



ANNEX II: TERMS OF REFERENCE

Environmental and Green Economy Support - 10 - PRO622WEB-2025

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1. BACKGROUND INFORMATION

1.1. Partner country

N/A

1.2. Contracting authority

Secretariat of the Union for the Mediterranean (UfM or Contracting Authority)

Palau de Pedralbes

Pere Duran Farell 11

08034 Barcelona, Spain

1.3. Relevant background

Created by the Euro-Mediterranean Heads of State and Government meeting in Paris on 13th July 2008, the UfM Secretariat is a multilateral partnership composed of 43 countries (27 EU Member States and 15 Southern and Eastern Mediterranean Countries) with the mandate of enhancing regional cooperation and integration between both shores of the Mediterranean Sea.

Its Secretariat (the Secretariat of the Union for the Mediterranean) is the first permanent structure dedicated to the intergovernmental Mediterranean partnership. The Secretariat is the platform to operationalize and follow-up decisions taken at political level with a view to monitoring the progress in the implementation of Ministerial Declarations' commitments and promoting the initiatives, programs and projects intended to foster cooperation in the region.

Its multi-partner approach is crucial for seizing opportunities through the exchange of best practices, sharing of experiences, identifying new and innovative methodologies and developing regional and sub-regional networks, following the principles of co-ownership and variable geometry and in collaboration with other key stakeholders in the Euro-Mediterranean area.

1.4. Current state of affairs in the relevant sector

- Following the 2014 landmark UfM Ministerial Declaration on Environment and Climate Change which set for the first time the commitment of the 43 UfM countries in moving linking the work on environment and climate change in order to move towards green and circular economy, adopting sustainable consumption and production and resource efficiency as main principles and methodological approaches, the 2021 UfM Ministerial Declaration on Environment and Climate Action adopted in Cairo on the 4th of October 2021, renewed this commitment and agreed on a common agenda to accelerate and strengthen efforts in the Euro-Mediterranean region to urgently tackle the multiple climate and environmental challenges it faces.
- Through the Declaration adopted at the conference, Ministers reaffirmed their commitment to lead by example and reflect the highest possible ambition by accelerating the transition towards fair, resilient, climate-neutral and resource-efficient economies to limit average global temperature rise, halt and reverse biodiversity loss and reduce pollution.
Ministers stressed the importance of mainstreaming environment and climate action across all sectoral policies, including energy, industry, agriculture and transport, while mobilizing and scaling up resources to support the green transition. Investments and sustainable finance featured high on the agenda, as well as the need to step up action on adaptation and to reinforce



the science-policy nexus. Ministers reaffirmed the need to progressively reduce the use of fossil fuels, ensure a just transition and engage all stakeholders in environmental and climate policy-making as well as the importance of supporting women and youth engagement in building resilience and driving the green transition.

- Since its adoption, the UfM centers its policy dialogue and work around the implementation of the UfM “2030 Greener Med Agenda”, shaped over more than two years as tool for operational cooperation at regional level by UfM ENV Task Force level and endorsed at political level by the 2021 UfM Ministerial on Environment. The “2030 Agenda for a Greener Med” structures its specific activities around three main axes of work, namely:
 - Support the transition to a green, circular and socially inclusive economy based on sustainable consumption and production practices and nature-based solutions.
 - Prevent and reduce pollution of land, sea and air.
 - Protect, preserve, manage, and restore natural resources in the Mediterranean region within an integrated ecosystem approach, including terrestrial, marine and coastal dimensions.
- The meetings of the UfM Environment Working Group and of the UfM Regional Platform on Environment and Climate Change take place each, on average, once a year. Modalities (online or in person) change according to the available budget. Over the past two years, the UFM RP on Environment and Climate Change was embedded in the Med Green Weeks. For the coming years, the modalities are to be confirmed (UFM Working Group might take place once a year; for the UfM Regional Platform on Environment and Climate Change, which the UfM Working group on Environment belong to, is expected to take place once a year and the stakeholders conference every two/three year).
- More than 300 projects supporting the above mentioned GreenMed Axes and funded by different donors, have been identified, compiled, and agreed as common, shared package of operational activities to boost actions as well as capitalize, upscale, transfer knowledge, capacity, technologies, practices to the whole region as appropriate. The supporting projects are updated over time and their progress associated to the SDGs.
- As far as the GreenerMed result-based monitoring, reporting and evaluation is concerned, it has been set in place and is running smoothly. The baseline assessment for 2020 is available as well as the 1st GreenerMed Monitoring Report at https://ufmsecretariat.org/wp-content/uploads/2022/05/20220510_Baseline-Report-2030GreenerMed_designed.pdf. The 2nd GreenerMed Monitoring Report is expected in early 2026.
- An external evaluation of the GreenerMed Agenda has been carried out in 2025, as planned. The related recommendations are available and will be integrated, as appropriate and as agreed with the UfM EU and Jordan CoPresidency, countries and stakeholders.

The UfM Secretariat maintains, as guiding principles for its activities and agenda, the Sustainable Development Goals relevant to its mandate on environment/green economy, in particular SDG 12, 13, 14, and 15 and it will strongly contribute to SDGs in other areas, such as SDG 8, 9 and 11; the outcomes of the CBD, UNFCCC, UNCCD COPs; UN Decade for Ecosystem Restoration; the Barcelona the Ocean Pact and the Med Pact; as well as other relevant international and regional frameworks of cooperation.

Similarly, the UfM Secretariat gives paramount importance to the specific socio-economic challenges of the region related to green/blue jobs, environmental related migration, increased opportunities for women and youth.



2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

To assist the UfM Environment Team with specific tasks related to the UFM ENV/GE dossier, so called GreenerMed, in particular providing technical support in order to produce specific, quantifiable deliverables detailed at point 4 and 4.1.

3. ASSUMPTIONS & RISKS

3.1. Assumptions

- The ability to be responsive to the UfM Water Environment Green and Blue Economy Division (WEN) needs, adopting an inclusive approach and using information appropriately;
- Cooperation and willingness of the various member countries, promoters and partners in supporting the environment and green economy dossier.

3.2. Risks

- Tight calendar with need to deliver in time, as agreed at inception

4. 4.SCOPE OF THE WORK

Under the overall supervision of the UfM Manager in charge of the contract, the Environment Expert will undertake the following tasks:

Work Package 1: Annual policy dialogue meetings -the UfM ENV Working Group and the UfM Regional Platform on ENV and CC

- In line with the 2021 UfM Ministerial/s on Environment and Climate Action and under the guidance of the UfM Manager in charge of the contract, support the technical preparation of:
 - the UfM ENV Working Group Annual Meeting (*in person or online, depending on UFM final decision*),
 - the UfM Regional Platform on ENV and CC (*in person or online*) and
 - the environmental/green economy sessions of the Med Green Week/Stakeholder Conference, if applicable.

More in detail, provide the following specific and quantifiable deliverables:

- Prepare the draft agenda with the sessions and content indicated and agreed with the UfM Manager; in the requested UFM layout; in EN and FR;
- Prepare the draft Save-the-Date, in EN and FR, ready for dissemination among participants (countries and stakeholders, as applicable);
- Compile the latest list of FPs and observers for each of the above meetings;
- Elaborate the draft minutes of the above-mentioned meetings and main outcomes, to be endorsed as Agreed Conclusions.
- Support in extracting elements and compile technical background information related to topics addressed by a potential 3rd UfM Ministerial Meeting on Environment and Climate Action, expected in 2027, if and as applicable;
- Prepare the draft UfM PPT/s on the advancements of the UFM Environment/Green Economy dossier, specifically agreed with the UFM;
- Prepare a report with the international and regional developments in the sector/s of intervention, namely on the BBNJ, Plastic Treaty, the COP 17 Biodiversity and COP 31 Climate



as far as environmental aspects of interest of GreenerMed are concerned, as well as any other relevant international and Mediterranean developments on environment and green economy.

- Support in preparing countries and observers for mentioned events through dedicated conf calls or emails, in coordination with the UFM Manager;
- Elaborate the requested communication and dissemination material in the form of web news and social media news associated with the above-mentioned meetings.

Work package 2: Mid-year and end-of-the-year reporting of UfM labelled projects

- Compile, screen, and upload the reports of the UfM labelled projects produced by the project's promoters, namely ensuring that the reports are available according to the UfM schedule and format (mid-term and end of the year reports based on the information provided by the UFM Manager); contributing to identify lessons learnt and best practices that can be further replicated in other region of the world; upload them on the UfM website, if so authorized;
- Prepare a report/matrix showcasing how the GreenerMed Agenda is crossing/contributing to the Med Pact and to the Ocean Pact environmental/green economy related actions.

Work Package 3: Progressive compilation of the 2026 WEBE related GreenerMed activities

- Update the 2026 calendar of implementation of the UfM environment/green economy activities associated to the UfM 2030 GreenerMed Agenda (financed; coorganised; carried out in partnership with other stakeholders), as they progress.
- Prepare the zero draft 6-monthly environment/GE report based on the activities carried out.

4.1. Results to be achieved by the Consultant

Requested services

Work package 1: Environmental policy dialogue carried out and fostered

As instructed, in relation to the UfM ENV Working Group Annual Meeting (in person or online, depending on UFM final decision) and the UfM Regional Platform on ENV and CC (in person or online, depending on UFM final decision) and the environmental/green economy sessions of the Med Green Week/Stakeholder Conference(in person or online, depending on UFM final decision), if applicable, the Contractor is expected to provide:

- Agenda with the sessions and content indicated and agreed with the UfM Manager prepared in the UFM layout, plus in EN and FR;
- Save-the-Date, in EN and FR, prepared in a ready-for-dissemination format among participants (countries and stakeholders, as applicable);
- List of FPs and observers for each of the above meetings compiled;
- Minutes of the above-mentioned meetings and main outcomes compiled and endorsed as Agreed Conclusions.
- Technical background information related to topics addressed by a potential 3rd UfM Ministerial Meeting on Environment and Climate Action, expected in 2027, if and as applicable compiled;
- UfM PPT/s on the advancements of the UFM Environment/Green Economy dossier prepared as specifically agreed with the UFM;
- Compiled report with the international and regional developments in the sector/s of intervention, namely on the BBNJ, Plastic Treaty, the COP 17 Biodiversity and COP 31 Climate as far as



environmental aspects of interest of GreenerMed are concerned, as well as any other relevant international and Mediterranean developments on environment and green economy

- Preparatory calls with countries and observers for mentioned events organised, in coordination with the UfM Manager;
- Web news and social media posts associated with the above-mentioned meetings prepared (

Work package 2: GreenerMed agenda implemented also through the UfM labelled project activities

- Reports of the UfM labelled projects produced by the project's promoters collected and uploaded in the information in the UfM project database.
- Report/matrix showcasing how the GreenerMed Agenda is crossing/contributing to the Med Pact and to the Ocean Pact environmental/green economy related actions.

Work package 3: GreenerMed Agenda activities carried out by the UFM and compiled

- Updated 2026 calendar of implementation of the UfM environment/green economy activities associated to the UfM 2030 GreenerMed Agenda;
- Two 6-monthly environment/GE report based on the GreenerMed carried out in 2026, making sure that the report be succinct but content-relevant;

Required outputs

In close consultation with the UfM and in line with the timing indicated in paragraph 7, the Contractor shall produce:

- Within the first week from contract signature, prepare a concise inception report and work plan on activities foreseen in Work Package 1, 2, 3 to be carried out during the assignment.
- One Interim Report – Report on the operationalization of the activities carried out under Work Package 1, 2, 3, including all relevant Annexes with présentations, technical documents, concept notes, etc. run in 2026;
- Final report – the final report is to be focused on the results achieved with respect to the three Work Packages, summarize the useful 'lessons learned', suggestions, or problems encountered during the implementation of the activities as well as indicate what needs to be further developed.

4.2. Project management

4.2.1. Responsible body

The project will be managed by UfM **Water, Environment and Blue Economy Division.**

All issues related to the technical elements in relation to this contract, mainly the specific activities as outlined in section **4.1.** of these Terms of Reference, shall be taken by the project manager nominated by the contracting authority pursuant to special conditions of contract Article 2.1. The project manager will ensure these tasks in accordance with UfM internal rules and procedures.



5. LOGISTICS AND TIMING

5.1. Location

The services shall be carried out from remote/online, with one or two weekly appointments and working sessions with the UfM Secretariat, of which at least one in person (if sanitary conditions allow and if so requested by the Manager). Up to 5 missions can be envisaged as part of the global price. The missions have to be agreed with the UfM Project Manager.

5.2. Commencement date & Period of implementation of tasks

The intended commencement date is in April 2026 and the period of implementation of the contract shall be till 20 December 2026.

6. REQUIREMENTS

6.1. Personnel

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be able to provide input as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well on any potential interference or conflict of interest of the proposed expert in his/her function as expert and his/her present or previous functions working as civil servant. Moreover proof should be submitted that the expert is seconded or on personal leave.

6.1.1. Experts

The selection procedures used by the contractor to select the experts who provide input to the contract must be transparent, must guarantee the absence of professional conflicting interests and the absence of any discrimination based on former or current nationality, gender, place of residence, or any other ground. The findings of the selection panel must be recorded.

The Organisation & Methodology must include a paragraph demonstrating that a gender sensitive experts' selection procedure has been applied¹.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

The minimum requirements covered by the team of experts as a whole are detailed below:

¹ Note that gender balance refers not only to numerical parity, but also to the level of employment and remuneration, roles and functions.



Qualifications and skills

- Education at least up to a University Degree² (where a university degree has been awarded on completion of four years study in a university or equivalent institution) in Environmental Management, Policy, Economics, Sciences and/or any other relevant field.

General Professional Experience:

- Minimum 5 years' experience in the environment area, with preferred focus on the topics falling within the UfM Ministerial Declaration/s on Environment and Climate Change and UfM Environment Task Force/s;
- Good knowledge of the Mediterranean basin;
- Good knowledge of the UfM structure and of the Water Environment, Green and Blue Economy Division and activities.

Specific Professional experience

- Organizational and multitasking skills; project management experience; Proven ability in liaising with relevant partners and animate the collaboration.
- Ability to work for an international organization;
- Knowledge of the specific socio-, politic-, economic- and environmental challenges of the Mediterranean region would be appreciated.
- Experience in providing support of similar nature.

Language skills

- Working knowledge and fluency in English and French, oral and written (also for reporting purposes); Arabic and Spanish would be an asset.

The Organisation and Methodology should demonstrate how the contract will comply with these requirements to accomplish the desired output(s). The Organisation and Methodology may include the name(s) and profile(s) of the respective expert(s). Compliance (yes/no answer) of the team (as a whole) with the requirements will be checked, but there will be no marks given to the experts.]

The assignment should be carried out by 1 expert of Category – **Environment Expert**.

One Environment Expert is to be provided to carry out the assignment. The Contractor shall ensure that all services will be provided and where necessary supplementary support/expertise will be provided through back-stopping and will be included in the offer.

6.1.2. Other experts, support staff & backstopping

The Contractor will be responsible for:

- Project backstopping, administration, and financial management
- Provision of the experts and the necessary support staff, as defined in the Terms of Reference

² For reference on equivalent qualifications see EPSO website - Annex 1, (http://europa.eu.int/epso/on-line-applications/pdf/guide-1242-171104_en.doc)



- Quality control and timely delivery of all outputs in line with the agreed work plan
- All support staff and backstopping costs
- All necessary equipment for the team of experts

6.2. Equipment

No equipment will be purchased by the Secretariat under this contract.

7. REPORTS

7.1 Submission & approval of reports

The reports must be submitted to the Project Manager. The Project Manager is responsible for approving the reports.

Following the comments received, if any, the Contractor will send a revised version by e-mail, before formally submitting the final version.

The approved version of the final report shall be submitted in two copies (one hard copy plus **one electronic version** (MS Word format) to the Project Manager. These final versions must be accompanied by the final invoice.

The Secretariat will provide its comments on the submitted Inception report, Interim report and Final report, within 15 working days upon receipt, according to the above indicated timing.

To summarise, the Consultant shall provide reports as per Table below; payments will be done accordingly.

Deliverables	Content	Time of submission
Deliverables	<ul style="list-style-type: none">• Detailed Inception report/work plan agreed with the Manager and• Annexes containing the following deliverables: <i>Work Package 1: Annual policy dialogue meetings -the UfM ENV Working Group and the UfM Regional Platform on ENV and CC</i>• In relation to the UfM ENV Working Group Annual Meeting planned on the 15th of April (in person or online, depending on UFM final decision), the Contractor is expected to provide:<ul style="list-style-type: none">- Final Agenda in the UFM layout, plus in EN and FR;- Save-the-Date, in EN and FR, prepared and disseminated among participants (countries and stakeholders, as applicable);- List of FPs and observers;- Minutes of the above-mentioned meeting and main outcomes compiled and endorsed as Agreed	1 st of May



	<p>Conclusions.</p> <ul style="list-style-type: none">- Technical background information compiled and circulated;- PPT/s compiled;- Compiled report with the international and regional developments in the sector/s of intervention, namely on the BBNJ, Plastic Treaty, the COP 17 Biodiversity and COP 31 Climate as far as environmental aspects of interest of GreenerMed are concerned, as well as any other relevant international and Mediterranean developments on environment and green economy- Summary of the preparatory calls with countries and observers organised for mentioned events;- Web news and social media posts associated with the above-mentioned meetings prepared <p>Work package 3: GreenerMed Agenda activities carried out by the UFM and compiled</p> <ul style="list-style-type: none">- 2026 calendar of implementation of the UfM environment/green economy activities associated to the UfM 2030 GreenerMed Agenda in April 2026;	
Deliverables	<ul style="list-style-type: none">• Interim Report and• Annexes containing the following deliverables: Work Package 1: Annual policy dialogue meetings -the UfM ENV Working Group and the UfM Regional Platform on ENV and CC• In relation to the UfM Regional Platform on ENV and CC and the environmental/green economy sessions of the Med Green Week/Stakeholder Conference(in person or online, depending on UFM final decision) planned in June 2026:<ul style="list-style-type: none">- Final Agenda in the UFM layout, plus in EN and FR;- Save-the-Date, in EN and FR, prepared and disseminated among participants (countries and stakeholders, as applicable);- List of FPs and observers;- Minutes of the above-mentioned meeting and main outcomes compiled and endorsed as Agreed Conclusions.- Technical background information compiled and circulated.- PPT/s compiled.- Compiled report with the international and regional	By the 15 th of September 2026



	<p>developments in the sector/s of intervention, namely on the BBNJ, Plastic Treaty, the COP 17 Biodiversity and COP 31 Climate as far as environmental aspects of interest of GreenerMed are concerned, as well as any other relevant international and Mediterranean developments on environment and green economy</p> <ul style="list-style-type: none"> - Summary of the preparatory calls with countries and observers organised for mentioned events; - Web news and social media posts associated with the above-mentioned meetings prepared <p>Work package 2: GreenerMed agenda implemented also through the UfM labelled project activities</p> <ul style="list-style-type: none"> • Compilation of the 1st Semester reports of the UfM labelled projects produced by the project's promoters collected and uploaded in the information in the UfM project database by the 6th of September 2026 • First draft report/matrix showcasing how the GreenerMed Agenda is crossing/contributing to the Med Pact and to the Ocean Pact environmental/green economy related actions produced in May 2026 <p>Work package 3: GreenerMed Agenda activities carried out by the UFM and compiled</p> <ul style="list-style-type: none"> • Updated 2026 calendar of implementation of the UfM environment/green economy activities associated to the UfM 2030 GreenerMed Agenda by September 2026 • 6-monthly environment/GE report based on the GreenerMed carried out in 2026, making sure that the report be succinct but content-relevant by mid-June 2026; 	
Deliverables associated to the Final report	<ul style="list-style-type: none"> • Final report with • Annexes containing the following deliverables: <p>Work package 2: GreenerMed agenda implemented also through the UfM labelled project activities</p> <ul style="list-style-type: none"> - Compilation of the 2nd semester reports of the UfM labelled projects produced by the project's promoters collected and uploaded in the information in the UfM project database delivered produced in December - Final report/matrix showcasing how the 	Before 20/12/2026



	<p>GreenerMed Agenda is crossing/contributing to the Med Pact and to the Ocean Pact environmental/green economy related actions by December</p> <p>Work package 3: GreenerMed Agenda activities carried out by the UFM and compiled</p> <ul style="list-style-type: none">- First 6-monthly environment/GE report based on the GreenerMed carried out by mid-December 2026, making sure that the report be succinct but content-relevant• Summary of all the deliverables provided during the contractual period	
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➤ **Content:**

It is essential that the expert maintains close dialogue with the UfM Secretariat. The UfM Secretariat must be kept informed of the project progress, through regular contacts and at least via bi-monthly skype conference calls.

➤ **Language:**

The reporting language, as well as all writing communication between the Secretariat and the Contractor, will be in English. The working languages will be English (French, Spanish and Arabic, as applicable).