



**Regional Activity Centre
for Sustainable Consumption
and Production**

**Regional Activity Center for
Sustainable Consumption and Production (SCP/RAC)
UN Environment/ Mediterranean Action Plan**

Sant Pau Art Nouveau Site – Nostra Senyora de la Mercè Pavillion

Carrer Sant Antoni Maria Claret, 167.

08025 Barcelona (Catalonia) Spain

T. +34 93 553 87 86

F. 34 93 553 87 95

<http://www.scprac.org>

**Terms of Reference (ToR) for the selection of a consultant to support the implementation of
measures to prevent Marine Litter generated by mussel's farming in Miramare Marine
Protected Area (Italy)**

Activity developed in the framework of Plastic Busters MPAs Interreg Med project



Project co-financed by the European
Regional Development Fund



Generalitat de Catalunya
**Departament de Territori
i Sostenibilitat**

About the position

The Regional Activity Centre for Sustainable Consumption and Production (SCP/RAC) is seeking an expert to undertake a number of related tasks regarding the implementation of measures to prevent Marine Litter generated by mussels' farming in Miramare MPA (Italy) in the framework of Plastic Busters MPAs Interreg Med project.

The expert will be responsible for (1) Preparing the ground with the different stakeholders to be involved in the implementation of the demo activity, (2) Plan the logistics requirements and follow up the implementation of the project, (3) Coordinate closely and accompany the mussels' farmers and Miramare MPA's management body, (4) Carry out public awareness-raising activities (including a big public event) and develop tailored-made communication materials.

The duration of this consultancy is estimated at six months.

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 the 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.

About Plastic Busters MPAs project

Plastic Busters MPAs (<https://plasticbustersmpas.interreg-med.eu>) is a 4-year-long Interreg Med funded project and aims to contribute to maintain biodiversity and preserve natural ecosystems in pelagic and coastal MPAs, by defining and implementing a harmonized approach against marine litter. The project entails actions addressing the whole management cycle of marine litter, from monitoring and assessment to prevention and mitigation.

In particular, under Work Package 4 (Testing), the project will set-up and implement up to 10 marine litter demonstration projects in pilot coastal and marine protected areas (MPAs). Demos will showcase MPA-relevant marine litter measures and lessons learned will be captured in a set of comprehensive guidelines to support replication of actions in other Mediterranean coastal and marine protected areas.

During the studying phase of the Plastic Busters MPAs project, a desk study and a consultation for the identification of the most effective measures to be implemented directly by MPAs managers was held. Based on the outputs and taking stock of the '[ACT4LITTER TOP 10 PRIORITY ACTIONS TO CURB MARINE LITTER IN MEDITERRANEAN MARINE PROTECTED AREAS](#)' document, it was decided that the types of measures to be considered for the demos are the following ones:

1. Promoting best practices for tourism and recreation
2. Improving solid waste management systems and practices
3. Promoting the replacement of single-use plastics
4. Banning specific items and activities
5. Awareness raising campaigns
6. Improving port reception facilities for the delivery of waste from ships
7. Upcycling and/or recycling
8. Promoting extended producer responsibility schemes
9. Fishing for litter scheme
10. Derelict fishing gear management schemes

Plastic Busters MPAs has already finalized the demo selection process. Below the list of the demos that have been selected and validated by the Steering Committee of the project:

Measures addressed	Name of the demo projects	Name of the demo projects	Name of the demo projects	Name of the demo projects
Replacement of single-use plastics	Setting up a reusable cup delivery system for beach bars/National Marine Park of Zakynthos (Greece)	SUPs-free beach bars/Strunjan Landscape Park (Slovenia)	Setting up a reusable cup delivery system for beach bars and festivals/ Natural Park of Ebro Delta (Spain)	Promoting best practices for a SUP's free Cabrera National Park(Balearic Islands-Spain)
Derelict fishing gear management schemes	Establishing a derelict fishing gear management scheme and promoting co-responsibility to tackle fisheries & aquaculture related litter/Thermaikos Gulf Protected Areas (Greece)	Promoting the sustainable management of mussel farming nets/Miramare MPA (Italy)		
Awareness raising campaigns	Adopt-a-beach/ Strunjan Landscape Park (Slovenia)			
Banning specific items and activities	Cigarette-butt free beaches/National Marine Park of Zakynthos (Greece)			
Extended producer responsibility	Developing a network of collection points for beverage containers made of PET and aluminium Cabo de Gata MPA-UNESCO Global Geopark (Spain)			

The demo actions for the others Plastic Busters partner MPAs - *the Tuscan Archipelago National Park (Italy)*, *the Pelagos Sanctuary (Italy)* and *the National Park of Brijuni (Croatia)*- will be defined considering the preliminary results of the monitoring and assessment activities carried out in the study phases of the project.

This ToR is related only to the Demo selected for the Miramare MPA (Italy), the context of which is detailed below.

About Miramare MPA

Miramare is the first MPA established in Italy, in 1973. Located in the municipality of Trieste, it is managed by WWF Italy under delegation of the Ministry of the Environment. The reserve lies at the foot of the Miramare promontory and castle. The area is a coastal-marine habitat and reaches 18 meters' depth; the inland is rocky but gradually declines to rocks, pebbles and sandy shores. This MPA hosts a rich underwater environment and represents a management example for marine protected areas.

The MPA extends for 120 hectares, 30 of which are the core of the nature reserve and the remaining 90 hectares' act as a "buffer" zone. In the core area, bathing, fishing and boat transits are prohibited, however educational scuba diving and sea-watching tours are organized to spread the knowledge of the protected habitats.

Since 1979 Miramare Marine Protected Area is part of the Man and the Biosphere Programme (MaB).

About the Plastic Busters MPAs Demo project to be implemented in Miramare MPA

In the context of Plastic Busters MPAs Demo Projects, the management body of Miramare MPA proposed the implementation of measures to prevent Marine Litter generated by mussels' farming. This proposal was based on the priorities identified within the [Action Plan for Marine Litter Management in Miramare MPA](#) in the framework of the [Interreg Med ACT4LITTER project](#), led by SCP/RAC.

The recording and analysis of the marine waste brought ashore at Miramare MPA shows that mussel-net waste is constantly present and that, together with the polystyrene fragments of fish boxes, it constitutes the most pervasive and numerically relevant waste. This evidence is based on the quantitative and qualitative data recorded in recent years, and in particular within the Interreg Med ACT4LITTER project.

The proposed measure refers to the awareness raising of the aquaculture sector on the marine litter problem and the provision of training to ensure sustainable management practices for mussel farming. Within this measure, relevant best practices for the management of mussel nets will be identified, while also the option of alternative materials for mussel nets (i.e. cotton) will be explored and an optimum solution will be setup and implemented. Producers will be informed accordingly to adopt more environmentally friendly practices during the mussel farming operations.

The Target groups to be involved in the implementation of the Demo Project are

- Mussel-farmers' union (Consorzio Giuliano Maricoltura)
- Chamber of Commerce
- Regional office for Fisheries (Hunting and fish resources Department)

The specific goals of the Demos Project are the followings:

- Specific Goal 1: Identify best practices for the sustainable management of mussel nets;
- Specific Goal 2: Provide training to ensure these sustainable management practices for mussel farming;
- Specific Goal 3: Reduce the amount of plastic nets and net fragments (“tails”) found on the coastline of the Miramare MPA;
- Specific Goal 4: Organize stakeholder engagement and public awareness raising activities;
- Specific Goal 5: Explore the option of alternative materials (i.e. cotton) and demonstrate how this could be considered as a best practice within the sector.

Tasks of the expert/consultancy

In this context, SCP/RAC is looking for a local expert/consultancy to support the preparatory work and coordinate the **implementation of the measure to prevent Marine Litter generated by mussel’s farming in Miramare MPA.**

More particularly, the selected consultant shall undertake the following tasks:

TASK 1: Preparatory work for the implementation of the demo measure to prevent Marine Litter generated by mussel’s farming in Miramare MPA.

- The Consultant will organize preparatory meetings with the Miramare MPA administration body and with other relevant local stakeholders (mussel farmers, professional association, chamber of commerce, local administration).
- The Consultant will develop an implementation schedule (workplan), with a description of every action/activity for the control and follow up of the demo project. This workplan will be validated by the contractor.

Deliverable 1.1: Minutes of the meetings.

Deliverable 1.2: Workplan document describing the implementation & monitoring of the demo (with a deadline for every action/activity for the control and follow up of the demo project).

TASK 2: Coordination and follow up the implementation of the demo measure to prevent Marine Litter generated by mussel's farming in Miramare MPA.

- The Consultant will be responsible of the distribution and installation of the equipment to be tested during the demo measure.
- The Consultant will be responsible of the training on the use of the new equipment.
- The Consultant will be responsible to plan a scuba diving clean up to collect and process the plastic nets already lost at sea, in the places most used by mussel breeders (installations and mooring harbours).
- The Consultant will be responsible for the day-to-day implementation of the work and organize by-monthly follow up meetings with the management body of the Miramare MPA.

Deliverable 2.1: Minutes of follow up by-weekly meetings with the management body of the Miramare MPA.

TASK 3: Carry out public awareness-raising activities and develop tailored-made communication materials.

- The Consultant will be responsible of the communication visual material (pictures&videos) to follow up the implementation of the measure.
- The Consultant will be responsible of an active awareness campaign and information material (flyers) to inform the public (mussel consumers) once the initiative is fully operational. The campaign will include the production of communication material (images and videos).
- The Consultant will be responsible of organizing a Public event to inform local producers, unions, citizens and producers of other regions about the project.

Deliverable 3.1: Communication material to be covered by the consultant: leaflets, video, press release, stickers, signals, posters, social media...

Deliverable 3.2: Report of the organization of the Public event to inform local producers, unions, citizens and producers of other regions about the project.

TASK 4: Preparation of a final report.

- A final report, in English, with a description of the activity/partner involvement/indicators will be prepared in English before end September 2021.
- The final report will include recommendations and follow-up steps for the development of a methodology to transfer this measure to other MPAs.

Deliverable 4.1: Final report on the results of the project

Estimated effort

	Task	Estimated percentage of assignment
1	Preparatory work for the implementation of the demo measure to prevent Marine Litter generated by mussel's farming in Miramare MPA	20
2	Follow up the implementation of the demo measure to prevent Marine Litter generated by mussel's farming in Miramare MPA	40
3	Carry out public awareness-raising activities and develop tailored-made communication materials	30
4	Preparation of a final report	10

Deliverables and timeline

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

The measure has to be setup by April 2021 and successfully completed by the end of September 2021.

Deliverable	Deadline
#1.1 Minutes of the meetings	May 2021
#1.2 Work plan document describing the implementation & monitoring of the demo (with a deadline for every action/activity for the control and follow up of the demo project)	May 2021
#2.1 Minutes of follow up by-weekly meetings with the management body of the Miramare MPA	May 2021 until the end of August 2021
#3.1 Communication material	June 2021 until the end of August 2021

#3.2 Report of the organization of the Public event to inform local producers, unions, citizens and producers of other regions	1 st September 2021
#4.1 Final report on the results of the project	15 th September 2021

* All activities should be completed by 30th September 2021, without any possible extension. The non-fulfillment of the deadlines, or low-quality delivery, shall result in a budget reduction.

Means of work and eligible costs

Regular calls will be organized with the contractor. All the deliverables will have to be presented in English. All deliverables will have to be validated by the contractor before moving to the next step of the assignment.

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 name.
- 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.

Technical knowledge:

Applicants must justify the following experience:

- Academic background in environmental science, marine sciences or similar
- Extensive experience in Marine Litter projects, prevention approaches to waste management and Marine Protected Areas (MPAs).
- Very good knowledge of the geographical area of the project and ease of daily travel to the area.
- Good network to access to the responsible of economic activities, associations, local authorities, MPA office in Miramare MPA.
- Good oral communication skills

How to apply and selection process

Candidates should submit the following documents:

- 1) Technical proposal (maximum 4 pages): the consultant should elaborate a specific proposal including suggestions for the implementation of the proposed tasks.
- 2) Profile and project references (maximum 2 pages): the consultant(s) should submit a brief explanation of the candidate, including CVs as annex, and project reference on the topic.
- 3) Financial offer: the consultant(s) should state the personnel dedication expressed in days (1 day = 8 working hours) and per activity, as well as a lump sum for other costs related to the implementation of work. It is recommended to prepare the budget using the attached economic model (Annex II).
- 4) Bank form filled in, signed and stamp by the bank (see form as Annex I).

Offers must be sent to imateo@scprac.org in copy to moutters@scprac.org with the subject "Demo project in Miramare MPA" by **29th March 2021, midnight (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 ».

Budget and evaluation

The maximum amount of this consultancy is 14.500,00 euros (€) (taxes not included).

All candidates will be notified the reception of the offers.

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

Points	Criteria
Maximum 50 points	Quality of the technical offer to meet the work objectives
Maximum 25 points	Financial offer
Maximum 25 points	Profile and Project qualifications

Only short-listed applicants will be contacted for a phone interview. The successful candidate will be notified by email about their selection for the assignment.

If you have questions concerning these ToR, please contact imateo@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:

30% upon presentation of deliverables # 1.1 and # 1.2

70% upon presentation of deliverables # 2.1, #3.1, # 3.2 and # 4.1

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, nor for changes in currency exchange.

Annex I: Bank form

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.

Annex II: Economic offer template

Financial Offer "..."					
FROM: _____ Name / Company: _____ Address: _____ Country: _____ Phone: _____ e-mail : _____ VAT Nº or TAX ID: _____			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		
Staff expenses					
Tasks	Expert	Role	Daily Fee (€)	Number of days	Cost (€)
1	Name				0,00 €
	Name				0,00 €
	<i>Add/Delete lines if necessary</i>				0,00 €
2	Name				0,00 €
	Name				0,00 €
	<i>Add/Delete lines if necessary</i>				0,00 €
				Total staff expenses (A)	0,00 €
Other expenses (travel, production, translation etc.)					
Description			Unit Cost (€)	Unit quantity	Cost (€)
<i>Expense 1</i>	Travel				0,00 €
<i>Expense 2</i>	Printing				0,00 €
<i>Add/Delete lines if necessary</i>					0,00 €
				Total Other expenses (B)	0,00 €
Total budget					
		Total budget without VAT (A+B)	VAT rate applicable (%)	VAT Amount	Total budget VAT included
		0,00 €	21,00%	0,00 €	0,00 €

