CALL FOR TENDER

Topic
Expert Consultant on Waste Policies

Application deadline
21 May 2024

Summary
Zero Waste Europe (ZWE) is looking for a technical expert on waste to support its advocacy and campaigning efforts in Europe.

What is expected from the consultant(s)
To achieve our goals for the coming 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 1st June 2024). 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 technical waste management issues to the ZWE core team, its member organisations and close partnerships;
- Reviewing drafts and documents of relevance to ZWE activities (factsheets, policy papers, position papers, statements, etc.);

Work Package 2 - Representing ZWE in expert groups and conferences
- Disseminating our work across key public fora and with critical stakeholders across the EU, national and local levels of policy-making;
- Representing ZWE's vision in expert groups and technical workshops;
- Representing ZWE at public conferences, sharing our vision and work programme;
- Participating in ZWE internal meetings and workshops, helping provide support and guidance to staff and members on critical waste-related topics (e.g. biowaste management, residual waste treatment, packaging regulations).
Work Package 3 – Case Studies, Study Tours and Work Visits

● Provide key data and information to support the creation of relevant publications from ZWE;
● Provide support to the organisation of key events (e.g. Study Tours) and workshops run by ZWE.

Furthermore, the following conditions apply:

● All the expenses and work should be made before 31 May 2025;
● In principle, only expenses within the EU will be considered eligible;
● You cannot use other EU funding to co-fund the work of this project;
● To receive funding, a proper invoice including applicable and correct VAT references has to be sent to the ZWE team every quarter;
● The intellectual property produced with this funding can be used by the EU for reproduction.

Minimum 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 culturally diverse network;
● Contacts with waste companies and city officials across Europe.
● Advisory role in circular economy and zero waste-related technical EU or international committees

We will select the projects based on the principle of best value for money amongst the highest-ranking applications. All proposals will be evaluated on an equal basis and we will express no preferential treatment whatsoever. We will ensure a transparent selection, and give feedback to all submitted applications.

Renewal

Upon awarding 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 1st June 2024 – 31st May 2025;
● 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 via the appropriate form on the ZWE website (Work with us page) by 21 May 2024. For any other questions related to the proposal, please contact ZWE’s Head of Local Zero Waste Implementation, Jack McQuibban (jack@zerowasteeurope.eu). The chosen applications will be communicated soon after the 22nd May 2024.

Budget
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
Jack McQuibban, Head of Local Zero Waste Implementation - jack@zerowasteeurope.eu