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Terms of Reference (TOR) for the selection of an expert
to provide technical assistance for the evaluation of best
practices in preventing nutrient pollution (SEACURE
Project – Horizon Europe)

1. BACKGROUND

About MedWaves, the UNEP/MAP Regional Activity Centre for SCP

MedWaves 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 (Agència 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.

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 fosters the introduction of solutions on eco-innovation, marine litter/plastic pollution prevention, circular economy and safe alternatives to toxic chemicals through the provision of advisory services, technical assistance, innovative training materials, networking services and accompaniment in the implementation of measures. MEDWAVES also leads a comprehensive support programme for the creation and development of green, circular business models and enterprises.

In line with the UNEP/MAP Medium-Term Strategy 2022-2027 (MTS), MedWaves is contributing to the advancement of sustainable strategies to tackle the problem of marine and coastal pollution from sea and land-based sources. In this context, the Center is member of the consortium of the SEACURE project (101157327), an Horizon Europe funded initiative implementing and up-scaling innovative solutions to prevent, reduce and remediate nutrient pollution along the land-river-sea system in the Mediterranean basin. The project will demonstrate and validate the selected strategies in 6 demonstration sites located in three countries: Italy, Greece and Spain.

To facilitate the broader deployment and upscaling of SEACURE solutions, the project will conduct a comprehensive analysis on the regional innovation and regulatory ecosystem of each territorial unit to ensure a systemic approach that considers each regional context and reality in relation to nutrient pollution challenges and opportunities.

MedWaves is the partner responsible for conducting a stocktaking exercise of existing solutions and initiatives implemented in the targeted regions to address the problem of nutrient pollution. This analysis aims to identify key leverage points through a systematic evaluation of the factors that have effectively contributed to addressing the problem in each context. The final report will inform the SEACURE strategy and serve as the foundation for subsequent work, guiding efforts to advance and scale up effective solutions designed to combat nutrient pollution across the Mediterranean basin.

To this end, MedWaves needs to procure an external expert to support the technical analysis of implemented solutions aimed at preventing and reducing nutrient pollution in soil and water point and diffuse sources. The contracted expert will conduct an analysis of past solutions by identifying key systemic categories that allow for the evaluation of technical and operational success factors and will compile the findings into a final report.

2. STUDY OBJECTIVE

The objective of this consultancy is to support MedWaves in the systemic evaluation of best practices for the prevention, reduction, and remediation of nutrient pollution across targeted regions. The stocktaking exercise will focus on the identification of key leverage points that have supported the effectiveness and impact of implemented interventions aimed at reducing nutrient pollution in the regions under study.

The study will systematically evaluate past initiatives implemented across the six targeted regions, adopting a multidimensional approach that considers social, economic, environmental, and governance factors. This will provide a comprehensive understanding of the key leverage points that have driven the success of strategies addressing nutrient pollution. The analysis will be informed by desk-based research and stakeholder input, identifying the critical factors that contributed to the effectiveness of these solutions and offering insights for enhancing future efforts.

The analysis aims to uncover the underlying factors that enhance the impact and scalability of interventions, providing a comprehensive understanding of the systemic elements that contribute to successful nutrient management strategies.

The specific objectives of the study are:

1. Evaluate the technical solutions deployed in the region, including their effectiveness, costs, TRL, strengths and weaknesses, and the critical factors influencing their success.
2. Evaluate the factors driving progress in addressing nutrient-related issues in the regions, including mechanisms implemented by public and private entities, as well as governance and social dynamics that impact their effectiveness and adoption.

The consultancy will focus on the first research question, providing expertise and know-how in the evaluation of nutrient management technical solutions deployed in the regions under study. This will involve a systematic analysis to assess the technological approaches in place, their performance, and the key factors that determine their success or limitations. Additionally, the consultancy will explore how these technical solutions interact with the local governance structures and social dynamics to provide a comprehensive understanding of their implementation and impact.

The study will be conducted remotely, with no travel-related expenses anticipated. The study might imply surveys, which will be carried out online.

3. DESCRIPTION OF THE WORK

As part of this assignment, the international expert/consultant firm will carry out the following activities:

Activity 1. Planning and workplan

Initial consultation meeting with MedWaves to establish the timeline and create a workplan to ensure alignment and coordination of tasks.

Deliverables Activity 1:

- Work plan

Activity 2. Review and identification of technological solutions

Review and validate the mapped technical solutions for addressing soil and water nutrient contamination in each study region through desk-based research. Analyze existing documents, reports, and data on additional relevant solutions to ensure a comprehensive assessment. During this phase, it will be determined whether stakeholder involvement methods, such as online surveys, will be necessary for data collection.

Deliverables Activity 2:

- Consolidated technological solutions report

Activity 3. Planning and research framework

Collaboration with MedWaves focal point to define research methods and study scope to assess the implemented technical solutions in each region, focusing on

leverage points to evaluate their effectiveness, feasibility, and sustainability. The methods and key analysis categories will be presented and discussed with the MedWaves team to ensure alignment on overall study goals and methodology and develop the first outline.

Deliverables Activity 3:

- Research methods and outline

Activity 4. Technical evaluation of deployed solutions

The evaluation of the deployed technological solutions will systematically assess their effectiveness, performance, and maturity, along with other key operational and environmental factors, to facilitate the identification of key technical drivers and their role in reducing and preventing water and soil pollution in each region.

Deliverables Activity 4:

- Solutions technical assessment draft version

Activity 5. Identification of leverage points

Conduct a systemic analysis to identify the critical factors driving the success of studied nutrient pollution interventions. This approach will take into account the interactions and potential overlaps between governance structures and local social dynamics, offering insights into the key drivers behind effective solutions in each studied region.

Deliverables Activity 5:

- Leverage points analysis draft version

Activity 6. Report writing and review

Compile the findings, analysis, and practical recommendations for strengthening future nutrient pollution strategies into a final document. Collaborate with MedWaves in drafting the report and share it for review and feedback prior to final submission, ensuring it delivers a comprehensive evaluation and actionable insights to inform future interventions.

Deliverables Activity 6:

- Final report

4. DELIVERABLES AND CALENDAR

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

Activity	Deliverable	Deadline
N/A	Complete the ToR and contracting process	1 week after the notification
1	Develop work plan and timeline	2 weeks after the notification
2	Report on the consolidated list of technological solutions	3 weeks after the notification
3	Working paper structure proposal in collaboration with MedWaves	4 weeks after the notification
4	Draft version of the technical evaluation of deployed solutions	5 weeks after the notification
5	Draft version of leverage points analysis	6 weeks after the notification
6	First version draft submitted to peer review	7 weeks after the notification
	Revised draft submitted for sign-off	8 weeks after notification

All the deliverables will have to be presented in English and validated by the Contractor. Failure to submit deliverables or not reaching enough quality may result in a reduced budget allocation. In addition, regular calls will be organized with the Contractor.

5. MEANS OF WORKING AND ELIGIBLE COSTS

- The expert will begin the work upon the contractor's validation of the offer, which is expected to be completed by April 2025. The assignment is anticipated to conclude by the end of June 2025.
- This work should be conducted through literature review, and it might include consultation with stakeholders through online means.
- Throughout the assignment, 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. The deliverables will be submitted in English.

6. ELIGIBILITY

- 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.
- Strong analytical and reporting skills with a proven track record of delivering high-quality reports, effectively compiling research findings, technical evaluations, and actionable recommendations.
- Proven ability to collaborate effectively while delivering detailed analysis and reports within tight deadlines.
- Experience or knowledge in innovative solutions and practices for pollution prevention, along with the analysis of technical solution performance and feasibility, particularly in the water and agriculture sectors, is highly valued
- A high-level proficiency in English, both written and spoken, to ensure clear communication and effective document drafting.

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 study methods, taking into account the activities and deliverables listed above.
2. Financial offer (Annexed to this document): 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. The offer must include the applicant's VAT number or TAX ID.
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 an Annex.
4. Bank form filled in, signed and stamped by the bank.

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: «MedWaves, the UNEP/MAP Regional Activity Centre for SCP / Agència de Residus de Catalunya / Passeig de la Zona Franca, 107 / 08038 Barcelona/ NIF: Q-5856373-E

The maximum amount per offer is 10.000 € (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 exempt from 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.

Offers must be sent to Alessandro Miraglia (amiraglia@gencat.cat) and Arancha Jover (aranchajover@gencat.cat) with the subject "Technical assistance for the evaluation of best practices in preventing nutrient pollution" before 20th of April 2025, midnight (CEST).

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 30 points	Quality of the technical offer to meet the work objectives
Maximum 20 points	Financial Offer
Maximum 50 puoits	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: amiraglia@gencat.cat or aranchajover@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 the Final Report (Activity 6): 100% of the contract value

Payments will be made 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

Name: XXXXXX

Address:

Country:

Phone:

E-mail:

VAT Number/Tax ID:

To:

MedWaves

Agència de Residus de Catalunya

Passeig de la Zona Franca, 107

08038 Barcelona, Spain

NIF: Q-5856373-E

Offer nº XXXXX

- 1) Objective:
- 2) Tasks description:
- 3) Implementation schedule
- 4) Budget
- 5) Bank Details

Request of payment (Bank details)

CREDITOR DETAILS

TAX ID	NAME
STREET	PD
CITY	COUNTRY

PAYMENT DETAILS

NAME OF BANK

CU	
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SWIFT CODE	
ADDRESS OF BANK	
PD	CITY

Hereby I declare that I'm the holder of the account above stated.

With the agreement of the Bank

CITY AND DATE
SIGNATURE/ STAMP

SIGNATURE/ STAMP

In compliance with the Personal Data Protection Regulations and thus, in accordance with the Spain Organic Law 15/1999, dated 13th December 1999, on the Protection of Personal Data (LOPD), we inform you that the contact details hereby provided are included in a file owned by the Waste Agency of Catalonia, based on C/Doctor Roux núm. 80, 08017 – Barcelona.

This processing is solely intended for the management of subsidies, aid, and associated resolutions.

You consent to the processing of your data under the terms set forth herein. The exercise of rights to access, rectification, cancellation, and objection may be carried out in accordance with the established legal terms by communicating with the Waste Agency of Catalonia.