Tirana, 9 November 2020

**TERMS OF REFERENCE**

**Technical Support to Ministry of Tourism and Environment in Waste Management Sector,**

**focussing on**

**“The source separation of household waste**

**in Berat town”**

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# BACKGROUND INFORMATION

## 1.1 Partner Country

Albania

## 1.2 Contracting Authority

Embassy of Sweden in Albania.

## 1.3 Background

**Background information on the overall assignment**

In 2014, the Swedish Government adopted a Result’s Strategy for Sweden’s Reform Cooperation with Western Europe, the Western Balkans and Turkey 2014 – 2020. One of the three result areas subject to Swedish support in the WB6 are– a better environment, reduced climate impact and enhanced resilience to environment impact and climate change.

In line with the Swedish strategy and based on demand from the side of the Albanian Government, Ministry of Tourism and Environment, the Swedish Embassy is supporting Ministry of Tourism and Environment (MTE) with regards to Albania’s preparation for Chapter 27 negotiations with the European Union. This programme, called Supporting Albanian’s Negotiations in Environment, Chapter 27 (SANE27), is working on the Screening Preparatory Assessment (SPA) of Chapter 27.

This measure supports MTE to i) assess legal, institutional, and implementation of major EU environmental acts; ii) identify major gaps to fully transpose and implement EU environmental requirement; iii) plan actions to close identified gaps and iv) identify technical assistance needs, through Needs Assessment Documents, to further support the approximation efforts of Albanian administration.

Within this scope, the Swedish Embassy has been asked to support MTE, to develop a model for *Household Waste Separation at Source* which will be piloted in Berat town. The household waste separation is one of the main tools in EU waste legislation, Waste Framework Directive 2008/98/EC.

**Specific situation (background to the consultant ‘s task)**

Waste is one of the most important, technically and financial challenging subchapter of Chapter 27 “Environment and Climate Change”. Based on the data generated by the programme Support Albanian Negotiations in Environment, Chapter 27 (SANE27), all the 13 directives and regulations under the waste subchapter have been transposed at different levels in Albania.[[1]](#footnote-1) The WFD has only been transposed partially with up to 34%, while the Packaging Directive 94/62/EC, Batteries and Accumulators Directive 2006/66/EC and End-of-live Vehicle Directive 2000/53/EC have a level of more than 75 % of transposition and WEEE directive is only 38 % transposed in national legislation. All the above-mentioned directives are relevant of introduction of source separation of household waste in Albania. However, the SPAs indicate that despite good progress already achieved in transposing EU waste legislation, **successful projects** to support implementation in the ground are missing. One evident example, relevant for this document, is the lack of a national accepted and standardized household waste separation methodology.

Addressing accumulated waste management problems should be the priority of national government, local government, and citizens in Albania. The waste management issues have built up from the past and yet the national and local government have to address the requirements of implementing directives on waste landfilling, packaging and composting operation adding also the problems of the past years.

One of the problems requiring solution in Albania is proper treatment of municipal waste. Lack of funds, as well as the lack of projects and proper planning prevents the institutions from solving these issues that directly impact the wider population in Albania. The lack of proper municipal waste management is also increased due to the economic situation, insufficient investments and weak infrastructure development. Due to all this, the financial investment from local municipalities’ budgets is not sufficient to solve the problems of waste sector.

Citizens directly affected by the poverty (youth, women, Roma community) are even more openly vulnerable since many of them live in non-hygienic conditions, or they even live close to landfills and dumps which affects their health directly. Informal collectors of recyclable materials, usually representatives of Roma community, might be among the most affected socially and economically with the insufficiently developed economy since the possibilities for legally selling the collected material are limited.

In order to solve all the problems that citizens and institutions in Albania are struggling with, one of the major problems, apart from the financial investments is the lack of human resources within the institutions in charge of the waste processes. The public administration system faces a lack of applicable knowledge when it comes to strategic and project planning and specific technical skills of preparing technical documents on waste separation, recycling and composting. An issue affecting capacity-building projects is the brain drain of staff from the public administration thus making the problems that the institutions must struggle even greater. The requirements of the EU negotiation process demand not only people with knowledge and skills to be an active part of the process, but also the agents of change within the implementation of policies and programmes from national to local level. The problem the institutions must deal with is possibly even greater at the local level. Most local government units lack appropriate staff that can plan and implement projects or directly participate in the process that the national institutions manage. The problems of insufficient knowledge within the public administration system have been tackled through various projects and programmes for strengthening the institutional capacities but considerable challenges (and potentially benefits) remain.

As of June 2014, Albania is an official candidate country for EU membership. The Ministry of Tourism and Environment is receiving support from SANE27 to screen its environmental legislation, identify the gaps and legal and institutional needs. This process will ultimately result in the finalisation of a negotiation position document for Chapter 27 that will be submitted to European Commission. Within the Chapter 27 certain sub/sectors are considered heavy investments. Directives such as Landfilling, or Waste Framework Directive need a lot of investments and capacities. Also experiences from other previous EU member countries have shown that Packaging Directive and recycling targets have required considerable time.

In Albania, there is a limitedunderstanding and a lack of a methodology which could give a clear overview of the time, investments and capacities needed to approximate certain directives. The Directorate for Project Feasibility and Concepts (DPFC) within the Ministry of Tourism and Environment (MTE) is responsible for programming and planning at the national level regarding waste legislation, including recycling and packaging directive.

The DPFC has 9 staff but only 3 are dedicated to the waste sector. A comparison with similar candidate countries going through Chapter 27 approximation highlights that the DPCF will need far more relevantly qualified staff soon. On the other hand, the limited resources do not change the responsibilities imposed upon DPCF to conduct strategic planning, programming and implementation for Albania to make progress in the discussion over negotiation.

Another Directorate of Programming of Wastewater and Waste (DPWW) within Ministry of Infrastructure and Energy (MIE) is in charge for waste sector infrastructure investments. The DPWW has an important role in the planning of landfills, master plans, feasibility studies and investment in closure of dump sites in the country.

For these reasons, DPCF is the focus of this programme of support together with DPWW at Ministry of Infrastructure and Energy.

The recent approved Strategic Policy Document and National Plan for Integrated Waste Management 2020-2035 has identified four (4) strategic goals, nine (9) strategic objectives and 31 measures. The total investment requirements until the end of the planning horizon (2035) will be about €427,237,278 divided among central government (20%), local municipalities (75%) and donor community (5%).[[2]](#footnote-2) However the challenge remains in implementation. While the responsibility for provision of waste management services is legally for the local self-governments, the programming and implementation of major funds (EU and National) are at the national level.

Considering the requirement to implement technologies and approaches never seen before in Albania, then the repository of institutional knowledge is at the national level too.

These issues are mostly typical of Municipal Solid Waste with the challenges of introducing household separation, recycling, and institutional management. From the DPCF's point of view, much of the existing documentation for MSW data in Albania is flawed or out of date.

To illustrate this, par example, in Albania, according to the data published by INSTAT, about 1.72 million tonnes of waste were produced in 2018, of which 1,523,256 was Municipal Solid Waste (MSW), with non-urban waste (industrial or perhaps inert) accounting for 198,185 tons per year. According to 2018 data, each resident produces about 0.35 t/waste/year of MSW. Of the total MSW generated in 2018, approximately 923,316 tonnes (or 60.61%) are deposited, of which 401,755 tonnes (26.37%) is deposited in a sanitary landfill, and the rest of 13,01% is dumped illegally. [[3]](#footnote-3) There are no data on the amount of recycled waste and even raw estimations can only suggest that it is between 5 and 12 per cent on the national level, in total. The discussion over data is seen also between INSTAT [Albanian Statistical Institute] who claims of a percentage equal to 18.5% or 245,040 tons of recycled waste, whereas the Albanian Recycling Association claims for 10%.[[4]](#footnote-4)

Hence, the Consultant for the “Household waste separation at source in Berat Town” project will support the national administration through municipal - piloting in Berat municipality by providing good examples, guidance on separate collection, organising information exchange workshops for the municipalities, and spreading information about separate collection systems.

The selection of Berat town was done after a careful mapping of several municipalities (Gjirokastra, Kruja, Saranda etc) following a criteria-based selection such as: feasibility, relevance, effectiveness, affordability, efficiency and sustainability. Berat town was chosen based on these criteria after careful discussion with mayor of Berat and Ministry of Tourism and Environment to ensure full commitment in the Project.

The Municipality of Berat has a population of about 72,000 inhabitants according to data from MFE and **only in Berat town there are 40,911 habitants or about 60% of the population**. The second most populous unit is the Otllak Administrative Unit (AUs). The rest of the administrative units are rural areas with agricultural characteristics. Roshnik has a population of 2,967 habitants, Sinjë has 4067, Velabisht has 8,0831 and Otllak has a population of 11,595 habitants.

Berat Municipality is among the beneficiaries of the SECO Integrated Waste management Project, which supported a municipal waste management plan that was finalised and approved by Municipal Council in 2019 and will also benefit a regional feasibility study by February 2021. Based on the plan, Berat municipality generates approximately 53.4 tons of waste per day, of which 80% is generated in Berat town. The waste stream data for Berat are as follows: [47% organic waste, 13% paper and cardboard,14% plastic, 7% glass, and 18% others]. Waste separating and recycling is sporadic, illegal, and mainly managed by Roma and Egyptian community like in the rest of Albania. The recyclable are collected in the public containers and the dumpsite by Roma community members who then sell it to the local recycling company (B-recycling).

There are no data how much waste is being recycled and its quality and price. Best estimation says 3% for Berat. Whereas, the recyclable prices in Albania are relatively low compared to EU, or non-EU countries like US, or China. A study carried out in 2017 by EPTISA project funded by EU Delegation, showed that paper and cardboard have the following prices: Class I was only €/Tonne 44.5; Class II - €/tonne 74 and Class III - €/tonne 89; On plastic HDPE & LDPE the price was €/tonne 250; there is no market for glass and textiles in Albania. However, the statistics of recyclable market show a decrease due to various factors including Covid pandemic.

Under this background, the implementation of the requirements of the Waste Framework Directive and other directives such as the Landfill and Waste Packing Directive, which are already enshrined in the domestic legislation demand administration with strong capacity and capabilities at the national and local level. In the first place, the national administration will need to **have a functional and proven methodology on municipal waste management** that can work and then be replicated all over the country. This will help the national authority to implement its objectives and strategic goals in the sector. Then, they will need **to guide local governments** to perform their own obligations. The main investment planning and control of strategic financing is controlled at the national level but the main responsibility for delivering and meeting waste management and waste treatment services lies with municipalities.

Recycling rates remain low and, despite the presence of a recycling industry, recycling companies fail to acquire enough raw material, with proper quality from the domestic market to operate at full capacity. Enforcing separate collection of waste and mandatory reduction, recycling and reuse of waste would help Albania achieve progress under national targets but also EU commitments or UN commitment under Agenda 30.[[5]](#footnote-5)

The Contractor of this project will support national planning for EU accession and approximation by giving Albania some experience in the cost, time and expertise necessary to introduce the new systems. [[6]](#footnote-6) The technology of treatment, like the processing collected material and incineration, can be managed amongst technical professionals but the cost and effectiveness of these systems are mostly decided at the individual and family level. Over the next few years municipalities will need to address several important tasks: planning of waste infrastructure, recycling, waste separation, reducing landfill cost and promote greener environmental practises. This requires wide range of knowledge, skills, and experience, which are presently missing in the majority of municipalities.

Mostly, the experiences are about systems designed to be too complex, or without sufficient citizens understanding and cooperation. There is no ‘perfect’ single system but trends definitely suggest best practice approaches[[7]](#footnote-7).

The consultant of this project will propose the technical, institutional, and conceptual designs and choices for the best options of source separation of household waste methodology tailored for the town of Berat. The Consultant will conduct **a thorough analysis and present various models for the management of household waste separation.** The selection of the model will be based on affordability and economic viability, and which will enable the implementation of a system to guarantee integrated sustainable management in the Berat Town. The selected model will use as a reference the Council of Minister Decision No.418, dated 25.06.2014 “On Separate Collection of Household Waste at source”, and will support the MTE to build its capacities and potentially replicate the model countrywide.

Some of the key questions that the Contractor will find an answer from this project will be as follows:

* What components need to be planned for a waste separation? (Investment planning)
* How long does it take to achieve targets of 10%, 15% or 20%? (Negotiations planning)
* How does waste separation affect the design of other expensive parts of regional systems like the landfills or secondary separation lines? (Technical designs and investment)
* How much does it cost to operate waste separate collection? (Sustainability and economic measures that need to be introduced)

## 1.4 Organizational establishment

The responsibilities regarding integrated waste management have been assigned to some ministries as defined in the draft National Strategic Policy Document and based on the Law 10463 "On Integrated Waste Management". However, specific management responsibilities have been assigned to municipalities under Law no. 139/2015 “On local self-government. Whereas, the Ministry of Tourism and Environment and the Ministry of Infrastructure and Energy have key roles in terms of policy and infrastructure investment in the household waste management in the country.

The Consultant is expected to work on a multilevel for this project. At **central level** the Consultant will closely work with the Directorate for Project Feasibility and Concepts within MTE as the main beneficiary of this project. Also, close co-operation will be maintained with Ministry of Infrastructure and Energy, through the Directorate for Programming of Wastewater Treatment and Waste.

At **local level,** the Contractor will work closely with Municipality of Berat and its subordinated institutions in charge of waste management such as the waste management and recycling operators.

## 1.5 Related programmes and other donor activities

Waste management is among the highest priority sector for Albania. The growing of tourism sector is intrinsically linked with proper waste management in the country. This was the reason why in 2017 the Government of Albania merged the then Ministry of Tourism with Ministry of Environment aiming to have an integrated and coordinated effort for both sectors.

Many projects and activities have been carried out in this sector by the Albanian institutions and their international partners, but much remains to be done. In waste policy development some of the key project are listed below:

* GIZ project (2016-2019) - Climate-friendly integrated solid waste management and circular economy in Albania. Introduction of composting of organic matter, and increased waste separation and recycling in the municipalities of Himara, Peqin and Rrogozhina. <https://www.giz.de/en/worldwide/62845.html>
* Project on supporting waste minimization and promotion of 3R in Albania JICA (2014-2017). Developed a guideline to incorporate the 3R framework into the regional SWM plan (3R Guidelines). A pilot project of 3R practices in SWM is carried out by a small, medium and large-scale local government unit (Bushat, Cërrik and Tirana Municipalities).
* Technical Assistance for Integrated Solid Waste Management Systems for selected cities/region of Albania (Kukësi and Gjirokastra) European Delegation – EPTISA (March 2017 – May 2020). Main outputs of the project are feasibility studies for the Regions of Kukës and Gjirokastër. Develop regional waste management plans. Develop feasibility studies including collection, recycling, treatment, and disposal at local/regional level.
* SECO Support for Berat waste management planning and infrastructure until February 2021. The project will grant technical and financial assistance for the project “Solid waste management in Berat region” and will prepare waste management plans for all Municipalities of the region. Further it will prepare feasibility studies for site clean-ups, prepare feasibility study for regional landfill and invest in clean-up and regional landfill construction.
* Swedish support through SANE27 to support EU negotiation process on environmental negotiations and other sectorial assistance such as AMBU and Natura 2000.

The close coordination with these international support efforts is being essential, still Albania lacks a successful waste separation model of household waste. The Contractor of this project herein will help Albania to prepare for negotiations (in cooperation with SANE27) through evidence-based data via the implementation of a pilot project and will help a proper planning further on in the country.

## 1.6 Cross cutting issues

**Gender:** Overall activities of the proposal will directly target both men and women. Through the planned activities the consultant will strive to involve an equal number of women and men (trainings, study visits, etc.) in each specific activity, where possible, and also in working groups, bodies and teams working on the preparation and realization of various activities. All documents coming from the project team will be prepared in accordance with gender sensitive language and good practice of the EU and Sida gender toolbox. All prepared documents, methodologies and activities will proportionally target both genders, which shall be especially taken into account.

**Vulnerable populations (waste sector):** The majority of informal collectors belong to the Roma community. Roma collect secondary raw materials from households, which are dropped on the street, or take them from urban landfills and dumps. Introducing systems for collection and treatment of solid waste will cause some Roma to lose some source of income. In drafting the methodology of the project, the Consultant will undertake a social and economic analysis in order to meaningfully involving representatives of Roma community in all working groups. During project planning the consultant will also communicate with competent institutions directly involved in addressing Roma problems (Berat Municipality, local employment office, local NGOs which work with vulnerable communities at local level.

# **2.** **OBJECTIVE, PURPOSE & EXPECTED RESULTS**

## 2.1 Overall objective

The overall objective of this Contract is to provide the Albanian authorities responsible for waste management with direct experience of introducing household waste separation schemes and improve environmental standards in Berat municipality.

## 2.2 Purpose

The purpose of this contract is:

* to provide technical assistance to Ministry of Tourism and Environment to develop a national methodology on household waste separation adaptable for the country;
* to provide technical assistance to Municipality of Berat to increase their capability to effective implementation of household waste separation in Berat town;

## 2.3 Results to be achieved by the Consultant

**Result 1**. The national and local authorities have a model methodology for waste separation at source;

**Result 2**. National and local authorities receive technical assistance (*waste sector within ministries and Berat local authorities)* to develop their capacities in the management and replication of the proposed new model.

**Result 3**. A public communications campaign to support the new waste model is introduced, implemented and monitored.

**Result 4.** Procurement of the supportive infrastructure equipment for the implementation of the household waste separation model in Berat municipality.

**Result 5**. Implementation support for the management of the new system.

# 3. ASSUMPTIONS AND RISKS

## 3.1. Assumptions underlying the project

* The main project partners (Ministry of Tourism and Environment and Municipality of Berat) will sign a MoU where they commit their responsibilities to make the project a success.
* The Municipality of Berat will compile an agreement with the current waste operator for the implementation of the new household waste separation model.
* The communication campaign of the project is targeted to prevention and reduce of waste targeting citizens, as the owner of household waste. Further, tailor-made communication is delivered to public schools, CSOs, media, institutions, business, Roma and religious community in the project area.
* The public institutions, private operators will share data on the technical, institutional, and administrative issues linked with waste statistics, and their collection and sorting at the recycling business.

## 3.2 Risks and measures

* Risk. The upcoming Albanian Parliamentary Elections to be held on 25 April 2021, might bring a change of waste administration personnel which are key for the project. Measure: The Contractor will ensure that they can reduce the issues through tools like written training resources that remain useful even if key staff are lost.
* Risk. The failure of the Municipality to implement its responsibilities, outlined in the signed MoU *e g re-negotiating the contract,* might pose a risk for the procurement of equipment. Measure: The Contractor will ensure that they will avoid such a risk explaining to the municipality the conditions that need to be met before any equipment delivery.
* Risk. Lack of mandatory permissions from Albanian authorities - due to the Covid-19 emergency restrictions - to implement certain activities for the purposes of this contract. Measure: The Contractor will adopt their activities to match with COVID- related restriction
* Every of the generally considered force majeure causes.

# 4. SCOPE OF THE WORK

## 4.1 Approach

The proposed project will be implemented over 30 months period starting in 2021 and will consist of two phases: i) inception phase, and ii) the implementation phase.

Inception phase

The first significant milestone for the project implementation unit will be to complete an inception phase. This phase will provide additional clarity on the project and will refine the project document to account for changes that may have occurred since the project document was prepared and then approved. The Inception Phase will result in a detailed project plan and budget and culminate in an Inception Meeting which is an opportune occasion to hold the first Project Board Committee meeting to approve the workplan and budget. During this phase, the contractor will meet key national and regional stakeholders of the Ministry of Tourism and Environment, Ministry of Infrastructure and Energy the staff of the Directorate for Project Feasibility and Contracting (DPFC within the MTE), and the Municipality of Berat to introduce themselves and the project. The inception phase will also serve the Contractor to outline the methodology (main pillars) that will be further developed in the implementation phase. The following are expected tasks for the project in the Inception Phase which will last for 3 months of the operational project. During, the inception period, the team/s of non-key experts will need to be formed.

A summary of Tasks Output Indicators:

* *Meeting with all relevant national and local stakeholders that have an interest, role and impact on the project;*
* *A Project Implementation Plan (PIP) and respective budget is prepared and delivered;*
* *Establishment and organisation of the first Project Board meeting;*
* *Inception report is submitted and endorsed by Project Board members.*

Implementation phase

Following the endorsement of the Project Implementation Plan (PIP) the Contractor can begin the implementation. It is important to notice here that the project plan is kept ‘alive’ by updating as the project progresses responding to changes in priorities, requirements of the Ministry and the Municipality of Berat, impacts of other activities/projects etc. The implementation phase will consist of five main outcomes and several outputs that are expected during the main implementation phase of the project.

**Result 1. The national and local authorities have a model methodology for waste separation at source.**

The Consultant will enable the introduction of waste separation at source through the development of a methodology, that will be implemented in Berat Municipality. The chosen methodology will be defined after a thorough analysis, which will take into consideration all positive and negative aspects such as: affordability, sustainability, commitments and transferability. The methodology should describe how a new source separation system will be planned, launched, managed and monitored in a sustainable manner. It will describe how the new system will contribute to meeting the national and local targets in this area but also how to identify and mitigate the impact on vulnerable populations affected by this change. The methodology is intended to be a practical guide, not an academic exercise. The target audience are the national and local authorities. It needs to be easily readable, illustrated with comprehensible diagrams and flowcharts where possible, and produced in English and Albanian. After, the best alternative model will be presented. The proposed model will establish an experience to open opportunities for the introduction of source separation in other municipalities in Albania from the central government.

**Tasks related to result 1:**

* 1. Establishment of a project board committee and a project implementation unit (*Directorate of Project Feasibility and Concepts, Municipality of Berat, Contracted Compa*ny) for coordination and implementation of actions.
	2. Commissioning a *social impact assessment* of the project on the informal waste sector and gender equality in Berat and support the project phases with waste pickers;
	3. The project team will develop a pilot methodology for household waste separation; applicable to the national scale.
	4. The MTE will approve the model for a source separation methodology;
	5. The contractor will provide feedback into national policy development and investment planning for waste on implications for time, cost, and viability.

Summary of Tasks Output Indicators:

* *Project Implementation Unit is established and fully functional;*
* *Delivery of a baseline analysis of the social-economic implication of the project to inform the design of the project activities (who should be included, consulted, engaged when, where and how);*
* *A household waste separation methodology is endorsed by MTE for Berat town;*
* *The social impact analysis is embedded in the endorsed methodology with quantitative and qualitative indicators;*

**Result 2. National and local authorities receive technical assistance to develop their capacities in the management of the proposed new model.**

The development of human capacity will be high in the focus of this Contract, specifically with key principal partner institutions which are DPFC of the Ministry of Tourism and Environment, Ministry of Infrastructure and Energy and the waste unit within Berat Municipality.

The Contractor will support the staff of MTE, MIE and municipal staff through on-job couching, on-site visits at local level (municipality of Berat) to follow where necessary the whole household waste separation process. The active engagement of the ministry specialists is key to understand the challenges and project implementation in the ground while being able to plan, report, monitor of recycling indicators at national level.

Considering that this is a new technical approach for Berat, a broad combination of skills and knowledge are required covering waste expertise (in household waste separation design), communications (public, environmental campaigns) and support data collection.[[8]](#footnote-8) In addition, the municipal staff will engage with project implementation unit throughout the whole project phases to learn from doing, during awareness raising sessions, waste separation consultations, monitoring and reporting. They will benefit from inhouse and onsite experience on the project which will enable them to overtake the project once finalised and be able to carry on.

**Tasks related to result 2:**

2.1 Developing a training needs assessment at national and local level for the new proposed methodology.

2.2 Providing technical assistance through tailored trainings/on-job couching and mentoring for ministry and municipality unit dealing with waste;

* 1. Organize a study tour (s) to two successful sites (places tbc) for responsible ministry and municipal unit representatives.
	2. Provide continuous support to the ministry and municipality units during the project.
	3. Establishing of progress indicators for a range of various groups such as the waste operator, recycling company, on data collection on waste quantities and composition before household waste separation operation starts;

Summary of Tasks Output Indicators:

* *No of coaching/trainings/on-job session delivered, and no. of national/local authorities trained on the new methodology and household waste separation system and its implementation.*
* *No of capacity development programmes, study trips and on job couching delivered;*
* *Increased capacities and application of new skills for ministry and Berat administration staff.*
* *Improved interaction between waste operator, recyclers and administration on the new system.*

**Result 3. A public communications campaign to support the new waste model is introduced, implemented, and monitored.**

Modern waste management requires greater citizen participation than almost ever before. European and regional experience has shown that the best manager of household waste is the household. Higher standards of waste management require separate, clean waste streams and only the generator of this municipal solid waste (MSW), namely citizens, can divide the materials before they are contaminated. Therefore, the Contractor will develop an integrated and full-scale communication strategy and plan for the introduction of household waste separation. The consultant will conduct a baseline survey against which progress will be benchmarked and useful information on the likely reaction of citizens, especially the Roma and women community to the introduction of waste separation. The results of the survey will be used for the communication during project implementation. The communication plan will start in parallel with the purchase of the necessary equipment identified in the new model to match the campaign with new replaced system.

**Tasks related to result 3:**

3.1 Commissioning a baseline public survey to measure citizens reaction, acceptance, opinion on the new proposed system.

3.2 Launching the first public survey at the beginning of the project to measure the baseline and develop benchmarks;

3.3 Media content will be developed for the campaign which are likely to include media channels such as branding equipment, outdoor advertising, website (s) social media, tv and radio.

3.5 Planning and delivery of (20) several community consultations and meetings with various groups (women, Roma, youth, school, elderly) to explain the new service, the necessity, the benefits, and impacts.

3.6 Launching a second survey in the end of the project to assess the project results, achievements and lessons learnt.

Summary of Tasks Output Indicators

* *Communication Strategy and Plan well planned and delivered;*
* *Qualitative PR materials delivered, Survey of Public Opinion (initial and follow up)*
* *Qualitative branding items and campaign produced and aired;*
* *The campaign should aim to reach at least 60% of the target area population with more than 50% of the population participating through various modes (events, interaction, social media engagement, etc).*
* *A monitoring system will be put in place to collect gender segregated data including vulnerable community data and progress that needs to be reported.*

**Result 4. Procurement of the supportive infrastructure equipment for the implementation of the household waste separation in Berat municipality.**

The approved methodology will guide the Consultant and the municipality regarding the basic infrastructure needs. The contractor will support the local authorities to achieve an agreement in the discussion with waste utility/operator, par example the revision of the existing contract, as a key condition in order to enable the procurement and delivery of the equipment. The Contractor will support the preparation of equipment specifications to be procured, after the conditions are met from the municipality. The project implementation unit (PIU) will start with preparation of tender dossiers for respective equipment procurements. The design, number and technical specification of the equipment will be defined in the methodology and based on the selected system.

**Tasks related to result 4:**

4.1 Supporting the local authorities to reach an agreement with waste operator and recyclers for the new waste separation system;

4.2 Preparation of the specifications, tender dossier for the procurement of infrastructure equipment.

4.3 Support the technical review of procurement deliverables. E.g. Vehicle and bin checks before acceptance.

4.4 Coaching/mentoring the Berat local authorities and its institutional units for the launching of the operation of new services;

4.5 Support to the local institutions to coordinate the launch of services integrated with the public communications campaign.

4.6 Organize a launching ceremony with all national and local stakeholders engaged.

Summary of Tasks Output Indicators”

* *Agreement reached among local authorities, waste operator and recyclers on the new system technicalities;*
* *No. of vehicles, waste containers and household bins purchased and delivered;*
* *Launching ceremony delivered with key stakeholder including ministers, mayor and Sweden Embassy.*

**Result 5. Implementation support for the management of the new system.**

The Contractor will support the national and local authorities during the early steps of the new system. The contractor will deliver on-job couching for the waste unit, municipal authorities, and the other local waste stakeholders such as waste operator and recycling company on the operation of the new system. Further couching will consist on data collection and waste quantities and composition. The waste data will be properly recorded and reported in compliance with CMD 418/2014 to the National Environmental Agency which would consist the first reliable statistics on waste separation at source in Albania.

**Task related to result 5:**

5.1 Support the local authorities and its institutional units for the implementation of the new waste management services;

5.2 Provide on-job couching for waste data collection and statistics;

5.3 Assist the establishment of a system to monitor progress indicators on household waste separation.

*Summary of Tasks Output Indicators:*

* *Household waste starts being separated, collected and recycled.*
* *Statistical reports on household waste separation is recorded and filed within NEA and Ministry of Tourism and Environment.*

## 4.2. Geographical area to be covered

Albania focused in Tirana and Berat.

## 4.3 Target groups

Lead beneficiary:

* Ministry of Tourism and Environment

Secondary partner and key beneficiary:

* Municipality of Berat is a key partner and a major end-user of the project implementation and beneficiary under this project.
* Ministry of Infrastructure and Energy will be a secondary partner of this project aiming to transfer expertise and know-how of the project in all waste sector infrastructure that MIE is implementing through DPWW and AKUM.

Other stakeholders:

* i) Public institutions, national agencies, regional agencies, permitting, agency such as NEA;
* ii) NGOs, media, academia, youth and vulnerable community groups Roma and Egyptian communities which pay a crucial role in the project.
* iii) International partners and donors like SECO, KfW, EU.

# 5. PROJECT MANAGEMENT

5.1 Responsible Body

The Directorate of Project Concepts and Feasibility (DPCF) at the Ministry of Tourism and Environment will be the responsible body, outlined in the Grant Agreement signed between Sida and MTE.

## 5.2 Management structure

Project governance. The Contractor will be guided by the advice of the Project Board Committee (PBC) composed of Ministry of Tourism and Environment, Ministry of Infrastructure and Energy, Municipality of Berat and Sida.

In addition, the Contractor will form a Project Implementation Unit (PIU), in Berat to support the operational aspects of the project.

The Consultant will be required to assist the administration of the PBC meetings and PIU and support good communication between stakeholders and record-keeping.

## 5.3. Facilities to be provided by the contracting authority and/or other parties

N/A.

#  6.LOGISTICS AND TIMING

## 6.1. Location

The operational base for the project is Berat. Internal travel within Albania (Tirana) will be necessary to collect information on the waste sector and attend various meetings. Missions abroad might be required only in specific cases as per project activities. Those will need to be agreed and pre-authorised by the Contracting Authority.

## 6.2. Start date & period of implementation

The intended start date is 1 May 2021 and the period of implementation of the contract will be 30 months from this date.

# 7. REQUIREMENTS

## 7.1. Staff

Note that civil servants and other staff of the public administration, of the partner country may not work as experts on this contract.

The time input of the key and non-key experts is expected to be minimum 80% in Albania. The expert work outside Albania, in excess of 20%, needs to be approved by the Contracting Authority.

**Key experts**

Key experts have a crucial role in implementing the contract. These terms of reference contain the required key experts’ profiles.

The tenderer shall submit CVs and Statements of Exclusivity and Availability for the following key experts:

Key expert 1: Project Manager – 30 person days

The Project Manager (PM) shall be responsible for the overall management of the Programme, for cooperation with all stakeholders; for coordination of all planned activities; reporting; for quality assurance of all project outputs.

The PM will lead or participate in each area of activity to provide Ministry of Tourism and Environment and Berat Municipality with a continuous, knowledgeable point of contact for all issues. The PM will require a broad range of knowledge and skills covering not only the policy and implementation components, capacity building and client relationships but also managing donor funds for works, supply and service contracts.

**Education**

Minimum university/bachelor degree in environmental sciences, engineering, management or in another area relevant to the assignment. Professional qualifications appropriate to the role including recognised project management trainings or qualifications an advantage.

**Language Skills**

Fluent spoken and written English. Proven ability to write and present clear, concise reports, training modules and facilitate meetings.

**Experience in the sector**

Minimum 10 years of general professional experience in the environmental sector. Direct experience of assisting national and local authorities in EU accession planning instruments and implementation of infrastructure at local level.

**Experience in the specific role and tasks defined in the ToR**

Previous experience as Project Manager on a similar size capacity building project, completed in the past 5 years. Direct responsibility for procurement planning, implementation and contract management under EU PRAG or bi-lateral donors. Able to demonstrate knowledge of EU Ch.27 Accession issues, environmental policy and practical infrastructure projects factors. High quality consulting skills defined as the ability to listen, analyses, communicate options and solutions and meet deadlines.

Key expert 2: Senior Waste Expert – 120 person days

The Senior Waste Expert will support the Project Manager. He/She shall be responsible to build capacity and capability in household waste separation and implementation. The Senior Waste Expert will be required to provide technical assistance related to all stages of the project cycle and relate to practical challenges of project implementation with national and local authorities. The expert must be able to relate technical knowledge to both international good practice and national policy and priorities.

**Education**

Minimum university/bachelor’s degree in environmental sciences, waste policy, engineering, or in another area relevant to the assignment. Professional qualifications appropriate to the role including with a background in waste policy and implementation.

**Language skills**

Fluent spoken and written English. Proven ability to write and present clear, concise reports, training modules and facilitate meetings.

**Experience in the sector**

Minimum 10 years of general professional experience in the environmental sector. Direct experience of assisting national and local authorities in EU accession planning instruments and implementation of infrastructure projects at local level.

**Experience in the specific role and tasks defined in the ToR**

Previous experience as key expert on similar environmental infrastructure facility / programme preparing for EU IPA/ environmental infrastructure projects in municipal solid waste or waste. Experience in at least one project / programme primarily delivering capacity building for national authorities, in the last 5 years. High quality consulting skills defined as the ability to listen, analyses, communicate options and solutions and meet deadlines.

Non-key experts

CVs for non-key experts to support the Programme Components need not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles. The consultant must clearly indicate the experts’ profile so that the applicable daily fee rate in the budget breakdown is clear. All experts must be independent and free from conflicts of interest in the responsibilities they take on.

During the technical evaluation, the aspects to be considered for the non-key experts is whether the minimum required expertise and number of working days estimated for the experts proposed (below) are sufficient for the requirements of the Program to be achieved.

The Consultant shall select and hire other experts as required according to the profiles identified in the Organisation & Methodology and these Terms of Reference. It is the Consultant's responsibility to offer and provide the full scope of expertise being required for fulfilment of defined tasks. The Consultant should pay attention to the need to ensure the active participation of national professional skills where available, and a suitable mix of international and national staff in the project teams.

The selection procedures used by the Consultant to select these other experts must be transparent, and must be based on pre-defined criteria, including professional qualifications, language skills and work experience.

Estimated need for non-key experts: Senior National Expert 120 days, Junior National Expert (Capacity building expert) 10 days, Junior National Expert (Local community coordinator) 180 days, Junior National Expert (PR and Communication expert) 50 days.

## 7.2 Office accommodation

Office accommodation of a reasonable standard for each expert working on the contract is to be provided by the Consultant. The costs of the office accommodation are to be covered by the fee rates.

In order to facilitate routine contacts and communication with the lead and key Beneficiaries these premises should be located in Berat.

## 7.3 Facilities to be provided by the Consultant

The Consultant must ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

Furthermore, the Consultant shall ensure that experts are equipped with work related equipment, including IT equipment, portable computers, mobile phones, training equipment (such as LCD projectors etc).

The Consultant, within the fee rates for experts, should allow for the costs of the following:

* Normal running costs of the offices, including international telephone charges and any subscriptions to internet providers. The Consultant shall ensure that each expert has access to a computer, printer, photocopy, phone and internet access.
* The provision of the necessary office furniture and equipment such as laptops, LCD projectors plus screens, high volume photocopiers, communication equipment and all other necessary equipment for the proper functioning of the project office for the long- and short-term experts and the support staff;
* Backstopping services at headquarters.
* Backstopping service in the beneficiary country, including secretarial, administrative, and interpreting support and translation costs for inputs prepared by the Consultant's experts.
* Sufficient number of international flights for expatriate staff; per diem and travel costs to/ from the beneficiary country are covered by fees for all experts.
* Provision of visas and/or permits for personnel and their families.
* Any other unspecified costs, except those provided for within Incidental Expenditure.

If the Consultant is a consortium, the arrangements should allow for the maximum flexibility in project implementation. Arrangements offering each consortium member a fixed percentage of the work to be undertaken under the contract should be avoided.

**Equipment**

Any equipment related to this contract, in line with the Incidental Expenditure, that is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

**Facilities to be provided by the contracting authority**

The Ministry of Tourism and Environment will make available, at no additional cost, official data where available from relevant national institutions. The Consultant will support the Contracting Authority in the preparation of the data requests.

**Incidental expenditure**

The provision for incidental expenditure covers ancillary and exceptional eligible expenditure incurred under this contract. It cannot be used for costs that should be covered by the Consultant as part of its fee rates, as defined above. It covers:

* Travel costs and subsistence allowances for missions, outside the normal place of posting (Berat), undertaken as part of this contract.
* Organisational costs for trainings and workshops (*translation and interpretation costs related to those events, copying and printing costs of training or event materials, distribution costs, renting of training venues and cost for catering; traveling costs for participants*);
* Cost of surveys, assessments, analyses and investigations where not available from public institutions (e.g. public perception, waste data, etc).
* Translation of project documentation and other relevant documents (limited to key or final outputs or documentation required by the law in view of obtaining the necessary approvals);
* Visibility costs (*press conferences, media campaigns and public awareness raising tools and materials*), photographic and video services; various productions or co-production costs (*radio, TV, generic products, animation, digital editing, music, film, advertising in electronic and print media, multimedia, press clipping, oth*er) etc;
* Designer, proofreading, layout, translation, pre-press, printing and branding costs, development of video material.
* Costs for training certification programme(s) enrolment and related travel and subsistence costs for selected participants.
* Costs for the organisation of study tour(s) and for the participation of selected staff from the lead Beneficiary or other relevant institutions.

The provision for incidental expenditure for this contract is SEK 7,620.296. This amount must be included unchanged in the budget breakdown.

Daily subsistence costs may be reimbursed for missions foreseen in these terms of reference or approved by the contracting authority, and carried out by the Consultant’s authorised experts, outside Berat.

The per diem is a maximum fixed flat-rate covering daily subsistence costs. These include accommodation, meals, tips and local travel, including travel to and from the airport. Taxi fares are therefore covered by the per diem. Per diem are payable on the basis of the number of nights spent on the mission by the Consultant's authorised experts for missions carried out outside the project base of operations (Berat). The per diem may be paid in full or in half: for each night spent outside the Berat on the mission = 100% of the per diem rate is paid, for periods of missions not entailing overnight stay= 50% of the per diem rate is paid. Travelling time is to be regarded as part of the mission. Any subsistence allowances to be paid for missions undertaken as part of this contract must not exceed Eur. 110 per night.

The contracting authority reserves the right to reject payment of per diem for time spent travelling if the most direct route and the most economical fare criteria have not been applied. Prior authorisation by the contracting authority for the use of the incidental expenditure is not needed with the exception of costs related to study tour(s), purchase of infrastructure equipment and specific visibility activities to be agreed after contract commencement.

**Expenditure verification**

The provision for expenditure verification covers the fees of the auditor charged with verifying the expenditure of this contract in order to proceed with the payment of any pre-financing instalments and/or interim payments.

The provision for expenditure verification for this contract is SEK 220,200. This amount must be included unchanged in the budget breakdown. This provision cannot be decreased but can be increased during execution of the contract.

# 8. REPORTS

## 8.1 Reporting requirements

Interim reports must be prepared every six months during the period of implementation of the tasks. They must be provided along with the corresponding invoice, the financial report and an expenditure verification report.

There must be a final report, a final invoice and the financial report accompanied by an expenditure verification report at the end of the period of implementation of the tasks. The draft final report must be submitted at least one month before the end of the period of implementation of the tasks. Note that these interim and final reports are additional to any required in Section 3 of these terms of reference.

Each report must consist of a narrative section and a financial section. The financial section must contain details of the time inputs of the experts, incidental expenditure and expenditure verification.

To summarise, in addition to any documents, reports and output specified under the duties and responsibilities of each key expert above, the Consultant shall provide the following reports:

|  |  |  |
| --- | --- | --- |
| **Name of report** | **Content** | **Time of submission** |
| Inception report | Analysis of existing situation, work plan for the project and relevant modus operandi.The Inception Report will contain a full review and up-date of the Terms of Reference and any proposed amendments that may emerge during this phase. More specifically the report will:* provide detailed action plan following the consultations with the lead beneficiary and Municipality of Berat;
* provide a time and input schedule for the achievement of outputs and results.
* provide a revision and up-date of the Logical Framework as presented in the technical proposal.
 | No later than 3 months after the start of implementation |
| 6-month progress report | Short description of progress (technical and financial) including problems encountered; planned work for the next 6 months accompanied by an invoice. | No later than 1 month after the end of each 6-month implementation period. |
| Annual audit report | The expenditure verification report to be provided along with a Management Letter detailing the Consultant’s comments and actions on any issues raised.  | No later than 3 months after the end of the calendar year. |
| Draft final report | Short description of achievements including problems encountered and recommendations. | No later than 1 month before the end of the implementation period.  |
| Final report | Short description of achievements including problems encountered and recommendations; a final invoice and the financial report accompanied by the expenditure verification report. | Within 1 month of receiving comments on the draft final report from the project manager identified in the contract. |

## 8.2 Submission & approval of reports

The reports referred to above must be submitted to the Contracting Authority in English and in Albanian.

The Contracting Authority is responsible for formally approving the progress reports and shall be kept informed by the Consultant of the dates of submission of the reports. Approval of reports or specific feedback for changes will be provided to the consultant no more than 10 working days after the submission of the report. Changes in line with the feedback must be re-submitted within 10 working days. Reports shall be submitted in electronic format unless hard copies are specifically requested. The distribution list for reports to be confirmed at the kick-off meeting.

## 8.3 Visibility requirements

When referring to activities, fully or partly financed in accordance with this Contract, the Consultant shall always recognize and make public that the activities are financed through Swedish development aid. The Sweden logotype shall be used in the production of information materials and in connection with information activities.

The project name and logos of the Sponsors should appear on the cover page of reports produced under this assignment. The logos may only be used for this or any other purpose with permission of the sponsors.

The following disclaimer should also be included: "*The authors take full responsibility for the contents of this report. The opinions expressed do not necessarily reflect the view of the Albanian Government and Sida.*

1. <https://sane27.com/> [↑](#footnote-ref-1)
2. CoM 418 date 27.05.2020. Strategic Policy Document and National Plan for Integrated Waste Management 2020-2035. Tirane, (OJ) 101/2020. p.51 [↑](#footnote-ref-2)
3. CoM 418, dated 27.05.2020, p. 26 [↑](#footnote-ref-3)
4. UNECE. *Albania Third Environmental Performance Review*, Geneva 2018. P.147 [↑](#footnote-ref-4)
5. Agenda for Sustainable Development 2030, Target 15.1 “substantially reduce waste generation through prevention, reduction, recycling and reuse”. [↑](#footnote-ref-5)
6. EU standards, particularly in the Waste Framework Directive, have already been very high (50% recycling of MSW) and increasing (now 65%). In EU Member States engaging with citizens to increase recycling has dominated the time and budget of local administrations for the last 20 years. [↑](#footnote-ref-6)
7. European Commission, Assessment of separate collection schemes in the 28 capitals of the EU, 2015. [↑](#footnote-ref-7)
8. The data collection on MSW generation and treatment is based on reports of municipalities sent to the ministries. Often the data collection is based on number of trucks sending waste to the landfill in the absence of an entry gate suitable for weighing trucks. Part of the obligation deriving from the law 10463/2011, as amended is the reporting mechanism on waste statistics detailed as per CMD no.687. The obligation deriving from CMD 418/2014 for separate waste at source is to report waste data to National Environmental Agency. The changes in the law no.10463/2011 will oblige the municipalities to report directly to Ministry of Environment and Tourism, therefore the responsible municipal authorities will need assistance with data collection and reporting. The opening of a new cell by SECO project at the current dumpsite with a gate for weighting trucks will support this process. [↑](#footnote-ref-8)