



Termes of Reference for a consultancy service to test insulation products



1. Background

MedWaves, the UNEP/MAP Regional Activity Centre for SCP (hereinafter MedWaves) 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)¹, the programme of UN Environment established to support the member countries of the Barcelona Convention. Under that institutional framework, 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.

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 the framework of STAND Up!, MedWaves together with Texfor organised the 2nd edition of the WeMed Award that aims to promote an inclusive transition to sustainability in the Mediterranean. This edition recognised success stories of sustainable businesses in the textile and clothing sector. There were two categories (Northern and Southern shores of the Mediterranean) and each of them awarded 2 prizes.

2. Objective

The objective of this consultancy is to provide a service to test a roll made of sheep wool as an insulation material to obtain the certificates to be used in the construction sector.

The work will consist of two phases: the first phase will consist of identifying which are the certificates needed to use the sheep wool roll for construction purposes and the tests to be done to obtain them and; the second will consist of managing the realisation of the tests with the laboratories.



3. Description of the work

The consultant shall develop the following work for each of the phases:

Phase 1 Identification of tests and certificates

- Understand the product to be tested, the market demand and the production volume in collaboration with the start-up
- Find out in which regions the product could be used and the tests needed in each region and how to obtain the certificate(s)
- Prioritise together with the start-up the tests to be done and identify potential laboratories able to do the tests and the prices
- Decide together with MedWaves and the start-up the laboratory and the tests to be done

Phase 2 Testing phase

Once the laboratory/es will be selected, the consultant will manage the realisation of the tests with the laboratory including:

- The contractual arrangements and payments with the laboratory
- Communication with the laboratory and send the samples to be tested
- Collection of the tests results and provide and analysis of the outcomes

The consultant will be responsible of the contract with the laboratory and the payments for their services.

4. Deliverables and calendar

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

Deliverable	Deadline
#1. Finalisation of Phase 1	1 month after notification
#2. Finalisation of Phase 2	5 months after notification

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) and shipping costs 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 architecture and construction
- Desirable knowledge or experience in the construction sector and sustainability and circular economy
- Experience in supporting start-ups from the textile and construction sectors in developing their businesses
- Excellent English speaking and 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.
- 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 the test costs and 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 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@gencat.cat) with the subject “Testing wool products for insulation” until **27th February 2023 at 12pm.**

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, the UNEP/MAP Regional Activity Centre for SCP / Agència de Residus de Catalunya / Carrer Provença nº 204-208 / 08036 Barcelona, Spain / NIF: **Q-5856373-E** ».

The maximum amount per offer is 8.270 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 50 points	Quality of the technical offer to meet the work objectives
Maximum 50 points	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@gencat.cat.

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.

Payments will be done as it follows:

- Upon the approval of deliverables #1 the consultant will receive 50% of the contract
- Upon the approval of deliverable #2 the consultant will receive the remaining 50% of the contract

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.



Annexes: Offer template and bank form



From:

Name: XXXXXX

Address: XXXXXXXXXXXXX

Country: XXXXXXXXX

Phone:

VAT n° or Tax ID: xxxxxx

To:

MedWaves, the UNEP/MAP Regional Activity Centre for SCP

Agència de Residus de Catalunya

C/ Provença 204-208

08036 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

