

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 waste management, including materials and 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 for household packaging and to strengthen institutional and operational capacity for the transition toward circular economy approaches. The assignment is intended to move beyond a purely theoretical review and deliver practical institutional, operational, financial and capacity-building support 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 practice-oriented knowledge transfer, focusing on:

- Establishment and operationalization of Extended Producer Responsibility (EPR) system for household packaging
- 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 for household packaging, 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 for household packaging, 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 implementation pathway, including priority actions, indicative milestones and capacity-building needs, to be developed through the workshop and knowledge-transfer process.
- 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 assignment shall be implemented through two interrelated modules: (i) Module I on Extended Producer Responsibility (EPR) for household packaging; and (ii) Module II on

Circular Economy and Sector Applications. The approach shall be practical and implementation-oriented, combining structured workshops, co-creation with relevant stakeholders, transfer of operational know-how, and adaptation of relevant European experience to the Albanian institutional and market context.

3.1 Module I: Extended Producer Responsibility (EPR) for household packaging

Module I shall focus on the practical design, establishment and operationalization of an EPR system for household packaging in Albania. Through a sequence of facilitated working sessions and workshops, the Consultant shall support the Ministry of Environment and relevant stakeholders in developing a shared understanding of the current situation, the target system and the steps required to move from policy objectives to an operational Producer Responsibility Organization (PRO) framework. The module shall address the main system fundamentals, including relevant EU requirements and international practice, institutional and governance options for the PRO, the respective roles and responsibilities of public authorities, producers, municipalities, waste operators and other stakeholders, and the contractual and coordination arrangements needed for effective system operation.

It shall also address the operational design of collection, sorting and recycling arrangements, reporting and compliance mechanisms, recyclability requirements and incentives, recycling targets, material-flow management, financial flows and fee-setting principles, including practical examples of license-price calculation. Particular attention shall be given to implementation sequencing, system start-up requirements, risk identification and mitigation, stakeholder communication and the practical conditions required for the establishment and operation of a transparent and financially sustainable packaging EPR system.

The work under this module shall be developed interactively with the Client and stakeholders and shall be reflected in workshop materials, practical tools and agreed implementation-oriented conclusions rather than in standalone analytical reports.

3.2 Module II: Circular Economy and Sector Applications

Module II shall focus on the practical application of circular economy principles and on the development of resource-efficient approaches that can be applied in the Albanian context. The Consultant shall address resource strategy and circular design by examining material flows, opportunities to reduce material losses, the availability and quality of secondary raw materials, design-for-recycling approaches, recycled-content considerations, economic incentives and the standardization of material specifications.

The module shall also cover the design and operational implementation of Deposit Return Systems (DRS), including system architecture, return-point infrastructure, financial clearing and fraud-prevention arrangements, logistics, material-quality considerations and practical operating models. Where included within the agreed contractual scope, the module may further address sector-specific circular economy applications, including Zero Waste and sustainable tourism approaches, certification concepts, pilot design, monitoring indicators and KPIs, management of organic and municipal waste streams, and the transfer of relevant industrial and retail best practices.

All subjects shall be treated through practical examples, case-based learning and structured discussion of how proven approaches can be adapted to Albania's institutional, economic and infrastructure conditions.

3.3 Cross-Cutting Requirements

Across both modules, the Consultant shall apply a collaborative and practice-oriented approach, ensuring continuous engagement with the Ministry of Environment and, as relevant, municipalities, producers, retailers, waste-management operators and other stakeholders.

The Consultant shall translate international and EU experience into solutions that are proportionate to Albania's legal, institutional, market and infrastructure conditions and shall use workshops, practical exercises, case discussions and operational examples to support progressive learning and knowledge retention.

The work shall maintain consistency across the modules, clearly link institutional, operational and financial considerations, and ensure that conclusions emerging from the different sessions are carried forward into subsequent activities.

All materials and discussions shall be focused on practical implementation, stakeholder alignment and the development of institutional capacity rather than on the production of standalone analytical studies.

Scenarios and legal review: The Client shall define the applicable criteria, including, as relevant, national and/or EU criteria, to be taken into account during scenario development and solution design. The legal review and confirmation of conformity of the proposed solutions with EU and national law shall be performed by the Client. The Consultant's role shall remain focused on developing practical, implementation-oriented solutions aligned with the criteria previously defined by the Client.

4. Deliverables and Reporting

The Consultant shall deliver the following formal outputs, aligned with the practical and capacity-building nature of the assignment:

I. Inception Note

A concise Inception Note shall be submitted at the start of the assignment. It shall confirm the Consultant's understanding of the assignment, proposed methodology, sequencing of Modules I and II, detailed work plan and indicative schedule, stakeholder-engagement approach, proposed workshop structure, allocation of key-expert responsibilities, coordination arrangements with the Client, and any information or logistical inputs required for effective implementation.

The Inception Note shall serve as the operational reference for delivery of the assignment and shall be updated only where necessary and agreed with the Client.

II. Capacity Building and Knowledge-Transfer Package

The principal deliverable of the assignment shall consist of the complete capacity-building and knowledge-transfer package generated through the contracted modules and workshops.

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
 - **Participant selection:** The selection and invitation of workshop participants shall be handled by the Client. For effective preparation of each workshop, the Client shall provide the Consultant in advance with a short list of the planned participants, indicating institution/company, role and name.

All formal deliverables shall be submitted in English. Key presentation materials, executive summaries and selected technical or training materials 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, joint venture or consortium with substantial practical and operational experience in waste management, recycling, Extended Producer Responsibility and circular economy. The qualifications shall demonstrate that the Consultant has the institutional capacity and first-hand operational knowledge required to deliver a practice-oriented assignment of this nature.

- At least five (5) years of corporate or professional experience in waste management, recycling, resource management, circular economy or closely related sectors.
- Demonstrated direct experience in the design, establishment, implementation and/or operation of EPR or Producer Responsibility Organization (PRO) systems for packaging waste, preferably in one or more EU Member States.
- Practical experience across relevant parts of the packaging and recycling value chain, including producer or retail interfaces, collection, sorting, recycling, secondary-material management and operational compliance with recycling targets.

- Demonstrated experience with circular economy business models and resource-efficiency approaches, including design for recycling, closed-loop solutions, material-flow optimization and/or deposit-return systems.
- Sound familiarity with the EU regulatory environment for packaging, EPR and circular economy, and experience translating regulatory requirements into operational processes and business arrangements.
- Capacity to mobilize senior operational specialists and to provide practical exposure to functioning EPR, sorting, recycling, retail or circular economy systems through workshops, case-based learning and operational examples.

5.2 Key Experts

The Consultant shall propose the following three (3) Key Experts. The qualifications below are minimum requirements and are intended to ensure direct operational expertise relevant to the assignment.

No.	Expert Position	Qualification and Experience	Tasks to be Performed
1	Team Leader / EPR & Packaging Waste Specialist (1)	- University degree in waste management, environmental management, business administration, commercial economics, economics, or another relevant field. - Minimum five (5) years of relevant professional experience in waste management, recycling, EPR, packaging or related operational/business fields - Demonstrated senior-level responsibility for the establishment, strategic management and/or operation of packaging EPR/PRO systems. -Strong knowledge of packaging-waste systems, collection/sorting/recycling value chains, producer and retailer obligations, fee-setting principles and relevant EU packaging/EPR requirements. -Demonstrated experience leading multidisciplinary teams and engaging with public authorities and market stakeholders. Fluent in English.	Overall coordination and quality assurance of the assignment; primary liaison with the Ministry of Environment; lead Module I; guide the practical design and operationalization of the packaging EPR/PRO framework; facilitate senior-level stakeholder sessions; ensure integration of institutional, operational and financial aspects across the assignment; oversee the sequencing and integration of Module II activities.

No.	Expert Position	Qualification and Experience	Tasks to be Performed
2	Circular Economy Expert (1)	-University degree, preferably at Master's level, in environmental management, management, business administration, economics, sustainability, or a related field. - Minimum five (5) years of relevant professional experience in circular economy, waste management, recycling, resource efficiency or related advisory/operational activities. - Demonstrated experience in developing and scaling circular economy business models, advising on waste and recycling systems, closed-loop or recycled-product solutions, and/or resource-efficiency approaches. Familiarity with EU circular economy and packaging policy developments and fluent in English.	Lead Module II; prepare and deliver circular economy and resource-strategy content; address circular design, material-flow optimization, design for recycling, DRS and relevant sector applications; facilitate workshops and practical case discussions; support adaptation of international best practices to the Albanian context.
3	Financial / Economic Expert (1)	-University degree in finance, business administration, economics, finance, controlling or a related field. - Minimum five (5) years of relevant professional experience combining financial, economic and operational responsibilities in waste management, recycling, EPR or related sectors. Fluent in English.	Lead the financial and economic aspects of Module I and contribute across the assignment; explain PRO financial flows and cost/revenue structures; develop and facilitate practical fee-setting and sample license-price exercises; contribute to economic and financial aspects of DRS and circular economy models; support scenario development, business-case discussions and stakeholder workshops.

The Consultant shall deploy adequate non-key experts and support staff, as required, to achieve the objectives and scope of the assignment, including support for workshop preparation, facilitation, documentation and logistical coordination.

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.

Shortlisting / Scoring Criteria

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 approximately twelve (12) months from contract signature. The detailed timing shall be confirmed in the Inception Note and shall follow a phased delivery that allows adequate preparation, stakeholder participation and Client review.

- Sequential delivery of Module I and Module II activities, in accordance with the agreed work plan.
- Continuous stakeholder engagement, knowledge transfer and follow-up throughout the assignment.

The proposed work plan shall ensure adequate time for preparation, review by the Client, stakeholder consultations and incorporation of agreed comments into the relevant capacity-building materials and summary notes.

7. Period of 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 contract management group and 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 activities and outputs shall be technically sound, implementation-oriented, based on relevant operational experience and tailored to the Albanian legal, institutional and market 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.