



Contracting authority

Organisation name: Zero Waste Europe
Address: Chaussée de Vleurgat 15, 1050 Brussels
Telephone: (+32) 02 736 20 91
Website: www.zerowasteurope.eu
E-mail: hello@zerowasteurope.eu

Date and Place

23 April 2021, Brussels - Belgium

CALL FOR TENDER

Topic

Expert Consultant on Waste Policies

Deadline to apply

11 May 2021

Summary

Zero Waste Europe is looking for a technical expert on Waste to support its advocacy and campaigning efforts in the EU.

What is expected from the consultant(s)

To achieve our goal for 2021 and the following years, we are inviting interested parties to describe work plans to perform the following work packages accumulating to a minimum of 500 working hours within a period of 12 months (starting June 2021). The maximum amount will depend on the work required, but is not expected to go above 750 hours.

Work Package 1 – Technical Expertise

- Providing ZWE with input, information, and evidence on Waste Management issues to the ZWE core team, national affiliates and third parties;
- Reviewing drafts and documents of relevance to ZWE activities (factsheets, policy papers, position papers, statements, etc.);
- Assessment of third parties' papers and documents relevant to ZWE mission and actions.

Work Package 2 – Representing ZWE in expert groups and conferences

- Disseminating our work on waste across our network and public events;
- Representing ZWE's vision in expert groups and technical workshops;
- Representing ZWE at conferences;
- Support for digital communications.



Work Package 3 – Case Studies, Study Tours and Work Visits

- Preliminary meetings, site visits, and working trips to sites venues of end beneficiaries (national affiliates, third parties), or of interest to them;
- Support to events organisation of Study Tours.

Furthermore, the following conditions apply:

- All the expenses and work should be made before 31 May 2022;
- In principle, only expenses within the EU will be considered eligible;
- You cannot use other EU money to co-fund the work of this project;
- To receive funding, a proper VAT invoice has to be sent;
- The intellectual property produced with this funding can be used by the EU for reproduction.

Minimal Requirements and Scoring Points

We expect the consultant to demonstrate over 10 years of experience in disseminating waste policies, and to prove technical expertise by showing at least 3 publications.

Meeting the following criteria will bring additional points:

- Proven experience with the ZWE network and members;
- Having worked on multiple occasions with environmental NGOs on common studies;
- High level of presentation skills and public speaking necessary to communicate your work across our cultural diverse network;
- Contacts with waste companies across Europe.

We will select the projects based on the principle of best value for money. All proposals will be evaluated on an equal basis and we will express no preference whatsoever. We will make sure that the selection will be transparent, and we will give feedback to all submitted applications.

Renewal

Upon awarding of this tender, a contract of a minimum of 1 year will be signed. This can be extended up to 2 years depending on the conditions agreed with the winning party.

Tender response

Your response should include:

- A proposal for a work plan for the period June 2021-May2022;
- The methodology you propose to deliver the work;
- A description of the team that will manage and deliver the work, including the skills and experience of the team members, as demonstrated by their CVs.



The tender response document should be limited to no more than 4 sides of A4 (at a minimum of 10 point font) excluding the CVs of team members.

Please send the full application to our Associate Director, Caroline Cullière [caroline\[at\]zerowasteurope.eu](mailto:caroline[at]zerowasteurope.eu) by the deadline, or in case of any other questions related to the proposal. The chosen applications will be communicated latest by May 21st 2021.

Budget for June 2021 – May 2022

We are an NGO with a limited budget. As a result, any offers above 65 eur per hour will not be taken into consideration.

Contact for technical assistance

Joan Marc Simon, Executive Director [jm.simon \[at\] zerowasteurope.eu](mailto:jm.simon[at]zerowasteurope.eu)