

## TERMS OF REFERENCE

For the realization of the activities:

- i. “Mainstreaming Potentialities Study on Waste Management”
- ii. “Development of a Waste Management Policy Toolkit”

In the framework of:

The ENI CBC Med Med4Waste project



A project labelled by



Union for the Mediterranean  
Union pour la Méditerranée  
الاتحاد من أجل المتوسط

May 2023

## 1. The framework

Med4Waste project is a 2-year-long capitalisation project funded by the ENI CBC MED programme on the priority of waste management. The Union for the Mediterranean (UfM) supports the development and implementation of this project within the 2030GreenerMed Agenda. The objective of the Med4Waste project is to facilitate new governance models for integrated and efficient urban waste management policies across the Mediterranean region, with particular emphasis on organic waste and circular economy through adapting waste management plans, policies and other management actions and regulatory drivers. Med4Waste focuses on the identification of successful and efficient waste management practices developed by 5 other ENI CBC MED projects, and their dissemination and mainstreaming into public policies and plans carried out by the relevant public or private stakeholders.

MIO-ECSDE is a key partner of this project bringing its expertise in the policy-society interface, stakeholder engagement, and capacity building for sustainable waste management. MIO-ECSDE is co-leading the policy dialogue, mainstreaming, and cross fertilization activities of the project.

Capitalization of project results and their mainstreaming is the last step in the project's efforts to promote new governance models for integrated and efficient municipal waste management public policies across the Mediterranean.

The operational know-how of the project will be capitalized and transmitted through the development of a **Policy Toolkit on Waste Management** for key actors.

An analysis of the qualitative and quantitative potentialities of the Med4Waste recommendations, i.e. a **Mainstreaming Potentialities Study**, will also be useful so that the Toolkit and other project results are eventually successfully integrated into ESIF/ENI<sup>1</sup> local, regional and national programmes and in public policies at Mediterranean level.

## 2. Development of a Waste Management Policy Toolkit

The operational know-how of the project will be used to develop a Policy Toolkit, a dynamic document that: (i) synthesizes the recent developments in municipal solid waste management in the Mediterranean taking account of regional, national, and local contexts and policies and identifies the main bottlenecks; (ii) provides in a user-friendly way the relevant lessons learnt and achievements of the Med4Waste capitalized projects; (iii) integrates the results of the Med4Waste mapping of policies on waste; and (iv) policy guidelines to mainstream sustainable waste management.

This document will be developed to transmit to key Mediterranean actors a set of recommendations stemming mainly (but not only) from the project's and the capitalized projects' achievements and main challenges.

For the realization of this activity, the tenderers are required to provide services as indicated below within the provided timeframe (see under 4):

- ✓ Review the existing rough draft of the Policy Toolkit and propose improvements in its structure and content.
- ✓ Finalize and agree on the new list of Contents/Outline of the Policy Toolkit.
- ✓ Attend progress meetings, to discuss updates and progress so far.
- ✓ Based on the agreed content of the Policy Toolkit, finalise the document (layout not included but the Med4Waste template will be provided). An indicative number of pages is maximum 30-40 pages.

The maximum available budget for this assignment is **10,000 EUR**. This amount includes all other costs, income taxes and any other amount payable or cost that may be required for the completion of the work/service, including VAT.

The overall duration of this assignment is for a maximum of 3 months after contract signature.

Payments will be made upon acceptance and verification of the related deliverables, as laid out in the table below:

---

<sup>1</sup> European Structural and Investment Fund (ESIF)/European Neighbourhood Instrument (ENI).

Tasks	Deliverables	Deadline	Payment Schedule
1. Review of existing rough draft and propose improvements	Revised Outline	1 month after contract signature	Tranche 1: 30%
2. Development of the full final Policy Toolkit	Final Policy Toolkit	3 months after contract signature	Tranche 2: 70%

### 3. Mainstreaming Potentialities Study on Waste Management

After a first mapping of policies on waste management, focusing on the project partner countries (Jordan, Italy, Spain, Tunisia, Lebanon, Greece) and a provision of a first set of recommendations, lessons-learned and achievements of the 5 Med4Waste capitalised projects (DECOST, MED-InA, CLIMA, CEOMED and REUSEMED), this activity aims at analysing the qualitative and quantitative potentialities of the Med4Waste recommendations. It consists of the Mainstreaming Potentialities Study which aims to feed existing international & macroregional initiatives with evidence-based recommendations on waste management to promote an environmental, socio-economic and institutional change. Such examples are the Bologna Charter, the Barcelona Convention, the Union for the Mediterranean's Greener-Med Agenda and other initiatives related to waste management.

For the realization of this activity, the tenderers are required to provide services as indicated below within the provided timeframe (see under 4)

- ✓ Review and enrichment of the performed mapping of policies and strategies on solid waste management with a focus on municipal organic waste and circular economy policies and strategies and identify required data and information and related sources. The mapping of policies has already been conducted for the project partner countries (Jordan, Italy, Spain, Tunisia, Lebanon, Greece) as well as for Algeria, Egypt, Israel, Morocco and Palestine.
- ✓ Contribution to the sections of the mapping exercise on the identification of gaps, bottlenecks and opportunities for each country.
- ✓ Analysis of the qualitative and quantitative potentialities of the Med4Waste recommendations on municipal waste management to be integrated into public policies at Mediterranean level, as formulated in the Policy Toolkit (see under 2) in the form of a Mainstreaming Potentialities Study based on an agreed list of Contents (layout not required but a Med4Waste template will be provided). An advanced first draft will be submitted 2 weeks before the contract's ending.

The maximum available budget for this assignment is **15,000 EUR**. This amount includes all other costs, income taxes and any other amount payable or cost that may be required for the completion of the work/service, including VAT.

The overall duration of this assignment will be a maximum of **3 months** after contract signature.

Payments will be made upon acceptance and verification of the related deliverables, as laid out in the table below.

Tasks	Deliverables	Deadline	Payment Schedule
1. Review and contribute to the mapping of policies	Inputs to Med4Waste document	1 month after contract signature	Tranche 1: 20%
2. Development of the Mainstreaming Potentialities Study	Report	First draft 2,5 months after contract signature	Tranche 2: 80%

#### 4. Time Frame

The realization of both activities and the above-mentioned deliverables have to be successfully completed by the **10<sup>th</sup> of September 2023**.

#### 5. Selection Criteria

Successful participant (Natural or Legal Person or Entity):

- Must have a record of minimum 1 successfully implemented similar projects in terms of waste management in the last 5 years and ongoing.
- Must be enrolled in one of the official professional or trade registries kept in their country of registration.

The proposed Expert or Team Leader (in case of a group of experts) must have:

- Post graduate diploma (at least MSc or equivalent) in a field relevant to the Assignment (e.g. Waste management, Natural resources management, Environmental Policy/Management, Environmental engineering etc)

Failure to provide the minimum required criteria is considered ground for disqualification.

#### 6. Qualification and Experience

Participants in the call are required to have solid experience in developing and managing complex projects in the field related to the tasks described in the ToR. This needs to be demonstrated in the **Offer Form** to be submitted as part of the application. A template for the Offer Form is given in Annex II.

The required and desired qualifications are presented below. Failure to provide the minimum required criteria is considered ground for disqualification. Qualifications additional to the minimum requested per category will receive additional score under the evaluation process as described in the section "Awarding Criterion and Evaluation Process".

Work experience -Team Leader (Required):

- Minimum 10 years of professional experience in the field of integrated waste management
- Proven experience to perform reports in English relevant to the topics of the assignment.

Work experience (Desired) (Cumulatively in the case of more than one Experts):

- Minimum one (1) assignment/project relevant to waste management policies in the Mediterranean context.
- Knowledge of Arabic and/or French.

#### 7. Awarding Criterion and Evaluation process

The Award criterion is the most economically advantageous offer on the basis of best price / quality ratio.

Offers qualified in terms of exclusion grounds and selection criteria will be further evaluated on the basis of the requirements presented under section "Qualification and Experience"

The evaluation of qualified offers will be made as follows:

<b>Qualifications and Experience</b>	<b>Points awarded</b>
Minimum 10 years of professional experience in the field of integrated waste management (required)	20 points (min) 30 points (max) <i>(2 points plus for each additional year with max 10 points plus)</i>
Proven experience to perform reports in English relevant to the topics of the assignment (required)	10 points (min)
Minimum one assignment/project relevant to waste management policies in the Mediterranean context (desired)	20 points (min) 30 points (max) <i>(2 points plus for each additional project with max 10 points plus)</i>
Knowledge of Arabic and/or French (desired)	10 points (min)
<b>Total:</b>	<b>60 points (min)</b> <b>80 points (max)</b>

The score of each one of the offers received will be calculated with the following simple formula:  
 $S_x = C_x / E_x$ , where:

- $C_x$  is the amount of the Financial Offer
- $E_x$  is the total sum of the evaluation criteria points
- $S_x$  is the final score rounded up to the first digit

The selected offer will be the one with the smaller  $S_x$ .