

Terms of Reference

for

Consultancy for

TA to support the implementation of Extended Producer Responsibility (EPR)

1. Background of the Project

The Government of Albania, through the Ministry of Environment, is implementing the *Clean and Resilient Environment for Blue Sea (Care4BlueSea)* Project, financed by the World Bank. The Project Development Objective is to reduce pollution from land-based sources into the aquatic environment in selected areas of the South-West Coastal Belt of Albania. The Project is structured around three components, including Component 1, which supports integrated and circular approaches for the protection of landscapes and water resources.

Under **Subcomponent 1.1: Institutional support for sustainable performance, enhanced monitoring and transition to circular economy**, the Project aims to improve the enabling environment for more sustainable and circular waste management through technical assistance and capacity support. In particular, the PAD provides that this subcomponent will finance support to the Ministry of Environment and municipalities for:

- the implementation of extended producer responsibility, including permitting support, reporting, and monitoring; and
- the update and/or development of the regulatory framework on construction waste management, including materials and construction/inert waste management standards.

The PAD further notes that Albania is strengthening its waste management framework in line with the EU acquis, but practical implementation remains constrained by weak enforcement, limited institutional and technical capacity, insufficient cost recovery, incomplete monitoring systems, and low public awareness. Municipal waste management remains largely dominated by a linear collect-and-dispose model, while the transition toward circular economy principles requires stronger regulatory instruments, improved implementation arrangements, and better alignment of financial and operational incentives.

In this context, the Ministry of Environment requires specialized technical assistance to support the practical implementation of EPR and to strengthen the national regulatory framework for construction and demolition waste management. The assignment is intended to move beyond a purely legal review and deliver implementable institutional, technical, financial, and regulatory solutions that are adapted to the Albanian context and aligned with the Project's broader objective of increasing circularity and reducing pollution at source.

2. Objectives of the Assignment

The overall objective of the assignment is to support the Ministry of Environment in the practical operationalization of circular economic instruments, primarily through structured capacity-building modules, workshops, and international knowledge exchange, focusing on:

- Establishment and operationalization of Extended Producer Responsibility (EPR) systems
- Development of circular economic approaches and sector-specific applications (e.g., packaging, tourism, resource efficiency)
- Strengthening institutional capacity through hands-on, practice-oriented learning

The assignment should prioritize **transfer of operational know-how**, practical system design, and stakeholder alignment rather than standalone analytical outputs.

More specifically, the assignment shall aim to:

- support the Ministry of Environment in developing an implementable framework for the introduction and gradual operationalization of Extended Producer Responsibility, initially with emphasis on packaging and related priority waste streams.
- develop a shared understanding of Albania’s current position and target system design, clarify legal/system fundamentals, define stakeholder roles and responsibilities, clarify operational design issues (collection/sorting/recycling, reporting obligations, recyclability standards/incentives, and risk mitigation), and produce an implementation-oriented “road to success” package including financial flow representation and a sample license price calculation.
- define institutional, governance, operational, and financial arrangements required for an effective and transparent EPR system, including the roles of public authorities, producers, municipalities, and service providers.
- identify implementation constraints and propose practical measures to address gaps in enforcement, monitoring, reporting, cost recovery, and institutional coordination.
- provide a sequenced and realistic roadmap for implementation, including priority actions, indicative milestones, and capacity-building needs.
- strengthen the Ministry’s and relevant stakeholders’ understanding of operational models, good international practice, and practical arrangements that can support Albania’s transition toward a more circular and resource-efficient waste management system.

3. Scope of the Assignment and Detailed Tasks

The Consultant shall structure the assignment into two main modules, delivered through workshops, training modules, and international exchanges, ensuring progressive knowledge transfer and practical application.

Module I: Extended Producer Responsibility (EPR): The Consultant shall design and deliver a structured program consisting of:

- Workshop 1: System Fundamentals and Legal/Institutional Design
 - EPR principles, EU alignment, and Albanian context
 - Institutional roles and governance models (incl. PRO setup)
 - Stakeholder mapping and responsibilities
- Workshop 2: Operational Design and Implementation
 - Collection, sorting, recycling systems
 - Financial flows and fee-setting principles
 - Reporting, monitoring, and compliance mechanisms
- Workshop 3: Establishment and Operationalization of PRO
 - Implementation steps and milestones
 - Contractual arrangements and stakeholder coordination
 - Public communication and system rollout
- International Exchange Visit (Germany or equivalent)
 - Exposure to operational EPR systems
 - Site visits (sorting, recycling, retail systems)
 - Direct exchange with practitioners

Module II: Circular Economy and Sector Applications: The Consultant shall deliver a second structured module focusing on circular economic implementation:

- Workshop 1: Resource Strategy and Circular Design
 - Material flow optimization
 - Design for recycling and eco-modulation
 - Deposit Return Systems (DRS) – design and implementation
- Workshop 2: Circular Economy Applications (e.g. Tourism / Zero Waste)
 - Zero-waste models and certification approaches
 - Pilot design and implementation concepts
 - Monitoring indicators and KPIs
- Workshop 3: Best Industrial and Operational Practices
 - Practical exposure to circular economy systems
 - Industry-based solutions and innovation
 - Adaptation to Albanian context
- International Exchange / Study Component
 - Exposure to operational circular economy models
 - Knowledge transfer from EU best practices

Cross-Cutting Requirements: Across both modules, the Consultant shall:

- Ensure strong stakeholder engagement (MoE, municipalities, producers, private sector)
- Provide practical, implementation-oriented guidance
- Adapt all content to the Albanian legal and institutional context
- Ensure progressive learning and knowledge retention

4. Deliverables and Reporting

The Consultant shall deliver the following outputs, strictly aligned with the offer:

I. Inception Report, setting out the methodology, work plan, stakeholder engagement approach, and detailed understanding of the assignment.

II. Diagnostic and Gap Assessment Report, covering the legal, institutional, operational, and market review for both EPR and construction and demolition waste management.

III. Implementation Roadmap, presenting sequenced actions, milestones, and institutional responsibilities

IV. Capacity Building

A. Training Modules

- Structured training materials for each workshop (presentations, case studies, practical tools)
- Tailored to Albanian context and institutions
- Covering both Module I (EPR) and Module II (Circular Economy)

B. Workshops

- Delivery of all workshops under Module I and Module II
- Each workshop should include:
 - Agenda and facilitation plan
 - Training materials
 - Practical exercises and case discussions
 - Summary notes: Concise documentation of each workshop, including key findings, agreed directions and practical recommendations

C. International Exchanges / Study Visits

- Organization and facilitation of study visits (e.g., Germany or EU)
- Coordination with relevant stakeholders and institutions
- Knowledge transfer sessions during visits

Important constraint: No standalone analytical reports (e.g. diagnostic report, regulatory framework report, etc.) shall be required as formal deliveries. Any analytical content shall be embedded within modules and workshop materials, not delivered as separate reports.

All deliverables shall be submitted in English. Key executive summaries, presentation materials, and selected technical documents may also be requested in Albanian, as agreed with the Client.

5. Qualification Requirements

5.1 Firm Qualifications

The Consultant shall be a legally registered firm or consortium with demonstrated experience in:

- Circular economy, waste management, and environmental policy advisory
- Design and/or implementation of Extended Producer Responsibility (EPR) systems
- Development and delivery of capacity-building programs, training modules, and institutional strengthening assignments

- Advisory support to public institutions in regulatory, institutional, and operational frameworks
- Experience in EU-aligned regulatory environments and familiarity with relevant waste management directives

The Consultant should demonstrate:

- At least 10 years of professional experience in relevant sectors
- Proven experience in at least three (3) similar assignments, involving:
 - EPR systems (design, implementation, operation), and/or
 - Circular economic strategies or road maps, and/or
 - Waste management regulatory or institutional strengthening
- Demonstrated experience in delivery of workshops, training modules, or knowledge-transfer programs for public institutions
- Capacity to mobilize a multidisciplinary team with expertise in technical, institutional, legal, and financial aspects.

5.2 Key Experts

The Consultant shall propose the following key experts. One expert may cover multiple roles if justified.

No.	Expert Position	Qualification and Experience	Tasks to be Performed
1	Team Leader / Circular Economy Expert (1)	Advanced degree in environmental engineering, waste management, economics or related field; Minimum 10 years of experience; Proven experience in EPR systems; Experience with IFIs; Strong stakeholder engagement; Fluent in English.	Overall coordination; Lead Modules I & II; Ensure quality; Liaise with MoE; Facilitate workshops.
2	EPR / Packaging Waste Specialist (1)	Degree in environmental management/engineering/economics; Minimum 8 years' experience; Experience with PRO systems; Knowledge of EU regulations.	Lead Module I; Deliver EPR workshops; Develop operational/financial content; Support exchanges.
3	Circular Economy Specialist (1)	Degree in environmental science/engineering; Minimum 8 years' experience; Experience in circular economy and sector applications; EU familiarity.	Lead Module II; Deliver circular economy workshops; Support best-practice transfer.
4	Legal / Regulatory Expert (1)	Advanced degree in law; Minimum 8 years' experience; Experience in environmental law and EU directives.	Provide legal input; Support regulatory sessions; Align with Albanian framework.

5	Financial / Economic Expert (1)	Degree in economics/finance; Minimum 8 years' experience; Experience in financial modeling and waste systems.	Deliver financial sessions; Develop fee-setting models; Support exercises.
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The Consultant shall deploy adequate other support staff, as and when required, to achieve the objectives and scope of this assignment. This includes junior experts facilitating the events and conducting surveys when necessary.

Language and Communication Requirements

All team members must demonstrate fluency and English with ability to communicate effectively with municipal officials, prepare technical reports, and conduct stakeholder consultations.

The applicants will be assessed to determine a shortlist comprising the most qualified firm which will be invited to present a technical and financial proposal. The criteria to be used for shortlisting will be the following:

- Core business and years in business – 30 points
- Past experience in similar assignments – 60 points
- Availability of qualified staff among the firm to perform the assignment – 10 points

6. Timeline for Completion of Tasks, Deliverables

The Consultant shall complete the assignment within a period of approximately of **12(twelve) months** from contract signature. The detailed timing shall be finalized in the inception phase; however, the assignment is expected to follow a phased modular delivery, aligned with:

- Sequential delivery of workshops (Module I → Module II)
- Integration of international exchange between modules
- Continuous stakeholder engagement

The proposed work plan shall ensure adequate time for review by the Client and for stakeholder consultations before finalization of the principal output.

7. Period of Contract

The contract duration shall be specified in the Request for Proposals and the final negotiated contract. The expected duration is up to twelve months from the Commencement Date.

8. Management and Coordination

The Consultant shall work under the overall guidance of the Ministry of Environment through the Project Management Team established under the Care4BlueSea Project. The Consultant shall coordinate closely with the Ministry and as needed, with other relevant institutions and stakeholders identified by the Client.

All major deliverables shall be submitted to the Client for review and approval. The Client shall facilitate access to available background documentation, relevant public institutions, and key stakeholders, to the extent that is reasonably possible.

9. Performance Standards and Quality Assurance

The Consultant shall carry out the assignment with due professional care, in accordance with recognized international standards and good industry practice. All outputs shall be evidence-based, technically sound, implementation-oriented, and tailored to the Albanian legal and institutional context.

The Consultant shall ensure:

- consistency and coherence across all outputs.
- practical applicability of recommendations.
- transparency in the analytical basis for proposed models and frameworks.
- responsiveness to comments provided by the Client.
- timely submission of all deliverables.

10. Selection

The assignment shall be procured in accordance with the World Bank Procurement Regulations for IPF Borrowers, September 2023, using the Consultant Qualification Selection (CQS) method and a Lump-Sum Contract, unless otherwise specified in the applicable procurement documentation.