

## TERMS OF REFERENCE FOR THE ORGANISATION OF CIRCULAR ECONOMY AND SUSTAINABLE WASTE MANAGEMENT CAPACITY BUILDING ACTIVITIES AND INTERREGIONAL EXCHANGES FOR LIBYAN MUNICIPALITIES

Budget code: 24EEP001

Project: GIZ Libya

Imputation item: 2.4 (16%), 2.5 (37%), 2.6 (25%), 2.7 (22%)

### Introduction

The Associació MedCités / MedCités is an association of cities, with its headquarters in Barcelona, dedicated to sustainable urban development in the Mediterranean. It comprises 80 municipalities and unions of municipalities from seventeen different states and runs projects in the fields of strategic urban planning, urban services, the environment and local economic and social development, as well as training activities, technical support and the capitalisation of best practices. The network was created in 1991, since which time it has carried out dozens of projects in Mediterranean cities.

MedCités and GIZ Libya are collaborating on the project **Enhancing regional exchanges for local service provision in Libya**, launched on the 15<sup>th</sup> of August 2024 and will be carried out until the 15<sup>th</sup> of August 2025. The project aims at enhancing the technical capacities of Libyan municipalities, through interregional exchanges and digital capacity building formats, in two selected areas of interest directly linked with municipal services and policies, including waste management.

Within this framework, a capacity-building programme on sustainable waste management and circular economy will be developed with the following activities:

- A. Context and needs analysis for the municipalities participating to the study visit**
- B. The organisation of two transferability webinars to promote technical exchanges on Solid Waste Management (SWM) & Circular Economy (CE).**
- C. The organisation of a study visit in the province of Barcelona on SWM & CE with other MedCités members, including the development of a peer review workshop of the CE projects developed by Libyan municipalities and a capitalisation webinar identifying the lessons learnt.**
- D. Development of local policy & operational recommendations on SWM and CE.**

An external expert on Solid Waste Management and Circular Economy is needed to support these activities.

#### 1. Objective

The objective of this service provision is the animation of the sustainable waste management and circular economy capacity-building programme of the project “Enhancing Regional Exchanges for Local Service Provision in Libya”.

#### 2. Scope of the services

The scope and characteristics of the services are as follows:

The expert will be in charge of:

- A. Developing a context analysis and needs assessment for the municipalities participating to the study visit in Libya**

5 Libyan municipalities will be selected to take part in the capacity-building programme on sustainable waste management & circular economy. Following the selection, an assessment of their needs, interests and related projects in the topic will be done in order to fine-tune the intervention. This information has already been collected by the GiZ technical team in Libya. The expert will compile and systematise this information. In particular, the expert will aggregate the information in order to develop a horizontal analysis as a group of municipalities, exploring opportunities for clustering and/or intermunicipal cooperation. The expert will also identify inspirational international case studies relevant to Libyan municipalities, particularly from MedCities members.

The service provider is expected to:

- Draft an analysis on the basis of the assessment of the Libyan municipalities' needs, interests and related projects in the topic of SMW and CE and collect learning experiences from Libya, identify good and bad practices and systematise them. This analysis will be the basis to develop the content of task B.
- Support, if needed, the contractor in the elaboration of the study visit programme (see activity D), based on the findings of the analysis.

Deliverables of task A:

- A.1. Final version of the analysis (10-20 pages) – to be drafted in English and delivered 1 week after receiving the contractor's feedback on the draft (suggested date: 30 November 2024).

#### **B. Conceptualizing, organising and moderating 2 transferability webinars to promote technical exchanges on SWM & CE**

The webinars will consist in an exchange of knowledge between a maximum of 20 participants, including 10 participants from Libya and 10 from SWM MedCities Working Group. It will be fine-tuned based on the priorities and the work previously done to promote circular economy initiatives, especially focusing on:

- Plastic waste collection and valorisation;
- Community composting;
- Collaboration with informal recycling waste collectors;
- Collaboration with the private sector (PPPs).
- Others as identified in the needs assessment
- Assessing the existence of recycling private market (companies dedicated to transform waste products into new materials).

The transferability webinars will be run by the technical external expert on Solid Waste Management & CE and will complement the study visit to Barcelona on the topic. Each webinar should last 2-3 hours.

The expert will identify case studies, prepare and guide the speakers, moderate the session and develop a brief report.

The service provider is expected to:

- Prepare a concept note (2-pages) for each online seminar including objectives, expected results, content structure, agenda and methodology.
- Identify cases studies, prepare the interventions and animate the webinar.

- Produce a short report of the transferability webinars and key takeaways for Libyan Municipalities

Deliverables of task B:

- B.1. 2-page concept note and program for each webinar – due at 15 days before each seminar;
- B.2. Power point presentation or any other supporting material used during the online seminars - due at 5 working days before each online seminar.
- B.3. Brief report including main contents, lessons learnt and key takeaways for Libyan municipalities – due at 10 days after each webinar.

**C. Participate in the study visit, animate a peer review workshop and organise a capitalisation webinar afterwards identifying the lessons learnt on SWM & CE**

The study visit will be organised at the week of the 9<sup>th</sup> December back-to-back with MedCities working group on waste management to enhance the exchange of regional experiences and will last 3 days. The initially identified subjects of interest include the following:

- Door to door collection systems);
- Public-private partnership development (for instance, visit to private company to discuss the modality of the cooperation, budgeting etc.);
- Tendering for PPPs;
- Composting infrastructure, including community practices;
- Recovery and reuse practices from a Circular Economy point of view.
- One day workshop for the peer reviewing of SWM projects identified in the 5 municipalities

The study visit will mobilise 1 political and 1 technical representative per Libyan municipality, in addition to few technical members from the Ministry of Local Governance. The expert is expected to participate in the study visit. The content of the visit will feed the peer-review workshop to be organised the last day of the study visit. The workshop will follow-up and review 5-7 project proposals on circular economy developed by Libyan municipalities, focusing on composting, waste separation and collection, recycling, awareness raising, etc. The workshop will be an opportunity to critically review these initiatives, the challenges faced and the solutions envisaged with an approach of innovative review and skill sharing in order to help emerge collective intelligence solutions.

Finally, in the month after the study visit an online webinar will be organised to capitalise on the lessons learnt during the study visit. It will be organised to identify the main takeaways and lessons learned from the study visit on SWM & CE and work on the transferability of practices to the Libyan context. The expert will provide participants with “homework” after the mission to prepare the upcoming capitalisation webinar.

The service provider is expected to:

- Participate in the study visit and collect information that is interesting to the Libyan municipalities.
- Prepare a methodological note (2 pages) for the peer review workshop, including objectives, expected results, content structure, agenda and material needed.
- Animate the 5-hour peer review workshop.
- Prepare the concept note (2 pages) for the capitalisation webinar including objectives, expected results, agenda and methodology.

- Animate a capitalisation webinar afterwards based on the study visit lessons learnt on SWM & CE.
- Produce the final report (5-10 pages) of the activity.

Deliverables of task C:

- C.1. 2-page concept note and program for the peer review workshop and webinar – due to 15 days before each activity;
- C.2. Power point presentation or any other supporting material used during the peer review workshop and webinar - due to 5 working days before the each activity.
- C.3. Brief report (maximum 5-10 pages) summarizing the study visit, with main contents and reflecting the interests of the Libyan municipalities, including the peer-review workshop main takeaways (difficulties, solutions, etc.) – due to 15 days after the workshop.
- C.4. Brief report of the capitalisation webinar including main contents, lessons learnt and key takeaways for Libyan municipalities – due to 10 days after the webinar.

The travel expenses for the participation to the study visit will be in charge of the service provider if he/she doesn't live in the Barcelona area. Accommodation and subsistence will be provided by MedCities.

**D. Development of local policy and operational recommendations on Sustainable Waste Management and Circular Economy**

The University of Rostock is currently developing a study that will include the development of policy recommendations to promote sustainable SWM and CE initiatives tailored to the Libyan context. Starting from the work done by the team of Rostock, the expert will provide the policy and operational recommendations based on the on-site experience with the municipalities. The recommendations will be highlighted with good practice examples based on successful CE case studies. This document will support, complement and be integrated in the manuals on SWM and CE that will be produced by the University of Rostock.

The service provider is expected to:

- Compile information from the webinars, capacity-building programme and manuals on SWM and CE.
- Draft a set of policy and technical recommendations from the municipal level fitting the Libyan context.

Deliverables of task D:

- D.1. Document compiling the policy and operational recommendations. The document, to be drafted in English, should include an introduction, between 10 to 20 recommendations and operational details to enable policy-makers to implement them efficiently. The type of recommendations will be discussed with the contractor beforehand in order to provide a conceptual guidance and complementary to the work develop by the University of Rostock. The draft version should be sent to the contractor within 15 days following the capitalisation webinar (see Activity B) and the final version, including the contractor's comments, should be sent back to the contractor within 7 days.

Preliminary calendar of service implementation

Activities												
	Trimester 1			Trimester 2			Trimester 3			Trimester 4		
	15/08/ 15/09	15/09- 15/10	15/10- 15/11	15/11- 15/12	15/12- 15/01	15/01- 15/02	15/02- 15/03	15/03- 15/04	15/04- 15/05	15/05- 15/06	15/06- 15/07	15/07- 15/08
<b>1. Capacity building program on SWM &amp; CE</b>												
Context and needs analysis												
Study visit on SWM & CE												
Peer review workshop												
Webinar lessons learnt												
<b>2. Peer-to-peer digital learning processes linked with the production of capitalisation materials</b>												
Transferability webinars on SWM & CE												
Policy & operational recommendations on SWM & CE												

### Expert profile

- University degree in environment and sustainability management, circular economy, environmental engineering, political science, or any other relevant field.
- 5 years' experience in the field of knowledge exchange, training and/or advising public authorities in the field of waste management.
- Proficient English and Arabic – written and oral is necessary.
- Any experience working with local governments and field experience in Libya will be an asset.
- Sound experience in the SWM sector in the Mediterranean region.
- Sound experience facilitating participatory workshops and online exchange.

### 3. Type of service, duration and place of execution

These terms of reference and the winning proposal will define the conditions of the service as a contract of provision of services from the notification of the order until 15 July, 2025. The service will be carried out from the provider's premises and in Barcelona for the study visit.

The service will be governed by the Catalan law, the Spanish law and the courts of Barcelona.

### 4. Base budget of the service

The maximum budget for this service is €10.000 (all taxes included). If the bidder has its tax domicile in Spain, the maximum amount will be €12.100 including the VAT rate valid on the date of the publication of these terms of reference which is 21%.

Any offer exceeding this amount will be rejected.

It is understood that the budget includes all of the costs that the successful bidder is required to pay for the normal fulfilment of the services contracted such as general expenses, financial costs, insurance, remuneration for the staff under its control and all verification and job costs. The travel expenses for the participation to the study visit will be in charge of the service provider if he/she doesn't live in the Barcelona area. Accommodation and subsistence will be provided by MedCities.

## 5. Price of the contract and economic conditions

The administrative details of the Contracting Body are:

ASSOCIACIÓ MEDCITIES AND/OR MEDCITÉS  
C / 62. 16-18. EDIFICI B, ZONA FRANCA  
08040 BARCELONA – CATALONIA - SPAIN  
Tax number (VAT): ESG66401258

The contract price is the one established by the award of the tender, in line with the offer submitted.

2 invoices are required according to the following details:

- 50% of the total amount on the finalisation of deliverables linked to the “Capacity building program on SWM & CE” dated 30.01.2025
- 50% of the total amount on the submission of the rest of deliverables and finalisation of the service, dated 15.07.2025

Offer and invoices must contain at least the following information:

- Full tax name and full tax address of the supplier
- Tax identification number of the supplier
- Complete MedCities data
- Offer/Invoice number
- Offer/Invoice date
- Budget code and project name indicated in the header of this document
- Description of the service to be provided/provided
- Detail of the amount of the service and taxes (if any)

The payment term of the invoice will be: bank transfer around 30 days after the date of the invoice (bank account details are required) and always after internal favourable report issued by the General Secretariat of MedCities at the end of the service.

The service provider will be directly responsible for paying the local or national taxes applied to the services except if the service provider is fiscally domiciled in Spain, whereupon the current tax law in respect of personal income tax (IRPF) will be applied.

Invoices must be sent either by post to the offices of the General Secretariat of MedCities or, if they are in digital format, to [contact@medcities.org](mailto:contact@medcities.org).

Bank charges arising from the payment of invoices will be shared (SHA according to bank coding).

MedCities may require information from the service provider regarding its compliance with obligations relating to social security contributions and the payment of taxes.

Those non-EU service providers will be required to present a certificate of tax residence within 7 calendar days of the award of the service. If the aforementioned document has not been provided to MedCities within 7 days, the contract may be terminated.

## **6. Participation requirements**

Those bidding for the service can be individuals or companies that have the full capacity to carry out the work, that are not subject to a ban on hiring staff and that can demonstrate their technical reliability and professional experience.

## **7. Confidentiality clause**

The information that the service provider will have access to in order to fulfil the purpose of this contract must be kept strictly confidential and must not be used for any activity not covered by this contract. In circumstances where a particular use of the information gives rise to doubts in respect of this confidentiality clause, the service provider must, in all cases, request the consent of MedCities.

## **8. Ownership and authorship of the work**

The ownership and authorship of any service provision work carried out belongs to MedCities. As owners of the study, any use or mention of it in publications, articles, interviews, conferences, etc. must have the express authorisation of MedCities.

## **9. Termination of the service**

By giving notice of one month, the service can be terminated by either party before the date indicated in Point 3 of these terms of reference for objective reasons or for the reason described in the last paragraph of point 5 of this terms of reference.

## **10. Submission of offers**

The offer must be sent to the following email address: [contact@medcities.org](mailto:contact@medcities.org)

- Proposal submission period: 10 working days from the date of these terms of reference. The subject line of the email should specify "Service offer for the organisation of circular economy and sustainable waste management capacity building activities and international exchanges for Libyan municipalities."

The offer must include the extent of the services offered and fulfil the conditions expressed in the previous sections. Notwithstanding that the candidate can attach to their offer any complementary information they consider to be of interest, the tender must include the following documentation:

- Detailed offer of the services.
- Economic proposal: candidates must submit an economic proposal in euros that either they or their representative must sign. The prices offered should include any type of tax, charge or fiscal ruling of a European, state, autonomous community or local nature as indicated in Points 5 and 6 of these terms of reference.
- CV of the professional person or company involved and of the working team, giving relevant examples of similar work undertaken and, if applicable, international experience.

In the event that additional information is required to present the offer, we invite you to contact MedCités by writing to the email address [contact@medcities.org](mailto:contact@medcities.org). Only written questions about clarifications of the presentation of offers will be answered.

MedCités may request additional information related to the proposal if it deems it appropriate. If this is the case, the proposals that require clarification must be answered within a reasonable period established by the evaluation team.

#### **11. Assessment criteria**

The most advantageous offer will need to be evaluated bearing in mind the cost-effectiveness ratio in accordance with the overall proposal. The assessment could take the price-quality ratio into account.

MedCités guarantees equal treatment of the people/companies bidding and will keep their offers confidential.

The person/company adjudicated as the successful bidder will be notified within a period of 5 working days from the final submission date for offers.

Barcelona, 18 October, 2024

Josep Canals-Molina  
Secretary General