



Regional Activity Centre
for Sustainable Consumption
and Production
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 an international consultant to support the mid-term evaluation of the Regional Action Plan on Sustainable Consumption and Production (SCP) in the Mediterranean

Activity developed in the framework of the UNEP/MAP Programme of Work 2020-2021.

Warning: due to the current situation of the COVID19 and unpredictable future events, the activities described in these ToR could be adjusted in agreement with the selected expert.



Background

About the position

In February 2016, during the COP 19 of the Barcelona Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean, the Contracting Parties adopted a **Regional Action Plan on Sustainable Consumption and Production in the Mediterranean (SCP Action Plan)**. During the COP 21, held in December 2019, the Contracting Parties requested the Secretariat of the UNEP/MAP – Barcelona Convention to undertake the mid-term evaluation of the SCP Action Plan.

SCP/RAC as MAP Component will lead this evaluation, in coordination with the MAP Coordinating Unit. In order to undertake this evaluation, SCP/RAC needs the support of an international expert, object of these ToRs.

The evaluation of the SCP Action Plan will feed 2 other processes: the mid-term evaluation of the Mediterranean Strategy for Sustainable Development (MSSD) and the preparation of the next MAP Medium-Term Strategy (MTS) 2022-2027.

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), 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. SCP/RAC 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, SCP/RAC 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. SCP/RAC also leads a comprehensive support programme for the creation and development of green, circular business models and enterprises.

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.

Background information for the Mid-Term Evaluation of the Regional Action Plan on Sustainable Consumption and Production in the Mediterranean (Hereinafter SCP Action Plan)

The [Regional Action Plan on Sustainable Consumption and Production in the Mediterranean](#) (SCP Action Plan) was adopted at COP 19 (Decision IG.22/5), as a forward-looking framework, to complement and work in full synergy with existing national and regional policy frameworks, and to support the implementation of the Barcelona Convention and its Protocols. The SCP Action Plan was developed to support the UNEP 10 Year Framework of Programmes on Sustainable Consumption and Production (10YFP) adopted at Rio+20 Summit. It is structured around 4 key economic sectors for the region: (i) food, fisheries and agriculture, (ii) Goods manufacturing, (iii) Tourism, (iv) housing and construction. The SCP Action Plan is an integral part of the MSSD Objective 5 “Transition towards a Green and Blue Economy”, which identifies the promotion of and support to green businesses as key in the transition towards a more circular economy. The [Mediterranean Strategy for Sustainable Development \(MSSD\)](#) was also adopted at COP19, as a strategic guiding document for all stakeholders and partners to translate the 2030 Agenda and SDGs at the regional, sub-regional and national levels..

Since the adoption of the SCP Action Plan in 2016, a number of international, regional and national stakeholders were involved in its implementation through several initiatives, with an important contribution of the EU-funded [SwitchMed Initiative](#). SwitchMed supported the development of SCP National Action Plans for Southern Mediterranean Countries and the implementation of actions on the ground with policymakers, industries, SMEs, entrepreneurs and civil society organizations. Specific Reporting Obligations on the SCP Action Plan were also included in the reviewed and simplified reporting system of the Barcelona Convention adopted in 2017 at COP 20 (Tirana, Albania, December 2017).

In order to follow the progress on SCP in the region, SCP/RAC also developed a list of 25 SCP indicators. The list is based on existing indicators reported in international framework (e.g. SDGs) and it was taken note of at COP20 in December 2017. During the 2020-2021 biennium, as part of the implementation of the UNEP/MAP Programme of Work, SCP/RAC will review the list of 25 indicators, in light of the latest development at the global level, and populate them. Furthermore, specific factsheets for each indicator will be prepared following the model of the Mediterranean Sustainability Dashboard for the monitoring of the MSSD.

Mandate for the mid-term evaluation

COP 21, held in December 2019, approved the “Roadmap of the Mid-Term Evaluation of the Regional Action Plan on Sustainable Consumption and Production in the Mediterranean (2020-2021)”, as set out in Annex III of Decision IG.24/3 on the *Implementation, Monitoring and Mid-Term Evaluation of the MSSD 2016–2025 and of the SCP Action Plan* (included in ANNEX I of these ToRs) and requested the Secretariat to undertake those evaluations in 2020-2021 for submission of the results to COP 22.

The mid-term evaluation provides an opportunity to make the SCP Action Plan implementation, during its second phase, more efficient and focusing on gaps, shortcomings and opportunities.

The mid-term evaluation of the SCP Action Plan shall highlight main developments related to SCP in the four key economic sectors covered by the action plan: Food, Fisheries and Agriculture; Goods Manufacturing; Tourism; Housing and Construction.

Synergies with the mid-term evaluation of the MSSD and preparation process of the next MAP Medium-Term Strategy 2022-2027

During COP 21, the Contracting Parties to the Barcelona Convention also adopted the roadmap for mid-term evaluation of the MSSD. Both evaluations will be conducted following a converging approach, with a common starting point (joint concept note) and consolidated results (e.g. joint synthesis report), with strong coordination along the way. In particular, the mid-term evaluation of the SCP Action Plan will feed the mid-term evaluation of the MSSD under its Objective 5.

Likewise, during the biennium 2020-2021, one of the key milestone for the MAP – Barcelona Convention system will be the preparation of the next MAP Medium-Term Strategy (MTS) 2022-2027.

This important process is expected to benefit from the MSSD and SCP Action Plan mid-term evaluations as highlighted in the Annex II of COP21 Decision IG 24/3: the “MSSD and SCP AP mid-term evaluations will inform the preparation of the MTS 2022-2027, the three processes being expected to go in parallel following a transversal approach based on common methods/tools”.

Key elements of the mid-term evaluation of the SCP Action Plan

- The SCP Action Plan mid-term evaluation should inform on the state of implementation of Sustainable Consumption and Production in the Mediterranean (collecting raw materials and carrying out a desktop analysis), focusing on the key economic sectors identified in the plan and on the progress and gaps regarding the plan’s implementation,
- The SCP Action Plan mid-term evaluation should inform the preparation of the MTS 2022-2027, together with the MSSD mid-term evaluation, the three processes being

expected to go in parallel following a transversal approach based on common methods/tools.

- The SCP/RAC National Focal Points should play an active role in the process, providing information on the status of SCP in their country and providing advice and comments at different stages of the process. The members of the Mediterranean Commission on Sustainable Development (MCSDD) as well as the SwitchMed SCP community will be also mobilized for this process.
- The SCP Action Plan mid-term evaluation will include both desktop analysis and stakeholder consultations, and using existing/well-known methodologies.
- The evaluation will be done on the basis of the accomplishment of the strategic and operational objectives of the Action Plan, using appropriated indicators measuring progress on sustainable consumption and production mainstreaming and streamlining at the regional level.
- The SCP Action Plan mid-term evaluation should consider the list of 25 SCP indicators for the monitoring of the implementation of the SCP Action Plan, welcomed and taken note of at COP 20 (Decision IG.23/4) and that will be further elaborated and populated during 2020.

Description of work

In order to support SCP/RAC in the preparation of the mid-term evaluation of the SCP Action Plan, the consultant shall undertake the following activities:

Activity 1. Preparation of the SCP Action Plan mid-term evaluation

One of the first task of the assignment will consist in the validation of the methodology for the conduction of the mid-term evaluation, following the proposal made by the consultant in its offer, and in line with the elements of the roadmap of the COP Decision.

One the main challenge for this evaluation lays is the fact that SCP is a concept that can be applied to all sectors and that should take into account the whole lifecycle of products and services. The implementation of SCP also involves a wide range of stakeholders (international organisations, national and local public authorities, business sector, consumers, civil society, universities and research institutions). The scope of the evaluation will have to be well defined.

Following the validation of the methodology, the consultant will focus on the collection of internal knowledge, raw materials, and evidence on the implementation of SCP in the Mediterranean with a particular focus on the key economic sectors of the action Plan. The information will be organized following the agreed methodology. In addition, initiatives and stakeholders to be interviewed in Activity 2 will be identified following the criteria defined in the methodology.

SCP/RAC will support the consultant in the identification of these initiatives and stakeholders. The Centre will contact its National Focal Points (representatives of Ministries of Environment from all the Contracting Parties to the Barcelona Convention) in order to inform them about the launch of the evaluation and request them to provide relevant information (specific template will have to be prepared). A similar communication will be done with the members of the Mediterranean Commission on Sustainable Development (MCSD), gathering on an equal footing governments representatives and stakeholders from various categories. Likewise, SCP/RAC will mobilize the SCP community created through the SwitchMed Programme and formed by more than 3.000 members.

In order to identify and select relevant initiatives, the 3-steps methodology defined by Fisher et al.¹ could be followed:



Adapted from Fischer et al. (2018)

In addition, the consultant will review the work done for the identification of the 25 SCP indicators and national reports on the implementation of the SCP Action Plan (Barcelona Convention reporting System).

Deliverables Activity 1:

- 1.1 Final methodology for the SCP Action Plan mid-term evaluation
- 1.2 List of relevant initiatives and projects for each of the key sectors of the action plan and the transversal actions
- 1.3 List of relevant documents to be consulted to conduct the SCP Action Plan mid-term evaluation
- 1.4 List of potential stakeholders to be interviewed for the SCP Action Plan mid-term evaluation

Activity 2. Conduction of the SCP Action Plan mid-term evaluation

The conduction of the SCP Action Plan mid-term evaluation will be undertaken on the basis of the information provided by SCP/RAC, SCP/RAC Focal Points, MCSD Members, SwitchMed community and on the analysis of the relevant documentation identified by the consultant.

¹ Fisher, R., Chicot, J., Domini, A., Polt, W., Turk, A., Unger, M., Kuittinen, H., Arrilucea, E., Van Der Zee, F., Goetheer, A. and Lehenkari, J., 2018. Mission-oriented research and innovation: Inventory and characterisation of initiatives. European Commission EC.

This desktop analysis will be completed by a number of interviews with key stakeholders listed under activity 1. A (min. of 25 interviews will be conducted), after validation of the interview guide with SCP/RAC.

SCP/RAC might also assist the consultant in order to conduct additional interviews (approximately 10 interviews).

The main results of the interviews will be transcribed within interview fiches.

On this basis, the consultant will draft the evaluation after validation of the structure of the document with SCP/RAC.

The evaluation should be done on the basis of the accomplishment of the strategic and operational objectives of the Action Plan and rely on the use of appropriated indicators measuring progress on sustainable consumption and production mainstreaming and streamlining at the regional level.

The evaluation should be, as much as possible, a short document that summarizes the main findings of the process. It will identify (i) successes, good practices and progress, (ii) it will highlight gaps and challenges to be considered for the next steps and (iii) finally define recommendations for the future that will feed the strategic decisions for the 2nd phase of implementation of the SCP Action Plan (2022-2027). Likewise, as mentioned in the background session, the evaluation will also feed the mid-term evaluation of the MSSD and the preparation of the next MAP Medium-term strategy 2022-2027 to be drafted during the 2020-2021 biennium.

The report should also include visual graphs of the results. It will also include a reflection of the different perceptions between sustainable Consumption and Production and Circular Economy.

Deliverables Activity 2:

- 2.1: Final template of the interview guide
- 2.2: 25 interview fiches completed
- 2.3: Structure of the report of the evaluation
- 2.4: Proposal for the visual graphs of the main results
- 2.5: First draft of the evaluation report of the SCP Action Plan

Activity 3. Review of the results of the SCP Action Plan mid-term evaluation and support for preparation of a final synthesis

Once the first draft of the evaluation will be prepared, it will be shared with a number of stakeholders for review comments and validation of the main findings. The list of planned meetings/key stakeholders' groups is the following:

- **SCP Mediterranean Community:** the 4th edition of the SwitchMed connect will take place during the ECOMONDO Fira to be held in Rimini (Italy) at the beginning of November 2020 (To be confirmed depending on the evolution of the situation regarding COVID-19). The SwitchMed connect gather the SCP Mediterranean community and key partners of the SwitchMed programme. A specific session will be organized to present and discuss the main findings.
- **SCP/RAC National Focal Points:** the draft evaluation will be shared for an online consultation with SCP/RAC Focal Points in November 2020 and it will also be presented during a dedicated session at the SCP/RAC Focal Points Meeting to be held in May 2021, in preparation of the COP 22 of the Barcelona Convention.

- **MCSD Members:** the 19th Meeting of the Mediterranean Commission on Sustainable Development to be held in June 2021 will also include a session for the presentation and discussion of the main results of the evaluation.

In order to keep track of the comments and ensure that they are taken into account, the consultant will develop a comments' trail that will constitute the database for the management of the comments.

The consultant will attend the above-mentioned meeting and support SCP/RAC in the preparation of the dedicated sessions and of the Power Point presentations.

Finally, the consultant will contribute to the preparation of the synthesis report or summary for decision-makers, that will integrate the results of the SCP Action Plan and the MSSD mid-term evaluations. The synthesis will be jointly prepared by the consultant with support from SCP/RAC, and the UNEP/MAP Coordinating Unit.

Deliverables Activity 3:

- 3.1: Template of the comments trail
- 3.2: Power Point presentation of the mid-term evaluation
- 3.3: Support for the drafting of the concept note for the SwitchMed connect session
- 3.5: Participation to the SwitchMed connect
- 3.6: 2nd draft of the evaluation after the SwitchMed Connect and the online consultation with SCP/RAC Focal Points
- 3.7: Reviewed Power Point presentation for the SCP/RAC Focal Points and MCSD meetings
- 3.8: Participation to the SCP/RAC FP and MCSD meetings
- 3.9: Final draft of the mid-term evaluation and synthesis report integrating comments from the SCP/RAC Focal Points and MCSD Members
- 3.10: Synthesis report or summary for decision-makers of the mid-term evaluation (to be integrated with the summary of MSSD mid-term evaluation).

Plan of work

The Consultant's team will start the work after the validation of their offer by the contractor.

The overall planning for the implementation of the activities is the following:

	2020				2021			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<u>Activity 1. Preparation</u>								
<u>Activity 2. Conduction</u>								
<u>Activity 3. Review</u>								

The timeline for the completion of the deliverables will be as follow:

Deliverable	Deadline
1.1 Final methodology for the SCP Action Plan Mid-term evaluation	3 weeks after notification
1.2 List of relevant initiatives and projects for each of the key sectors of the action plan and the transversal actions	May 2020
1.3 List of relevant documents to be consulted to conduct the SCP Action Plan Mid-term evaluation	May 2020
1.4 List of potential stakeholders to be interviewed for the SCP Action Plan Med-term evaluation	May 2020
2.1: Final template of the interview guide	End of May 2020
2.2: 25 interview fiches completed	End of June 2020
2.3: Structure of the report of the evaluation	June 2020
2.4: Proposal for the visual graphs of the main results	September 2020
2.5: First draft of the evaluation report of the SCP Action Plan	End of September 2020
3.1: Template for the comments trail	End of October 2020
3.2: PPT presentation of the mid-term evaluation	End of October 2020
3.3: Support for the drafting of the concept note for the SwitchMed connect session	September 2020
3.5: Participation to the SwitchMed connect	Beginning of November 2020
3.6: 2nd draft of the evaluation after the SwitchMed Connect and the online consultation with SCP/RAC Focal Points	January 2021
3.7: Reviewed PPT presentation for the SCP/RAC FP and MCSD meeting	April 2021
3.8: Participation to the SCP/RAC FP and MCSD meetings	May 2021
3.9: Final draft of the mid-term evaluation integrating comments from the SCP/RAC FP and MCSD members	May 2021
3.10: Synthesis report or summary for decision-makers of the mid-term evaluation (to be integrated with the summary of MSSD mid-term evaluation)	May 2021

All the deliverables will have to be presented in English and validated by the Contractor, within 10 days after the submission (except for the 1st draft of the evaluation which might take more time), 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.

The consultant will also attend calls to ensure a good coordination with MAP Coordinating Unit, following the overall implementation of relevant COP Decisions, as well as with the selected expert working on the mid-term evaluation of the MSSD.

Means of work

This is a home-based assignment. However, frequent communications with SCP/RAC will be carried out using teleconferences and other electronic means.

In addition, the expert will be required to travel to above mentioned meetings in 2020 and 2021. These travel costs (flights, accommodation, meal and local transportation) will be covered by SCP/RAC with a separate budget.

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 policy, law, environmental science, engineers or similar.
- Fluent communication in English (oral and written). A good command of French would be an important asset.
- Strong methodological skills and previous experience in the conduction of evaluations.
- Excellent communication skills.
- Experience in working in the Mediterranean region and, if possible, in the context of the MAP – Barcelona Convention system.
- A good knowledge of the SCP approach and a good network on SCP-related initiatives would be an asset.

How to apply and selection process

Candidates should submit the following documents, either in English or French:

- 1) Technical and financial offer (maximum 3 pages, see form as Annex): Since the methodology to conduct the work is still to be defined, at the application stage applicants are kindly requested to further elaborate, based on the content of these ToR, and indicate potential list of sources (e.g. publications, databases) and stakeholders to be consulted to undertake this work.

Financial offer: the consultant(s) should state the personnel dedication expressed in days (1 day = 8 working hours), which will include any other expense related to this work. The maximum amount considered is **14.990 euro (VAT excluded)**

- 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 account details (see form in Annex – another format can be used).

Offers must be sent to moutters@scprac.org with the subject “Mid-term evaluation SCP Action Plan” before **the 16th of April (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 is 14.990€ (VAT excluded)**

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 40 points	Quality of the technical offer to meet the work objectives
Maximum 20 points	Financial offer
Maximum 40 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: moutters@scprac.org.

Selection and payments

The winning 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 Deliverable 1.1: 30%
- Submission and approval of Deliverable 2.5: 50%
- End of the assignment: 20%

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 I: Roadmap of the mid-term evaluation of the SCP Action Plan as agreed at COP21

Annex III: Roadmap of the Regional Action Plan on Sustainable Consumption and Production in the Mediterranean Mid-Term Evaluation (2020-2021)

- The mid-term evaluation of the Regional Action Plan on Sustainable Consumption and Production in the Mediterranean (SCP Regional Action Plan), together with the mid-term evaluation of the Mediterranean Strategy for Sustainable development (MSSD) will inform the preparation of the UNEP/MAP Medium Term Strategy (MTS) 2022-2027, the three processes being expected to go in parallel following a transversal approach based on common methods and tools.
- The mid-term evaluation of the SCP Regional Action Plan is an opportunity to evaluate the implementation of SCP in the region and identify current challenges, needs and opportunities, and set up priority for actions during its second phase of implementation.
- The evaluation will include both desktop analysis and stakeholder consultations and will be supported by external experts to be selected through an open selection process.
- The Focal Points of the Regional Activity Centre for Sustainable Consumption and Production (SCP/RAC) will be consulted during the preparation process of the mid-term evaluation.
- Reporting provided by the countries on the implementation of the SCP Regional Action Plan (under LBS protocol) will be considered.
- The mid-term evaluation of the SCP Regional Action Plan will be based on quantitative and qualitative criteria and will consider information available in the updated database of SCP indicators.
- The results of the mid-term evaluation of the SCP Regional Action Plan will be submitted to COP 22 in 2021.
- The Roadmap of the mid-term evaluation of the SCP Regional Action Plan includes the following steps:

When (period)	What (task, step)
1st semester 2020	<ul style="list-style-type: none"> • Preparation of a detailed concept note for the evaluation • Preparation of terms of reference for external experts and selection process • Launch of the consultation with the Contracting Parties • Identification of key stakeholders to be consulted
2nd semester 2020	<ul style="list-style-type: none"> • Preparation of the evaluation with the selected experts, interviews with Contracting Parties and stakeholders • First draft of the mid-term evaluation shared with SCP/RAC Focal Points
1st semester 2021	<ul style="list-style-type: none"> • Consolidated draft of the mid-term evaluation prepared for the Meeting of the SCP/RAC Focal Points
2nd semester 2021	<ul style="list-style-type: none"> • Submission of the final draft to the MAP Focal Points • Presentation of the evaluation at COP 22

Annex: Offer template and bank form

From:

Name: XXXXXX

Address: XXXXXXXXXXXXX

Country: XXXXXXXXX

Phone:

VAT n° 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. Sources of information and stakeholders relevant for the research of this assignment.**

2) Financial offer

CREDITOR DETAILS

NAME

PD

COUNTRY

NAME OF BANK

code

[illegible]

ADDRESS OF BANK

CITY

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.