



# Terms of Reference for a hosting organisation providing soft-landing services in Italy



## 1. Background

ARC-MedWaves, the UNEP/MAP Regional Activity Centre for SCP, 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)<sup>1</sup>, the programme of UN Environment established to support the member countries of the Barcelona Convention. Under that institutional framework, ARC-MedWaves has an official mandate from the countries as centre that engages in international cooperation with Mediterranean countries on development and innovation in the business sector.

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.

ARC-MedWaves is the leading partner of the ENI CBC Med funded [STAND Up! project](#), a project that aims to enhance scalable, replicable and inclusive circular economy textile ventures in the Mediterranean by developing an ecosystem of business support, innovation, and technology transfer that will lead to sustainable job creation for youth and women. The project is implemented in Egypt, Italy, Lebanon, Tunisia and Spain by national partners.

In this framework, MedWaves has to support circular textile ventures in exploring international opportunities and access new Mediterranean markets through a soft-landing voucher scheme.

Participating ventures will be matched with a hosting organization or attend conferences that will help them enter new markets and expand their business through customized business development, visibility and marketing services, and regional field visit opportunities.

A Spanish venture manufacturing and marketing recycled plastic sheets from textile waste is one of the start-ups selected to benefit from a soft-landing voucher.



## 2. Objective

The objective of this consultancy is to provide technical assistance by assisting this Spanish start-up through technical expertise and advisory to find Italian industries able to manufacture non-woven textile made of textile waste and to find clients (based in Italy) potentially interested in applying the solution in their products.

The Hosting Organization or consultant will facilitate exchange and meetings with local manufacturers of this material and potential clients. Thus, the selected organization or consultant must commit to providing peers with relevant details of potential manufacturers and markets in Italy and facilitate meetings with relevant stakeholders, in addition to providing access to market expertise.

## 3. Description of the work

The host will offer to the Spanish circular textiles venture:

- Help them make contacts of Italian manufacturers of the non-woven textiles made of textile waste by identifying them and facilitating meetings.
- Support them in identifying local companies potentially interested in using the material in their products and facilitating meetings.
- Specialized support and assistance by experts and advisors on strategy, marketing, legal, financial, cultural and practical issues of doing business in the country reference.

The tenderer will have to set-up meetings with potential suppliers and clients for a 2 day mission<sup>1</sup> to Italy during which the entrepreneurs will visit them.

## 4. Deliverables and calendar

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

Deliverable	Deadline
<b>#1. Assessment, conceptualization and work plan</b>	2 weeks after notification
<b>#2. Mission preparation</b>	6 weeks after notification
<b>#3. Report of mission results</b>	10 weeks after notification

<sup>1</sup> The mission should be carried out in the following Italian regions: Basilicata, Calabria, Campania, Lazio, Liguria, Puglia, Sardegna, Sicilia, Toscana



All the deliverables will have to be presented in English and validated by the Contractor within 1 week after the submission, 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.

## 5. Means of work and eligible costs

Equipment, consumables, travel (if any) should be included in the financial offer as a lump sum.

## 6. 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 business administration, law or engineering.
- Experience in innovation, business administration, market access, entrepreneurship.
- Desirable knowledge or experience in the textiles and clothing industry and in sustainability and circular economy.
- Excellent English writing skills.

## 7. How to apply and selection process

Candidates should submit the following documents:

- Technical (maximum 5 pages, see form as Annex): the Consultant should elaborate a specific methodology to conduct the work based on the content suggested in section: "description of work", elaborating it further. An implementation calendar should be delivered, including planned consultation with key stakeholders.
- Financial offer: 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.



- 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.
- Bank form filled in, signed and stamp by the bank (see form as Annex).

Offers must be sent to Anna Ibañez ([aibanez@scprac.org](mailto:aibanez@scprac.org)) with the subject "Access to market - Italy" **until 31<sup>st</sup> October 2022 (included)**.

***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 / Agència de Residus de Catalunya / Carrer Dr. Roux nº 80 / 08017 Barcelona, Spain / NIF: **Q-5856373-E** ».

**The maximum amount per offer is 1.200 Euros (+VAT).**

All candidates will be notified the reception of the offers.

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

Points		Criteria
Maximum points	50	Quality of the technical offer to meet the work objectives
Maximum points	50	Financial offer

The Contractor may contact candidates to convene an interview to facilitate the evaluation. If you have questions concerning these ToR, please contact: [aibanez@scprac.org](mailto:aibanez@scprac.org).



# STAND Up!

## 8. Selection and payments

The winning candidate will be notified by email and post on the selection of the offer. From that moment on work can start according to the calendar.

The payment will be done when all the deliverables will be provided and validated by MedWaves.

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.



#STANDUp

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## Annexes: Offer template and bank form



**From:**

**Name:** XXXXXX

**Address:** XXXXXXXXXXXXX

**Country:** XXXXXXXXX

**Phone:**

**VAT nº 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. Description of methodology to elaborate the guidelines
- b. Potential stakeholders to be consulted

**2) Implementation schedule**

**3) Financial offer**