

**Terms of Reference (ToR)**

**For**

**Engagement of an Individual Sectorial Expert for Incubation  
Program of**

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

**under**

**EU 4 Circular Economy and Livable Cities Project**

**in Albania**

Tirana, Albania  
January 2025

## TERMS OF REFERENCE AND SCOPE OF SERVICE

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### 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 4 Circular Economy and Livable Cities Project, implemented by GIZ Albania, Partners Albania has been selected as a grant implementer, , for a Circular Business Incubation program, the first of its kind 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 4 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.

During the implementation of the Ideation Sprint, four venture teams were created, each composed of registered businesses, experts 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 beverage packaging.
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 public 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, in the form of glass filter media, construction material suppliers, architects and interior design firms, as well as furniture manufacturers, fostering sustainability and innovation in these fields.

As part of the Lab of Tomorrow approach, the project will offer an incubation program to support the venture teams explore the technical aspects of their business proposals, refine their 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.

Throughout the incubation program that will be designed and implemented by an experienced entity, each team will also be provided the opportunity to receive the sector-specific technical expertise necessary for the development and sustainability of their business idea by sector-related experts. For that purpose, Partners Albania for Change and Development plans to engage a specialized expert in glass recycling for construction purposes to provide crucial support for Team Four. This expert would support the team by ensuring quality and consistency in recycled glass, optimizing recycling processes, and developing specialized products like kitchen countertops, glass filter media for pool maintenance etc. He would guide the creation of sustainable construction materials tailored for architects and interior designers, ensure compliance with environmental standards.

## 2. Objective of the ToR

The primary objective of these Terms of Reference is to engage an **experienced Glass Recycling Expert** to collaborate with the Incubation Program mentors and the venture Team Four. This expert, with extensive experience in recycling glass for construction materials designed for architects and interior designers, will support the team by offering guidance to maintain high quality and consistency in recycled glass products while optimizing recycling processes. They would also give advice for developing specialized products like glass filter media for pool maintenance, glass-terrazzo tiles or usage of glass waste in cement and/or concrete production.

Specific objectives include:

- Accelerate the growth of business idea for team four focused on transforming glass waste into sustainable products used for kitchen countertops, filtration systems and sand, and other construction materials.
- Offer technical support to the team during the incubation phase to ensure the solution is market-ready and consistent with leading regional practices.

The expert will deliver services throughout the Incubation Program that will be running for approximately **12 weeks** from *January to March 2025*. At the end of the incubation program, each venture team will be required to submit a proposal for grant support (guidance and info session will be provided by Partners Albania), which, alongside the business plan and a detailed budget plan, will be presented in the format of a pitch deck during the Demo Day.

Responsibilities include providing technical guidance to Team Four related to flat glass for construction and architectural purposes, contributing to business plan development, and supporting Demo Day presentations.

As part of the tender documentation, the expert is expected to submit a service methodology, outlining the delivery approach, coaching method, and the number of allocated days for supporting the venture teams based on its needs, ensuring alignment with the Incubation Program schedule.

The service is expected to be conducted **online**.

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

The assignment will be accomplished within **3 months** (from the date of award of the contract), **and the minimum engagement should be 10 working days** (the exact number of days should be indicated in the methodology submitted by the expert).

## 3. Duties and Responsibilities

The expert contracted should fulfill the duties and responsibilities below:

- Provide continuous technical support throughout the incubation period focused on the recycling and repurposing of flat glass for construction and architecture, enabling the business to effectively incorporate these practices into its sustainable initiatives.
- Use industry insights to advice on glass by products such as glass sand, and glass filter media, pinpointing best practices for the efficient collection and processing of glass waste from the HoReCa sector and industrial sources.
- Using his/her business network to establish linkages between the team and relevant industry actors as potential customers or suppliers.
- In collaboration with the incubation company support Team Four in achieving a balance between technical feasibility and financial sustainability.
- Assist Team four in preparing for Demo Day by fine-tuning their technical proposal to ensure it aligns with local needs, is comprehensive, and communicated clearly.

### 3.1 Final Deliverables:

- Final report including:
  - Methodology and Agenda for Team Four
  - Documentation of the technical support provided during incubation, covering glass processing technologies, machinery logistics etc.
  - A summary of the refined technical proposal, ensuring alignment with local market needs (part of the Business Plan).
  - Demo Day presentation materials related to technical solution

### 4. Budget and Funding

The total budget allocated for this service shall not exceed **4,100 EUR (VAT included)**. The selected expert will receive funding in accordance with the approved budget as per the financial plan. Payments will be made in accordance with the following the option:

Month		EUR (including VAT)
1	Maximum pre-financing payment	30% of the contract value
2	Balance	70% of the contract value
	Total	Total value of the contract

### 5. Experience and qualification of the Expert

The desired qualifications of the Expert for this assignment are the following:

- Demonstrated experience in glass reuse and recycling, specifically in repurposing waste glass for construction applications.
- In-depth knowledge of glass production processes, architectural glass design, recycling practices, and the logistics of repurposing glass for construction and architecture.
- Ideally knowledge of the market & technical requirements for pool filtration media
- Strong background in operations, supply chain management, and sales within the construction or building materials industries.
- Thorough understanding of glass recycling logistics, glass crushing, including processes for collection, processing, and integration into construction projects.
- Expertise in assessing environmental impacts, conducting life cycle assessments, and implementing sustainable practices in the construction industry.
- Proficiency in English, with strong oral and written communication skills.
- Excellent analytical and reporting abilities.

## 5. Contracting Authority

The expert will work under the supervision of Partners Albania for Change and Development, to which the expert will directly report regarding the implementation of the task.

## 6. Contractual Arrangements

The assignment is expected to be conducted within *31<sup>st</sup> March 2025*. The Expert must be available during the time frame foreseen. The Expert must be independent and free from conflicts of interest in the responsibilities they take on.

Interested applicants must submit a package consisting of:

- Methodology including activities, timeline for the assignment, allocated days and expected outcomes.
- CVs, Qualifications and experience of the expert and relevance with TOR
- Financial Offer (VAT included)

The deadline for submitting the application is **24.01.2025**.

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