



CALL FOR TENDERS

**COORDINATION AND ANIMATION OF THE
BEMED BUSINESS COLLEGE**

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1 - PREAMBLE

BEYOND PLASTIC MED

Plastic pollution and its accumulation in the environment is one of the most important threats to ecosystems. Global production of plastics has increased twenty-fold over the last 50 years, exceeding 300 million tonnes in 2015, and is expected to quadruple by 2050 [1]. In addition to the problem that plastics manufacturing poses by contributing to the depletion of a finite resource and global warming, it is estimated that more than one in three plastic waste ends up in the environment [1]. In total, more than 8 million tonnes are dumped into the ocean every year. Once in the ocean, plastic and the toxic compounds it contains are the source of a wide range of ecological, economic and social impacts that appear to be a major challenge requiring an urgent and integrated response.

Because of its semi-enclosed character, the intensity of maritime transport, fishing and the industrial and tourist activities that it concentrates, **the Mediterranean Sea is particularly sensitive to plastic pollution**. It is estimated that it contains between 1 and 10 million plastic particles per square kilometre, or between 5 and 10% of the world's plastic mass [2]. It is the sixth largest accumulation area in the world after the five oceanic gyres and is considered the most polluted sea in the world [3].

In order to meet this challenge, the Prince Albert II of Monaco Foundation, the Tara Ocean Foundation, Surfrider Foundation Europe and the MAVA Foundation, in a privileged partnership with IUCN, have decided, in 2019, to create the Beyond Plastic Med association which will succeed the BeMed Task Force launched in 2015.

The primary objective of BeMed is to create a regional dynamic by supporting local actors engaged in the implementation of effective and sustainable solutions to reduce plastic pollution at source. To do so, BeMed supports projects every year that aim to reduce the use of plastic, find alternatives, improve collection systems, raise awareness, collect data and help implement new regulations. Since 2015, 57 projects in 15 different countries have been supported. Beyond the financial aspect, BeMed's objective is to develop and coordinate this network of active Mediterranean actors by facilitating the sharing of experiences and knowledge and by creating links between organisations. To this end, the winners of the calls for projects are gathered every year for a day of exchange during the Monaco Ocean Week. In addition, players working on similar themes or in the same region are put in touch with each other in order to pool one or more of their project activities, to share their network and thus strengthen the effectiveness of their actions. The replication of effective actions is also encouraged.



Figure 1. The BeMed Network - The yellow dots indicate the organisations supported by BeMed in the framework of its calls for proposals.

To reinforce its impact, BeMed is also committed to engaging the private sector in the fight against plastic pollution. A discussion space for companies operating around the Mediterranean was created at the beginning of 2020. This space took the form of a Business College which aims to accelerate the prevention of plastic pollution in the Mediterranean.

2 - CONTEXT OF THE CALL FOR TENDERS

THE BEMED BUSINESS COLLEGE

The College is committed to including as broadly as possible all players in the plastics value chain - from producers (plastic raw materials), to converters (plastic by-products), to brand owners (end products), to retailers (mass distribution), to end-of-life (waste management) - in order to draw companies into a common dynamic of transition and pollution reduction on a Mediterranean scale. The BeMed Business College provides a neutral framework in which companies from the northern, southern and eastern shores of the Mediterranean can work together to develop concrete, sustainable and integrated solutions throughout the product life cycle.

The activities are structured around two groups at travail : a group promoting dialogue between scientists and industrialists in order to clarify key issues and a group aiming to set up, with member companies, pilot actions in the field. A scientific committee of experts ensures the effectiveness and sustainability of the proposed solutions.

2.1 - Construction of the College: history of the project

2018 : Preliminary study of the Mediterranean context - A significant number of initiatives to combat plastic pollution are already underway in the Mediterranean. In order to ensure that the existing situation is not replicated and to be able to work in collaboration with initiatives that present synergies with the BeMed Business School, a study has been carried out (ConsultantSeas, 2018). The existing initiatives were classified according to their scope of activity and the level of investment of the private sector as a partner in the initiative. At the end of this analysis, the following three positions were defined for the College:

- *Laboratory positioning* - Clarification between "true and false" good solutions: technological watch, sharing and valorisation of knowledge.
- *Incubator positioning* - Accelerating the implementation of large-scale solutions: concrete actions and local partnerships.
- *Positioning coordinator* - Clarification of regulations, communication and replication of lessons and success of the College at regional and international level: relay and dissemination.

More details on the study [here](#).

2019: Co-construction of the project with companies - In 2019, some twenty companies belonging to different links in the plastics value chain were involved in the co-construction process of the College. The opinions, expectations and needs of these companies have been identified. A committee of 5 scientists was also brought together to guide the construction of the projects. These scientists have also undertaken to support the College's activities in 2020. At the end of this phase, a first physical exchange meeting was organised on 11 October 2019. The Council's work areas were thus finalised:

Axis 1 - Setting up science-industry dialogues on targeted themes (laboratory positioning) - hereafter 'science/industry'.

Axis 2 - Implementation of at least one pilot project in one (or more) city(ies) around the Mediterranean (positioning Incubator) - hereafter 'pilot projects'.

January 2020 - today: Membership of companies and launch of the College's activities - To date, the Société des bains de mer, Haribo and Carrefour have formalised their membership of the College. Chanel is currently in the process of joining the College. For internal organisational reasons, Veolia has asked to be able to participate in the College's activities without having formally registered. Membership will be regularised before the end of 2020.

The pilot project (incubator positioning) and science/industry (laboratory positioning) working groups started in February 2020. The activities described in part 2.3 have been carried out since then.

June-August 2020 : Field study to identify priority areas of action for the Business College - A context study of 4 geographical areas of interest for BeMed (Morocco, Tunisia, Lebanon and the Marseille region) was carried out on the basis of documentary analyses and interviews with local actors (ConsultantSeas, 2020). The objectives of this work were to

- Identify the problems specific to the local context of the targeted areas (sources of pollution, actors involved, priorities for action, levers and obstacles to the implementation of field action, *etc.*).) in order to define the concrete courses of action to be implemented.
- To map local or international companies in the plastics value chain and identify their role in the identified issues and the link between them.

Analysis of the local context and the current health situation led to the identification of Marseille as the most relevant area to host a pilot project in the short term, followed by Tunisia and Morocco depending on the type of project envisaged.

On the basis of the data collected, some 15 projects were selected as potentially relevant and then classified according to the following criteria: project impact, replicability, private sector involvement and feasibility. Projects to reduce the use of single-use plastics in supermarkets or hotels emerged as the most relevant.

These conclusions provide the basis for action envisaged by the working group on pilot projects and will help guide the second phase of company recruitment (see section 2.3).

2.2 - Implemented activities

The **working groups**: The two areas of positioning of the College identified in 2019 (cf. section 2.1.) are now reflected in two working groups with distinct objectives that meet virtually every two months. Each working group brings together the member companies that have signed up as well as the referent scientist(s).

Science/Industry Working Group - The objective of this group is to facilitate dialogue between scientists and industrialists so that member companies can ensure the relevance and effectiveness of their strategies. This dialogue enables them to fill certain gaps in scientific knowledge but also to share their expertise and best practices with the other members of the College and the scientific world.

Since the beginning of 2020, several presentations have been made by the experts of the scientific committee on the following themes: definitions of bioplastics (biosourced, biodegradable, compostable, oxodegradable), analysis of the life cycle of products and impact of alternatives to plastics, biodegradability of plastics (coming soon), biosourced plastics (coming soon). If these first meetings have enabled the foundations to be laid for common definitions on certain major plastics issues, the objective of the term group is to capitalise on the transfer of scientific knowledge and to pool the experience of companies in order to better understand and list the issues/impacts of the plastics issue not measured by current life cycle analysis tools. The objective of this work is to give industrialists the keys to make and justify their ecodesign choices.

Pilot Projects Working Group - This group aims to support member companies in setting up joint pilot actions in the field. These projects are based on field studies and are validated by the College's Scientific Committee. The territorial and collective approach will eventually have a tangible impact on the entire Mediterranean region.

Based on a field study (ConsultantSeas, 2020 detailed above), the group decided to work on a pilot project to be implemented in Marseille in 2021. The project under construction aims to reduce the use of single-use plastics in hotels while ensuring better management of plastic waste that cannot be disposed of upstream. Companies from across the plastics value chain will work hand in hand with various local stakeholders. At the same time, the group has set itself the objective of replicating and adapting the initiative in Tunisia in the course of 2021. This second project would be an opportunity to capitalise on the experience of Marseille, to explore new business segments (solutions for restaurants and in shops near hotels in particular) and to feed back the actions already carried out in Marseille.

Business College Workshop: A first meeting in physics took place on 7 July 2020 in Paris with the aim of strengthening the links between members and making progress in the implementation of the Collège's activities. This day offered a collaborative working time around the two working groups (pilot projects and science/industry dialogue). More specifically, it was about :

- Make progress in the definition of pilot projects, their objectives and implementation modalities
- Establish a shared diagnosis of the different facets of the dialogue and collectively construct perspectives

Webinars: In parallel with the working group meetings, two webinars open to all members of the College and to companies in the process of joining were organised. These meetings adopted an online conference format with a question and answer period at the end of the presentation. The first webinar was an opportunity to present the results of an IUCN modelling on plastic pollution flows, sources and hotspots in the Mediterranean and to compare them with the field work carried out by the Tara Ocean Foundation during its Tara Méditerranée expedition. The second conference provided an opportunity to present the field work carried out by the ConsultantSeas firm (ConsultantSeas, 2020) concerning the context of the 4 geographical areas of interest to the College (see section 2.1).

2.3 - Work to come: Second phase of recruiting new companies

Last quarter of 2020 - A new phase of company recruitment will be launched at the beginning of October 2020 with the aim of increasing the number of staff in the Business College and integrating companies from the South of the Mediterranean.

Recruitment will be targeted at companies enabling the pilot project currently under construction in Marseille to be successfully completed and to lay the foundations for a new project in Tunisia (see section 2.2). This phase is based on the conclusions of the field study cited above (ConsultantSeas, 2020).

2.4 - Organisational set-up of the project

Governance of BeMed

BeMed is a non-profit-making association under Monegasque law, whose statutes were registered in the Principality of Monaco on 18 January 2019. It was founded by the Prince

Albert II of Monaco Foundation, the Tara Océan Foundation, Surfrider Europe Foundation and the MAVA Foundation. These 4 founding members make up BeMed's Board of Directors, which is vested with the widest powers to administer the association. IUCN joined the association in 2019 as an active member.

A General Assembly, composed of the founding and active members of the association, meets once a year and represents the supreme power of the association. The Assembly is responsible for electing the Board of Directors.






Scientific Committee

The function of the Scientific Committee is to ensure the scientific basis of the activities of the Collège d'Entreprises. The scientists making up the scientific committee are responsible for delivering solid expertise to feed the quality of the BeMed group of companies' reflections.

The responsibilities of the Scientific Committee are as follows:

- Ensure the scientific basis of the concrete solutions and projects implemented in the framework of activities with the private sector;
- Validate the scientific content of documents and work resulting from activities with the private sector;
- Validate the answers and positions put forward by the working groups with the private sector following external requests on scientific issues.

To date, the Scientific Committee is composed of the following 5 experts:

 <p>Stéphane Bruzaud Professor at the Dupuy de Lôme Research Institute Expertise: Biopolymers</p>	 <p>Carole Charbuillet Research Engineer at ENSAM (Ecole Nationale Supérieure des Arts et Métiers) Expertise: Ecodesign and recycling</p>	 <p>Nathalie Gontard Research director and professor at INRA (National Institute for Agronomic Research) Expertise: Packaging and its substitutes</p>	 <p>Jean François Ghiglione CNRS Research Director at the Banyuls Microbial Oceanography Laboratory Expertise : Degradability</p>	 <p>Jean-Marc Meurville ENSAM Professor at the Arts and Crafts Institute of Chambéry Expertise: Industrial creativity and Eco-Innovation process For more information</p>
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Corporate members

In order to participate in the activities of the BeMed Works Council, a company must join the Beyond Plastic Med association as a company member. This membership follows the following steps:

- The company applies by letter to join BeMed as a corporate member.
- The candidacy is voted and validated by the members of BeMed's Board of Directors.
- To finalise its membership, the company must pay a subscription and sign a membership charter.

In return for their membership, companies benefit from the following advantages:

- Invitation to take part in the various telephone or physical meetings of the working groups to which the member company is registered
- Access to cutting-edge scientific expertise via the Scientific Committee and the various thematic working groups
- Opportunity to review and contribute to the various deliverables and projects implemented by the College
- Invitation to the two annual workshops of the College which will be the occasion to bring together all BeMed College members.
- Access to the College's biannual newsletter.

Member companies undertake, beyond their annual subscription, to allocate human resource time for participation in at least one of the College's working groups. This criterion is a sine qua non condition for the validation of their membership by BeMed's Board of Directors.

3 - SPECIFICATIONS

COORDINATION AND ANIMATION OF THE BEMED BUSINESS COLLEGE

3.1 - Objectives of the call for tenders

The objectives of this advisory service are :

1. Ensure the coordination of the College in its second year of operation, i.e. ensure the coordination and animation of the working groups and the governance of the College as a whole (scientific committee and founding members of BeMed).
2. To support the functioning of the College in its second year, excluding coordination work, i.e.: to ensure the recruitment of new members for the College and support the formalisation of memberships; to provide identified deliverables; to support the communication aspect of the College.
3. Coordinate the pilot action carried out in Marseille (support in the search for funding, involvement of stakeholders, facilitation of implementation, monitoring of the project and its impact, etc.).

3.2 - Definition of missions

1. *Coordination of the College*

Coordination and facilitation of working groups

The selected firm will be in charge of organising and leading the meetings of the working groups of the College of Companies (preparation of the agenda and working documents necessary for the progress of the discussions, leading the discussions...). Eight meetings per year are to be scheduled for each working group (6 remote calls of 1h30 and 2 physical

meetings of one and two days respectively). To date, 2 working groups have been launched: a science/industry dialogue working group and a pilot projects working group.

The *science/industry working group* focuses on the transfer of scientific knowledge and the pooling of corporate experience to better understand and list issues/impacts not measured by current life cycle assessment tools. The objective of this work is to give industrialists the keys to make and justify their ecodesign choices.

The *pilot projects working group* is moving towards finalising the construction of an action plan for the implementation of a pilot project in Marseille in the first quarter of 2021. Once finalised, the group will monitor the project and prepare its replication in a country on the southern shore of the Mediterranean in 2022.

This mission includes the preparation of documents from each working group (minutes of meetings, summaries in collaboration with scientists, construction documents for pilot projects, etc.).

A second science/industry working group (bringing together new companies less interested in the subject matter envisaged in the first group) could be envisaged depending on the results of the recruitment phase carried out at the end of 2020.

Simultaneous French/English translation of meetings will be provided according to the needs of new members.

Coordination and functioning of the scientific committee and the founder/active members of BeMed

Beyond the animation of the working groups, a coordination work is necessary with the scientific committee of the College and the founding members of BeMed. For each of the two committees (scientific committee and founding members), 5 annual meetings are planned (1 quarterly conference call + 1 physical meeting). The purpose of these meetings is to follow up on the College's activities with these bodies and to discuss the strategy for the development of the College and its activities.

Event

The organisation and facilitation of two annual workshops (one-day workshop + two-day workshop) is also part of the responsibilities of the selected firm. The aim of the first workshop of the year will be to bring the working groups together physically. The objectives of the day will be set according to the needs of the groups and the discussions will be organised in the form of "brainstorming" (a method that is difficult to set up during virtual meetings). The second workshop will have several objectives: the welcome of new members, the physical progress of the working groups, the organisation of meetings of the governance bodies (scientific committee and founding members) and the external communication of the College (press conference). This workshop may also (depending on needs) be an opportunity to invite experts from outside the College.

For each workshop, the firm will be in charge of the coordination for the preparation of the content (in relation with the BeMed secretariat) and the facilitation of the discussions on the

days of the event. The BeMed secretariat will be in charge of the logistical organisation of the events in collaboration with the selected firm.

2. Functioning of the College, excluding coordination

Recruitment of new members and rallying dynamics (40 prospects)

In order to grow the College and increase its impact, a new phase of company recruitment will be carried out in the second half of 2021. Around forty prospects (regular meetings, production of specific content for each prospect, etc.) will be expected in geographical areas and sectors of activity previously identified with the founding members of BeMed. We expect the selected firm to advise and support the founding members in this phase by providing a list of target companies consistent with the activities of the College. The identification of the College's needs in terms of new companies will be provided beforehand. This reflection will be based in particular on needs in terms of industrial sectors, balancing the geographical distribution of companies and future projects to be implemented.

This mission also includes accompanying new companies in the membership process (invoicing, signature process, announcement on BeMed communication channels, setting up participation in the different working groups...).

Organisation of webinars

In the course of the year, webinars (independent of the working groups and open to all members) may be organised. These one-hour "conference meetings" are an opportunity to invite experts from outside the Scientific Committee to present particular themes identified during the progress of the College's activities. These meetings can also be used to present the conclusions of studies carried out in parallel with the activities (e.g. field analysis for the implementation of the pilot project or benchmarking of existing tools for analysing the impact of a product's life cycle, etc.).

The selected firm will be in charge of identifying the appropriate themes, organising the webinar and running it. A package of 2 webinars per year should be considered.

Support for the communication component of the College

The selected firm will be responsible for producing the content and layout of promotional and communication tools about the College that will be identified according to the College's needs. This may include slides and briefs to facilitate the College's promotional work for members when they attend events, short interviews to be published on the website, promotional documents for the pilot project set up in Marseille, etc. A fixed fee of 5 tools in total is set for the second year (max. 5 pages per document).

The firm will also be responsible for the content and layout of the College's Newsletter, which will be distributed twice a year after each College workshop. This Newsletter, intended for the general public, is intended to report on the progress of the College's activities, the accession of new members and to highlight the documents produced by the working groups as well as press articles referring to the College, its founding members or the scientific committee.

Achievement of deliverables 2021

In addition to the documents resulting from the "normal" functioning of the working groups, two deliverables are expected, each of which requires a separate study:

- An 'in-house' deliverable: A study in support of one or other of the College's activities (detailed field analysis, study in support of the science/industry working group on measuring the environmental impact of plastics, etc.).
- An "external" deliverable: A 15-page external communication publication for the College (activity report 2021, white paper, etc.).

3. Coordination and management of the pilot project in Marseille

Coordination and management of the pilot project in Marseille

In the first quarter of 2021, a pilot project will be set up in Marseille. This project concerns the reduction in the use of single-use plastics and the improvement of the management of non-replaceable waste in hotels. This project is currently under construction and will be finalised at the end of 2020/beginning of 2021 with the entire pilot project working group. Once built, the selected firm will be in charge of coordinating the project (support in the search for funding, involvement of stakeholders, facilitation of implementation, monitoring of the project and its impact, etc.). This mission will be carried out in parallel with the coordination of the working groups.

Project Management

Additional project coordination time must be taken into account in the support. This additional time includes managing the functioning of the College (preparation of the provisional budget and the calendar for the following year, preparation of the strategy for the functioning and evolution of the College...), adjusting the schedule according to the needs and progress of the mission, regular progress meetings with the BeMed secretariat to share information and validate the progress of the mission.

Several field missions are also expected in the context of the recruitment of new members, the management of the pilot project in Marseille and the promotion of the College at external events.

3.3 - Expected results

- Recruitment of new company members
- The progress of the different working groups in a satisfactory manner for the member companies, scientists and founding members of BeMed.
- Setting up an effective pilot action in Marseille
- The organisation of relevant webinars to advance the College's activities and achieve its objectives.
- The proper coordination of the functioning of the College with the governing bodies (founding members and scientific committee)
- The organisation of the two workshops of the College
- Effective communication on the College to facilitate the recruitment of new members and to publicise the College's actions to increase its visibility and legitimacy in the Mediterranean basin.

- The preparation of a clear roadmap (including a budget and a provisional timetable) of activities for 2022.

3.4 - Management and responsibilities

BeMed oversees the performance of the selected firm and is responsible for the review and acceptance of all Deliverables produced as part of the service.

The technical follow-up of the missions will be ensured by the BeMed Secretariat. Regular updates will be made throughout the work.

3.5 - Deliverables

3.6.1 Coordination and facilitation of working groups

Activities	Deliverables
<p>Organisation and facilitation of working group (WG) meetings</p> <ul style="list-style-type: none"> - There are 3 WGs in total: 2 science/industry WGs and 1 pilot project WG. - Frequency of meetings: 1 conference call every 2 months per WG, i.e. a total of 18 meetings between January and December 2021. 	<p>Deliverable #1: Organisation and facilitation of the 18 WG meetings in 2021</p> <p>Deliverable #2: Minutes and minutes of each meeting (18 minutes)</p>
<p>Consolidation and synthesis of documents from the working groups (WG)</p> <ul style="list-style-type: none"> - For each science/industry WG : 6 documents of less than 5 pages will be delivered, in support of the work carried out within the WG. - For the Pilot Projects WG: 6 working documents accompanying the setting up of the pilot project in Tunis, detailed as follows: <ul style="list-style-type: none"> - Excel of choice of cities/neighbourhoods (1 document) - Summary of the analysis of the context in the selected target city or district (1 document) - 1 support material for choosing the type of project (1 document) - Summary of the stakeholder analysis in the selected target city or neighbourhood (1 document) - Project action plan (1 document) - Budget and financing plan (1 document) 	<p>Deliverable #3: 18 working documents in support of the 3 WGs</p>

3.6.2 Coordination and functioning of the scientific committee and the founder/active members of BeMed

Activities	Deliverables
Coordination of the Scientific Committee (SC) <ul style="list-style-type: none"> – Organisation and facilitation of SC meetings (1 quarterly conference call + 1 physical meeting per year, i.e. 5 annual meetings) – Finalisation and publication of the summaries produced by the SC (2 summaries / year). 	Deliverable #4: 5 meeting minutes Deliverable #5: 2 finalized scientific syntheses
Coordination of the founding members of BeMed <ul style="list-style-type: none"> – Organisation and facilitation of meetings bringing together the founding members of BeMed (1 quarterly conference call + 1 physical meeting per year, i.e. 5 annual meetings). 	Deliverable #6 : 5 meeting minutes

3.6.3 Event

3.1.	Animation and content development for the two annual workshops of the College. For each workshop : <ul style="list-style-type: none"> – Coordination with the BeMed team for the preparation of the workshop content – Facilitation of the workshop (duration of 1 day for the first workshop and 2 days for the second workshop). 	Deliverable #7: Preparatory documents prior to the two events (save the date, agenda to be sent to participants, facilitation plan, facilitation materials) Deliverable #8 : Facilitation of the 2 annual workshops of the College Deliverable #9: Reports of the two events
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3.6.4 Recruitment of new members and rallying dynamics (40 prospects)

Activities	Deliverables
Advising and accompanying the founding members on the recruitment phase of companies.	Deliverable #10: Document analyzing the College's needs in terms of new businesses (needs in terms of industrial sectors, balancing the geographical distribution of businesses and future projects to be implemented) Deliverable #11: Mapping of target enterprises consistent with the College's activities (prior identification work). This list will include the following information : Name of the company, country, website, local company or subsidiary of an international group, parent company, link in the plastics value chain, sector, CSR commitment or not, willingness to act on

	plastics where, link with the company members of the College, accessibility and ease of contact, potential contact and its function. The list will include around 50 companies for a final selection of 40 prospects by the founding members.
<p>Approach to the companies on the list validated by the founding members (flat-rate basis of 40 companies) :</p> <ul style="list-style-type: none"> - Regular telephone meetings with the selected companies to establish a relationship of trust. - Meetings with companies to continue and/or finalise recruitment within the College. - Mock-up, sales pitch, business case or presentation, depending on the prospect in question. 	Deliverable #12: Rallying kit (prospecting supports, i.e.: lead tracking table, copy of important emails, main written/oral presentations)
<p>Formalization of recruitment :</p> <ul style="list-style-type: none"> - Accompaniment to the decision-maker's signature process - Addition of the logo on the site and announcement on social networks/website/newsletter or press release - Setting up participation in the various working groups. 	No specific deliverables. This task will lead to new memberships in the College.

3.6.5 Organisation of webinars

Organisation of 2 webinars	Deliverable #13: Organisation and facilitation of the 2 webinars in 2021
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3.6.6 Support for the communication component of the College

Activities	Deliverables
<p>Promotional and communication materials about the College</p> <ul style="list-style-type: none"> - Possible: slides and briefs to facilitate the College's promotional work when participating in events, short interviews with the first member companies of the College to be published on the site, promotional documents for the pilot project set up in Marseille (non-exhaustive list) - There is a fixed price of 5 communication materials in total for 2021 (max. 5 pages per document). 	Deliverable #14: 5 College communication/promotion materials
Newsletter for the general public	Deliverable #15 : 2 newsletters layouts

<ul style="list-style-type: none"> - The newsletter is directly derived from the contents of the various working groups. - The frequency of broadcasting is set at twice a year, at the end of each workshop of the College. 	
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3.6.7. Achievement of deliverables 2021

Carrying out a study in support of one or other of the College's activities (detailed field analysis, study in support of the new Science/Industry WG on measuring the environmental impacts of plastics, etc.). The number of man-days to be allocated to the study is estimated at 20.	Available #16 : Available 'in-house':
Production of an external communication publication for the College (2021 activity report, white paper, etc.). The report will be about 15 pages long and will be formatted by an external design agency (not included in this call for tender).	Available #17 : Available 'external':

3.6.8. Coordination and management of the pilot project in Marseille

<p>Coordinate the pilot project in Marseille (support in the search for funding, involvement of stakeholders, facilitation of implementation, monitoring of the project and its impact, etc.). Important note : The fundraising part does not include the drafting of responses to possible calls for projects (European Union type, FFEM; etc.), but does refer to a prospective approach to potential funders.</p>	<p>Deliverable #18: Prospecting materials for funders (lead tracking table, copy of important emails, main written/oral presentations)</p> <p>Deliverable #19: Stakeholder contact materials (stakeholder contact tracking table, copies of important emails, main written/oral presentations)</p> <p>Deliverable #20: In parallel to regular oral progress meetings with the BeMed secretariat, 2 written progress reports and an impact report will be due (max 5 pages per report).</p>
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3.6.9. Project Management

Project coordination: management of the functioning of the College (preparation of the provisional budget and the calendar for the following year, preparation of the strategy for the functioning and evolution of the College...), adjustment of the schedule according to the needs and the progress of the mission, regular	<p>Deliverable #21: Estimated budget for the year 2022</p> <p>Deliverable #22: Document presenting the provisional</p>
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progress meetings with the BeMed secretariat to share information and validate the progress of the mission.	activities and timetable for the year 2022
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3.6.10. Field mission

Field mission to support the recruitment efforts of member companies, as well as the implementation of the pilot project in Marseille. The annual lump sum is estimated at 9 man-days of field travel.	Deliverable #23: One mission report per trip (3 or 4 reports in 2020)
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All the deliverables concerning external communication will have to be delivered in French and English (Deliverables #14, #15, #17). Documents concerning the internal functioning of the College (Deliverables #1, #2, #3, #6, #7, #8, #9, #10, #11, #12, #13, #16, #18, #19, #20, #21, #22, #23) are to be provided in French only.

3.6 - Provisional schedule

The calendar is detailed here for your **information**. It may be adapted as the College's activities progress.

January-March 2021: Finalisation and launch of the pilot project in Marseille - Deliverables #18 and #19

June 2021: Organisation of the first workshop and publication of the 1st Newsletter - Deliverables #7, #8, #9 and #15 first parts

June 2021 : Progress report with the founding members to guide the preparation of the list of companies for the new recruitment phase. Deliverable #10.

July 2021 : Proposal of a list of potential prospects for the recruitment phase - Deliverable #11.

September - end of November 2021 : Recruitment phase of companies Deliverable #12.

November-December 2021: Formalization of new company memberships.

October 2021: Preparatory work for the College's 2022 activities - Deliverables #21 and #22.

December 2021: Organisation of the 2nd workshop, publication of the 2nd Newsletter and physical meeting of the scientific committee and founding members - Deliverables #7, #8, #9 and #15 second parts and Deliverables #4 and #6.

Continuous work during the year :

Quarterly meetings of the scientific committee and founding members: Deliverables #4 and #6

Telephone meetings of the working groups every 2 months: Deliverables #1, #2 and #3

Progress reports on the pilot project in Marseille - Deliverable #20 (approximate frequency: one report after 1 month of implementation, after 4 months of implementation and after 8 months)

Deliverables for which the timetable for return will be defined according to the progress of the College's activities: Deliverables #5, #13, #14, #16, #17 and #23.

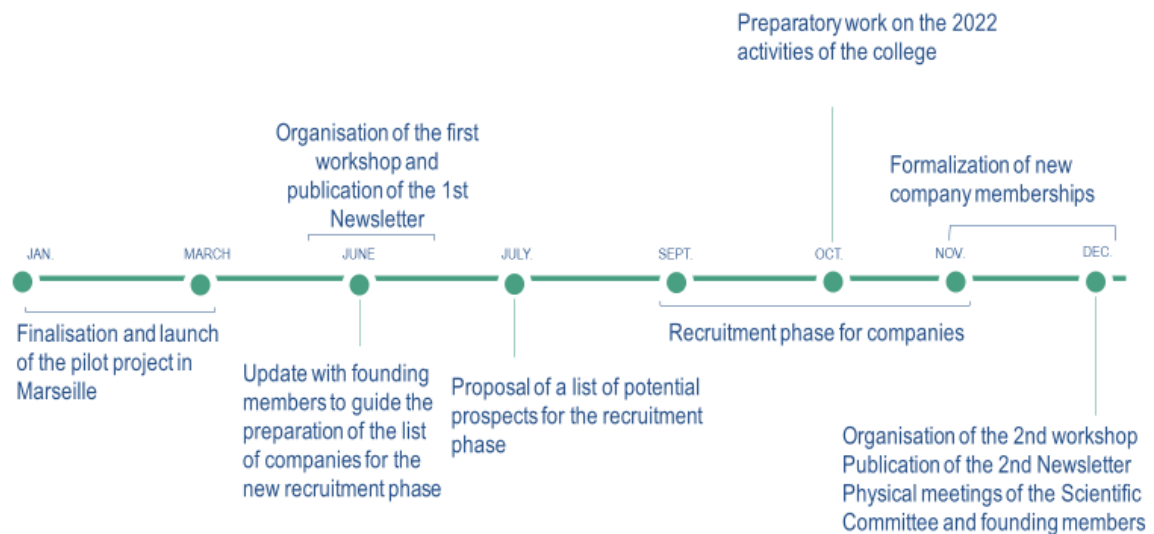


Figure 2 Projected calendar of business college activity in 2022. In addition to these dated activities, there will be 18 meetings of the working groups, 5 meetings of the scientific committee and 5 meetings with the founding members of BeMed distributed according to needs throughout the year.

4 - RESTITUTION AND CONFIDENTIALITY

4.1 - The proposals

Applications should be sent to the BeMed secretariat contact@beyondplastimed.org before **midnight on 6 December 2020**. Bids must be signed by an authorised representative of the tenderer.

The candidate must present a technical and financial budget for each component and scope of work. A breakdown of fees and reimbursable expenses must be presented in the budget. The budget does not include expenses related to travel and accommodation costs of consultants for the different missions. These expenses will be validated in advance by the BeMed secretariat throughout the mission.

Desired profiles

- Higher degree in a relevant field of study
- Extensive professional experience in setting up and managing groups of companies on sustainable development issues, in particular on plastic pollution/ocean protection;
- Capacity for canvassing/recruitment of new members ;
- Excellent analytical and organisational skills;

- Ability to lead the collection of strategic information, analysis and use of results-based information;
- Capacity to coordinate multi-actor projects ;
- Capacity to bring together diverse stakeholders (NGOs and associations; private sector; researchers and scientists in the humanities and hard sciences; public institutions);
- Excellent writing and presentation skills ;
- An in-depth knowledge and understanding of the problem of plastic pollution;
- Proficiency in French and English is essential; proficiency in other Mediterranean languages is a plus (Spanish, Italian, Arabic in particular);
- Mastery of the main graphic design software (DTP) ;
- Experience in the design, facilitation and reporting of collaborative workshops (workshop facilitation);
- Experience in strategy consulting is a plus;
- A business address book already established ;
- An extensive network in the field of ocean protection/plastic pollution is an asset;
- A good knowledge of the Mediterranean region and its context is a plus.

Each application must include :

- CV(s) of the expert(s) and references (relating to each of the elements of the missions)
- The proposed methodology
- The timetable for implementation (specific to each objective)
- The provisional budget of the offer detailing the allocation of funds to the different tasks for each component and including, without limitation, personnel, communication and logistics, as well as all equipment and/or supplies.
- A summary table of the man-days allocated to each task and the associated tariff (see appendix).

The candidate (composed of one or more experts) must meet all the objectives set out in the dossier. Applications from a consortium of consultants headed by a team leader are accepted. The applicant may also subcontract one of the objectives to another provider (composed of one or more experts). In such cases, the applicant must submit CVs and references of all consultants involved in the project and/or proposed subcontractors.

4.2 - Timetable for submission of proposals

The call for tender will be open from 26 October to **6 December 2020 at midnight** (deadline for submission of proposals).

The proposals will be examined and validated by BeMed's Board of Directors to be held on 14 December 2020.

The missions covered by the call for tenders will start in January 2021. At BeMed's discretion, these various missions may be extended to 2022.

4.3 - Rating grid

Candidates' bids will be analysed and given a mark according to the following criteria and breakdown:

- Financial criterion (30%), of which :
 - Amount of the global price of the mission (80%)
 - Price per man-day (20%)

- Technical criterion (70%), of which :
 - Understanding of issues and terms of reference (20%)
 - Proposed methodology and organisation (10%)
 - Skills, resources and references of the consultant or group (70%)

5 - REFERENCES

1. Ellen MacArthur Foundation. The new plastics economy -rethink the future of plastics. 2016.
2. Van Sebille E, Wilcox C, Lebreton L, Maximenko N, Hardesty BD, Van Franeker JA, et al. A global inventory of small floating plastic debris. Environ Res Lett. IOP Publishing; 2015;10: 124006.
3. Cózar A, Sanz-Martín M, Martí E, González-Gordillo JI, Ubeda B, Gálvez JÁ, et al. Plastic accumulation in the Mediterranean Sea. PLoS One. Public Library of Science; 2015;10: e0121762.

6 - ANNEX

Summary table of the man-days allocated to each task and the associated tariff.

<i>Objective</i>	<i>Mission</i>	<i>Budget incl. VAT</i>	<i>Men's Day</i>
Coordination and facilitation of working groups	Organisation and facilitation of working group (WG) meetings <ul style="list-style-type: none"> - A total of 3 WGs are counted: 2 WGs "science industry" and 1 WG "pilot project". - Frequency of meetings: 1 conference call every 2 months per WG, i.e. a total of 18 meetings between January and December 2021. 		
	Consolidation and synthesis of documents from the working groups (WG) <ul style="list-style-type: none"> - For each science industry WG: 6 documents of less than 5 pages will be delivered, in support of the work carried out within the WG. - For the pilot project WG: 6 working documents accompanying the setting up of the pilot project in Tunis, detailed as follows: <ul style="list-style-type: none"> - Excel of choice of cities/neighbourhoods (1 document) - Summary of the analysis of the context in the selected target city or district (1 document) - 1 support material for choosing the type of project (1 document) - Summary of the stakeholder analysis in the selected target city or neighbourhood (1 document) - Project action plan (1 document) - Budget and financing plan (1 document) 		
Coordination and functioning of the scientific committee and the founder/active members of BeMed	Coordination of the Scientific Committee (SC) <ul style="list-style-type: none"> - Organisation and facilitation of SC meetings (1 quarterly conference call + 1 physical meeting per year, i.e. 5 annual meetings) Finalisation and publication of the summaries produced by the SC (2 summaries / year).		
	Coordination of the founding members of BeMed <ul style="list-style-type: none"> - Organisation and facilitation of meetings bringing together the founding members of BeMed (1 quarterly conference call + 1 physical meeting per year, i.e. 5 annual meetings). 		

Events	<p>Animation and content development for the two annual workshops of the College. For each workshop :</p> <ul style="list-style-type: none"> - Coordination with the BeMed team for the preparation of the workshop content - Facilitation of the workshop (duration of 1 day for the first workshop and 2 days for the second workshop). 		
Recruitment of new members and rallying dynamics (40 prospects)	<p>Advising and accompanying the founding members on the recruitment phase of companies.</p>		
	<p>Approach to the companies on the list validated by the founding members (flat-rate basis of 40 companies) :</p> <ul style="list-style-type: none"> - Regular telephone meetings with the selected companies to establish a relationship of trust. - Meetings with companies to continue and/or finalise recruitment within the College. - Mock-up, sales pitch, business case or presentation, depending on the prospect in question. 		
	<p>Formalization of recruitment :</p> <ul style="list-style-type: none"> - Accompaniment to the decision-maker's signature process - Addition of the logo on the site and announcement on social networks/website/newsletter or press release - Setting up participation in the various working groups. 		
Organisation of webinars	<p>Organisation of 2 webinars</p>		
Support for the communication component of the College	<p>Promotional and communication materials about the College</p> <ul style="list-style-type: none"> - Possibilities: slides and briefs to facilitate the College's promotional work when participating in events, short interviews with the first member companies of the College to be published on the site, promotional documents for the pilot project set up in Marseille (non-exhaustive list) - There is a fixed price of 5 communication materials in total for 2021 (max. 5 pages per document). 		
	<p>Newsletter for the general public</p> <ul style="list-style-type: none"> - The newsletter is directly derived from the contents of the various working groups. - The frequency of broadcasting is set at twice a year, at the end of each workshop of the College. 		
Achievement of deliverables 2021	<p>Carrying out a study in support of one or other of the College's activities (detailed field analysis, study in support of the new science-industry WG on measuring the environmental impacts of plastics, etc.). The number of man-days to be allocated to the study is estimated at 20.</p>		
	<p>Production of an external communication publication for the College (2021 activity report, white paper, etc.). The report will be about 15 pages long and will be formatted by an external design agency (not included in this call for tender).</p>		

<p>Coordination and management of the pilot project in Marseille</p>	<p>Coordinate the pilot project in Marseille (support in the search for funding, involvement of stakeholders, facilitation of implementation, monitoring of the project and its impact, etc.). Important note : The fundraising part does not include the drafting of responses to possible calls for projects (European Union type, FFEM; etc.), but does refer to a prospective approach to potential funders.</p>		
<p>Project Management</p>	<p>Project coordination: management of the functioning of the College (preparation of the provisional budget and the calendar for the following year, preparation of the strategy for the functioning and evolution of the College...), adjustment of the schedule according to the needs and the progress of the mission, regular progress meetings with the BeMed secretariat to share information and validate the progress of the mission.</p>		
<p>Field mission</p>	<p>Field mission to support the recruitment efforts of member companies, as well as the implementation of the pilot project in Marseille. The annual lump sum is estimated at 9 man-days of field travel.</p>		