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Terms of Reference (ToR) for technical assistance to perform an analysis of the activities, status and opportunities for the implementation of circular economy interventions of the Port of Vlorë, Albania.

## Background

### *About MedWaves*

MedWaves, the UNEP/MAP regional activity centre for sustainable consumption and production, is a centre for international cooperation on development and innovation based on the sustainable consumption and production approach (hereinafter SCP).

The Centre is one of the Regional Activity Centres established in the framework of UNEP/[Mediterranean Action Plan \(hereinafter UNEP/MAP\)](#), the programme of UN Environment established to support the member countries of the Barcelona Convention for the Protection of Marine Environment and the Coastal Region of the Mediterranean. The Centre also operates in support of the Stockholm Convention, an international agreement involving 180 countries to fight against the generation of persistent organic pollutants, highly polluting and toxic substances. MedWaves has the mandate from the Barcelona and Stockholm Conventions to provide assistance to their Contracting Parties in fulfilling their commitments under those treaties, particularly through the support to the countries to shift to sustainable consumption and production patterns and circular economy (CE).

In the performance of its mandate, MedWaves fosters the introduction of solutions on eco-innovation, marine litter/plastic pollution prevention, circular economy, and safe alternatives to toxic chemicals through the provision of advisory services, technical assistance, innovative training materials, networking services and accompaniment in the implementation of measures. MedWaves also leads a comprehensive support programme for the creation and development of green, circular business models and enterprises.

The Centre is based in Barcelona, and it is legally hosted by the Catalan Waste Agency, a public service agency considered a reference organization in waste prevention and management and the promotion of circular economy.

## Framework of the assignment of this ToR

For the biennium 2022-2023, the Ministry of Environment and Energy Security of Italy is financing specific activities of the UNEP/Mediterranean Action Plan (MAP) Programme of Work 2022-2023. This is operationalized through a Bilateral Agreement between Ministry of the Environment and Energy Security of Italy and the Coordinating Unit of the Mediterranean Action Plan / Barcelona Convention Secretariat. One of the activity included in this Bilateral Agreement is Activity 4.2.3. “Promote sustainable entrepreneurship in the Blue Economy Sector including through the integration of circular economy principles”, that includes the implementation of demonstration activities in Albania and Montenegro to be led by MedWaves.

These demo activities will built on the findings of a study jointly prepared between MedWaves and the Conference of Peripheral Maritime Regions (CPMR) on circular economy within selected Blue Economy sectors titled “[A Circular Blue Economy for the Mediterranean: Current practices](#)”

[and opportunities](#)”, which focused on defining a vision, identifying best practices and then opportunities and recommendations for the integration of circular economy within selected sectors of the Blue Economy.

In 2022, a first analysis of the blue economy sectors was conducted in Albania and Montenegro to identify the best sectors for piloting the integration of circular economy. Following this initial step, several options were developed and discussed with the MedWaves National Focal Points in Albania and Montenegro, within the Ministries of Environment. It was finally decided to focus the implementation of the demonstration activities in ports in both targeted countries. The selected ports are the Port of Vlorë for Albania and the Port of Bar for Montenegro.

In this context MedWaves needs to rely on national experts to collect further information on the local context and support the implementation of the activities, object of these ToR.

## Objective

MedWaves, the UNEP/MAP Regional Activity Centre for SCP is looking for a national expert in Albania to support an in-depth analysis and diagnosis of the current situation of the Port of Vlorë and its surrounding territory, in order to identify challenges, opportunities and recommendations to further integrate circular economy principles in the port activities. The analysis will also consider the news plans for the move of the Port of Vlorë.

The objective of the consultancy is to prepare a study that will provide a clear picture of the status and options that exist in Albania to apply circular economy principles in the selected port. Then, the consultant will also provide support the implementation of a selected demo action, in coordination with international experts.

In general terms, the results of the study should include:

- A summary of the current activities in the port, as well as projects and policies related to circular blue economy.
- Description of the Port material flows (in and out) including waste and the current disposal process.
- A list of specific actions/proposals to be taken in order to apply circular economy principles in the port, including stakeholders involvement (entrepreneurs, SMEs, companies, ...) and possible policy measures to be taken to improve circularity in the port and vicinity (connection to municipality-region).
- Three (3) specific proposals of pilot activities of circular blue economy that could be implemented in the selected Port, and ideally, further replicated and implemented at national level.

## Description of work

The consultant shall undertake the following activities:

### **Activity 1. Analysis of the current status of the port of Vlorë.**

The consultant will perform analysis in order to get a clear picture of the current port activities, in particular regarding circular economy and the opportunities for implementing circular economy initiatives.

#### The analysis should include:

- *Compilation of key local-regional reports (environmental, blue economy, etc.) and activities/projects and translation of the main information (short summary) to English if necessary.*
- *List of key local and National authorities, and policies, relevant to the field in the region.*
- *List of key non-profit organizations and associations involved in circular economy of the region.*
- *Compilation of port reports (economic, environmental, etc.) and projects and translation of key information (short summary) to English if necessary.*
- *Fill-out of a CE Port questionnaire (gathering of general information and Key Performance Indicators (KPIs) on port activities (port authority operative and other existing activities (recycling of waste, repair, maintenance and overhaul, decommissioning, refurbishment, dismantling/component harvesting, re-use/second hand, rental services, asset sharing, industrial symbiosis, other)).*
- *Support the development of a document/graph on the “Port material flows”.*
- *List of key stakeholders in the Port.*
- *Contact key stakeholders/ companies and other organizations directly or indirectly operating in the selected Port to provide information.*
- *Support the development of a report on the CE port status, challenges, opportunities, and recommendations.*

#### Deliverables:

Report with the detailed information and conclusions of the performed analysis, as well as the description of identified opportunities.

### **Activity 2. Support the organization of a Joint National Training on circular economy in the ports sector.**

The consultant will carry out general organization tasks to support the implementation of the Training and will participate in the Training by presenting the results and conclusions of Activity 1.

The tasks to be carried out include:

- Define the list of stakeholders interested in the training.
- Support the preparation of invitations.
- Support the identification and booking of the venue for the training.
- Preparation of a PPT Presentation to present the results of the implemented port research (status of the port related to CE, KPIs, etc.).

Deliverables:

List of stakeholders to be invited to the training, including contact details.

**Activity 3. Support the implementation of a circular economy pilot action in the selected port.**

The consultant will support the implementation of a circular economy pilot action chosen among the opportunities identified in Activity 1 and in agreement with the Port Authority and MedWaves Focal Point.

The support will include tasks such as:

- Promote the involvement of Stakeholders in the pilot.
- Support the organisation of the pilot action.
- Support the development of a report on the CE Pilot action in the port.
- Be the link between stakeholders involved in the development of the initiatives and MedWaves.

Deliverables:

A report with the summary of the implemented demonstration activity.

Duration

10 months (March-Dec 2023)

Location

Port of Vlorë and its surroundings.

MedWaves is looking to partner with a consultant, company, or association (hereinafter Contractor) in Albania to ensure the implementation of the project and help achieve the expected objectives.

## Deliverables and timeline

The consultant will start the work after the validation of the submitted offer by the contractor.

The deliverable should be written in a very concise manner, limiting the number of pages, highlighting key facts and main messages.

#	Activities	Deliverable	Deadline
1	Analysis of the current status of the selected port and identification of the opportunities for implementing the circular economy principles.	Analysis report (max. 30 pages)	June
2	Support the organization of a Joint National Training on circular economy in the ports sector.	List of invitees Report / PowerPoint presentation	September
3	Support the implementation of a circular economy pilot action in the selected port.	Final report of the pilot action	November

The Contractor is expected to liaise with the Policy Area of MedWaves throughout the project implementation to ensure full coordination and a common understanding of the approach and methodology. Weekly meetings are expected to monitor project implementation and adapt as need be.

## Means and modalities of work

- The Contractor will start the work after receiving the email of acceptance of the offer by Agència de Residus de Catalunya (hosting MedWaves), expected by the beginning of April 2023.
- The Contractor will work under the supervision and in close coordination with the team of the Policy Area of MedWaves.
- The Contractor will work with its own means: equipment, consumables, local travel, health and travel insurances, and any other expense should be included in the financial offer.
- Working languages are:
  - Albanian: communication with local stakeholders.
  - English: communication with Medwaves and international experts. Deliverables will have to be written in English also.

## Eligibility

The applicant (and its subcontractor, if any) must fulfil the following requirements:

- Be an individual consultant, firm or association. Note: This ToR is not a subvention but a provision of services and hence the Contractor shall comply with the national tax context.
- Be able to comply with national fiscal context and rules for receipt of international funds.
- Have a bank account whose holder name must be the same as the applicant.
- Partnership and subcontracting are allowed as long as the applicant has a substantive role in the assignment (e.g., layout service can be subcontracted).
- Fluent communication in Albanian (reading, speaking, and writing) and very good level of English (reading, speaking, and writing).
- Extensive experience in the targeted country in particular related to circular economy and blue economy.
- Very good knowledge of port activities, facilities and related stakeholders.
- Experience in international projects.

## How to apply and selection process

Candidates should submit the following documents:

- 1) Technical offer (maximum 3 pages): a conceptual note based on the activities and deliverables listed above. The offer should specify the envisaged approach/methodology and key elements to consider given the local context for a successful implementation of the proposed activities.
- 2) Profile and project references: the candidate (or team) should submit a brief professional background, including references to related projects. CV(s) of the team members shall be included as annex.
- 3) Financial offer: the consultant(s) should state the personnel dedication expressed in days (1 day = 8 working hours) and per task, as well as a lump sum for other costs related to the implementation of work.

**The maximum amount considered is 10.000€ (all taxes included).**

Important information regarding the consideration of the added-value tax (VAT)

1. Applicants legally registered in Spain: This is a provision of services and therefore VAT applies. Offers must include Spanish VAT number, and financial offer clearly indicate total before VAT, VAT amount, and total including VAT. This information should be equally reflected in the invoices.
2. Applicants legally registered in an EU Member State, other than Spain: they must be registered in the VIES registry (VAT Information Exchange System). Offers must include EU VAT number (including country code), and financial offer indicate total before VAT, along with the statement "both provider and client are registered in the VIES system and therefore VAT is not included in the offer". This information should be equally reflected in the invoices.
3. Applicants legally registered in an EU Member State exempted of VAT: they must submit official proof of exemption of VAT. Financial offers must include the statement "the provider is exempted of VAT as for [legal document]". This information should be equally reflected in the invoices.
4. Applicants legally registered in a non-member country of the EU: The provider is liable for paying taxes related to the provision of services as per tax regulations in its country. Financial offer must comprise that cost, and invoices submitted with all taxes included.

4) Bank form filled in, signed, and stamped by the bank.

**Offers must be sent to [octavi.domingo@gencat.cat](mailto:octavi.domingo@gencat.cat) with copy to [moutters@gencat.cat](mailto:moutters@gencat.cat) with the subject "technical assistance on port analysis in Albania" before 4th April, midnight (CET).**

All candidates will be notified upon the reception of the offers.

Offers will be assessed according to the following criteria and scores:

Points	Criteria
Maximum 45 points	Extent to which the technical bid is responding to the needs.
Maximum 20 points	Financial bid
Maximum 25 points	Technical expertise in the same type of missions
Maximum 10 points	Other qualifications and additional proposals for improvement

MedWaves may contact candidates to convene an interview to facilitate the evaluation



If you have questions concerning these ToR, please contact: [octavi.domingo@gencat.cat](mailto:octavi.domingo@gencat.cat).

## Selection and payments

The winning candidate will be notified by email on the selection of the offer. From that moment, the work can start according to the calendar.

Payments will be done as it follows:

- Submission and approval of deliverable related to Activity 2: 60%
- At the completion of remaining activities (December 2023): 40%

Payments will be done in a period of 60 days after reception and validation of the invoice. The Contractor is not responsible for banking costs that might be applied by the consultant(s) bank, neither for changes in currency exchange.