

## TERMS OF REFERENCE

### I. GENERAL INFORMATION

|                  |                                                                                                                                |
|------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Assignment title | Short-term expertise – Technical support for the facilitation and delivery of marine debris activities – IORA Phase II Project |
| Beneficiary(ies) | Expertise France – Mauritius                                                                                                   |
| Location         | Home-based, with travel abroad                                                                                                 |
| Total duration   | 53 person-days from October 2026 to June 2027                                                                                  |

### II. BACKGROUND

Marine debris is a shared challenge for the countries of the Indian Ocean, with consequences for ecosystems, economic activities and coastal populations. Its circulation across national borders calls for regional cooperation, both to prevent pollution and to better understand its origin, distribution and impacts.

The Indian Ocean Rim Association (IORA) provides a framework for dialogue and cooperation among the states of the region. In September 2022, its member states adopted the *Strategic Framework of Action on Marine Debris*, which sets out common priorities in terms of public policy, prevention, research, monitoring and regional cooperation.

Under the IORA Phase II project, Expertise France supports this momentum with funding from the Agence Française de Développement and in cooperation with the IORA Secretariat. This support aims to strengthen the capacities of member states, foster the exchange of experience and facilitate the implementation of the strategic framework through technical activities and dialogue among institutions, scientists and practitioners.

Marine debris monitoring is one of the focus areas of this work. Monitoring systems and capacities vary from country to country, while differences in methods and the fragmentation of data limit their comparison and use at regional level. The challenge is to move towards compatible approaches, adapted to national realities, and to facilitate the sharing of knowledge and data.

This subject is attached to the Directorate of Blue Economy (DBE), a two-person team with which the service provider will work closely. The Directorate works with a working group dedicated to this theme, made up of Member States, as well as with the coordinating country for the theme.

### III. SCOPE OF SERVICES

#### Objectives of the assignment

The assignment aims to provide technical and methodological support for the preparation, delivery and capitalisation of the IORA Phase II project's marine debris activities, in order to strengthen knowledge, monitoring capacities and exchanges among member states, as well as awareness among IORA Secretariat staff. It is important to note that this assignment involves travel to the beneficiary country and to one of the 23 IORA member states (location of the activities).

The specific objectives are as follows:

- **Support the preparation of the 3.5-day regional workshop**, by conducting a literature review and developing the content, materials and exercises.

- **Contribute to facilitating the workshop and formalise its results**, through a report setting out the main lessons learned, prioritised recommendations and proposed next steps towards harmonised marine debris monitoring.
- **Ensure the technical and pedagogical preparation of three webinars**, by drafting the content and mobilising technical partners to contribute to their preparation and delivery.
- **Prepare and support a half-day awareness visit for IORA staff**, to illustrate concretely the challenges of marine debris and the links between waste management, prevention and marine pollution.
- **Produce summaries**, to share the knowledge gained and identify follow-up to the activities.
- **Deliver analytical outputs** (country profiles, summary sheets) and update ongoing studies (the diagnostic and the stakeholder mapping).
- **Promote IORA activities** on international observance days.
- **Lead institutional dialogue** on this theme within IORA with the Directorate.

### **Expected services**

#### **1. Workshop**

##### **Scoping and literature review**

- Take part in a kick-off meeting with Expertise France to clarify the expected results, schedule, responsibilities, available resources and validation procedures.
- Review the concept note, the IORA strategic framework, and the reports and materials from previous activities.
- Propose a methodology note setting out the approach, the provisional programme, the contributions required, implementation risks and the work plan.

##### **Literature review**

- Identify and analyse the reports, publications, protocols, documented datasets and institutional resources available on marine debris monitoring in IORA member states. Preparation will rely exclusively on a literature review, with no prior questionnaire or interviews with participants.
- Review, to the extent the documents allow, existing systems, monitored environments, protocols, frequencies, stakeholders, data, quality requirements and capacity needs that are already documented.
- Consolidate the information, drawing on documents already produced by IORA and information shared by member states, in a comparative matrix indicating the source and date for each entry. Specify the countries and systems covered, the missing information and the limits to comparability.
- Prepare a summary of documented practices and needs and select, together with Expertise France, cases useful for discussion. The preliminary findings will be discussed during the workshop; needs expressed during the sessions will be distinguished from those identified in the documentation.
- Propose a list of speakers and prepare briefs specifying the objective, duration and expected outcome of each contribution.

##### **Design of the programme and materials**

Based on the agenda prepared by the current expert and validated by the Directorate, the service provider will refine the material already proposed for each session, including the learning or production objective, duration, facilitation method, prospective speakers, materials and expected outcome. The programme will be built around the following themes:

- National practices and shared diagnostic: existing systems, available data, obstacles to comparison and priority needs.
- Monitoring methods: beach litter, floating debris, seabed and microplastics, with a presentation proportionate to capacities and challenges. Distinguish an accessible baseline for monitoring from approaches requiring specialised equipment or skills.
- Harmonisation: site selection, waste categories, units of measurement, frequency, metadata, traceability and quality assurance. Document the differences between methods rather than assuming that datasets are directly comparable.
- Data management and sharing: formats, institutional responsibilities, access conditions, interoperability and alignment with IMDOS and other relevant tools. Demonstrations will depend on the availability of speakers and the necessary access.
- Complementary tools: citizen science, ship-based observation, remote sensing, artificial intelligence and modelling; clarify their usefulness, limitations and validation requirements.
- Organisation of monitoring systems: coordination among administrations, research bodies and field stakeholders; sustainability of monitoring, resource needs and linkage between national and regional scales.
- Cooperation and financing: peer exchanges, pilot actions, training, partnerships and documented funding options, without presuming the commitment of the organisations concerned.

The materials will include technical presentations, exercise sheets and datasets that can be used for pedagogical purposes. The technical material will be submitted to EF and IORA for validation. Where changes are needed, the service provider will be responsible for incorporating IORA's input in order to obtain final validation from the Directorate. At the end of the workshop, reporting templates, a framework for recommendations and a roadmap matrix are expected.

The service provider must ensure the coordination of moderators and facilitators by providing them with a set of guiding questions for the discussions. The provider will coordinate technical meetings with the host country, in support of the project manager. The provider will prepare minutes in English after each coordination meeting.

### **Preparation of the technical visit or demonstration**

In liaison with Expertise France, IORA and the host country, the service provider will define the pedagogical objective of the visit, the site selection criteria, the observations to be made and the debriefing questions. The provider will specify the equipment, authorisation and technical supervision needs, as well as the precautions required for the planned exercise.

A practical monitoring activity will be proposed only if the site, authorisations and implementation conditions allow it. A fallback solution will be prepared in case the site is unavailable.

### **Facilitation and support during the workshop**

- Take part in the final briefing with the organisers and speakers; adjust the running order and materials to the confirmed contributions.
- Prepare the moderators and facilitators by briefing them before each session.
- Facilitate the exercises and working groups; encourage the participation of countries with different capacities and concrete peer-to-peer exchanges.
- Organise a daily feedback session, collect proposals and document points of divergence.
- The service provider remains responsible for the technical summary and the report; the reporting arrangements must be agreed before the workshop.

### **Report and recommendations**

The service provider will draft a detailed analytical report in English. The report must draw on the discussions and outputs of the workshop, going beyond a chronological record of the proceedings.

- An executive summary of 2 to 3 pages presenting the main results, priority recommendations and next steps.
- A summary of the discussions in each session: the key points raised during the presentations and discussions.
- The technical options discussed: parameters and indicators, methods, frequency, minimum quality requirements, data management and sharing; specify the trade-offs that remain to be settled.
- The lessons learned from the exercises and the visit, the evaluation results and additional training needs.
- Prioritised recommendations, distinguishing the national and regional levels, actions that can be implemented quickly and those requiring further study or additional resources, and distinguishing what falls within IORA's mandate.
- A proposal of elements and components for developing a roadmap specifying, for each action, its objective, indicative deadline, prerequisites, resource needs, funding options and a monitoring indicator.
- Opportunities for alignment with existing initiatives, avoiding the creation of redundant mechanisms.
- Mechanisms that IORA could set in motion as facilitator and coordinator for the region.
- Useful annexes: summary of national contributions, group outputs, recommendations matrix, materials and references.

The report will clearly distinguish the service provider's proposals, the options discussed, the points on which convergence was reached and the commitments explicitly made. No institutional commitment or regional consensus may be inferred solely from the proceedings of the workshop.

### **2. Management of the preparation of three webinars**

The service provider will take charge of the technical and pedagogical preparation of a series of three webinars for member states. The provider will propose the themes, objectives and formats, identify the speakers and coordinate their contributions. The provider will prepare the necessary materials, facilitate or moderate the sessions and draft a summary of each webinar presenting the lessons learned and proposed follow-up. The themes and schedule will be agreed with Expertise France and the IORA Secretariat.

### **3. Preparation of an awareness visit for IORA staff**

The service provider will prepare a half-day visit for IORA Secretariat staff, in order to promote a better understanding of the challenges of marine debris and the links between waste management, prevention and marine pollution. The provider will propose a suitable site, contact the host organisation and develop the running order and the awareness materials. The provider will ensure the pedagogical support of the visit and a debriefing session.

### **4. Development of analytical outputs**

The service provider will finalise the analytical reports in accordance with the methodology developed by IORA. The country profiles will be completed and sent to member states in order to collect their

contributions and comments. The provider will incorporate the feedback and prepare the final versions of the outputs, which will be submitted to Expertise France and IORA for validation.

The mapping of stakeholders and of the main marine litter issues in the region will also be updated.

The service provider will work closely with the team's graphic design expert to facilitate the layout, visualisation and popularisation of the results and outputs produced.

## **5. Promotion of project activities**

On international observance days, the service provider will prepare communication material (article + photos) for publication on IORA's social media. The provider may be asked to take part in meetings or events in France on marine debris topics in order to support the headquarters team. The provider will work in collaboration with the project team's communication expert and IORA's communication expert.

## **6. Capitalisation of knowledge**

The service provider will prepare a handover to transfer the methodology for updating the tools developed by the project to the Directorate's programme officer. The provider will draft an explanatory note and a final activity report (20 to 30 pages) and may take part in the capitalisation workshop.

## **7. Coordination within the EF team and with the DBE**

The service provider will attend all weekly team meetings to share the latest information and progress on their work. The provider will propose fortnightly one-hour meetings with the DBE Directorates and will produce post-meeting minutes detailing the decisions taken, an indicative timeline and responsibilities.

## **Expected deliverables**

All deliverables will be submitted in English, in editable formats, and subject to validation by Expertise France.

|                 | <b>Deliverable</b>                | <b>Content and format</b>                                                                                                                                                     | <b>Indicative deadline</b>               |
|-----------------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>Workshop</b> |                                   |                                                                                                                                                                               |                                          |
|                 | D1 Scoping note and work schedule | Working method, division of tasks with the expert in charge of the workshop programme, and preparation schedule for the workshop, the three webinars and the awareness visit. | Within 5 working days after the kick-off |

|  | <b>Deliverable</b>                                      | <b>Content and format</b>                                                                                                                                                                                                       | <b>Indicative deadline</b>                                                                                                      |
|--|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
|  | D2 Minutes of coordination meetings                     | Drafting of minutes of the coordination meetings with the host country                                                                                                                                                          | Two days after the coordination meeting                                                                                         |
|  | D2 Literature review summary                            | Analysis of marine debris monitoring practices, existing methods and documented needs in the region. Identification of resources and cases useful for the workshop sessions, with their sources and the limits of the analysis. | No later than three weeks before the workshop.                                                                                  |
|  | D3 Workshop pedagogical package and technical materials | Presentations, agenda, programme, exercise sheets, datasets, instructions, reporting templates and evaluation tools. Editable formats and PDF.                                                                                  | Initial version three weeks before the workshop for validation by EF and IORA; final version five working days before.          |
|  | D4 Summary of results                                   | Main findings, options discussed, preliminary recommendations and points requiring further work. Word, 3 to 5 pages.                                                                                                            | No later than 5 working days after the workshop.                                                                                |
|  | D5 Draft report                                         | Analytical report, prioritised recommendations, roadmap and annexes. Word and PDF; matrices in Excel.                                                                                                                           | No later than 15 working days after the workshop                                                                                |
|  | D6 Final report and complete package                    | Revised report, response to comments, updated materials and all outputs in structured form. Editable formats and PDF.                                                                                                           | Within 5 working days after receipt of the consolidated comments from IORA and then from the Chair/Working Group/Member States. |

|                              | Deliverable                                 | Content and format                                                                                                                                                                                                                                                                                                                           | Indicative deadline                                                                                                                             |
|------------------------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Webinars</b>              | Administrative file                         | Drafting of the concept note for the three webinars and of the notes verbales required before the activity and afterwards                                                                                                                                                                                                                    | 2 months before the workshop for the concept note<br>Then as soon as the webinar summary note has been validated by IORA                        |
|                              | Programme and content of the three webinars | Technical and pedagogical content: detailed running order, key messages, presentation and facilitation notes, as well as any exercises or case studies. The provider will prepare the speaker briefs and incorporate the contributions of the associated technical partner to form a coherent whole, under the guidance of Expertise France. | Initial version three weeks before the workshop; final version five working days before it is held.                                             |
|                              | Summary of each webinar                     | Main lessons learned, questions discussed, resources shared and proposed follow-up. Final materials attached to the summary.                                                                                                                                                                                                                 | The initial version within five working days after each webinar, then the final version within 5 working days after receipt of IORA's comments. |
| <b>Awareness field visit</b> | File for the awareness visit for IORA staff | Pedagogical objectives, site and host organisation, running order of the half-day, awareness materials and practical needs to be anticipated.                                                                                                                                                                                                | No later than x working days before the visit.                                                                                                  |
|                              | Visit report and technical summary sheet    | Overview of how the visit went, main lessons learned and points raised during the debriefing with IORA staff.                                                                                                                                                                                                                                | Within five working days after the visit.                                                                                                       |

|                                        | Deliverable                                                                                              | Content and format                                                                                                                                                                                                                                    | Indicative deadline                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Analytical outputs</b>              | <p>Country profiles</p> <p>Mapping of stakeholders , their initiatives, and the issues in the region</p> | <p>Finalisation of the analytical tools, sharing and validation with IORA, and incorporation of the adjustments requested by IORA, the Working Group, the Chair, the coordinating country and member states. Then dissemination to member states.</p> | <p>The country profiles must be finalised by end of February 2027 and sent to EF and IORA.</p> <p>The mapping will be finalised by end of April 2027 and sent to IORA.</p> <p>For both deliverables:</p> <p>Adjusted version: within 5 days after receipt of IORA's comments.</p> <p>Final version: within 5 days after receipt of comments from the WG, the Chair and the coordinating country.</p> |
| <b>Promotion of project activities</b> | <p>Drafting of articles and representation at official events</p>                                        | <p>Articles including photographs, promoting the activities of the project and of IORA related to the topic</p>                                                                                                                                       | <p>Initial version: 2 weeks before the international observance day, then changes and adjustments 5 working days after receipt of comments from EF and IORA.</p>                                                                                                                                                                                                                                     |

|                                    | Deliverable                           | Content and format                                                                                                                                                                                                                                     | Indicative deadline                                                                                                               |
|------------------------------------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Coordination</b>                | Minutes                               | Attendance at team meetings and meetings with the Directorate. Minutes are expected for each meeting with the DBE.                                                                                                                                     | Two days after each meeting with the DBE                                                                                          |
| <b>Capitalisation deliverables</b> | Handover note + Final activity report | Handover note intended for the programme officer, enabling them to understand and take ownership of the tools<br><br>Final activity report submitted to the Directorate after approval by EF<br><br>Possible attendance at the capitalisation workshop | One month before the end of the assignment for EF validation, then final version within 5 days after receipt of EF's adjustments. |

Expertise France will centralise the partners' comments and send back consolidated feedback, with a target of five working days for each review. Deliverables will include an initial version and a revision based on these comments. Any delay in providing information or feedback will result in an agreed adjustment of the schedule.

Technical acceptance will be based on coverage of the objectives, the reliability of references, the consistency between findings and recommendations, the operational nature of the roadmap and the submission of all editable files. Expertise France will carry out acceptance of the deliverables in accordance with the terms of the CPS (special specifications), after consulting the IORA Secretariat where necessary.

### **Workload and implementation arrangements**

| Activities                                                   | Indicative days |
|--------------------------------------------------------------|-----------------|
| Scoping of the assignment and coordination with EF           | 1               |
| Literature review and preparatory summary                    | 2               |
| Preparation of workshop content, materials and exercises     | 4               |
| Briefing and participation in the workshop                   | 6               |
| Drafting of the report, recommendations and roadmap elements | 5               |
| Incorporation of comments and finalisation of the report     | 2               |

|                                                                                                                                              |    |
|----------------------------------------------------------------------------------------------------------------------------------------------|----|
| Preparation and delivery of the three webinars, including drafting content, coordination with technical partners, facilitation and summaries | 9  |
| Preparation, support and reporting for the half-day awareness visit for IORA staff                                                           | 3  |
| Finalisation of the country profiles and the mapping                                                                                         | 10 |
| Drafting of articles highlighting the project's activities                                                                                   | 1  |
| Participation in EF team meetings                                                                                                            | 4  |
| Participation in DBE meetings and drafting of minutes for each meeting                                                                       | 2  |
| Handover note + activity report                                                                                                              | 4  |
| Indicative total                                                                                                                             | 53 |

Preparation and drafting will be carried out remotely. Two missions are planned. Coverage of flights, accommodation and transfers will be specified in the CPS; these expenses must be distinguished from fees in order to avoid any double coverage.

Any change to the contractual volume or addition of services will require the prior agreement of Expertise France. The schedule must remain compatible with the project implementation period.

#### IV. PROFILE AND SUBMISSION OF BIDS

##### Expected skills

- Higher education at master's level or equivalent in marine sciences, oceanography, environment, pollution management or a relevant field; equivalent professional experience to be assessed according to the consultation rules adopted.
- At least seven years of relevant experience, including assignments directly related to marine debris monitoring, the design or application of protocols and data analysis.
- Demonstrated experience in designing and facilitating international technical training courses or workshops bringing together scientists and institutional representatives.
- Ability to turn technical discussions into operational recommendations and into action and training plans adapted to different institutional and financial capacities.
- Excellent command of English, both spoken and written, essential for preparing materials, facilitating sessions and drafting the report.
- Experience in facilitating dialogue and within an intergovernmental or international organisation is desirable.
- Knowledge of the Indian Ocean, regional cooperation and existing monitoring initiatives is desirable; French is an asset.

The service provider must specify the areas it can cover directly and those for which complementary input is needed. The assignment may be entrusted to a lead expert or to an organisation proposing an identified lead expert, depending on the set-up chosen by Expertise France. Any mobilisation of an additional expert must be presented in the bid and approved; it may not be presumed to be covered separately.

### **Expected content of the bid**

- A technical note of 5 to 8 pages setting out the understanding of the assignment, the preparation method, the proposed running order, the exercises envisaged and the reporting approach.
- A schedule and a breakdown of days by phase, including meetings, coordination of speakers, facilitation and revisions of deliverables.
- The CV of the lead expert, their availability and at least two references for comparable assignments; if possible, an example of a programme or report that can be shared.
- A financial offer specifying the daily rate, the number of days, the total fees, applicable taxes and any mission expenses, in accordance with the arrangements specified in the consultation.
- Support needs, implementation assumptions and any external technical contributions required.

The bid evaluation will focus in particular on experience in marine debris monitoring, the quality of the proposed method and programme, facilitation experience, the quality of reporting, availability and the consistency of the financial offer. The weighting and selection procedures will be set by Expertise France in the consultation documents.

### **Contractual terms**

The contract will be concluded on a unit-price basis (person-days). Payments will be made upon delivery of the deliverables, ordered via purchase order.

Payment is subject to validation of the content, the timesheet and receipt of a duly completed invoice addressed to the project. Upon receipt of this invoice, Expertise France will ensure that the funds are received by the service provider within 30 days.

The contract is governed by French law, and its format cannot be modified.

These terms are not negotiable.