



MedWaves, the UNEP/MAP Regional Activity Centre for SCP

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Terms of Reference (ToR) for the selection of an individual consultant to support with the development of a Comparative policy mapping report of Mediterranean priorities (Euro-Med Interreg project D4I) and the development of a Stakeholder Management Strategy (HORIZON-IA SEACURE project)



1. ABOUT MEDWAVES

MedWaves, the UNEP/MAP Regional Activity Centre for Sustainable Consumption and Production (hereinafter MedWaves) 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), 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. MedWaves 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, MedWaves establishes a dialogue between all the key stakeholders involved in the transition to sustainable development throughout the Mediterranean region. MedWaves works as a central hub to converge synergies throughout the Mediterranean, strengthening the collective movement for planetary transformation.

One of its components is its Networking and Communication Area (hereinafter N&C Area), which articulates its work around its communication and marketing strategy. The implementation of the strategy allowed the centre to develop an impactful, diversified and multi-target communication. It is constantly revised to maximize the impact of the centre's communication. The Communication Strategy of the Centre is conceived (i) as an instrument that provides direct and cross-cutting support to the various programs, projects, activities, and campaigns implemented by the Centre; and (ii) as an essential element that increases the dissemination, recognition, and visibility of all the activities carried out by the Centre, thereby optimizing and maximizing their overall effectiveness and performance.

2. OBJECTIVE

The selected consultant will support the development of two deliverables (see section 3.) of two EU-funded projects, namely Dialogue4Innovation project (Euro-MED Interreg Innovative Sustainable Economy mission) and SEACURE project (HORIZON-IA SEACURE).

The overall objective of the Interreg Euro-MED Dialogue for Innovation EU-funded project is contributing to a stronger and more sustainable economy in the Mediterranean by 1) amplifying innovation projects' outcomes; 2) increasing institutional capacity for transformative innovation policies and transnational cooperation; and 3) aligning the efforts of multiple stakeholders to address Mediterranean sustainability challenges with systemic approaches (better multilevel governance). The project is part of the governance of the Innovative Sustainable Economy Mission of the Interreg Euro-MED programme.

The HORIZON-IA SEACURE aims at demonstrating, scaling up and replicating effective innovations for the systemic prevention, reduction and remediation of nutrient pollution in the Mediterranean Sea basin, in line with the innovation ecosystem framework provided by the ongoing Mediterranean Lighthouse projects (as BlueMissionMed) and in close cooperation with related activities implemented by regional soil health living labs in the area.

SEACURE is involving relevant knowledge actors into the research lifecycle, from the co-definition of nutrient pollution problems to the co-design and implementation of management strategies. On one hand, the project has already gathered a multi-actor consortium that includes relevant actors for the demonstration of the solutions (from solution developers as academic entities and tech SMEs to end users as farmers, water utilities, or public administrations). On the other hand, the project ensures the adequate outreach and involvement of external players. This is the case for relevant public authorities, key for the widespread adoption of solutions in the demo-regions, as part of the project's External Advisory Board. Likewise, multiple actors of the innovation ecosystems involved in the demonstration activities will be engaged in the co-design and implementation of solutions and context-specific nutrient management roadmaps. To achieve this end, the present TOR seeks the support of an independent consultant to develop a stakeholder management strategy.

3. DESCRIPTION OF WORK

In the framework of this assignment, the international expert/consultant shall undertake the following activities and tasks:

ACTIVITY 1: STAKEHOLDER MANAGEMENT STRATEGY (HORIZON-IA SECURE) (70%)

The tasks foreseen as part of the development of a Stakeholder Management Strategy (SEACURE project) are:

- Stakeholder identification and mapping at EU, regional, national and local level
- Stakeholder analysis (e.g., understanding stakeholders needs and interests, assess influence and impact, prioritization)
- Define Stakeholder Engagement Objectives and develop and engagement plan

Deliverables: Stakeholder Management Strategy

ACTIVITY 2: COMPARATIVE POLICY MAPPING (D4I INTERREG EURO MED) (30%)

The comparative policy mapping consists of a rolling review and visualisation of policy and sectoral priorities in the Mediterranean with a special focus on those relevant to the Innovative Sustainable Economy (ISE) mission. The objective of the mapping is to provide an overview of the priorities and directions set in existing policy strategies/frameworks in the Mediterranean relevant to the ISE mission. Priorities are identified on the basis of transnational policy documents and strategies (e.g., UfM Ministerial Declaration and related roadmaps, EUSAIR action plan, WestMed framework for action, UNEP-MAP MSSD). Preparation of the deliverable is already well underway, with significant progress made. The independent consultant will contribute to its finalization and ensure quality assurance.

The tasks foreseen as part of the development of the “Comparative policy mapping” are:

- Completion of the analysis (comparative analysis of the strategies, synthesis, and writing following the structure already provided)
- Review/Quality control of what has already been produced
- Support with visualization of the report's contents once contents are finalized and approved

Deliverables:

- Policy mapping final report
- Graphic visualisation of priorities in the different Med frameworks

4. DELIVERABLES AND CALENDAR

The expert/consultant will start the work after the validation of their offer by the contractor.

Deliverable	Deadline
SEACURE (HORIZON-IA)	
Draft Stakeholder Management Strategy (including outline and draft content)	10/12/2024
Stakeholder Management Strategy final report	20/12/2024
Dialogue4Innovation (Interreg Euro MED)	
Draft comparative policy mapping and quality check	22/11/2024
Final comparative policy mapping	29/11/2024
Draft Visualisation of policy priorities per strategy	9/12/2024
Final visualisatoin of policy priorities per strategies (once the content of the report has been approved and validated by the contractor)	20/12/2024

All the deliverables will have to be presented in English and validated by the Contractor. In addition, regular calls will be organized with the Contractor.

5. MEANS AND MODALITIES OF WORK

- Throughout the project, consistent communication channels will be upheld with the MedWaves team via email, video calls, and/or phone calls.
- The expert will work with his/her own means remotely.
- English and/or Spanish will serve as the primary language for communication and submission of deliverables.

6. ELIGIBILITY

Applicants must fulfill the following requirements:

- Be an individual consultant, firm or association. It must be able to act as a “service provider” and able to comply with national fiscal context, as well as have a bank account whose holder must be the same as the applicant.
- Academic background and professional experience in circular economy, environmental studies, sustainable development, Blue and Green Economy...
- Knowledge of Mediterranean stakeholder ecosystem as well as Mediterranean context and challenges
- Fluency in English (oral and written)
- Experience in the drafting of reports / deliverables for the EU

7. HOW TO APPLY AND SELECTION PROCESS

Candidates should submit the following documents:

1. **Technical offer** (maximum 2 pages): the consultant should develop a proposal, explaining the methodology, taking into account the activities and deliverables listed above.
2. **Financial offer**: the consultant(s) should state the personnel dedication expressed in days (1 day = 8 working hours) as well as a lump sum for other costs related to the implementation of work. Offer must include applicant’s VAT number or TAX ID.

Important: The maximum amount per offer is 13.000€ (VAT excluded)

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 an 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 an 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.

- 3. 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.
- 4. Bank form** filled in, signed and stamped by the bank.

Offers must be sent to Luisa Aparicio (luisaaparicio@gencat.cat) with the subject “D4I / SEACURE deliverable development” before 12/11/2024, midnight (CET).

All candidates will be notified upon the reception of the offers.

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

Points	Criteria
Maximum 50 points	Technical Offer
Maximum 20 points	Financial Offer
Maximum 30 points	Profile and Project References

The Contractor may contact candidates to convene an interview to facilitate the evaluation. If you have questions concerning these ToR, please contact: luisaaparicio@gencat.cat

8. SELECTIONS AND PAYMENTS

The selected 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 related to Activity 1: 50%
- Submission and approval of deliverables related to Activity 2: 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.