**ANEX II TERMS OF REFERENCE**

**External Service “Organizing Summer School”**

**part of the project “Cleaner rivers - Cleaner seas (RiverClean).**

**EuropeAid/180788/DD/ACT/AL- Contract IPA III/2024/459-979**

**Support to civil society organizations in Albania in the fields of environment, culture, food safety, and consumer protection**

Prot, nr.RC-12/1, date 25.07.2025

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# 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.

## 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]](#footnote-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]](#footnote-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]](#footnote-3) This pollution affects ecosystems, 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]](#footnote-4) However, these figures may fail to represent the real scenario, as Albania lacks the appropriate measurement and reporting of data on waste.[[5]](#footnote-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 bags[[6]](#footnote-6) but this is only loosely enforced.[[7]](#footnote-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.

## 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 by EU and implemented by GIZ.
* “EU for Circular Economy and Green Growth” supporting the transition of Albania towards a circular economy
* “EU4Nature’’ funded by 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.

# 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:

* to foster dialogue and cooperation between CSOs and local and central authorities in policy and decision-making processes.
* to engage CSOs in monitoring, preventing, and minimizing plastic waste through targeted capacity building and financial support; and
* 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 contractor is expected to deliver the following outputs in line with the scope of the contract:

**Successfully organize 5-Day Summer School**

* The event takes place as scheduled and runs smoothly for the entire 5-days duration.
* All logistical, technical, and administrative arrangements are effectively managed.

**Suitable venue and facilities provided**

* A fully equipped venue is secured and set up in advance of the event.
* Meeting room is arranged with appropriate seating, presentation equipment (projectors, screens, microphones), and reliable internet access.

**Participant accommodation and meals arranged**

* Accommodation for all confirmed participants and staff is secured.
* Daily meals is provided, including breakfast, lunch, dinner, and two coffee breaks per day.

**Participants registered and supported**

* A registration system is in place, and all participants are registered and confirmed before the event.
* Participants receive timely communication and support before and during the event.

## 2.4 ASSUMPTIONS & RISKS

The successful implementation of this assignment is based on the following key assumptions:

* The contractor has the technical and logistical capacity to manage all aspects of the Summer School (venue, accommodation, and catering, etc.).
* The contractor will be able to mobilize required resources (staff, suppliers) within the agreed timeline.
* Participants will confirm attendance in time to allow for efficient planning.
* No major external disruptions (natural disasters, national strikes, health emergencies, etc.) will occur during the planning or implementation period.

# SCOPE OF THE WORK

## 3.1 General

### 3.1.1 Description of the assignment

This Document Outlines Terms and Conditions for the Service Provided by Milieukontakt Albania for the organization of the summer school BL 5.7.6.1/2/3. Ref: External Expertise “Organizing Summer School” part of the project “Cleaner rivers - Cleaner seas (RiverClean). EuropeAid/180788/DD/ACT/AL- Contract IPA III/2024/459-979.

**Maximum Budget: 9,750.00 €**

### 3.1.2 Geographical area to be covered

The region of Durres.

### 3.1.3 Target groups

Target groups are as follows:

**- 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.

**- 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.

## 3.2 Specific work

The specific work focus should be placed on ensuring the facility for the organization of the summer school. The contract scope will include the specific works/tasks as follows:

The objective of this assignment is to **plan, organize, and execute a 5-day Summer School** as part of the RiverClean project. The Summer School shall serve as a platform for learning, discussion, and collaboration, focusing on topics related to river basin management, marine pollution reduction, EU environmental policies, and sustainable practices.

The contractor will be responsible for the following:

**Venue and Logistics**

* Identify and secure a suitable location, conference/training room for 30 people for a 5-day training program (23-27 September 2025).
* Ensure that the meeting room is equipped with the necessary furniture and technical equipment (projector, audio system, Wi-Fi, etc.).
* Provide on-site logistical support throughout the event.

**Accommodation and meals**

* Arrange accommodation for 5 nights (23-27 September 2025) for all participants, trainers, and project staff (30 persons)
* Provide meals including breakfast, lunch, dinner, and coffee breaks for 5 days, for all participants (30 persons)

**Participant Management**

* Handle registration and communication with all participants.
* Provide information packages.

# 4. PROJECT MANAGEMENT

## 4.1 Responsible body

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

## 4.2 Management structure

Milieukontakt Albania is a non-governmental organization.

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.

# 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

Durrës, Albania

## 5.2 Start date & period of implementation of tasks

The Summer School shall be organized for **5 consecutive days.** The intended start date is 23-27 September 2025, and the period of implementation of the contract will be 1 month from the signing contract 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. General Eligibility Requirements/Criteria**

**•** Legal Status: The applicant must be a legally registered entity (company, NGO, institution) with the right to act in the country of implementation.

• No conflict of interest: The applicant must not be in a situation of conflict of interest with the Contracting Authority or the donor.

• Not blacklisted: The applicant must not be included in EU or international sanctions lists or excluded from EU-funded procurement.

**6.2. Administrative Document Requirements**

**•** Valid business registration documents (trade license, registration certificate).

• Tax registration (TIN or VAT certificate).

• Declaration of Honour on exclusion and selection criteria (standard EU model attached to the call).

**6.3. Requirements for Technical Capacity Documentation**

**•** Proven experience in organizing similar events (preferably for the EU, international donors, or local NGOs) within the last 3-5 years. At least 2 successfully organized training events, seminars, or summer schools with over 30 participants, proven by contracts or fiscal invoices.

• Ability to manage the activity with full logistics, accommodation, and meals. To prove this, you must submit a description of the capacities available for (i) human resources, (ii) rooms, (iii) beds, (iv) restaurant, (v) conference room, (vi) logistic equipment.

**6.4. Requirements for Financial Capacity Documents**

1. Annual turnover in the last 2 years sufficient to cover the scope of work (minimum above the threshold fund of € 9,750/year) (e-Albania)
2. Simple historical extract (e-Albania)
3. Certificate of judicial status (e-Albania)
4. Certificate of national tax obligations (e-Albania)
5. Certificate of local tax obligations (e-Albania)
6. Certificate of social security obligations (e-Albania)
7. Certificate of non-exemption (e-Albania)
8. Certificate of tax liabilities (e-Albania)
9. Certification of Enforcement Obligations (e-Albania)

**6.5. Technical-Financial Offer**

**•** Detailed technical offer (Plan for the implementation of the 5-day stay activity according to rooms, beds, mealtimes and restaurant location, logistical plan of the hall where the training will take place, proposed place for daily rest outside the activity, etc.);

• Detailed financial offer (budget breakdown by activity: (i) accommodation, (ii) food, (iii) training/conference room);

• List of key personnel (event coordinator, logistics assistant).

## Office accommodation

N/A

## Facilities to be provided by the contractor

The contractor shall 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.

## Equipment

Ensure that the meeting room is equipped with necessary furniture and technical equipment (projector, audio system, Wi-Fi, etc.).

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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>. [↑](#footnote-ref-1)
2. OECD (2022), Global Plastics Outlook: Economic Drivers, Environmental Impacts and Policy Options, OECD Publishing, Paris, https://doi.org/10.1787/de747aef-en. [↑](#footnote-ref-2)
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>. [↑](#footnote-ref-3)
4. INSTAT. (2023). <https://www.instat.gov.al/media/13975/mbetjet-urbane-2023.pdf>. [↑](#footnote-ref-4)
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>. [↑](#footnote-ref-5)
6. Referring to Law No. 28, dated 17.03.2022, and Council of Ministers Decision No. 367, dated 30.5.2022 [↑](#footnote-ref-6)
7. European Commission. (2023). Albania 2023 report. <https://neighbourhood-enlargement.ec.europa.eu/system/files/2023-11/SWD_2023_690%20Albania%20report.pdf>. [↑](#footnote-ref-7)