

## TERMS OF REFERENCE

### SELECTION OF INVESTMENT MANAGER FOR PMT

#### CLEAN AND RESILIENT ENVIRONMENT FOR BLUE SEA - ALBANIA

##### 1. BACKGROUND

The Ministry of Environment (MoE) is implementing the Clean and Resilient Environment for Blue Sea Project (CARE4BlueSea), an investment operation designed to reduce pollution from land-based sources into the aquatic environment in selected areas of Albania's South-West Coastal Belt. The Project became effective on March 31, 2025, and is finalized on March 29, 2030. The project comprises three components:

*Component 1:* Promoting integrated and circular approaches for protecting landscapes and water resources in the Vlora South-Gjirokaster Waste Zone.

*Component 2:* Reducing water pollution in the Vjosa River through targeted interventions in municipal wastewater and stormwater, emphasizing climate resilience.

*Component 3:* Managing project activities, including project management, monitoring, and evaluation, covering financial management, procurement, environmental and social risk management, project audits, and training for relevant teams.

*The project is envisioned to have two Implementing Agencies (IAs).* The Project Management Team (PMT) at MoE plays a dual role: overseeing overall project coordination and implementing MoE's components outlined in the Project Operations Manual (POM). Simultaneously, AKUK will establish a Project Coordination Unit (PCU) to manage the World Bank-funded Program-for-Results on National Water Supply and Sanitation Sector Modernization Program. The PCU takes charge of daily implementation of AKUK's parts, following the POM, while MoE maintains the overall coordination.

##### 2. OBJECTIVE OF THE ASSIGNMENT

The objective of the Investment Manager assignment is to support the MoE, through the Project Management Team, **in the end-to-end operational implementation, coordination, and oversight of all investment- and performance-related activities financed under Component 1:** "Integrated and Circular Approaches for Protection of Landscapes and Water Resources." Component 1 includes (i) strengthening the institutional, financial, and regulatory environment for municipal solid waste management and circularity (Subcomponent 1.1); (ii) financing and administering the Environmental Performance-Based Investments (EPBI) scheme for participating municipalities in the Vlora South-Gjirokaster Waste Zone (Subcomponent 1.2); and (iii) knowledge management, awareness-raising, behavior change and targeted infrastructure/support

measures for waste separation, recycling, and service acceptance, including priority actions in areas of high population and tourism pressure (Subcomponent 1.3).

The consultant will establish and operationalize the EPBI program for municipal solid waste management, ensuring that municipalities receive performance-linked local investments based on measurable and sustained improvements in service delivery (such as waste collection coverage, cost recovery, recyclability, and service coverage), in line with the eligibility rules, Minimum Access Conditions (MACs), Key Performance Indicators (KPIs), verification requirements, allocation formula, and annual cycle defined in the POM and the EPBI Manual.

The MoE will launch a MSWM Environmental Performance Based Investment program in the Vlorë South-Gjirokastër Waste Zone for improved municipal waste management. Municipalities will receive local investment upon measurable and sustained improvements on solid waste collection, increased recyclability and/or cost recovery. These local investments will support behavior change for cleaner and greener urban space and healthier coastal and aquatic ecosystems. Municipalities will become eligible to enter the EPBI based on past performance in addition to other criteria.

To ensure the appropriate enabling environment for municipalities to achieve performance improvements through EPBI, the project will support a set of upfront investments during the first two years of project implementation. These investments would consist of equipment to support the monitoring system of municipalities; provision of equipment and vehicles for waste collection and source separation; and provision of equipment for recycling centers.

The Consultant is expected to assist the MoE to establish EPBI for solid waste and a robust framework for their effective management, aligned with World Bank standards. His / her role is crucial in ensuring timely and high-quality execution of program management, reporting, and investment processes. The goal is to ensure transparency, accountability, and efficient financial and technical progress, ultimately contributing to the successful implementation of proposed program.

### **3. SCOPE OF WORK**

The Investment Manager will work full-time under the direction of the PMT Coordinator within the Ministry of Environment (MoE) and will coordinate closely with other PMT experts (procurement, financial management, M&E, environmental and social), the municipalities in the Vlora South–Gjirokastër Waste Zone, and any external consultants/contractors engaged under Component 1.

The responsibilities of the Investment Manager will include the following:

**A. Administration of the Environmental Performance-Based Investment (EPBI) Scheme**

- Operationalize and maintain the EPBI mechanism, including the rules, eligibility criteria (Minimum Access Conditions), KPIs, performance assessment methodology, allocation formula, timelines, and reporting requirements, as set out in the POM and EPBI Manual.
- Prepare and update, on an annual basis, the EPBI Performance Guidelines for municipalities, including performance targets and required evidence, reporting deadlines and format, description of the allocation formula and how awards will be calculated, description of the verification and appeal steps.
- Ensure that all steps of the EPBI cycle are traceable and documented for audit, World Bank review, and internal control.

**B. Municipal Coordination, Data Collection, Compliance and Verification**

- Act as the primary PMT focal point for all municipalities participating in Component 1 (Vlora South–Gjirokastër Waste Zone municipalities and other eligible beneficiaries).
- Communicate eligibility requirements, performance expectations, documentation requirements, and timelines to each municipality.
- Request, receive, and organize all evidence submitted by municipalities (e.g. waste service coverage, fee collection/cost recovery information, budgeting allocations for MSWM services, operation of collection/transfer/sorting systems).
- Maintain a structured tracking system (registry) of municipal submissions, deadlines, completeness checks, and follow-up actions.
- Identify gaps, inconsistencies, or missing information and coordinate with municipalities to resolve them before independent verification.
- Facilitate, log, and follow up on any appeals or clarifications submitted by municipalities regarding their performance assessment or allocation decision.
- Coordinate with all relevant EPBI stakeholders to coordinate project management and reporting. Actively monitor program risks, implement mitigation measures, and oversee municipality appeal processes.
- Support the PMT Procurement Expert in procuring, contracting, and managing this verifier in line with World Bank Procurement Regulations and national requirements.
- Coordinate the independent verifier’s work program, including provision of municipal data, site visit scheduling, and access to local officials and infrastructure.
- Review the verifier’s draft findings for completeness, methodological consistency, and accuracy before they are finalized.
- Ensure that all verification results are backed by documented evidence and can be used to justify allocations and procurement decisions.

### **C. Allocation Recommendation, Reporting, and Disclosure**

- Prepare the Annual Monitoring Report on municipal performance under the EPBI scheme, consolidating:
  - Verified performance results for each municipality,
  - Confirmation of eligibility / compliance with Minimum Access Conditions,
  - Recommended allocation of performance-based investments for each municipality for the following cycle.
- Submit the draft report for review to the PMT Coordinator and MoE leadership, and revise as required.
- Prepare a clear Allocation Recommendation Note, explaining how the formula was applied and justifying any equity/adjustment factors.
- Support MoE in formalizing and publicly disclosing allocation decisions to ensure transparency and accountability.
- Maintain an auditable file of all decisions, data inputs, justifications, and approvals.

### **D. Investment Packaging, Procurement Support, and Asset Transfer**

- Work directly with Municipalities to select and reap rewarded investments outlined in the EPBI program.
- Translate selected and approved municipal allocations into concrete investment packages (goods, equipment, minor works, services) consistent with eligible expenditures under Component 1.
- Prepare technical inputs (descriptions, technical specifications, required quantities, delivery locations, timelines) for each package to feed into the PMT procurement plan.
- Work closely with the PMT Procurement Expert on:
  - scheduling and bundling of tenders;
  - support during bid/proposal evaluation when investment packages are directly linked to municipal allocations;
  - contract administration follow-up for timely delivery;
- Coordinate with the PMT Financial Management Expert on budgeting, disbursement planning, financial reporting, and consistency of investments with the Project's eligible financing categories.
- Organize and document the physical handover of procured goods/equipment to each beneficiary municipality, including delivery notes, acceptance certificates, photos, serial numbers (where applicable), and any agreed conditions of use.
- Maintain and periodically update an Asset Transfer Register capturing all EPBI-funded assets provided to municipalities, and follow up on their use and condition.

- Undertake any other duties as assigned by the PMT Coordinator.

#### **E. Field Presence, On-Site Coordination and Follow-Up**

- Conduct periodic visits to the Vlora South–Gjirokaštër Waste Zone municipalities and other targeted localities under Component 1 to:
  - follow up on implementation progress of EPBI-funded investments,
  - confirm delivery, installation, and operational use of procured assets,
  - Observe service performance on the ground (collection systems, separation points, transfer/sorting operations, cleanliness of priority areas, etc.),
  - Identify operational obstacles that may affect performance indicators.
- During field missions, hold coordination meetings with:
  - municipal leadership and technical staff (waste management / public services directorates, finance directorates),
  - regional and local structures responsible for monitoring and enforcement,
  - Consultants/contractors financed under Subcomponent 1.1, 1.2 and 1.3.
- Escalate any serious delays, non-compliance, or risks (technical, fiduciary, environmental/social, reputational) to the PMT Coordinator with proposed mitigation or corrective actions.
- Follow up with municipalities on agreed corrective actions and verify their closure in subsequent visits.
- Coordinate with the PMT Environmental & Social (E&S) Expert to ensure that all investments under Component 1 comply with applicable environmental and social requirements (including site-specific ESMPs or other instruments), and that any grievances or complaints related to municipal performance, service delivery, or allocation outcomes are properly recorded and addressed through the Project grievance redress mechanism.
- Coordinate with the PMT M&E Expert to ensure that verified municipal performance and field observations are captured in the Project’s results framework and semi-annual reports to the World Bank.

#### **4. EXPECTED DELIVERABLES**

The consultant will deliver quarterly and annual progress reports, highlighting the follow up of his/her scope of work.

#### **5. REPORTING**

The Consultant will work as part of the PMT. He / She will report to and work under direction of the PMT Coordinator and will report to him/her. The Consultant will work in close cooperation with municipalities and other relevant stakeholders to ensure that the project is managed efficiently and in compliance with the objectives of the Project Appraisal Document (PAD), Loan Agreement and Project Operational Manual (POM) and Environmental Performance Based Investment (EPBI) Manual.

## **6. QUALIFICATION & EXPERIENCE**

### *Education:*

- A Master's degree or equivalent qualification in economics, environmental engineering, business administration, law or related field.
- Proven specialized training in contract management, procurement, and project monitoring/implementation is an asset;

### *Experience:*

- At least 7 years' working experience in the grant or contract administration and performance monitoring and/or implementation of publicly funded or donor-funded projects.
- Experience in coordinating with multiple institutional stakeholders (central government bodies, implementation units, consultants, external verifiers, etc.) to ensure timely delivery of project activities.
- Experience in preparing, maintaining, and reporting structured administrative records (tracking tools, registers, compliance files, audit documentation) to management/oversight bodies.
- Familiarity with World Bank–financed operations (including requirements for contract monitoring, reporting, compliance, and documentation) or with procedures of similar international financial institutions is considered a strong asset.

### *Competences:*

- Strong skills in developing and maintaining contract monitoring plans (deadlines, deliverables, reports, payment triggers) and producing clear management briefs and status updates.
- Excellent coordination, communication, and negotiation skills with institutions, consultants, and service providers, including the ability to follow up on required actions and resolve implementation issues.
- Full, high-level working proficiency in English.
- Fully proficient in the Albanian language (native speaker level).
- Excellent computer skills in particular full proficiency in Microsoft Office.
- Ability to work in a multinational, multicultural environment, and proactive working style.

- High sense of integrity, diligence, and compliance with internal procedures and applicable national regulations.
- Familiarity with Government of Albania policies and procedures.

## **7. EVALUATION CRITERIA**

Applicants that fulfill the qualification requirements will be further evaluated based on the below criteria:

- General Qualification – 30 points
- Adequacy for the assignment – 60 points
- Language – 10 points

## **8. SELECTION**

The service will be selected under the provisions of the World Bank Procurement Regulations for Borrowers under Investment Project Financing” dated July 1, 2016, revised on November 2017, August 2018, November 2020 and September 2023 based on the method of Open National Selection of Individual Consultants, Time-based Contract.

## **9. SPECIFICATIONS OF THE ASSIGNMENT**

**Duration :** The Investment Manager will be engaged **with a full-time position** and the duration of the contract is initially for **one year** with the possibility of extension to March 2030, subject to the satisfactory performance of the consultant.

**Location:** The Investment Manager Expert will be assigned to work in the office of PMT for Care4BlueSea project, in Tirana, Albania.

The Consultant will be offered opportunities to develop professionally by attending relevant training events and courses during the term of the assignment.