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1. BACKGROUND INFORMATION

1.1. Partner country

< Albania >

1.2. Contracting authority

< Milieukontakt Albania >

1.3. Country background

Plastic production, consumption, and waste are growing exponentially, causing environmental damage and contributing to greenhouse gas emissions, with significant implications for human health, economies, and social well-being. Addressing plastic pollution requires comprehensive policy solutions that focus on recycling, reuse, and responsible design to promote a circular economy.

Plastic waste is a global environmental challenge, and Albania is no exception. Although plastic waste accounts for only 9.2% of overall waste, the country's low recycling rate (17%) and high levels of mismanaged waste exacerbate the issue. The HoReCa (hotels, restaurants, cafes, and bars) sector significantly contributes to this problem, driven by its reliance on single-use plastic products to meet the demands of a growing tourism industry. This has led to environmental degradation, particularly in Albania's coastal and urban areas, vital to the country's tourism appeal.

As Albania seeks EU membership, it is negotiating Chapter 27 of the EU acquis on Environment and Climate Change, which includes stringent waste management requirements. Waste management is closely linked to the transition to a Circular Economy, aiming to minimize waste generation and transform waste into a resource.

In Albania, all reporting obligations, policy planning, strategy formulation, and implementation monitoring on waste management issues are coordinated by the Ministry of Tourism and Environment (MTE) as the leading institution (GIZ & MTE, 2020). The Ministry of Tourism and Environment, being a policy-making institution, has progressed in drafting and approving the legal framework in the field of waste by EU directives and regulations. A challenge for the coming years is the implementation and enforcement of these laws, whilst producing the necessary high-quality data to back the achieved progress. Lack of cooperation and/or overlapping powers of central and local institutions hinder effective implementation.

1.4. Current situation in the sector

Plastic waste is a top environmental challenge in Albania. Even though it constitutes only 9.2% of the plastic waste, it remains one of the most important priorities that Albania faces due to low recycling rates and high volumes of mismanaged waste.¹ As such, this situation essentially reflects a broader global challenge. According to the report by OECD Global Plastic Outlook, "Economic Drivers, Environmental Impacts and Policy Options" (OECD, 2022), global plastic waste almost doubled between the years 2000 and 2019, while the percentage of recycling reached merely 9% in 2019.² The inappropriate treatment of plastic waste is one of the major causes of environmental pollution, especially within the Adriatic-Ionian basin, where untreated plastic waste leaks into the environment at an average rate of 20 kg per capita every year.³ This pollution affects ecosystems,

¹ OECD. (2022). Addressing plastic waste generation in Albania: A pathway to sustainability. OECD Publishing. <https://www.oecd-ilibrary.org/docserver/8c970fdc-en.pdf?expires=1714255307&id=id&accname=guest&checksum=6AFC857DF14B57DEE39CCADBA82E7EF3>.

² OECD (2022), Global Plastics Outlook: Economic Drivers, Environmental Impacts and Policy Options, OECD Publishing, Paris, <https://doi.org/10.1787/de747aef-en>.

³ World Bank. (2020). Realizing the Blue Economy Potential in Albania. World Bank. <https://openknowledge.worldbank.org/server/api/core/bitstreams/0e31273d-a69e-523a92ec-d49b483daa1c/content>.

especially marine environments, and causes health effects in humans. According to data gathered by the Albanian Statistics Institute (INSTAT), in 2023, approximately 844,157 tons of urban waste were managed, marking a slight increase from 820,322 tons in 2022, equivalent to a growth of 0.03%. Organic waste continued to dominate urban waste management, maintaining a stable share of 57-58% over the past three years. Meanwhile, the share of Plastic, Glass, and Paper/Cardboard in the overall structure of managed urban waste has steadily increased. Despite this progress, recycling accounted for 18.81% of total waste in 2023, a slight decrease from 18.89% in the previous year.⁴ However, these figures may fail to represent the real scenario, as Albania lacks the appropriate measurement and reporting of data on waste.⁵

Special challenges in plastic waste management have been recorded in Albania, where reports of high levels of untreated plastic and significant marine litter continue to arise. Some legislation has been enacted-the ban on certain single-use plastic bags⁶ but this is only loosely enforced.⁷ In this respect, Albania would have to harmonize its laws with the establishment of recycling targets and a ban on certain plastic products in line with EU plastic legislation. This process is exacerbated by the rapidly developing tourism industry due to the intensive use of disposable plastic packaged goods in the HoReCa sector, leading to high pollution that reduces attractiveness on both coasts and in cities. To support this sector, the Honest Alternatives to Plastic Index (H.A.P.I.) helps to assess the environmental impact of the single-use plastic products in use by objectively comparing them to alternative products available on the local market, as well as by providing best practice suggestions and guidelines for plastic reduction and encouraging the uptake of reusables and other sustainable practices.

The final beneficiaries of this project proposal include the broader population living along the Ishem and Vjosa River Basins, who will benefit from reduced plastic pollution and improved environmental quality. Public authorities, the tourism industry, and the media will also benefit from enhanced environmental governance and the promotion of Albania as a cleaner, more sustainable destination.

1.5. Related programmes and other donor activities

Overall, the action is crucial in addressing the environmental and governance challenges faced by Albania. By doing so, the project contributes to a more sustainable and resilient future for the country.

The action is closely aligned with key Sustainable Development Goals (SDGs) and international environmental frameworks. It supports SDG 6 by improving water quality through reduced plastic pollution, SDG 12 by promoting circular economy practices and sustainable consumption, SDG 13 by contributing to climate action through environmentally sustainable practices, SDG 14 by addressing marine pollution, and SDG 15 by protecting and restoring terrestrial ecosystems. The action is also synergistic with global frameworks like the Paris Agreement, UNEP's Global Programme of Action, and the Barcelona Convention. Regionally, it aligns with the EU Strategy for the Adriatic and Ionian Region (EUSAIR) and the EU Circular Economy (CE) Action Plan. By addressing Albania's critical challenges with plastic pollution and waste management, the project not only aligns with national priorities but also enhances environmental governance and sustainability in the region, contributing to a more sustainable and resilient future for Albania and the broader Mediterranean region.

Projects and initiatives in the sector in Albania are:

- “Circular Economy” project for Albania funded from EU and implemented from GIZ.

⁴ INSTAT. (2023). <https://www.instat.gov.al/media/13975/mbetjet-urbane-2023.pdf>.

⁵ Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. (2023). Albania: Reusable packaging systems and women participation. <https://www.giz.de/de/downloads/giz2023-en-albania-reusable-packaging-systems-and-women-participation.pdf>.

⁶ Referring to Law No. 28, dated 17.03.2022, and Council of Ministers Decision No. 367, dated 30.5.2022

⁷ European Commission. (2023). Albania 2023 report. https://neighbourhood-enlargement.ec.europa.eu/system/files/2023-11/SWD_2023_690%20Albania%20report.pdf.

- “EU for Circular Economy and Green Growth” supporting the transition of Albania towards a circular economy
- “EU4Nature” funded from the EU.
- “EU4Rivers” project, where main priorities are the implementation of the river basin management plans and initiating the development of the marine litter framework for the Adriatic and Ionian Sea.

2. OBJECTIVES & EXPECTED OUTPUTS

2.1. Overall objective

The **overall objective** of this action is to promote plastic-free rivers, specifically targeting the Ishem and Vjosa river basins, and the Adriatic Sea, by strengthening the participation of Civil Society Organizations (CSOs) in concrete actions aimed at protecting the environment and biodiversity.

2.2. Specific objective(s)

The **specific objectives** of the action are:

- (i) to foster dialogue and cooperation between CSOs and local and central authorities in policy and decision-making processes.
- (ii) to engage CSOs in monitoring, preventing, and minimizing plastic waste through targeted capacity building and financial support; and
- (iii) to raise awareness among citizens, particularly young people, about reducing plastic waste through actions that promote waste reduction and circular economy practices.

2.3. Expected outputs to be achieved by the contractor

The outputs and respective outcomes of this project are:

Output 1: Strengthened Dialogue and Cooperation between CSOs, Government, and the Private Sector;

Outcome 1: Collaborative outputs from WP1 foster a cooperative environment for marine litter prevention.

Output 2: Increased Capacity of CSOs for Environmental Monitoring and Advocacy;

Outcome 2: Capacity-building outputs from WP2 and WP3 empower CSOs with the necessary skills and resources.

Output 3: Adoption of Sustainable Practices by the Private Sector;

Outcome 3: Lead to widespread adoption of sustainable practices in the HoReCa sector.

Output 4: Raised Public Awareness and Behavioural Change;

Outcome 4: Result in greater public awareness and a shift toward more sustainable behaviors.

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

Some of the key assumptions of the project are:

- The motivation of CSOs to work on absorbing ML monitoring protocols.
- The ambition and professionalism of CSOs to work on the site.
- The motivation of young people to actively engage in the workshops.
- The desire and understanding the benefits of reducing plastics.

3.2. Risks

Risks associated with these assumptions include potential resistance or lack of motivation from stakeholders, insufficient participation or poor data quality, limited engagement from the public, and slow adoption of policy changes. To mitigate these risks, the project will focus on continuous stakeholder engagement, providing necessary training and resources, employing engaging educational methods, and ensuring that policies are both practical and incentivized for adoption.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Project description

External Expertise Service for ‘Technical assistance in Stakeholder engagement and PR’ under the project “Cleaner rivers - Cleaner seas (RiverClean).

Limited budget

Estimated value excluding VAT: 22.250,00 EUR

The **Stakeholder Engagement and PR Expert** within the **RIVER Clean** project will be a consultant supporting **Milieucontact** and **ETMI** in project implementation. The expert will play a key role in advising and assisting both organizations, as well as other relevant stakeholders, in ensuring effective communication, collaboration, and public relations activities. The expert will facilitate stakeholder engagement by building and maintaining relationships with national and international partner organizations, government agencies, and other relevant entities and support the coordination of processes related to the evaluation and monitoring of the effectiveness of plastics usage in HoReCa sector. The expert will work in close collaboration with Milieucontact and ETMI to align stakeholder engagement strategies with project goals and will report directly to the Project Manager and ensure smooth communication within the project team.

Two are the main approaches in the project regarding the evaluation and monitoring the effectiveness of plastics policies in order to identify the most effective solutions in local context.

- Citizen Science approach for ML monitoring and reporting

The proposed action is focused on strengthening capacities of CSOs, private sector (HORECA) in marine litter monitoring, plastic waste prevention and waste minimization through capacity building program and financial support. The implementation organization designed the actions by proposing a bottom-up approach through establishment of the Citizen Science network. As part of the Citizen Science network will be CSOs, students (youth) who will conduct the ML monitoring and reporting techniques. According to other scientific papers, Marine litter monitoring has proven to be a suitable citizen science activity, engaging citizens, youth, organizations from the general public in research activities related to a topical environmental issue¹⁴. This method of implementation is proposed because there is a lack of data from the public agencies or more often lack of reliable data in place thus an alternative method is needed. An advantage of the citizen science approach is their liability

of the collected information, which includes data quality, such as preparation of clear protocols, training of citizens/CSOs, in situ supervision by implementing organizations (ETMI and MIA), and revision of samples and data. The results of other comparative studies confirm that citizen science method can be a useful approach to increase the available information on marine litter sources, distribution and ecological impacts.

- Policy influencing through ML monitoring data

According to reference studies¹⁶, marine litter monitoring is a good instrument/tool to assess the policy effectiveness. Through regular marine litter monitoring can be assessed the level of implementation of national waste strategies, circular economy roadmap, Extended Producer Responsibility (EPR), the number of cleans up regularly realized from the municipalities and other policy instruments currently in place or expected to be implemented (EPR model). The information collected from the CSOs, youth will then be processed and be used for development of the policy papers. In the policy papers report will be presented the outcome of the monitoring and several measures/recommendations addressed to decision-makers. The implementing organizations will organize 4 regional meetings with participation of private sector, municipalities, CSOs, with the purpose to validate the data collected on the ground and later on two policy dialogues on the format of national conference will take place. The purpose of the policy dialogue between CSOs, local/central government, HORECA sector will serve as an approach for influencing the right practices/policies to the decision-makers.

The CSOs will play a significant role in the Marine Litter monitoring and policy influencing and they will be supported and assisted by Milieukontakt and ETMI.

4.1.2. Geographical area to be covered

Albania

4.1.3. Target groups

Target groups of the project actions are listed below:

- Civil Society Organizations (CSOs) active along the Ishem and Vjosa River Basins

The action will provide targeted capacity-building programs to enhance the technical and management skills of CSOs, focusing on ML monitoring, CE principles, and policy advocacy. Additionally, a sub-granting scheme will offer financial support to 10 CSOs, enabling them to undertake concrete actions for plastic waste reduction.

- Municipalities along the Ishem and Vjosa River Basins

The project will support the creation and implementation of Memoranda of Understanding (MoUs) among at least nine municipalities, fostering a coordinated approach to plastic waste management. The action will facilitate regional meetings to improve collaboration between municipalities, CSOs, and the private sector, and will provide technical assistance to help municipalities enhance their waste management practices, extend waste collection services, and engage citizens in waste separation initiatives.

- Businesses in the Hospitality Sector (HoReCa)

The project will introduce the Honest Alternatives to Plastic Index (HAPI) tool to guide businesses in identifying and adopting sustainable alternatives to SUPs. The action will also offer capacity-building workshops and ongoing support to help businesses implement waste prevention measures. Through the Low Plastic Zone Initiative (LPZ), businesses that successfully reduce their plastic waste will be recognized and promoted, providing them with both a competitive edge and a motivation to continue their efforts.

- Youth and Students in the Target Areas

The project will engage at least 2,000 young people through a series of educational initiatives, including summer schools, info sessions, and hands-on activities such as clean-up events. These activities will not only raise awareness but also empower youth to take concrete actions to reduce plastic waste. By integrating youth into the Citizen Science Network and involving them in policy development discussions, the project will ensure that their voices are heard and that they contribute to sustainable environmental solutions.

The final beneficiaries of this project proposal include the broader population living along the Ishem and Vjosa River Basins, who will benefit from reduced plastic pollution and improved environmental quality. Public authorities, the tourism industry, and the media will also benefit from enhanced environmental governance and the promotion of Albania as a cleaner, more sustainable destination.

4.2. Specific work

The **Stakeholder Engagement and PR Expert** will play a pivotal role in supporting **Milieukontakt and ETMI** in the implementation of the **RIVER Clean** project. This consultant will be responsible for engaging key stakeholders, ensuring effective communication and visibility, and facilitating collaboration among project partners, public authorities, and civil society organizations (CSOs).

Key Responsibilities:

WP 1: Stakeholder Mapping and Policy Influencing for Marine Litter Monitoring & Prevention

- Organize and facilitate **meetings with key national institutions** (6) such as the Ministry of Tourism and Environment (MTE), National Environment Agency, Circular Economy Agency, and River Basin Management Agency, as well as international donors and partners (ADA, GIZ, AICS, AFD).
- Mobilize **key stakeholders and local actors** for regional and municipal-level engagements in the Ishem and Vjosa river basins (4 regional meetings).
- Support the **stakeholder mapping process**, identifying key water sector stakeholders and developing a **network influence mapping and stakeholder engagement plan**.
- Facilitate participation of the stakeholders in the **national conferences** (2).
- Facilitate the process of **signing Memorandum of Understanding (MoUs) with municipalities** to ensure institutional commitment.
- Keep detailed records of meetings, ensuring documentation through **Minutes of Meetings (MoM), video, or audio recordings**.

WP 2: Capacity Building and Financing CSOs for Waste Prevention

- Provide **advice and support** to the 10 CSOs receiving financial support, ensuring **project promotion and visibility** compliance.
- Provide input in **reporting and analytical documents** on project implementation progress.
- Prepare **presentations, reports, and communication materials** for project stakeholders.
- Assist in **reviewing and interpreting** engagement process outcomes and update the **stakeholder engagement plan** accordingly.
- Disseminate project results while collecting feedback and insights from stakeholders.

WP 3: Marine Litter Monitoring and Clean-up Events

- Promote project activities on **social media**, including **beach litter monitoring events, clean-ups, summer schools, and youth info sessions** in secondary and high schools.
- Coordinate public, private, and international media requests and facilitate interviews
- Develop engaging content for website articles, social media posts, polls, etc.
- Arrange interviews with journalists, prepare and distribute media releases

WP 4: Awareness-Raising and Behavioural Change Among Youth

- Develop and implement the project's **communications strategy** and visibility activities.
- Regularly update the **website and communication channels** on stakeholder engagement efforts.
- Provide guidance on **additional stakeholder consultation and engagement activities**, with a focus on gender considerations.
- Coordinate the design and distribution of **promotional materials** such as brochures and leaflets on marine litter prevention.
- Represent the project in **TV and media appearances** to raise public awareness about river and sea pollution and potential solutions.

Reporting & Coordination:

The **Stakeholder Engagement & PR Expert** will:

- Report directly to the **Project Manager**.
- Work closely with **project partners** to align communication and stakeholder engagement strategies.
- Ensure seamless coordination among **public institutions, municipalities, international organizations, CSOs, and other key actors**.

4.3. Project management

4.3.1. Responsible body

Milieukontakt Albania will be responsible for managing this contract, the procurement procedures, technical documents, and the financial management.

4.3.2. Management structure

Milieukontakt Albania is a non-governmental organization.

The project team consists of a project manager, project coordinator, finance manager, project assistant, grant manager, stakeholder engagement expert, consultant for the policy paper, monitoring and evaluation expert.

The project management unit consists of a project manager, project coordinator, finance manager, and project assistant. They will meet at least on a bimonthly basis to monitor the project activities to ensure smooth project implementation.

The person responsible for all the future work from Milieukontakt will be Mr. Arion Sauku.

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

Both partners of the project will offer all the necessary information for the implementation of the contract.

5. LOGISTICS AND TIMING

5.1. Location

Albania

5.2. Start date & period of implementation

The intended start date is <11.04.2025> and the period of implementation of the contract will be <26> months from this date. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

6. REQUIREMENTS

6.1. Personnel

Note that civil servants and other staff of the public administration, of the partner country or international/regional organizations based in the country, are not allowed to participate in this call.

The selection procedures used by the contractor to select the experts must be transparent, must guarantee the absence of professional conflicting interests and the absence of any discrimination based on former or current nationality, gender, place of residence, or any other ground. The findings of the selection panel must be recorded.

The Organisation & Methodology must include a paragraph demonstrating that a gender-sensitive experts' selection procedure has been applied⁸

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

6.1.1. Key experts

Key experts have a crucial role in implementing the contract. These terms of reference contain the minimum requirements for the key experts. The "Key Expert's profile" (Annex IV) shall be submitted by the tenderer for the following key experts:

Key Expert: Stakeholder Engagement and PR

Minimum requirements

- The consultant shall have 10 years' working experience in the field of the environment, plastic waste, marine litter, and dealing with public institutions (central and local institutions).
- The consultant shall have at least 2 reference projects with a strong focus on Marine Litter Management and policy development.

⁸ Note that gender balance refers not only to numerical parity, but also to the level of employment and remuneration, roles and functions.

- The consultant, during the last three years shall have at least 2 service contracts with international development projects dealing with public institutions (local and central), institutional capacity development, and technical assistance projects in the environmental field.
- The cumulative value of the above-mentioned listed contracts in the last three years must be at least EUR 11.000.

Qualifications and skill

- Strong analytical, writing, reporting, and presenting abilities.
- Strong interpersonal skills and communication skills in multi-stakeholder contexts, including within the private sector.
- Diplomatic and negotiating skills.
- Ability to work under pressure and in stressful situations.
- Other competencies:
- Experience in cooperation with government institutions is an asset.
- Experience in international companies, organizations, or institutions is an asset.
- Ability to work with minimum supervision
- Good understanding of the socio-economic and political context of Albania

General professional experience

- The consultant shall have a diploma in environmental engineering, biology, economics, or other related fields.
- The consultant shall have proven experience in organizing roundtables, workshops, and conferences and can moderate the meetings with various stakeholders.
- Strong planning, stakeholder coordination, and team management skills.
- Able to coordinate with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results.
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.
- Fluency in PC use (internet, word, excel, presentations)

Specific professional experience

- The consultant shall have at least 2 reference projects with a strong focus on Marine Litter Management and policy development.
- The consultant shall have a diploma in environmental engineering, biology, economics, or other related fields.
- The consultant shall have experience in organizing roundtables, workshops, and conferences and be able to moderate the meetings with various stakeholders.
- strong planning, stakeholder coordination, and team management skills.

Guidance on expert time inputs:

- 1) Working days: performance of the contract (and therefore payment) is based solely on working days. The contractor will only be paid for days actually worked on the basis of the daily fee rate contained in the budget breakdown (Annex V). The time input for experts must be expressed in Full Time Equivalent (FTE). Tenderers must annex the 'Estimated number of working days' worksheet contained in the spread sheet for Annex V to their organisation and methodology (Annex III) to demonstrate the correspondence between the proposed methodology and the expert inputs.

- 2) The annual leave entitlement of the experts employed by a contractor is determined by their employment contract with the contractor and not by the service contract between the contracting authority and the contractor. However, the annual leave entitlement of experts must not exceed 60 calendar days per year. Moreover, the contracting authority can decide when experts take their annual leave since this is subject to approval by the project manager, who will assess any such request according to the needs of the project while the contract is in progress. A day of annual leave is not considered to be a working day. See Articles 21 and 22 of the general conditions,
- 3) The fee rates for all experts must include: the remuneration paid to the experts, all the administrative costs of employing the relevant experts, such as equipment, relocation and repatriation expenses (including flights to and from the place of performance upon mobilisation and demobilisation as well as leave), accommodation, expatriation allowances, leave, medical insurance and other employment benefits given to the experts by the contractor. It shall also include any security arrangement except when this is exceptionally included under the incidental expenditure. Furthermore, the fees shall also include the margin, overheads, profit and support facilities.
- 4) The delivery mode of the expert's assignment is either on the place of performance or home based (see PRAG 2.5.5). The delivery mode, and the locations where the expert will undertake missions, and the working days needed for each mission are indicated in section 5.1 of the terms of reference.

6.1.2. Non-key experts

NA

6.1.3. Support staff & backstopping

The contractor will provide support facilities to their team of experts, including back-stopping, during the implementation of the contract.

Backstopping and support staff costs must be included in the fee rates.

6.2. Office accommodation

Office accommodation of a reasonable standard and of approximately 10 square metres for each expert working on the contract is to be provided by [the contractor]:

The costs of the office accommodation are to be covered by the fee rates.]

6.3. Facilities to be provided by the contractor

The contractor 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.

6.4. Equipment

No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this

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

6.5. Incidental expenditure

The provision for incidental expenditure, including the provision for expenditure verification, covers ancillary and exceptional eligible expenditure incurred under this contract. It cannot be used for costs that should be covered by the contractor as part of its fee rates, as defined above. Its use is governed by the provisions in the general conditions and the notes in Annex V to the contract.

The provision for incidental expenditure, including the provision for expenditure verification, will not be taken into account in the comparison of the financial offers.

All incidental expenditure incurred in the course of the contract as required by the Terms of Reference is to be invoiced at actual cost (per-diems are fixed flat rates and are considered actual costs). The reimbursement of actual costs shall include costs related to the payment of an incidental expenditure, such as bank charges.

The following incidental expenditure should be provided for:

- Travel costs are covered by the organisation
- Per diem will be covered by the daily fee of the expert
- Expenditure verification.

Travel costs

Missions are foreseen outside the place of performance/the home-based location (see section 5.1). For these missions, the incidental expenditure should make provisions for costs linked to travel and subsistence allowances. Travel undertaken by the expert for mobilisation and demobilisation as well as for leave purposes shall not be considered a mission and will not be subject to payment of per diem.

Expenditure verification

N/A

6.6. Lump sums

No lump sums are foreseen in this contract.

7. REPORTS

7.1. Reporting requirements

Please see Article 26 of the general conditions. Interim reports must be prepared every six months during the period of implementation of the tasks. The narrative report should be based on the monitoring and evaluation system set up in the contract, using the Logical framework matrix (annex b8g) if included in the contract. In the latter case, a narrative report must inform all the results as measured by the indicators defined in the logical framework. The narrative report must be provided along with the corresponding invoice, the financial report and an expenditure verification report defined in Article 28 of the general conditions. 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 4.2 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.

The contractor shall provide the following reports:

Name of report	Content	Time of submission
Inception report + visibility plan	Analysis of the existing situation and work plan for the project as the visibility plan (max 12 pages)	No later than 1 month after the start of implementation
6-month progress report (3)	Short description of progress against the achievement of the results as spelled out in the Log frame (attached to the contract, if any). The progress report (technical and financial) should include problems encountered; planned work for the next 6 months accompanied by an invoice and the expenditure verification report.	No later than 1 month after the end of each 6-month implementation period.
Draft final report	Short description of the achievement of the results as spelled out in the Log frame (attached to the contract, if any). The draft final report should include a description of the problems encountered and recommendations.	No later than 1 month before the end of the implementation period.

Final report	Short description of the achievement of the results as spelled out in the Log frame (attached to the contract, if any). The final report should include a description of the 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.
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7.2. Submission & approval of reports

One original and two copies of the reports referred to above must be submitted to the project manager identified in the contract. The reports must be written in English. The project manager is responsible for approving the reports.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

The deliverables and tasks will be assessed by the Project manager in accordance with the functions agreed upon by the ToRs. The quantity and quality of tasks will be monitored and evaluated.

8.2. Special requirements

NA

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