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# BACKGROUND INFORMATION

## Partner country

Albania

## Contracting authority

University Aleksandër Moisiu, Durrës

## Country background

The Mediterranean region, due to its geographical and environmental traits, is highly susceptible to climate change, with the Mediterranean Sea being one of the most polluted seas globally. The region, home to approximately 500 million people, is heavily impacted by human activity, particularly in urban coastal areas. Additionally, the influx of tourists exacerbates this issue, contributing to a significant increase in waste generation, especially during the summer months, when waste production rises by up to a third. This surge places considerable strain on local municipalities, particularly those along the coast, who struggle to manage waste efficiently. Coastal businesses also face mounting pressure to maintain a clean environment in the face of this growing challenge.

Waste management and marine litter are pressing concerns across all Mediterranean countries. European nations tend to attribute marine pollution to the waste produced by tourists using beach-related products, while countries in the Western Balkans and North Africa face more severe challenges, primarily due to inadequate municipal waste management systems. In these areas, waste often accumulates along riverbanks due to poor collection infrastructure, eventually making its way into the sea.

Albania, located in the Western Balkans and bordered by the Adriatic and Ionian seas, is endowed with abundant water resources, including several major river basins and a 316 km coastline. These natural assets benefit sectors like tourism, agriculture, and biodiversity but also pose environmental challenges. The extraction of materials from riverbeds, the release of untreated industrial wastewater, and improper disposal of municipal waste all threaten the health of river and marine ecosystems, as these water bodies ultimately flow into the Adriatic Sea.

Addressing waste management is a priority for the Albanian government. Their plans include aligning with EU regulations, investing in waste treatment infrastructure, and promoting awareness about waste reduction, reuse, and recycling. Despite some progress in legislation and the development of waste management facilities like landfills and incinerators, the sector still faces significant challenges.

Albania has made some progress in waste management, despite the ongoing challenges in the sector. In 2020, two important policy documents were adopted by the authorities: the “Integrated Waste Management Strategic Policy Document and National Plan 2020–2035” and the “National Sectoral Plan for Solid Waste Management.” These documents set out clear objectives and targets for waste management and outline the infrastructure needed for a more integrated approach to managing waste.

With these policies in effect, the Albanian government is focusing on supporting municipalities to develop comprehensive waste management plans and create the necessary infrastructure for effective waste collection and disposal. The growing tourism sector, particularly in coastal areas like Durrës, highlights the need to collaborate with businesses to implement circular economy practices. This shift aims to move away from a traditional linear economic model and toward one that keeps materials in circulation, extending their useful life. By updating legislation and incorporating these principles, the government is working to align Albania’s waste management systems with EU standards and global best practices.

The main goal of the project is to promote sustainable economic growth and environmental conservation in the Municipality of Durrës by encouraging integrated waste management practices. This includes minimizing waste production, reducing costs, and improving awareness and education on proper waste management among residents, especially youth.

Furthermore, the project aims to build the capacity of municipal staff to improve environmental protection and ensure the efficient management of municipal waste. These initiatives are in line with national commitments and strategic policy goals, helping to meet both local and international standards for waste management.

Durrës, one of Albania’s most important coastal cities, is known for its historical heritage, beautiful beaches, and vibrant tourism. However, in recent years, the city has faced growing challenges related to waste management, pollution, and environmental degradation. A clean-up action is not only necessary but also urgent to preserve the natural beauty, ensure public health, and promote sustainable development.

## Overall objective

The overall objective (Impact) to which this action contributes is:

In the framework of our project, organizing a clean-up action is not just a practical necessity—it is a strategic and transformative initiative that addresses multiple dimensions of urban sustainability. Below are the main reasons why this action is essential:

### 1. **Environmental Sustainability**

Durrës is home to a fragile coastal and marine ecosystem that is increasingly threatened by pollution. The accumulation of waste in public areas, beaches, and natural spaces affects not only the appearance of the city but also the health of its environment. Plastic waste, in particular, breaks down into microplastics, which enter the food chain and have harmful consequences for marine life and human health.

A clean-up action helps to:

* Reduce the immediate environmental impact of litter and waste.
* Prevent further degradation of ecosystems.
* Protect endangered species in the Adriatic Sea.
* Promote long-term ecological balance in urban and coastal areas.

### 2. **Public Health and Hygiene**

Uncollected waste creates breeding grounds for insects, rodents, and harmful bacteria. It contributes to air and water pollution and increases the risk of diseases such as respiratory infections, skin conditions, and gastrointestinal illnesses—especially among children and the elderly.

By organizing a large-scale clean-up, we:

* Improve sanitary conditions in urban and coastal areas.
* Reduce environmental health risks for the local population.
* Raise awareness about personal and community hygiene.

### 3. **Tourism and Economic Development**

Tourism is one of Durrës’s most important economic sectors. Thousands of tourists visit the city every year for its beaches, archaeological sites, and vibrant culture. A clean, well-maintained city leaves a positive impression and increases the likelihood of repeat visits and positive reviews.

However, pollution and litter:

* Damage the city’s image.
* Lower the quality of the tourist experience.
* Have a direct negative impact on small businesses that depend on tourism.

A clean-up action demonstrates that Durrës is committed to providing a welcoming, clean, and environmentally responsible destination for both tourists and investors.

### 4. **Civic Engagement and Education**

One of the most valuable aspects of a clean-up initiative is its ability to involve citizens, especially youth, in community action. These activities:

* Promote a sense of ownership and responsibility toward public spaces.
* Teach environmental values and sustainable habits.
* Empower young people to become agents of change in their communities.

Educational institutions, local businesses, and government bodies can all participate and collaborate, strengthening social cohesion and shared purpose.

The clean-up action in Durrës is more than just a one-day event. It is a critical step toward transforming the city into a cleaner, healthier, and more sustainable place for everyone. By combining environmental responsibility with community involvement and long-term vision, we aim to inspire change that lasts far beyond the day of the event.

This project sends a strong message: that the citizens of Durrës care for their environment, value their city, and are ready to take collective action to protect it.

## Specific objective(s)

The specific objectives(Outcomes of this contract are as follows:

* + DJ and sound system
	+ Food and beverage packages for participants
	+ Bottled water and refreshments
	+ Buses for transportation
	+ Cleaning tools: trash bags, brooms, rakes, etc.
	+ Protective gloves
	+ Reusable tote bags
	+ First aid kits

Approximately 200 participants are expected to be involved. The exact number of participants will be communicated to the successful economic operator at the time of contract signing, following communications with the project partners.

As part of our ongoing commitment to environmental protection and community engagement, we aim to organize a large-scale clean-up action in the city of Durrës. This initiative is designed to bring together all project partners, school students, and citizens in a unified effort to clean and restore public spaces.

#### **Main Objectives:**

* To remove visible waste and litter from key urban and coastal areas of Durrës.
* To raise awareness about environmental responsibility and the importance of waste reduction.
* To promote active community participation in local sustainability efforts.
* To foster collaboration between institutions, civil society, and citizens.

#### **Participants:**

* **Project partners** from all involved organizations and institutions.
* **Students** from local schools, particularly those engaged in environmental education or civic initiatives.
* **Local citizens** who wish to contribute voluntarily to the clean-up effort.

#### **Target Areas:**

* The place where the clean-up action will be held is going to be decided by the project partners.

#### **Method of Implementation:**

* Teams will be formed based on location and group size.
* Each group will be equipped with gloves, trash bags, and other necessary tools (provided by the organizers).
* Waste will be collected, sorted where possible, and disposed of in cooperation with the local waste management services.

#### **Timeframe:**

* The clean-up action will be held on a specific day (to be coordinated with all stakeholders), ideally during September-October.
* The activity will last approximately **4–6 hours**, including preparation, action, and closing remarks.

#### **Additional Components:**

* A brief closing ceremony or gathering to thank participants and share results.

## Expected outputs to be achieved by the contractor

The expected outputs of this contract are as follows:

It is hereby emphasized that all the required services and supplies listed above must be provided exclusively by the economic operator who will be selected as the winning bidder. This provision is integral to the successful organization and execution of the clean-up action, ensuring that all logistical needs are met in a timely and efficient manner.

To ensure the success, safety, and comfort of all participants, the following materials and services are needed:

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

The successful implementation of the clean-up action project in Durrës is based on the following key assumptions:

* **Active Participation:** It is assumed that all project partners, local schools, students, and citizens will actively participate and commit to the clean-up activities.
* **Support from Local Authorities:** The local municipality and relevant authorities will provide necessary permissions, support, and cooperation for the event.
* **Weather Conditions:** The event will take place under suitable weather conditions to ensure safety and maximum participation.
* **Community Awareness:** The clean-up action will raise awareness among the community, leading to increased environmental responsibility beyond the project timeframe.
* **Effective Coordination:** Communication and coordination between all stakeholders will be smooth and efficient, enabling successful planning and execution.

## Risks

Several potential risks could affect the successful implementation of the clean-up action project. Identifying and mitigating these risks is essential to ensure smooth execution and achieve the project’s objectives:

* **Low Participation:** There is a risk that not enough volunteers, students, or partners may participate, reducing the effectiveness and impact of the clean-up action.
* **Adverse Weather Conditions:** Bad weather (heavy rain, storms, extreme heat) could delay or cancel the event, affecting scheduling and logistics.
* **Safety and Health Issues:** Participants may face health risks or injuries during the clean-up, which could affect the event’s reputation and continuity.
* **Public Awareness:** The clean-up action may not achieve the desired level of awareness or long-term behavioral change if follow-up activities are insufficient.

# SCOPE OF THE WORK

## General

### Project description

The project aims to organize a large-scale environmental clean-up initiative focused on improving the cleanliness and sustainability of the city. This action will bring together various stakeholders, including project partners, local schools, students, and citizens, to collaboratively clean public spaces, beaches, and neighborhoods that have been affected by litter and pollution.

The project will focus on removing waste from key urban and coastal areas, promoting environmental awareness, and encouraging community participation in protecting and maintaining their surroundings. It will involve the distribution of necessary cleaning equipment such as gloves, trash bags, and tools, while ensuring the safe collection and proper disposal of waste in cooperation with local waste management services.

In addition to the physical clean-up, the project will include educational activities and awareness sessions, especially targeting young people, to instill sustainable habits and foster a sense of civic responsibility. The event will be complemented by logistical support including transportation, food, hydration, and entertainment to motivate and support participants.

This initiative is designed not only to produce immediate environmental benefits but also to strengthen community ties and promote long-term behavioral change towards a cleaner, healthier, and more sustainable Durrës.

### Geographical area to be covered

Durrës municipality, Albania

### Target groups

The primary target group of the clean-up action project includes:

* **Students from local schools:** Engaging youth is essential for fostering environmental awareness and long-term sustainable habits.
* **Project partners and their teams:** Representatives from all organizations involved in the project will actively participate, demonstrating leadership and commitment.
* **Local citizens and volunteers:** Individuals from the community who wish to contribute voluntarily to the improvement of their city.
* **Local authorities and municipal staff:** Supporting and facilitating the event through logistical support and waste management.
* **Environmental organizations and NGOs:** Providing expertise, educational support, and outreach to maximize the project’s impact.

By involving these groups, the project aims to build a broad coalition of engaged participants committed to protecting the environment and promoting civic responsibility in Durrës.

## Specific work

To achieve the objective of the contract — the successful organization and execution of the clean-up action in Durrës — the contractor (winning economic operator) shall undertake the following tasks. These are presented in **chronological order**, and each task must be completed according to the agreed timeline.

#### **4.2.1Pre-Event Planning and Coordination**

**Timeline:** Within the first 3 working days after contract signature
**Tasks:**

* Coordinate with the contracting authority and project partners to finalize the date, locations, and number of participants.

#### **4.2.2 Procurement and Preparation of Materials and Services****Tasks:**

* Prepare the following materials and services:
	+ DJ and sound system
	+ Food and beverage packages for participants
	+ Bottled water and refreshments
	+ Buses for transportation
	+ Cleaning tools: trash bags, brooms, rakes, etc.
	+ Protective gloves
	+ Reusable tote bags
	+ First aid kits
* Organize the materials for distribution.
**Expertise Required:** Logistics and supply management

#### **4.2.3 On-site Setup and Event Execution**

**Timeline:** On the day of the clean-up event
**Tasks:**

* Ensure timely transportation of participants to designated locations.
* Set up DJ/sound system at the main meeting point.
* Distribute cleaning equipment, gloves, bags, water, and food to participants.
* Coordinate and oversee cleaning activities at all designated locations.
* Ensure safety measures are respected (including first aid availability).

#### **Post-Event Waste Handling and Clean-Down**

**Timeline:** Immediately after the clean-up
**Tasks:**

* Coordinate with local waste management services for collection and proper disposal of all collected waste.
* Ensure clean-up of any temporary stations or supply areas.
* Remove sound equipment and all logistical items.

#### **Reporting**

**Timeline:**

* Final Report: Within 10 working days after event
**Tasks:**
* Prepare and submit a post-event report including:
	+ Overview of the event and locations cleaned
	+ Number of participants
	+ Types and quantities of waste collected
	+ Photographic documentation
	+ Challenges and recommendations

### **Payment Terms**

All tasks listed above are to be completed by covering the full scope of services, materials, coordination, and reporting. No separate or itemized billing will be accepted unless otherwise agreed.

The contractor shall ensure the proper organisation, coordination, and execution of all activities related to the clean-up action in Durrës, in full alignment with the objectives and scope of the project. The following general managerial, economic, institutional, and technical requirements shall apply:

#### **Managerial and Institutional Requirements:**

* The contractor must coordinate closely with the contracting authority, local government representatives, and project partners to ensure all logistical and technical aspects are aligned and approved in due time.
* The contractor is responsible for establishing an efficient internal management structure capable of delivering all required components of the clean-up event within the agreed timeframe and budget.
* The contractor must comply with all relevant local regulations concerning public events, waste collection, transport, health and safety, and environmental protection.

#### **Technical Requirements:**

* The contractor shall deliver all services and materials as outlined in the terms of reference, ensuring they meet quality standards and are suitable for the event’s scope and size.
* The event may be structured in phases (e.g. preparation, execution, post-clean-up), and the contractor shall clearly indicate this in their technical proposal.
* The contractor shall ensure proper waste collection, handling, and disposal in compliance with environmental standards and municipal cooperation agreements.

## Project management

### Responsible body

University Aleksandër Moisiu, Durrës will be the Contracting Authority responsible for managing the contract.

### Management structure

The contractor will report to University Aleksandër Moisiu, Durrës and coordinate with Municipality of Durrës and URI's Project Manager.

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

N/A

# LOGISTICS AND TIMING

## Location

Durrës municipality, Albania

## Start date & period of implementation

The period for implementing the tasks is 5 (five) days from the moment of signing the Contract.

# REQUIREMENTS

## Personnel

The contractor shall ensure the engagement of qualified staff necessary for the successful planning, coordination, and implementation of the clean-up action.

### Key experts

Key experts have a crucial role in implementing the contract. These terms of reference contain the minimum requirements for the key experts.

Although minimum requirements for the experts are not selection criteria but award criteria meant to evaluate the technical quality of the offer, the compliance with these requirements is assessed on a YES/NO basis. If an expert does not meet the minimum requirements, the expert must be rejected on the basis of non-compliance. This means that the entire tender is rejected and shall not be evaluated further.

During the evaluation, higher scores will be awarded to the “Expert’s Profile” that demonstrates, in addition to the minimum requirements, strengths in relation to the objectives, expected outputs, and scope of work. The award criteria may include additional desirable qualifications, skills and professional experience. These additional desirable criteria, will provide guidance on the elements that will be considered a strength and will receive higher scores.

**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.
5. The key expert is defined, and he must submit the CV.
6. All experts who have a crucial role in implementing the contract are referred to as key experts. The profile of the key expert for this contract is as follows:

### **Qualifications and Skills**

**1.1 Minimum Requirements:**

* Good organisational and coordination skills.
* Ability to communicate effectively with different stakeholders.
* Good command of English (spoken and written).

### Non-key experts

N/A

### 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.

## Office accommodation

N/A

## 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.

## 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.

# REPORTS

## Reporting requirements

#### **Reporting**

**Timeline:**

* Final Report: Within 10 working days after event
**Tasks:**
* Prepare and submit a post-event report including:
	+ Overview of the event and locations cleaned
	+ Number of participants
	+ Types and quantities of waste collected
	+ Photographic documentation
	+ Challenges and recommendations

## Submission & approval of reports

The report referred to above must be submitted to the project manager identified in the contract. The project manager is responsible for approving the reports.

# MONITORING AND EVALUATION

## Definition of indicators

Deviation of planned time schedule for project/program

Contractor will maintain contract implementation within time span and avoid deviation from overall project implementation schedule.

Deviation of planned budget

Contractor will avoid deviation of the planned budget as a difference in total costs between as compared against to the factual budget.

## Special requirements

N/A

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