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MEDWISE



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Energy, Water & Environment

TERMS OF REFERENCE

Expert for the Mapping and Assessment of Waste Management and Circular Economy Policies

(A_T_2.4_0393_MEDWISE)

This Terms of Reference is published under **A_T_2.4_0393_MEDWISE – Mediterranean Waste Innovations for Sustainable Environments Project**, co-funded by the European Union through the Interreg NEXT MED Programme, as part of the EU support to promoting the transition to a circular and resource-efficient economy.

EDAMA Association launches a call for an **Expert for the Mapping and Assessment of Waste Management and Circular Economy Policies** under the MEDWISE project

Issuing Organisation	EDAMA Association, Jordan
Project Reference	A_T_2.4_0393_MEDWISE
Activity	A6.1.1 – Waste Management and Circular Economy Policy Mapping and Assessment
Work Package	WP6 – Policy Integration and Capitalisation
Methodology	Desk-based research combining review of legislation, national strategies, institutional frameworks, financial incentives, and policy initiatives.
Publication Reference	A_T_2.4_0393_1
Date of Issue	29 April 2026
Submission Deadline	30 May 2026 at 2:00 PM (Jordan time)

A. About the MEDWISE Project

Project Key Information

Project Number	A_T_2.4_0393_MEDWISE
Title	Mediterranean Waste Innovations for Sustainable Environments
Programme	Interreg NEXT MED
Partners	<ul style="list-style-type: none"> • University of Catania (Italy) — Lead Partner • EDAMA Association (Jordan) • Universitat de Vic – Universitat Central de Catalunya (Spain) • ENEA — Italian National Agency for New Technologies, Energy and Sustainable Economic Development (Italy) • American University of Beirut (Lebanon) • Muğla Sıtkı Koçman University (Türkiye) • Leaders International Organization (Palestine)

Project Overview

The Mediterranean faces significant waste management challenges, with most municipal waste ending up in landfills. Organic waste, a valuable resource for energy and nutrients, is often contaminated and unusable. The MedWISE project aims to accelerate the transition to a circular, resource-efficient economy by sharing proven solutions. The project will focus on innovative waste management technologies, cross-border testing, and increasing knowledge sharing across countries. Through piloting solutions like AI-powered sorting, decentralised composting, and industrial symbiosis, the project will boost capacity, raise awareness, and support policy integration for a more sustainable future. One solution will be implemented as a pilot at municipal level in Masias de Roda (Spain) and Bikfaya (Lebanon) and at the household level in the remaining countries.

B. About EDAMA

EDAMA, which in Arabic means “sustainability”, is a Jordanian NGO established in 2009. As a business association, EDAMA cultivates an environment in which innovative solutions for energy and water independence and environmental conservation emerge.

Advancing Jordan’s movement towards a green economy is an ambitious and priority goal. Achieving it requires robust knowledge hubs, multi-stakeholder dialogue avenues, and private-sector mobilisation. EDAMA’s niche lies in providing a platform agile and inclusive enough to involve a large number of public, private, and NGO sector representatives. Together, these key players discuss and shape the future development of the Energy, Water, and Environment (EWE) sectors in Jordan.

C. Scope and Context of the Assignment

This Task corresponds to WP6 – Policy Integration and Capitalisation of the MEDWISE project, focused on Waste Management and Circular Economy Policy Mapping and Assessment.

It focuses on the broad circular economy and waste management policy landscape (encompassing frameworks, regulations, strategies, institutions, financial incentives, and initiatives) at EU, international, and partner-country levels.

The outputs of this assignment are preparatory to the MEDWISE Policy Toolkit, providing the structured evidence base required for the development of policy recommendations and instruments in the next activity of WP6.

C.1. Specific Scope

- **Benchmark** EU frameworks and selected leading international practices (from countries outside the MEDWISE consortium) across the five policy dimensions, establishing a reference baseline.
- **Develop and finalise a standardised** country-level mapping template (with guidance notes), to be reviewed and completed by MEDWISE partners for their countries.
- **Receive and review the country-level template submissions** provided by each MEDWISE partner for their respective country. Cross-check and harmonise data across the six countries to ensure consistency and comparability. Synthesise the validated and harmonised inputs into structured country profiles covering the five mapping dimensions, suitable to serve as the analytical basis for Task 4. EDAMA will support the review process.

- **Conduct a comparative assessment and gap analysis**, identifying alignment, gaps, opportunities, and cross-country trends between benchmark practices and partner countries. EDAMA will support the review process.
- **Formulate preliminary policy recommendations** to feed into the MEDWISE Policy Toolkit.
- **Compile and finalise the consolidated mapping and assessment report.**
 - **The analysis shall be limited to national and EU-level policy instruments only, and shall not include sub-national (municipal) policy analysis, project-level evaluations, or technical feasibility assessments.**
 - **Each country shall be analysed at policy-document level only, including legislation, strategies, and official frameworks.**

C.2. Mapping Dimensions

The mapping shall be conducted across the following five dimensions (or others, as applicable):

1	Laws & Regulations	Binding legislation, directives.
2	National Strategies	Policy strategies, action plans, roadmaps, and frameworks.
3	Institutional Landscape	Roles, mandates, and coordination mechanisms among relevant authorities.
4	Financial Incentives	Funding instruments, financial mechanisms, and incentive schemes.
5	Initiatives & Best Practices	Programmes, and structured initiatives.

D. Geographical Scope

Level	Countries	Who Provides the Data
Country-level mapping	Italy, Spain, Jordan, Lebanon, Türkiye, Palestine	MEDWISE partners fill the template for their respective country
Benchmark reference	EU frameworks (primary) + selected leading international countries outside the consortium	Expert conducts the mapping

Note: The Expert shall conduct targeted supplementary desk research only where required to address limited gaps in partner submissions. All country-level data collection remains the responsibility of MEDWISE partners.

E. Requested Tasks, Services and Deliverables

The assignment shall be completed within an estimated timeline **of 6 months**, which may be adjusted based on the actual progress and requirements of the work. The proposed pricing must be aligned with **prevailing market rates in Jordan and comply with Interreg NEXT MED financial rules, reflecting standard consultancy daily rates as well as EDAMA team's support**. Competitive and realistic pricing will be a key consideration in the evaluation process.

- **Methodology: The assignment shall be primarily based on a comprehensive desk review of relevant legislation, national strategies, regulations, incentive schemes, and existing initiatives. The assignment is strictly designed as a desk-based policy mapping exercise and shall not include field research, stakeholder interviews, or primary data collection beyond desk review and any inputs provided by the contracting partners.**

E.1. Task Breakdown

#	Task	Description	Deliverables
1	Benchmark Mapping: EU and International Frameworks	<p>Map EU circular economy and waste management frameworks across the five dimensions, using key references such as the European Green Deal, the EU Circular Economy Action Plan, and the Waste Framework Directive, etc. Complement with 3 leading international countries (outside the consortium), to be agreed during the inception phase.</p> <p>(The Expert could build upon any relevant mapping outputs already produced under WP3. The qualitative and quantitative data for each country can be found within this mapping.)</p>	<ul style="list-style-type: none"> • D1.1 Benchmark Mapping Report (EU + international) • D1.2 Structured benchmark summary across the five mapping dimensions
2	Country-Level Template Development	<p>Design a simple, practical template (with short guidance notes) for partners to complete for their respective country. The template shall accommodate both EU partner countries (Italy, Spain — operating under common EU frameworks) and non-EU partner countries (Jordan, Lebanon, Türkiye, Palestine — operating under distinct national frameworks), enabling meaningful comparison across both contexts.</p>	<ul style="list-style-type: none"> • D2.1 Draft template • D2.2 Final template related to the dimensions
3	Partner Country Profiles	<p>Receive and review the country-level template submitted by MEDWISE partner. Cross-check and harmonise data across the six countries to ensure consistency and comparability. Synthesise the validated and harmonised inputs into structured country profiles covering the five mapping dimensions, suitable to serve as the analytical basis for Task 4. EDAMA will support the review process.</p>	<ul style="list-style-type: none"> • D3.1 Six country profiles. • Each country profile (maximum 8–12 pages per country) including dimensions.
4	Comparative Assessment and Gap Analysis	<p>Compare EU and international benchmarks against partner countries — on a dimension-by-</p>	<ul style="list-style-type: none"> • D4.1 Comparative Assessment and Gap Analysis

#	Task	Description	Deliverables
		<p>dimension basis — using data provided by partners through the template developed by the Expert. Identify country-level policy gaps and opportunities, extract cross-country trends and shared regional challenges, and produce a consolidated opportunity mapping. Formulate preliminary policy recommendations, structured to feed directly into the MEDWISE Policy Toolkit. EDAMA team will provide review and input throughout this process.</p>	<p>Report, including:</p> <ul style="list-style-type: none"> (a) alignment analysis with benchmark and partner countries (b) gap and opportunity analysis per country (c) regional trends, common challenges, and opportunities for cross-country exchange of best practices and innovative strategies (d) preliminary policy recommendations structured for the Policy Toolkit
5	Finalization and Validation	<p>Consolidate all outputs (benchmark, country profiles, comparative analysis, gaps, and preliminary recommendations) into a structured draft report. Incorporate feedback from EDAMA, the Lead Partner, and MEDWISE partners. This report will be the foundation of MEDWISE Policy Toolkit. Finalise the report in line with MEDWISE and Interreg NEXT MED requirements.</p>	<ul style="list-style-type: none"> • D5.1 Draft Mapping and Assessment Report • D5.2 Final Mapping and Assessment Report which will be the propaedeutic foundation for the Policy Toolkit.

⚠ Important Notes

- Payments will be linked to the submission and approval of deliverables by EDAMA.

- The assignment will be conducted as desk-based work only (no field travel is foreseen).
- The Expert is expected to ensure high-quality reporting, rigorous analysis, and consistency across all deliverables, and to comply with Interreg NEXT MED visibility and communication rules.
- All deliverables shall be submitted in English.
- The consultant is responsible for all applicable taxes and legal obligations in Jordan.
- Additional personnel support may be proposed by the tenderer to ensure efficient coordination and delivery.
- Flag policy areas directly relevant to MEDWISE solution areas (APP-oriented, industrial symbiosis, composting) where they appear in the benchmark.

F. ToR Timeline

Milestone	Date	Time (Jordan)
Release of ToR	29 April 2026	10:00 AM
Deadline for Questions from Tenderers	21 May 2026	2:00 PM
Deadline for Responses to Clarification Questions	25 May 2026	2:00 PM
Deadline for Offer Submission	30 May 2026	2:00 PM

! No offer received after the deadline will be accepted. Late submissions will be directly rejected.

! All clarification questions must be sent to info@edama.jo with the subject line: **MEDWISE ToR Inquiry – A_T_2.4_0393_1**

G. Eligibility Requirements

G.1 Education and Experience

- **Education:** Minimum BSc in Environmental Management, Environmental Engineering, Public Policy, Sustainable Development, Natural Resources Management, or a relevant

field. MSc is preferred. All academic certificates must be submitted with the technical offer.

- **Professional Experience:** At least 5 years of relevant technical and policy experience in circular economy, waste management, or environmental policy.
- **Research & Analytical Skills:** Demonstrated experience in policy mapping, benchmarking, desk-based research, and comparative policy analysis is essential. Previous experience with EU-funded programmes (Interreg, Horizon Europe, NEXT MED, ENI CBC MED, or similar) is a strong asset.
- **Thematic Knowledge:** Familiarity with EU circular economy frameworks is required. Knowledge of the Mediterranean / MENA waste management and circular economy policy context **is an asset**.
- Knowledge of bio-waste management, industrial symbiosis, composting technologies, and/or digital applications for waste management will be considered an asset and should be highlighted in the CV where applicable.
- **Language:** Excellent written and spoken English is required. Working knowledge of Arabic is an asset.
- The tenderer may be an **individual consultant or a registered company**. In the case of a company, a valid registration certificate must be provided.
- **Teams** are permitted. In such cases, CVs of all proposed team members must be submitted, accompanied by a clear delineation of roles and responsibilities.

G.2 Bid Components

The bid shall comprise three parts:

1. **Technical Offer** (methodology, work plan, understanding of the assignment)
2. **Curriculum Vitae and/or Company Profile**, with evidence of similar past work
3. **Financial Offer** – (Daily rate and number of working days)

H. Offer Submission

Offers must be submitted in two closed, sealed, and signed envelopes in accordance with EU procurement guidelines:

- **Envelope 1 — Technical Offer:** labelled clearly as “The Technical Offer”. It must contain no reference to the financial offer whatsoever; failure to comply will result in immediate disqualification.
- **Envelope 2 — Financial Offer:** labelled clearly as “The Financial Offer”.

Each envelope must clearly indicate:

- Name of the Focal Point at EDAMA
- Name and address of the tenderer
- Title of the tender
- Reference number (A_T_2.4_0393_1)

Offers may be delivered to EDAMA's physical address or by email:

Physical Address: 1st Floor, 8 Yousef El Sukkar Street, Amman, Jordan

Email: info@edama.jo (both envelopes must be submitted password-protected, with the password shared only on the day of evaluation)

- Each tenderer is allowed to submit only one offer (technical and financial). Multiple submissions will not be accepted. The tenderer must also submit all template documents attached to the ToR.

I. Evaluation Criteria

Criterion	Weight
TECHNICAL OFFER	70%
Methodology (quantitative & qualitative)	35%
Action Plan (breakdown of activities & timeline)	25%
Past Experience & Similar Projects	10%
FINANCIAL OFFER (total cost)	30%
TOTAL	100%

- ! Only administratively compliant offers will be considered for technical evaluation.
- ! The daily rate and number of working days must be clearly stated in the financial offer.

J. Contract Mechanism

EDAMA anticipates awarding a fixed-price contract to the tenderer whose offer represents the best price-for-quality ratio. The payment schedule will be based on milestone deliverables and will be determined during the award stage, in line with Interreg NEXT MED financial rules.

K. Administrative Conditions

- The consultant is expected to use their own computer and communication equipment.
- No contract shall enter into force until it has been duly signed by both EDAMA and the selected Expert.
- No meetings or publications shall take place without prior written approval from EDAMA.
- The Expert commits to all policies governing EDAMA and to Interreg NEXT MED visibility and communication requirements.
- Additional rules, regulations, and conditions will be detailed in the final contract.
- All submissions must be in English.

L. Disclaimers

- Prior to the submission deadline, EDAMA reserves the right to modify, delete, or add any term in this ToR, and/or to extend the ToR deadline.

- EDAMA may reject any or all offers received after the submission deadline.
- Prior to the execution of the Contract, EDAMA reserves the right to request clarifications from tenderers, negotiate with multiple tenderers on the terms of their offers, and/or terminate this ToR without legal consequences.
- The tenderer has no right to object to the technical and financial evaluation criteria.
- EDAMA reserves the right to issue an award based on the initial evaluation of offers without further discussion and to shortlist candidates based on technical qualifications.
- EDAMA may choose to award only part of the activities in the solicitation, or to issue multiple awards.
- EDAMA reserves the right to waive minor offer deficiencies that can be corrected prior to award determination.
- The tenderer shall declare any potential conflict of interest. EDAMA reserves the right to disqualify any tenderer where a conflict of interest is identified.
- All data, reports, and materials produced under this assignment shall remain the property of EDAMA and the MEDWISE project. The consultant shall not disclose any information without prior written approval.
- All deliverables shall be the sole property of EDAMA and project partners.
- Financial offers must be submitted in Jordanian Dinar (JOD only).

— End of Terms of Reference —