

Terms of Reference (ToR)

For

**Engagement of a Team of three Experts/Company for Needs
Assessment of Grantees**

of

**Incubation and Grant Management for Glass Waste Solution
from Lab of Tomorrow**

under

**Circular Economy for Sustainable Urban Development in
Albania**

TERMS OF REFERENCE AND SCOPE OF SERVICE

1. Background

Partners Albania for Change and Development (PA) is an Albanian NGO, established in 2001. PA mission consist in the support of civil society and facilitation of inter-sector cooperation to strengthen democratic institutions and advance economic development in Albania. PA is a member of Partners Global, a network of 20 independent organizations in Europe, the Americas, Africa, and the Middle East, working for peaceful and democratic change.

PA has built its operations in four key programmatic areas, namely:

- 1. Enabling Environment and Sustainable Development of CSOs**, contributing to the empowerment of civil society actors and civic engagement through *capacity building* programs, *monitoring and advocacy* for an enabling legal and practical environment for CSOs operation, and *financial support* for the sector.
- 2. Entrepreneurship and Social Innovation**, developing and supporting the ecosystem of entrepreneurship and social enterprises (SEs) through research, advocacy, financial support mechanisms, expertise, and networking opportunities.
- 3. Philanthropic Activity and Support Infrastructure**, developing and promoting philanthropic activity in the country through research, advocacy actions for an enabling environment, awareness raising, and promotion activities on the economic and social value of philanthropy.
- 4. Transparent and Accountable Participatory Governance** contributing to development and growth of civil society practitioners and public administration officials in their efforts to building strong institutions, manage open and transparent processes and overcome corruption.

PA has vast experience in designing and managing EU-funded projects and sub-granting schemes in the frame of EU projects. Since 2012, PA has implemented **more than 20 projects funded by the EU**. The organization also works for the *development of Social Enterprises* (SEs) and start-ups, generating social impact through a) research; b) advocacy; c) education and public awareness; d) financial support to 3-rd parties.

As part of the EU for Circular Economy and Livable Cities Project, implemented by GIZ Albania, Partners Albania has been selected as a grant manager to implement, the first of its kind, a Circular Business Incubation program, following the format of the Lab of Tomorrow program. The grant is aimed at supporting local SMEs which are working or are users of glass packaging and aspire to develop circular solutions to tackle glass waste.

We are pioneering this initiative through the EU for Circular Economy and Livable Cities project (EU4CELC), co-financed by the European Union (EU) and the German Federal Ministry for Economic Cooperation and Development (BMZ), and implemented by GIZ Albania in collaboration with the Ministry of Tourism and Environment (MoTE).

The project's objective is to transform Albania's waste management practices by establishing sustainable systems that prioritize glass reuse and recycling. Through targeted legal and financial measures, along with private sector engagement, the project seeks to reduce environmental degradation, lower reliance on imported glass, and promote a circular economy.

This initiative involves the private sector through innovation challenges and incubation programs, with an emphasis on creating and implementing circular glass packaging solutions.

The project has established four venture teams composed of registered businesses and NGOs operating in HORECA, Wineries, Breweries, Agrotourism, Glass Recycling, Crafting and Waste Management sectors.

1. Team one, composed of wineries, breweries, and international glass recycling specialists, plans to establish a re-use system for glass bottles. This system will involve creating centralized collection points for breweries, wineries, and the HoReCa sector, followed by the washing and reuse of the bottles. The reusable bottle system offers cost savings by minimizing the resources required for manufacturing beverages.
2. Team two, composed of HoReCa and Agrotourism businesses, seeks to create a circular system for glass reuse and recycling in Gjirokastra. This initiative involves processes such as washing, crushing, and selling glass products in partnership with local stakeholders. Key advantages include supplying affordable reusable jars and bottles to local markets and artisans, as well as offering a range of crushed glass to local artists for their creative endeavors.
3. Team three, composed of ceramic and glass artists, aims to turn glass waste into sustainable, functional art while promoting material innovation. By building a network of artists and glass industry professionals, the initiative will establish a hub dedicated to art and circular economy activities. This will include artist-led workshops to demonstrate techniques and offer vocational training opportunities.
4. Team four is composed of businesses and NGOs in the waste management sector. Their initiative focuses on collecting glass waste from the HoReCa sector and industrial glass from manufacturers in Durres and Tirana, then repurposing it for use across various industries. The recycled glass will be provided to pool construction and maintenance companies, construction material suppliers, architects and interior design firms, as well as furniture manufacturers, fostering sustainability and innovation in these fields.

As part of the assistance, the project will offer an incubation program to support venture teams explore the technical aspects of glass recycling, refine their business models, and address operational challenges associated with scaling sustainable solutions. Following the program, successful teams will be selected to receive financial support in the form of grants to further develop and implement their business solutions.

To customize the incubation process, Partners Albania for Change and Development will carry out a needs assessment with the help of a Team of three experts or Company. This assessment will provide the critical information needed to develop a tailored incubation program. The assessment will result in detailed reports that outline the specific needs of each venture team, the relevant fields of expertise necessary to address those needs, and personalized recommendations. The assessment reports will guide the experts in developing and delivering the incubation program, ensuring that each venture team receives the targeted support they require.

2. Objective of the ToR

The primary goal of these Terms of Reference is to engage qualified and experienced Team of three national experts or Company to perform needs assessments for 4 teams (around 5 businesses each), which will work on the outlined business cases, or new solution approaches to the challenge.

The areas of expertise of the team/company should cover:

- a. Business Plans development including Financial Management
- b. Market Positioning and Competition
- c. Marketing, Visibility and Promotion Strategies
- d. Innovation and Technology requirements
- e. Environmental Sustainability, Circularity and Social impact
- f. Waste Management and Recycling
- g. Circular Economy Practices

A total of 30 man-days for all three experts/company has been allocated over a two-week period, intended to conduct on-site visits, identifying needs, and preparing the corresponding needs assessment reports, for all venture teams. The assumption is that 10 days will be allocated to each expert, however the engagement of each expert will be decided based on the field of expertise of the expert, and the business technical area of the business idea.

This assessment will provide the critical information needed to tailor, develop and deliver the incubation program. The assessment will result in detailed reports that outline the specific needs of each venture team, the relevant fields of expertise necessary to address those needs, and targeted recommendations.

As part of the tender documentation, the team of experts/company is expected to submit a methodology for the service, including the delivery approach, agenda, and data collection. The needs assessment report should categorize the identified gaps and needs into specific areas of expertise required for each business idea.

The expertise is expected to be carried out mostly in Tirana and Gjirokaster. The travel arrangements and related costs for visits outside Tirana will be made by the team of experts/company.

The expertise will be provided in the **Albanian language**.

The reports will be prepared in **English language**

The assignment will be accomplished within **two weeks** (from the date of award of the contract).

3. Duties and Responsibilities

The team of experts/company contracted should fulfill the duties and responsibilities below:

- Prepare tools and templates to be used for gathering and identifying gaps and needs.
- Conduct in-depth individual consultations with each venture team to identify their specific needs and areas for assistance.
- Based on the Venture Teams currently planned solution & business plan, describe the business model, market positioning, and competitive landscapes of the venture team business solution to inform the needs assessments.
- Identify gaps in skills, machinery/equipment, knowledge, and resources that may hinder the venture team business solution growth and development.
- Prepare individual needs assessment reports for each venture team.
- Ensure confidentiality and sensitivity when handling proprietary and sensitive information shared by the venture team members.

3.1 Final Deliverables

- **Needs assessment reports for each Team in English**
 - a. Description of current business solution (at least 2 pages),
 - b. Gap Analysis (at least 2 pages)
 - c. Key findings and recommendations for support measures during the incubation phase (at least 2 pages)
 - d. Annexes including tools, templates and methodology

4. Budget and Funding

The total budget allocated for this service shall not exceed **9,000 EUR (VAT included)**. The selected team of experts/company will receive funding in accordance with the approved budget as per the financial plan. Payments will be made based on the delivery of the Needs Assessment services.

5. Experience and qualification of the Experts

The desired qualifications of each Expert as part of the Team/Company for this assignment are the following:

- Minimum of 5 years' experience in designing and conducting interactive needs assessments in the private sector at national, and/or international levels.
- Prior experience within the innovation and sustainability ecosystem is preferable, particularly in the development and scaling of ventures focused on glass recycling and reusing practices.
- Fluency in Albanian and English, accompanied by proficient oral and written communication abilities.

- Strong communication skills.
- Excellent analytical and reporting skills.

6. Contracting Authority

The team of experts/company will work under the supervision of Partners Albania for Change and Development, to which the experts/company will directly report about the implementation of the task.

7. Contractual Arrangements

The assignment is expected to be conducted within *November 2024*. The Experts from the Team/Company must be available during the time frame foreseen. The Experts from the Team/Company must be independent and free from conflicts of interest in the responsibilities they take on.

Interested applicants must submit a package consisting of:

- Methodology and timeline for the assignment, including expected outcomes.
- CVs, Qualifications and experience of the experts/company and relevance with TOR
- Financial Offer (VAT included)

8. Submission of the documents

The deadline for submitting the application is 08.11.2024, 15:00 hrs.

Application documents must be in English and sent via e-mail to the following address:
partners@partnersalbania.org

Partners Albania for Change and Development embraces diversity in its hiring, welcoming individuals of all religions, ethnicities, genders, and orientations to apply.