

Terms of Reference – Support for preparing Call of Proposal and ToRs under Action document for Circular Economy and Green Growth within IPA III programming document for Window 3 – Environment and Climate Change

Name of Expert:	TBD	Contract No.:	SANE27/1
Title:	Expert on EU IPA projects' preparation	Component:	Outcome 1:
Specific work:	<p>Expertise is related to implementation of activities within SANE27: Component 1 – Preparing for Chapter 27 Screening Activity 1.5 Support to MTE-Chapter 27 institutions in approximating EU environmental requirements as part of preparation for bilateral screening;</p> <ul style="list-style-type: none"> - Action 3: Providing support in preparation of project proposals, ToR and implementation of activities that contribute in approximating EU environmental requirements, if requested by DICAA or agreed by DICAA and if approved by SEPA.. - Action 3.1: Engage national or international experts for preparation of project proposals, ToR and implementation of activities that contribute in approximating EU environmental requirements 		
Activities:	<ol style="list-style-type: none"> 1. Analyse the draft Sectorial Strategic Response of IPA III programming document for Window 3 – Environment and Climate Change (here and after IPA III document); 2. Analyse the draft Action document for Circular Economy and Green Growth; 3. Conduct interviews with responsible persons for waste management from MTE, Ministry of Energy and Infrastructure (MIE), National Agency of Water Supply and Sanitation and Waste's Infrastructure (AKUM) and Delegation of EU in Tirana, including persons from the Technical Assistance project of MEFA responsible for IPA III preparation; 4. Prepare following documents in accordance to EU PRAG rules of procedure (the latest version)*: <ul style="list-style-type: none"> - Calls of proposal Call for Proposals "Support to private sector, environmental civil society organizations, social businesses, and local governments in implementing actions to facilitate and promote circular economy and green growth"; - ToR for Service (Framework) Contract "Support in management and monitoring over the implementation of the grant contracts by non-state actors; - ToR for Service Contract "Public information campaigns on circular economy and green growth; - Contract Notice for the above two service contracts; 5. Participate at the key meetings where ToRs and Call of Proposal would be discussed and give presentation, if requested; 6. Signe the Declaration of Objectivity and Confidentiality and Statement for preparing the documents under item 4;; 		

Outputs:	1. Preparation of following documents: <ul style="list-style-type: none"> - Calls of proposal Call for Proposals “Support to private sector, environmental civil society organizations, social businesses, and local governments in implementing actions to facilitate and promote circular economy and green growth”; - ToR for Service (Framework) Contract “Support in management and monitoring over the implementation of the grant contracts by non-state actors”; - ToR for Service Contract ”Public information campaigns on circular economy and green growth”; - Contract Notice for the above two service contracts; 2. Presentations, if requested.		
Minimum experience and/or knowledge (and selected criteria)	<ul style="list-style-type: none"> - minimum bachelor degree in economics, legal or any other natural science studies with above of 5 years of experience after graduation of the general required experience (10 points); - more than 10 years of general experience in preparing policy/planning documents related to environment (30 points); - more than 5 years of working experience in programing or management of IPA Programs and investment programs(30 points); - experience in at least 2 projects related to IPA programing (10 points); - has worked with the Albanian Government’s institution responsible for policy planning of EU and other donors funds (20 points); 		
Duration	December 2020 – 31 March 2021		
Delivery dates:	First draft of the document – 1 February; 2021 Second draft of the documents – 15 February 2021; Final draft of the documents – 31 March 2021.		
Location	The position is located in Tirana, Republic of Albania		
Other cost	Expert should include in the fee all costs related to participation on missions (meetings) held in Tirana.		
Document containing full description:	<ul style="list-style-type: none"> - Draft IPA III document for Window 3 – Environment and Climate Change; - Draft Action Document for Circular Economy and Green Growth; 		
No. days allocated:	26 days	Comments:	N/A
Approved by:	Jadranka Ivanova	Date:	14.12.2020

*Title of the documents and modalities might be changed following the approval of the AD for CE&GG

Notes:

- Work package to be used within the framework of a valid contract based on this ToR.
- Copy of work package to go to the Expert and cc Programme Coordinator & Swedish EPA Programme Manager.
- Work package to be ‘closed’ when outputs are accepted.
- Expert should submit Time Sheets for her/his work.
- Outputs are considered accepted when approved by MTE representative and SANE27 Team Leader (TL)