Terms of Reference for the selection of an expert in sustainable management of olive oil mill’s waste (Regional SWIM-H2020 SM activity - WP3, REG-3)
The Regional Activity Centre for Sustainable Consumption and Production (SCP/RAC) is a centre for international cooperation with Mediterranean countries on development and innovation in the production sector and civil society, based on more sustainable consumption and production models.

The Centre develops its activity under the Mediterranean Action Plan (MAP) for the protection and development of the Mediterranean basin, an organisation belonging to United Nations Environment (UN Environment). The SCP/RAC was established in 1996 by means of a collaboration agreement between the Spanish Ministry of Environment (currently MAGRAMA) and the Government of Catalonia. The establishing of the Centre was based on a decision agreed by the Parties to the Convention for the Protection of the Mediterranean Sea against Pollution (known as the Barcelona Convention), the legal framework within which the MAP operates.

Likewise, in 2009 the Stockholm Convention on Persistent Organic Pollutants (POPs) was included in the SCP/RAC’s area of activity, upon being designated Regional Centre for application by the Parties. Since then, these pollutants are a priority in many of the SCP/RAC’s activities.

The SCP/RAC works to build capacity and contribute to the exchange of knowledge in such areas as:

- Adopting circular economy, resource efficiency and pollution prevention as factors of competitiveness and economic performance for SMEs,
- Promoting the prevention of plastics ending up as Marine Litter as well as the generation of toxic chemicals,
- Promoting initiatives for innovation and entrepreneurship that contribute to the creation of new green businesses and to a healthier and more sustainable lifestyle for citizens,
- Supporting the creation of specific financial schemes for new green businesses,
- Creation of Mediterranean communities around SCP, circular economy and change-makers.

The SCP/RAC is currently involved as partner of the SWIM H2020 SM Project (Sustainable Water Integrated Management and Horizon 2020 Support Mechanism).

The Project, funded by the European Union, aims to contribute to reduced marine pollution and a sustainable use of scarce water resources in the Mediterranean Region with emphasis on the countries of North Africa and the Middle East (Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, [Syria] and Tunisia). The Project is the continuation and merging of two successful previous EU funded service contracts, Horizon 2020 Capacity Building/Mediterranean Environment Programme (H2020 CB/MEP) (2009-2014) and the Sustainable Water Integrated Management Support Mechanism (SWIM SM) (2010-2015).

The Project is to:
- Provide tailored and targeted technical assistance at national level based on partners’ requests through an Expert Facility;
- Organize regional (or sub-regional) peer-to-peer seminars and webinars;
- Conduct on-site training courses and study tours;
- Capitalize on the lessons learnt, good practices and success stories;
- Support the Horizon 2020 Initiative’s governance mechanism and the work of the Union for the Mediterranean’s Water Experts Group.

More information on the context of the project SWIM H2020 SM project is provided in Annex 1 (Chapter 1-Introduction: the SWIM-H2020 SM).
Background

This activity will be implemented under the H2020 Component and Work Package 3 of the SWIM-H2020 Project. WP3 includes a total of 15 (fifteen) regional on-site training activities and 6 (six) study tours with participants from Partner Countries (PCs).

Following a regional workshop on olive oil mill’s waste treatment technologies, which was held in Athens in 2012 in the framework of the first phase of the Horizon 2020 Initiative for a Cleaner Mediterranean, countries of the region have requested a second regional training workshop to go further, inform in depth on successful olive oil mill’s waste management schemes, including state-of-the-art technologies of different scales with emphasis on innovative low-cost ones, semi-industrial waste valorisation initiatives and sharing of experiences on policy – regulatory frameworks introduced in countries of the region.

A regional training workshop will be therefore organized in Athens on December 5-7, 2017 to

- Introduce to the participants an integrated approach for sustainable management of olive oil waste at local level based on state-of-the-art technologies and best practices;
- Visit at least one state-of-the-art olive oil waste management facility with particular emphasis to small scale units;
- Provide the participants with a complete/comprehensive introduction of legal/institutional frameworks for management as applied in selected EU and non-EU countries of the region;
- Enable, encourage, and facilitate dialogue and exchange of experiences between competent authorities and key stakeholders from the olive oil sector from the partner countries and beyond;
- Promote sharing of experiences among the partner countries on innovative valorisation of waste management practices; facilitate exchanges with key experts in the field and develop synergies and complementary on this issue within the Mediterranean;
- Capitalise and expand peer-to-peer processes for experience sharing at regional level and knowledge transfer (south-to-south, north-to-south) around waste management.

The regional training workshop will bring together a total of 30 participants selected among:
- representatives of competent national and perhaps local authorities (Ministries of Environment, Industry, Agriculture, Water);
- implementers who are involved in different aspects of olive oil wastes including licensing, promotion of new advances and alternative olive waste management in the Partner Countries;
- relevant producers, industry and academic/research institutions.

It will be a high-level training, which will include case studies, exercises and discussions combined with a field visit focusing on management of olive oil mill’s waste.

More information on the background is provided in Annex 1 (Chapter 2 - Background).

Overall goal of the consultancy

To contribute to the organization of a Regional Training Workshop on the Sustainable Management of Olive Oil Mills’ Waste, the facilitation of the Peer to Peer (P2P) activity following the workshop and the final reporting.

Tasks and deliverables

The activities to be developed in the framework of this ToR consist in:
designing and delivering session(s) of the regional training on the Sustainable Management of Olive Oil Mills’ Waste, including preparation and presentation of case studies. The session(s) will focus on recent developments and innovative approaches on olive oil waste management (various case studies including on the minimization of the consumption of water and the generation of waste: 2 phase vs 3 phase extraction; composting of 2-phase waste from olive oil mills: economic viability for small and medium mills, etc.);

- providing technical support and facilitating the Peer to Peer (P2P) activity following the training workshop;
- contributing to the development of the initial concept notes for the training workshop and the follow up P2P phase, as well as to the final reporting.

More information on the objectives and content of the workshop is provided in Annex 1 (Chapter 3 – Objectives and expected results).

The main tasks and expected deliverables will be:

<table>
<thead>
<tr>
<th>Task</th>
<th>Deliverables</th>
</tr>
</thead>
</table>
| **Task 1: Regional training preparation** | ▪ Contribution to the concept note outlining the objective(s) and the agenda of the workshop, in English and French  
▪ Training material for 1 session of the training workshop, including presentations, case studies, quizzes, exercises, and relevant resources (case studies, articles, etc.), in English or French |
| **Task 2: Conducting/delivering the training (including reporting)** | ▪ Deliver the session within the training workshop, in English or French  
▪ Contribution to 1 Final Report of the training workshop, including recommendations, case studies, list of participants and evaluation report, in English |
| **Task3: Supporting the follow-up P2P process** | ▪ Contribution to the development of 1 P2P concept note outlining the selected topic(s), expected outputs and achievements, planned interactions and the agreed P2P methodology, in English  
▪ Contribution to 1 Final Report of the P2P process, in English |

The expert will share the work within each task with two Senior Non-Key Experts (SNKE), hired by the University of Athens (UoA), according to the Level of Effort (LOE) estimated in the table below:

<table>
<thead>
<tr>
<th>Task</th>
<th>LOE required by each expert (expert-days)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Olive Waste Management Expert 1 (UoA)</td>
</tr>
<tr>
<td><strong>Task 1: Regional training preparation</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Task 2: Conducting/delivering the training (including reporting)</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>Task3: Supporting the follow-up P2P process</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Total LOE: 22 days for the NKEs</strong></td>
<td>6</td>
</tr>
</tbody>
</table>
The expert will also liaise and coordinate with the **Team leader of the project**, the **Environment Key Expert**, as well as other speakers who might be invited to contribute to the training workshop.

*More detailed information on the activities and deliverables is provided in Annex 1 (Chapter 3 – Objectives and expected results and Chapter 6 – Deliverables and reports).*

**Approval of the deliverables**

SCP/RAC and the Team Leader of the project will approve all deliverables.

**Duration of contract**

The contract will last for a **maximum of 1 year**.

The consultancy will start **no later than November 1st, 2017** and will end by **October 31st, 2018**.

**Timeframe and deliverables**

An indicative timeline of the work is provided below:

<table>
<thead>
<tr>
<th>Task</th>
<th>Deliverables</th>
<th>Estimated duration</th>
</tr>
</thead>
</table>
| **Task 1: Regional training preparation** | ▪ Contribution to the concept note outlining the objective(s) and the agenda of the workshop  
▪ Training material for 1 session of the training workshop, including presentations, case studies, quizzes, exercises, and relevant resources (case studies, articles, etc.) | 1 month |
| **Task 2: Conducting/delivering the 3-day training (including study visit and reporting)** | ▪ Deliver the session within the training workshop  
▪ Contribution to the Final Report of the training workshop, including recommendations, case studies, list of participants and evaluation report. | 5 days including 2 days of travel |
| **Task 3: Supporting the follow-up P2P process** | ▪ Contribution to 1 concept note of the P2P process (selected topic(s), expected outputs and achievements, planned interactions and the agreed P2P methodology)  
▪ Provide punctual technical assistance of P2P-5 over a 7 to 8-month period  
▪ Contribution to 1 Final Report on the P2P process | 1-2 months  
10 months  
1 month |

*More detailed information is provided in Annex 1 (Chapter 3 – Objectives and expected results and Chapter 5 - Requirements).*

**Logistics**

The logistics for the training, including the expert travel, local transportation, accommodation and catering, interpretation of English/French, will be made available by the SWIM-H2020 project and are not within the responsibility of the expert.

*More detailed information is provided in Annex 1 (Chapter 4 – Location, Time and Logistics).*
Profile and qualifications of applicant experts

The expert (Senior Non-Key Expert) should meet the following qualifications:

Qualifications and skills: Hold a post graduate diploma or equivalent qualification in engineering, environmental or agricultural sciences and/or management, environmental legislation, or similar relevant university courses or equivalent. One may be from the private sector (relevant SME).

General professional experience: Have at least 10 years of professional experience in environmental management and in the management of agricultural/industrial waste.

Specific professional experience: Extensive previous experience in projects in the field of olive mill waste management and valorisation. Proven experience on relevant EU policy, legislation and related initiatives. Experience in the MENA region would be an asset. Strong inter-personal communication skills, both oral and written. Excellent knowledge of English. Competency in French and/or Arabic is also an asset.

More detailed information is provided in Annex 1 (Chapter 5 - Requirements).

How to apply (selection process)

In order to apply, applicants must submit the following documents by e-mail:

1) Technical and financial bid
The bid must describe to what extent the applicants satisfy the conditions (profile and qualifications), show their ability to carry out their mission successfully and how they plan to carry out the activities set out in these terms of reference. The bid must include a financial proposal.

Important: In order to be valid,
- The header for the technical and financial bid must clearly mention
  o the applicant’s details:
    ▪ name of the company or expert presenting the bid,
    ▪ address,
    ▪ country,
    ▪ telephone and
    ▪ tax ID number or other official number
  o AND the recipient’s details:
    ▪ ‘Regional Activity Centre for Sustainable Consumption and Production
    ▪ Agència de Residus de Catalunya
    ▪ Carrer Dr. Roux nº 80
    ▪ 08017 Barcelona, Spain
    ▪ NIF: Q-5856373-E’.
- The financial bid must not include the purchase of material and equipment.

2) The applicant’s CV/ applicants’ CVs
The CV of the expert involved in the bid must follow the template provided in Annex 2.
The bids must be sent to the following e-mail address: expert.H2020@scprac.org by midnight on the 15th of October 2017 with the following subject: ‘Expert – Regional Training Workshop on Olive Oil Mill’s Waste - REG 3 - H2020 project’

Should you have any questions, please contact Alessandra Pomé: expert.H2020@scprac.org

**Evaluation criteria**

Applications who meet the requirements will be assessed and rated in accordance with the following criteria (100 points):

<table>
<thead>
<tr>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum 50 points</td>
<td>The extent to which technical bid is in line with the TOR and the objectives of the pilot project.</td>
</tr>
<tr>
<td>Maximum 20 points</td>
<td>Financial bid.</td>
</tr>
<tr>
<td>Maximum 20 points</td>
<td>Technical expertise in the same type of project.</td>
</tr>
<tr>
<td>Maximum 10 points</td>
<td>Other qualifications.</td>
</tr>
</tbody>
</table>

The SCP/RAC may also conduct personal interviews to facilitate the assessment.