

# Terms of Reference for Consultancy

Lead Curator and Organiser for the  
SwitchMed Connect 2020

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Regional Activity Centre for Sustainable Consumption and Production United Nations  
Environment Programme - Mediterranean Action Plan  
Regional Centre Under the Stockholm Convention on Persistent Organic Pollutants  
Sant Pau Art Nouveau Site – Nostra Senyora de la Mercè Pavillion  
Carrer Sant Antoni Maria Claret, 167. 08025 Barcelona (Catalunya) Spain

[www.switchmed.eu](http://www.switchmed.eu)

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## 1.1 About the SwitchMed Connect Gatherings

The Regional activity Centre for Sustainable Consumption and Production (SCP/RAC) manages the Networking Facility of [the SwitchMed Initiative](#). The Facility is tasked with the organisation of networking events for the SwitchMed stakeholders to build synergies and facilitate exchange of new knowledge. These gatherings are called [SwitchMed Connect](#).

Till date, three SwitchMed Connect editions were organised each with more than 400 participants from diverse type of organisations. [The last SwitchMed Connect in 2018](#) also saw the launch of the public exhibition '[Circular Economy in the Mediterranean](#)' public exhibition that received more than 15,500 visitors.

The SwitchMed Connect 2020 will be the first edition of the second phase of the SwitchMed Initiative. In this sense, it will have a role for the introduction of the new activities and partners of the Initiative. Naturally, the organisational planning and the format will be built upon the experience from the three editions done in the first phase. A special feature will be that the event is planned to be hosted in the Southern Neighbourhood, namely Jordan (location to be confirmed).

It is important to run a consultation with the EU project officer, all regional partners and possibly with the Focal Points and the EU Delegations for gathering their perspective on the objectives of the event before starting with the curation and their degree of involvement (attendance, commitment of resources, willingness to reach out to high level speakers, etc.).

## 1.2 About SwitchMed Connect 2020

### Suggested Objectives:

#### 1. To introduce the new activities and the partners of the SwitchMed Initiative concerning the private sector (linked to Outcome 1)

- Providing detailed overview of the activity plans and already achieved results (Business Support Organisations).
- Giving visibility to the SwitchMed Stakeholder Platforms in each country and showcasing best practices identified in the first phase of the initiative.

#### 2. To introduce the activities planned under the enabling policy environment outcome of the SwitchMed Initiative for Resource Efficient and a Circular Economy (linked to Outcome 2)

- Having a policy dialogue (i.e. panel discussions) on how to create an enabling environment for Resource Efficient and a Circular Economy at the regional and national levels.
- Sharing the progress on the development of a set of regional measures to acknowledge and to support the development of green and circular businesses and to strengthen the demand for more sustainable products.

#### 3. To facilitate connections and exchange among the different Outputs of the SwitchMed Initiative

- Highlighting potential connections between the two outputs of the Outcome 1 'direct support to the private sector' (UNIDO and SCP/RAC lead)

- Highlighting potential connections between the Outcome 1 'direct support to the private sector' and the Outcome 2 'creation of an enabling environment', including access to finance.

#### 4. To facilitate connections and exchange among the stakeholders and beneficiaries

- Facilitating exchange of experiences among the target groups and beneficiaries of each output coming from all SwitchMed target countries.
- Establishing business to business links (technical knowledge exchange, tutorship/mentorship, financial transactions, collective lobbying) among the industries of Output 1 or among the Switchers of the Output 2.

### 1.3 Target group

The main target groups are:

- SwitchMed Programme: Focal Points, Country Teams, Beneficiaries.
- EU: Delegations, Directorate Generals
- Key national and regional stakeholders
- Potential co-financiers
- Digital and print media

**Outcome 1 target groups:** Service Providers and Business Development Service Providers (such as industry associations, consultancy firms, cleaner production centres, chambers of commerce, business development centres, business incubators, accelerators, facilitation centres), well established companies (industry SMEs), start-ups and entrepreneurs, investors and financing institutions, retailers (specific to priority value chains), online vendors, import/export desks.

**Outcome 2 target groups:** National governments primarily through the Ministries of Environment and Industry, private sector associations, civil society and community based organizations, consumers, media, academia and regional and international organisations.

Other stakeholders related also to Outcome 3: Intergovernmental organisations, EU-funded regional projects with potential synergies with SwitchMed (Interreg Med, ENI CBC Med, Life), development financing institutions, donors.

Suggested number of participants (based on available budget of the SwitchMed Initiative): 150

Potential number of sponsored participants (based on available budget of the SwitchMed Initiative): 120

### 1.4 Suggested location and dates

Host organisation: Ministry of Environment, Jordan

Suggested location: Hilton Dead Sea Resort, Dead Sea, Jordan (tbc)

Suggested dates: 2-5 November or 10-11 November (Tuesday/Wednesday)

## 1.5 Suggested agenda elements

It should be noted that the set-up of the venue should start at least a day before. If possible to save time the official opening can be done on the day of arrival of the participants in the late afternoon.

The suggested agenda elements are as follows:

<b>Day 1</b>	<b>Direct support to the private sector</b>
AM	<p>Official Opening</p> <p>Introduction to the new activities and the partners of the SwitchMed Initiative concerning the private sector (Outcome 1 – Output 1)</p>
PM	<p>Introduction to the new activities and the partners of the SwitchMed Initiative concerning the private sector (Outcome 1 – Output 2)</p> <p>Dinner</p>
<b>Day 2</b>	<b>Creation of an enabling environment &amp; synergies</b>
AM	Introduction to the activities planned under the enabling policy environment outcome of the SwitchMed Initiative for Resource Efficient and a Circular Economy (linked to Outcome 2)
PM	<p>Discussions on synergies and facilitation of connections</p> <p>Closure</p>

## 1.6 SwitchMed Connect Past Events Information

- SwitchMed Connect 2018 summaries <https://www.switchmed.eu/en/switchmed-connect/switchmed-connect-2018>
- SwitchMed Connect 2018 video summary: <https://www.youtube.com/watch?v=hVpkZ6XqozA&list=PLsGe8iP0EGGrdpnhcoLH5qrKoA3OhJBIK>
- SwitchMed Connect 2016 summaries <http://www.switchmed.eu/en/switchmed-connect/switchmed-connect-2016>
- SwitchMed Connect 2016 video reminder <https://www.youtube.com/watch?v=dcRBqdNJDvw>
- SwitchMed Connect 2015 website <http://2015.switchmedconnect.com/en/landing>
- SwitchMed Connect 2015 summaries <http://www.switchmed.eu/en/switchmed-connect/switchmed-connect-2015>
- SwitchMed Connect 2015 day 1 summary video [https://www.youtube.com/watch?time\\_continue=18&v=6lutjhE6Cjw](https://www.youtube.com/watch?time_continue=18&v=6lutjhE6Cjw)
- Feedback survey reports are available on request.

### Financial Resources:

The financial resources of the Networking include travel cost coverage for circa 120 participants as well as the cost of the venue, catering, travel management, graphic design and printing, photography, audio visuals, equipment, on-site set-up, hostesses and translators.

## Objectives & Tasks

The consultancy will be considered successful if it reaches the targets set for the objectives of the event (as stated in the above section).

The tasks include:

- Stakeholder consultation on the expectations and needs
- Curation of the agenda (max 3 days)
- Acquisition of event partners
- Conceptualisation of the sessions
- Co-organisation of some sessions (if relevant and interested)
- Curation of the participants list
- Organising the registration process
- Supervising the development of the communications strategy and its implementation
- Management of relations with the event partners
- Management of the event budget
- Management of relations with the MoE and the EUD
- Detailing and supervising the tasks of the hotel venue management including the catering

## The Team

The consultant will report to the SwitchMed Networking Facility team leader. She/he will be assisted by the project manager that will be assigned from the Networking Facility team as well as the Networking Facility communications team (communications officer, social media manager, social media assistant). The hotel management is expected to take over the venue management - allocation of rooms and follow up with technicians, catering planning. Travel management will be done by the travel agent of the SCP/RAC.

## Timeline

The consultancy will start mid-November 2019 and run for 12 consecutive months.

## Profile and Competences of the Consultancy

The experts or organizations submitting the proposals must be legal entities or private person with the legal personality and authorization to have the rights and obligations of all kinds in their own names.

The criteria required for the organizations submitting proposals are as follows:

- At least ten years of professional experience in the field of event organization in the context of international development projects;
- Excellent command English and French;

- Knowledge and ideally project management experience on sustainable manufacturing and green entrepreneurship support programmes and impact investing schemes.

## Budget

The budget proposal must not exceed €14,900.

Any travel expenses will be considered extra and will be covered by the SCP/RAC.

## Submission of the Proposals

The technical proposal submitted by the applicant organization must stipulate to what extent it meets the requirements and needs of the activities outlined in the Terms of Reference.

To submit a proposal, the potential expert/organization must send the following documents by e-mail:

- 1) The technical proposal and proposed budget including financial number identification, VAT number, Registration Number or any ID number in case of private person.
- 2) Attached information related to previous capacity in event organisation, especially in the context of sustainable manufacturing and green entrepreneurship and proof of language skills.
- 3) CV of the person(s) designated as responsible for the design and submission.

**The indication in the proposal of the Identification number, VAT number, fiscal or registration number is compulsory to participate to the call.**

The proposal should include the following confidentiality clause.

*The information to which the contractor obtains access for the development of the purpose of this Contract, provided that it is not classified as public, shall be of a confidential nature and may not be used for activities other than those included in this Contract. In the event that a particular use of the information raises doubts with regard to respect for this Confidentiality Clause, the successful bidder must, in any case, request the consent of the SCP/RAC.*

The proposal form and the rest of the required documentation must be sent **no later than 29 November 2019** to the following electronic address:

[btuncer@scprac.org](mailto:btuncer@scprac.org)

If you have any queries, please contact us at the e-mail address given above.