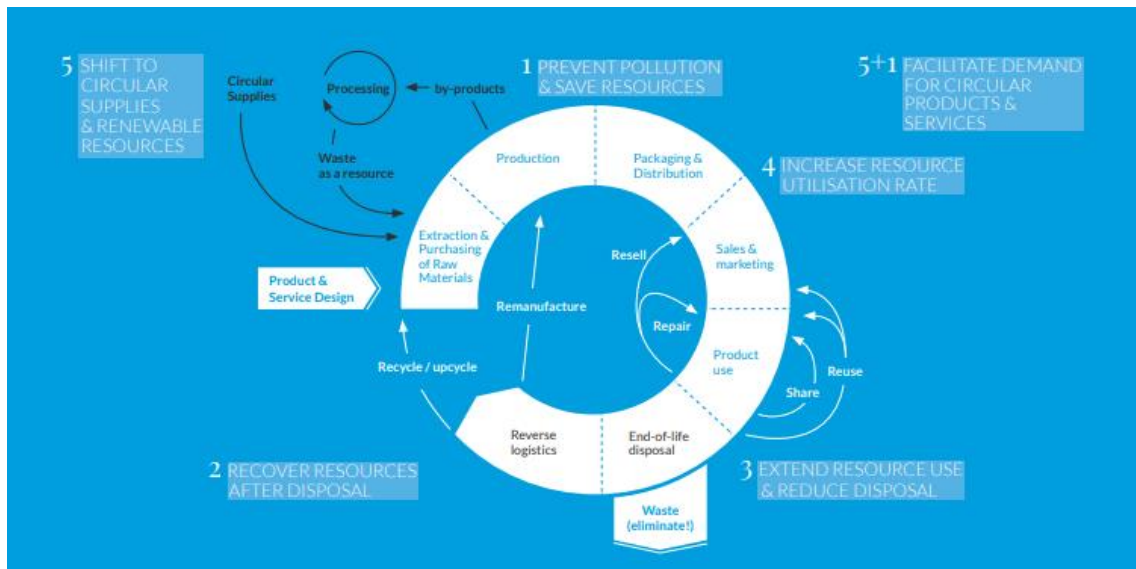
To respond to its strategic mission described in the SCP Regional Action Plan and the UNEP/MAP and the Mediterranean Strategy for Sustainable Development, MedWaves has developed The Switchers Support Programme that aims at training and supporting green entrepreneurs to develop their green businesses and reduce their environmental impact. Climate change is one of the most important impacts of the current production and consumption models, so it is essential to give tools to entrepreneurs and companies to reduce their GHG emissions and thus reduce the impact on the environment.

2. Objectives and description of the tasks

The object of the contract is the design of a training module on the calculation of greenhouse gas emissions, the delivery of a training to the MedWaves team, and the adaptation of this training module into a shorter version.

The training materials and sessions should focus on how the implementation of circular strategies by businesses can contribute to climate change mitigation, compared to a linear business model. To achieve this, the tenderer must use the *Conceptual Framework for Guiding the Development of Sustainable Business Models* that can be found [here](#) as part of the Switchers Support Programme as a reference.

Based on the eco-innovation and life cycle thinking approaches, this framework establishes five sustainable business strategies:



Each circular business strategy is associated with different circular business:

Strategy	Business models
Prevent pollution and save resources	Cleaner and resource efficient production
	Zero-waste production
Recover resources after disposal	Design for disassembly, reassembly and recycling
	Collection and recycling
	Upcycling
Extend resource use and reduce disposal	Design for durability, long-lasting and modularity
	Repairing and upgrading
	Reselling
Increase resource utilization rate	Rental/leasing

	Servitization
Shift to circular supplies and renewable resources	Shift from finite energies and resources to renewables energies and resources, respecting natural regeneration cycles and closing the loops
	Alternative low impact materials or recycled material driven value chains

The training modules should use this framework to clearly demonstrate how the implementation of these strategies and business models can reduce GHG emissions compared to linear business models. More information on how can circular businesses can contribute to climate change mitigation can be find in the following MedWaves publication: [Working paper on the contribution of circular economy to climate action](#).

The tasks to be developed will be as follows:

1. Diagnosis and Preliminary Analysis Phase

In this first phase, the tenderer, with the support of MedWaves, will define the scope of the training module, including the target audience (MedWaves team, circular entrepreneurs, and small companies from various sectors). The relevant regulations, frameworks, and methodologies for GHG calculation will be identified, and the tools and/or software to be used in the training to measure GHG emissions will be decided upon.

Deliverable: concept note of the training

2. Design of the Training Module Content

The main topics to be covered in the module are as follows:

- An introduction to climate change and related basic concepts, along with the fundamentals of GHG footprint calculation, information on the regulations and frameworks of calculation, and available tools and software, among others.
- How to calculate GHG emissions (scope 1, 2, and 3) for organizations, products and services. This should include practical exercises using the selected tool/software that trainees will need to complete during the training.
- How to formulate a decarbonization plan based on the results of the carbon footprint calculation. This will include identifying emission reduction opportunities, prioritizing measures, setting short-, medium-, and long-term goals, and establishing a monitoring and reporting system to track progress.
- Design of 3 case studies that allow participants to apply the concepts learned to calculate the carbon footprint of an organization, a product and a service.

The practical exercises, decarbonization plan, and case studies should reference how circular economy strategies and business models can reduce or prevent GHG emissions, based on the conceptual framework mentioned above.

The content of the training, including PowerPoint materials and case studies, will focus specifically on the Mediterranean region.

The training is expected to last approximately 15 hours, divided into 3-4 days, and will take place in person at MedWaves' offices for the team. The tenderer will be responsible for developing the materials in PowerPoint format.

Deliverables:

- Agenda
- PowerPoint presentations with the content for each day
- 3 case studies

3. Deliver a Training

The tenderer will train the MedWaves team on the training module so that its members learn how to calculate GHG emissions.

The introductory part of the training will be attended by all MedWaves team (around 15 people) and the rest of the training will be attended by part of the team (around 5 people).

Deliverables: 15 hours of training, divided into 4 days.

4. Prepare a short Version of the Training Module

The tenderer will be required to conceptualize and develop a shorter version of the training module so that MedWaves can offer training to green entrepreneurs and Business Support Organizations.

A summary and adaptation of the previously developed module will be done so that MedWaves can deliver a 2-hour training session. The materials should be adapted for online delivery.

The materials will include an agenda, the PowerPoint presentation with footnotes, and guidelines on how to deliver the training.

Deliverables:

- Agenda
- PowerPoint presentations with the content
- Guidelines for the trainers

All the training materials and documents will have to be done in English.

3. Calendar and presentation of offers

The tasks described must be carried out from the signing of the contract until December 2024.

The supplier must have experience in GHG emissions calculation, in the design and development of trainings on GHG emissions calculation and in delivering trainings on this topic.

The offer must include the following documents:

1. A technical offer based on the elements provided and with suggestions on potential improvements.
2. An economic offer. The amount of **the offer cannot exceed 10.000 Euros (VAT not included)**.

The deadline for submitting bids is **25 October 2024**. Bids must be sent to aibaneza@gencat.cat and gmosangini@gencat.cat.

4. Selection process

All candidates will be notified of receipt of offers.

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

points	Criteria
Maximum 30 points	Quality of the technical offer to meet the objectives
Maximum 10 points	Improvements suggested
Maximum 60 points	Economic offer

For any questions about these Terms of Reference, please contact: Anna Ibañez aibaneza@gencat.cat

5. Selection and payments

The winning candidate will be notified by email about the selection of the offer. From this moment you can start working according to the calendar.

A single payment will be made at the end of the contract. Payments will be made within 60 days of receipt and validation of the invoice. The Contractor is not responsible for bank charges that may be applied by the bank of the consultant(s), nor for currency exchange

variations.

From:
Name: XXXXXX
Address: XXXXXXXXXXXXX
Country: XXXXXXXXXXX
Phone:
E-mail:
VAT n° or Tax ID: xxxxxx

To:
**MedWaves/ Regional Activity Center for Sustainable Consumption and
Production**
Agència de Residus de Catalunya
Passeig de la Zona Franca, 107
08038 Barcelona, Spain
NIF: Q-5856373-E

Offer n° xxxxxxxxxxx

- 1) **Objective:**

- 2) **Tasks description:**

- 3) **Implementation schedule**

- 4) **Budget**

- 5) **Bank Details**

This template is created by the SCP/RAC for the purpose of call for proposals.