



TERMS OF REFERENCE

International SENIOR CONSULTANT

Input to the project “LIFE Fit for REACH”

Linked to the project’s actions/work packages:

C1: environmental impact assessment of the project’s actions

A1: international best practice of substitution of substances of high concern (SVHC)

A2: preparatory works for pilot cases of substitution

Background

The environmental problem targeted by the project “LIFE Fit for REACH” are hazardous substances which reach the environment, disturb ecosystem functions, have endocrine disrupting effects, accumulate and reach the human food chain so that they are found in breast milk etc. Although effects are known, the concerned substances are still in use and emitted by the industry. Regulations seem to have too little effects, although they are in place and prioritize substances of very high concern (SVHC). REACH places high responsibility for chemicals management on industry and has led to a greater awareness about hazardous substances. However, many emitters downstream of supply chain are very small companies using substances and mixtures in production processes and often unaware of what they contain. They lack the knowledge, skills and funds to find alternative substances.

“LIFE Fit for REACH” therefore offers capacity building, information and guidance on chemicals management; it will propose on how to implement substitution as a core action to reduce environmental impacts from manufacturing processes at (mainly) SMEs in Baltic States.

Brief summary of the actions/work packages for which consultancy is requested:

C1: Environmental impact assessment

The project contains two actions meant to monitor the impact of the project activities on the environmental problem targeted as well as on the local economy and population. The team wants to demonstrate that substitution pays off socially and economically, and lowers the environmental impact: small and medium sized enterprises are expected to reduce emissions from hazardous substances and thus decrease the adverse environmental impacts of their economic activities, as well as gain a measurable market benefit from that.

The targeted reduction of emissions should originate from modifying production processes of the companies; in consequence the project will reduce the exposure of various living organisms and aquatic water bodies to these substances. By assessing environmental impacts (task of action C1) it should be possible to monitor the reduction of SVHC, assess the environmental impact of the substitution activities, and show the effectiveness of the project measures. Based on findings of the action C1, recommendations for replication will be prepared so that other additional SMEs can be convinced to start similar activities.

A1: Screening of existing substitution cases, evaluation of cases and criteria development for case suitability

The project team will screen currently available (and published) substitution cases from various (EU) countries that are related to the production processes targeted by project - preferably for SMEs, not for large industries. The project team wants to explain these cases to the local target group in Baltic States and simulate them under local market conditions. This action will provide an illustrative basis for discussion with the local target groups on what is considered as “international best practice” with regard to substitution of hazardous chemicals and if it can be easily applied in Baltic States - preferably at low costs. It will provide arguments for substitution and verify its applicability in Baltic States where SMEs have the prejudice that any advanced technology or environmental measure is too advanced or too costly. The project will develop “success criteria” for a case that would work on Baltic market (small production size, technical feasible, low cost etc.).

A2: Preparatory works for pilot cases

The project team will implement substitution and resource efficiency measures in its partner enterprises (6 companies, see project summary file) and give individual consultancy to the enterprises supporting the implementation. All companies have already identified their concrete problem of hazardous substances used in the operation which shall be tackled during the course of project implementation (4 years). Individual case implementation plans have to be elaborated for each partner company which ensure that pre-defined substance reduction goals are reached and which demonstrate that measure is effective in environmental and economic terms. The case implementation plans will be based on experience from other countries and take into account European State-of-the Art of substitution of SVHC and other chemicals.

Foreseen Tasks of the consultant in the three actions

C1: environmental impact assessment of the project's actions

“LIFE Fit for REACH” seeks for a consultant supporting the development of the environmental impact assessment methodology, including the help with the selection of optimum indicators, interpretation and benchmarking of findings.

Tasks:

- Input to the development of a methodology for the environmental impact assessment;
- To collect and evaluate available international environmental impact assessments of substitution cases – e.g. REACH exposure and impact assessment – and extracting approaches suitable for the LIFE Fit for REACH project;
- Supporting the final selection of environmental impact assessment indicators with justifications;
- Supporting the interpretation of data that will be obtained, advising on baseline data to be collected for the ex-ante report;
- Feed-backing the draft ex-ante report;
- Input to interpretation and extrapolation of findings from the final environmental impact assessment, benchmarking with international experience;
- Feed-backing the draft ex-post report.

This part of the work will be carried out as desk work in close contact and communication with the action C1 leader (Kaunas University of Technology) and core partners. The work

will also be presented and discussed at selected project partners meetings and one international seminar in which the consultant should be present.

A1: international best practice of substitution of substances if high concern (SVHC)

Fit for REACH seeks for international consultancy for the project team to screen available/existing substitution cases from various (EU) countries, to develop success criteria that verify that the cases fit the Baltic market, prioritize the substitution cases according to their environmental and socio-economic costs and benefits and discuss their applicability in Baltic States.

Tasks:

- Input to the screening of existing best practice substitution cases (different data bases, literature, projects)
- Input to success criteria development
- Evaluation of best practice cases, prioritization according to their achievements and applicability in Baltic States,
- Identification of 10 best practice substitution cases for industrial processes to be utilized by the project as examples for Baltic stakeholders;
- Input to elaboration of fact sheets on best practice cases, elaboration of explanatory texts.

This part of the work will be carried out as desk work in close contact and communication with the action A1 leader (BEF Estonia) and core partners. The work will also be presented and discussed at project partners meetings in which the consultant should be present.

A2: preparatory works for pilot cases of substitution

Fit for REACH seeks for an international consultancy to support the project team in concept development for the work on pilot substitution cases in relation to the effectiveness assessment targets.

Tasks:

- Input on setting up substitution cases in 6 project partner companies – screening selected options, evaluation of elaborated individual implementation plans, adjusting resource efficiency goals for each case.
- Evaluation of selected substitution cases from perspective of potential to reach set environmental impact (to be defined in task group C1, see above) and effectiveness targets.

This part of the work will be carried out as desk work in close contact and communication with the action A2 leader (BEF Latvia) and core partners. The work will also be presented and discussed at project partners meetings in which the consultant should be present.

Expected qualification and experience of the consultant:

- An excellent knowledge on EU chemicals and environment legislation (REACH, WFD, MSFD, IED) and interlinks between these legal acts (please, give references of publications and lecturing experience, preferably international seminars or trainings for stakeholders on REACH and holistic hazardous substance management approach (new EU member states, Non-EU countries));
- Experience with environmental impact assessments, REACH impact assessments (different countries (public authorities and SMEs), and REACH exposure assessments

- and their methods (project/work references or publications);
- Experience with assessment of SVHC in mixtures, articles and products (project references);
 - Experience in developing guidance material on SVHC management, substitution, basic chemicals management (hand books, guidelines, electronic tools) for industry, preferably downstream users (publications/project references);
 - Overview on European substitution cases (best practice), available data sources, access to information, experience in communication with ECHA and experience with best practice case selection (source references);
 - Experience with indicator based reporting (environmental/hazardous substance related) and overview on Hazardous substance management in different EU countries (project/publication references);
 - Experience in work with industry on chemicals management in EU countries (state-of the art and adaptation to local conditions – project/work references);
 - At minimum ten (10) years working experience in the field of REACH implementation, implementation of EU chemicals and hazardous substance management policy (project references and CV of the consultant(s) to be involved);
 - Knowledge on chemicals management system in Baltic States and cooperation experience with those countries (project references)
 - Ability and flexibility to work in an international team with competent authorities as well as industrial partners (project references);

General requirements towards the consultant

The consultant must, wherever it is registered, fulfil its respective national legal requirements of registration, tax compliances and similar national corporate fees.

The consultant must have documented experience, competence and resources to organise and deliver services according to this call for proposal. It must therefore describe previous similar assignments, methods and results. The proposal should include a brief explanation of the consultant, background and history of the company. The consultant should also provide a description and CV for the people representing the consultant for this assignment. The working language and publication/reporting language of the project is English, therefore profound English language skills are required.

The consultant is required to supply the following documentation:

- A copy of valid certificate of registration
- Proof that all tax and fees are paid and up to date
- References to proof the above mentioned key qualifications

Additionally, the consultant should describe its environmental corporate identity regardless if an environmental management system is in place or not.

Execution of the assignment

The selected consultant will receive a Framework contract and will work in cooperation with the project partners involved in action A1, A2 and C1. The selected consultant will elaborate a detailed work plan, define the exact outputs and mutual expectations of the assignment together with the project manager and the action leaders of actions A1, A2 and C1.

The assignment should begin as soon as the contract is signed (December 2015); the first phase of the assignment is connected to implementation of the actions A1, A2 and the ex-ante report of C1 and shall finish approximately in end of 2016; the second phase giving input to environmental impact assessments and success of substitution is expected to be undertaken in 2018 - 2019 depending on project schedule (tbc).

The contractor will have the right to terminate the contract after phase one if the consultant is not fulfilling their duties.

Price

The consultant must indicate its net man day rate in Euro and nominate the person(s) to be involved in the assignment.

It is expected that 3-4 travels to Baltic States shall be included into the duties and cost calculation.

We foresee that the described tasks could be implemented in approximately 60 man days (probably 60% of them occurring in the first phase until end of 2016). However, the applicant may indicate a different number of days with appropriate justification.

Evaluation of proposals

The principle of evaluation of the offers is “best value for money”; the project management will evaluate the incoming proposals in two categories, experience/qualification and price. The experience category will weigh 65% in comparison to the price, 35%.

The experience will be evaluated based on a scoring system used at the tendering organisation (BEF Lithuania) and the references related to the above mentioned key qualifications. The evaluation will be based on a comparative assessment in accordance with the best proposal.

The project management and the project partners involved (leading actions A1, A2 and C1: BEF Latvia, APINI KTU, BEF Estonia and BEF Lithuania) will form an evaluation committee and take a decision unanimously based on consensus.

Evaluation Criterion	Maximal Value	The relative weight in the overall assessment
1. Price Criterion		35
2. Quality Criterion:		65
2.1 An excellent knowledge on EU chemicals and environment legislation (REACH, WFD, MSFD, IED) and interlinks between these legal acts	7	
2.2 Experience with environmental impact assessments, REACH impact assessments (different countries (public authorities and SMEs), and REACH exposure assessments and their methods	7	
2.3 Experience with assessment of SVHC in mixtures, articles and products	7	
2.4 Experience in developing guidance material on SVHC management, substitution, basic chemicals management	7	

2.5 Overview on European substitution cases (best practice), available data sources, access to information, experience in communication with ECHA and experience with best practice case selection	7	
2.6 Experience with indicator based reporting (environmental/hazardous substance related) and overview on Hazardous substance management in different EU countries	6	
2.7 Experience in work with industry on chemicals management in EU countries	6	
2.8 At minimum ten (10) years working experience in the field of REACH implementation, implementation of EU chemicals and hazardous substance management policy	6	
2.9 Knowledge on chemicals management system in Baltic States and cooperation experience with those countries	6	
2.10 Ability and flexibility to work in an international team with competent authorities as well as industrial partners	6	

Fulfillment of general requirements	Yes	No
A copy of valid certificate of registration		
Profound English language skills		
A brief explanation of the consultant, background and history of the company		
Proof that all tax and fees are paid and up to date		
Description and CV for the people representing the consultant for this assignment		
The description of consultant's environmental corporate identity		