

AViTeM

Agence des Villes et Territoires Méditerranéens Durables

REQUIREMENTS SPECIFICATION

PRODUCTION OF A METHODOLOGICAL GUIDEBOOK ON THE ZERO WASTE STRATEGY APPLIED TO
THREE MEDITERRANEAN CITIES AND THE CO-ANIMATION OF TWO ZERO WASTE WORKSHOPS

MED-InA Project

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Deadline for submission of tenders

03/02/2020

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MISSION PURPOSE

The purpose of this contract is to design a methodological guidebook on the Zero Waste strategy applied to the Mediterranean context and the co-animation of two Zero Waste workshops.

CONTEXT AND PROJECT

The Agency for Sustainable Mediterranean Cities and Territories (AViTeM) is a Public Interest Grouping (GIP) founded by the National Agency for Territorial Cohesion, the Region SUD, the Nice Côte d'Azur Metropolis and the Public Development Establishment Euroméditerranée.

The main objective of AViTeM is to set up a mechanism for exchange, experience, training and cooperation to promote integrated and exemplary approaches to urban and territorial development in Mediterranean countries.

AViTeM manages and participates in several European projects, including the MED-InA project.

The MED-InA project is a European project bringing together seven partners from five Mediterranean countries with the aim of developing and rolling-up a Zero Waste methodology adapted to public policies promoting the reduction, reuse and recycling of waste in Mediterranean cities by:

- Accompanying citizens towards more responsible behaviours
- Assisting municipalities to implement Zero Waste Management Plans
- Supporting start-ups in the circular economy in the development of local and innovative solutions for waste management.

Three Mediterranean cities will test and implement the MED-InA Zero Waste approach:

- Irbid in Jordan
- La Marsa in Tunisia
- A selected municipality in the Ribera region of Spain

Within the framework of the MED-InA project, AVITEM is in charge of:

- Project communication
- The participatory design of a Zero Waste methodology for public policies, adapted to the local contexts of the MED-InA project partner municipalities.

THE PROVISION

Within the framework of the Zero Waste methodology design, AVITEM calls upon an external expert to carry out 2 missions:

1. The co-animation of 2 Zero Waste workshops

Two one-day "Zero Waste" workshops will be held in Miramas, France on 20 February 2020 and in Irbid, Jordan in May 2020 (exact date to be defined). The objectives of these workshops are:

- To guide MED-InA partner municipalities in the design and implementation of a Zero Waste public policy.
- To exchange on the implementation of Zero Waste strategies, good practices and feedback with Euro-Mediterranean experts.
- Collect data on MED-InA municipalities for the drafting of the Zero Waste methodological guidebook.

The workshops will cover all dimensions of the implementation of a Zero Waste methodology: public consultation, management of plastic and organic components, technical solutions, business models, incentives, communication to citizens. They are designed to be a place for learning and exchange between MED-InA partners and external actors specialized in the Zero Waste approach (Zero Waste municipalities, NGOs, innovative start-ups).

Within the framework of the Zero Waste Workshops, the service provider shall:

- Co-construct with AVITEM and the Jordanian partner the workshops' program;
- Present the Zero Waste approach and a good practice carried out at the municipal level during the Miramas workshop;
- Facilitate a 45-minutes workshop session on one of the dimensions of the Zero Waste approach for the project's partner municipalities (*to be defined with AVITEM*).

The service provider can make his/her presentations in French or English. English/French interpretation will be provided during the workshop.

The service provider's travel and subsistence expenses to Marseille and Irbid will be covered by AVITEM.

2. *The elaboration of a methodological guide for the implementation of a Zero Waste strategy at the municipal level, adapted to the context of Mediterranean cities.*

Based on its experience and the data collected during the two Zero Waste Workshops, the service provider will be in charge of producing a methodological guide for the implementation of a Zero Waste strategy at the municipal level, adapted to the context of Mediterranean cities. The methodological guide should be designed as a decision-making tool enabling any municipality to choose the most efficient method to implement an integrated Zero Waste strategy adapted to the context of Mediterranean cities. It should include:

- A presentation of the Zero Waste approach
- A focus on the context of waste management in the Mediterranean including an analysis of the specific needs of the southern Mediterranean shore.
- Two case studies on Mediterranean municipalities
- A presentation of specific tools to implement a Zero Waste strategy adapted to the contexts of the partner municipalities. These tools will concern several dimensions:
 - o Management of plastic and organic waste;
 - o Involvement and communication with citizens;
 - o Innovative forms of incentive (*nudge, gamification...*)
 - o The public consultation ;
 - o Supporting companies in the circular economy;
 - o Economic models of waste collection and treatment at the local level;
 - o Zero Waste Strategy governance at the municipal Level ;

A first version of the methodological guide will be produced by the service provider and then validated by AVITEM and all the partners of the MED-InA project.

The methodological guide (between 20 and 40 pages) will be written and laid out by the service provider respecting the graphic charter of the MED-InA project which will be provided by AVITEM. The guide must be written in English or French.

DELIVERABLES

The service provider will be asked to produce the following deliverables in digital version:

- A presentation of the technical contributions on the Zero Waste approach made during the Zero Waste workshops. The service provider can deliver the presentation in PowerPoint or Word document.
- The methodological guide for the implementation of a Zero Waste strategy at the municipal level, adapted to the context of Mediterranean cities. The final version will be laid out by the service provider and delivered in Word and PDF versions.

All deliverables must be written in English or French and in digital format. The choice of the working language is up to the service provider and will be communicated to AVITEM in the quote answer.

All deliverables will have to respect the visibility rules of the ENI CBC MED Programme, with the presence of the programme, the project and the partners official logos. These rules will be presented at the first working meeting following the selection of the service provider.

DELIVERY SCHEDULE

The provision period is 9 months from the date of the winning service provider notification.

The deadlines for the mission are forecasted as follow:

1. **20 February 2020:** 1st Zero Waste workshop in Marseille. Sending of the written contribution within one week after the workshop.
2. **May 2020:** 2nd Zero Waste workshop in Irbid. Sending of the written contribution within one week after the workshop. (*exact date to be confirmed*)
3. **June 20, 2020:** Delivering of the first version of the methodological guidebook in French and English
4. **August 20, 2020:** AVITEM sends feedback from partners on the first version of the methodological guidebook to the service provider.
5. **October 20, 2020:** Delivering of the final version of the methodological guide in French or English language

After notification, the following MED-InA working documents will be communicated to the service provider in digital version:

- Visual identity of the MED-InA project
- Program, project and partner logos

These documents are confidential internal working documents to be used within the scope of the mission only.

An initial contact will be established by phone in order to frame the mission and answer any questions the service provider may have.

RESPONSE TO SPECIFICATIONS

The provider's proposal must contain :

- A summary note including a note of understanding of the mission, namely the Zero Waste guidebook and a possible proposal for a 45-minute Zero Waste workshop on the theme of Zero Waste governance at the municipal level (with tools and facilitation techniques..).
- The profile or curriculum vitae of the service provider and references of missions previously managed by the service provider;
- The timetable for carrying out the mission;
- A financial proposal. The price must be expressed in a global and flat-rate manner with a breakdown per person-day and corresponding daily rate. The price, excluding VAT and including all taxes, will include all the fiscal, parafiscal or other charges that are obligatorily imposed on the service, as well as all the expenses necessary for the proper execution of the service (including travel for the purpose of carrying out interviews and meetings);
- Any other information that the candidate deems useful to produce in order to prove his technical, professional and financial competence to carry out the mission.

Candidates' answers should be sent by e-mail to Ms Caroline de Broissia, c.debroissia@avitem.org

Before 03/02/2020 at 12AM

OFFER ANALYSIS

The offer will be evaluated on the basis of 2 criteria:

Criterion 1: Technical value

Maximum score: 70 points divided into 2 sub-criteria :

1. Methodological note to assess the methodology and tools used to carry out the mission.
Maximum score: 40 points
2. Relevance and quality of the human resources assigned to the mission
Maximum score: 30 points

Criterion 2: Price

1. Maximum score: 30 points

Will be taken into account, the total price excluding VAT of the service as indicated in art. 4 of the present specifications.

This service is part of a project financed by the European Union. The budget allocated to this operation is between **€8,000 and €12,000 excluding VAT.**

PAYMENT OF THE PROVISION

Payment can only be made on presentation of an invoice. The due will be paid within 30 days from the date of receipt of the invoice and report of service performed. No advance payment can be made for this service.

Each deliverable mentioned in the present specifications (see section 'Deliverables ') may be invoiced and therefore subject to interim payment (subject to service performed).