
BASHKI TE FORTA - PROCUREMENT OF SERVICES

NATIONAL TENDER CALL

SUPPORT ON IMPROVING WASTE MANAGEMENT AT THE NATIONAL LEVEL (LEGAL CHANGES FOR THE SECTOR AND INSTITUTIONAL SUPPORT FOR NATION AGENCY FOR WASTE ECONOMY(AKEM)).

1. Bashki te Forta's intervention strategy

This call for proposals is launched in the framework of the "Bashki te Forta" (BtF), a project of the Swiss Agency for Development and Cooperation (SDC) and the Government of Sweden, implemented by Helvetas. The second phase of the Bashki të Forta project will continue to strengthen the capacities of the municipalities to enable an overall increase of the LGU performance and contribute to improving the citizens' quality of life, good local governance, and local democracy, enabling the sustainable development of local communities and territories and the quality provision of the municipal services. The project will intensify its interventions in the field of performance by building a country-wide performance management system which will be topped up by a performance-based grant scheme extended to all 61 municipalities in Albania.

An important element of the approach is that interventions will be co-designed with organizations that have a systemic role in the Albanian local government so they can take full ownership of the interventions in time. Relevant systemic actors will be supported to develop policies for and deliver knowledge to municipalities.

Outcome 1 of the project is about support to the municipal executive to improve service delivery (especially in the field of waste management- and preschool services) towards appropriate and affordable standards. This requires support in setting standards, technical assistance to municipalities for achieving those standards, and developing an on-system training offer for selected services.

Through a waste management intervention, the project will also support the service expansion initiatives in peripheral areas and recycling often done by disadvantaged communities. Collaboration with the private sector will be promoted, such as the recovery of recycling materials and the promotion of 3R (Reduction, Reuse, Recycling).

2. General context in the field of waste management

Waste management remains one of the most demanding and challenging functions for local government, not only financially, but also institutionally and in terms of human resources. Over the years, municipalities have been supported to improve the quality of the service provided and increase efficiency and citizen involvement. Although this service has improved, the development of sectors such as tourism, agriculture and transport, health protection, the ambition to be close to the EU, and the growing demands of citizens dictate the need for more qualitative and integrated management of the waste management sector. In parallel with the support for infrastructure and governance of the sector, strengthening the capacities of local and national officials is one of the main pillars of the cross-sectoral decentralization strategy and the strategic policy document for waste management.

Albania's commitment to sustainable development is dependent on a successful shift towards circular economy principles. The Western Balkan leaders expressed their commitment to align with European climate targets of becoming carbon-neutral by 2050 when they signed the Green Agenda for the Western Balkans on 10 November 2020. The Green Agenda for the Western Balkans emphasizes the need to link regional economic growth and new business opportunities to more sustainable production and consumption practices. This includes encouraging waste prevention, reuse, and recycling as well as reducing waste production, increasing resource productivity, and reducing pollution.

In response to the progress reports for Albania from the European Commission which highlighted that waste management policies in Albania do not aim to reach EU 2030 recycling targets, the project gradually started to adopt its planned activities from a linear waste model to a more circular approach promoting reuse and recycling. Besides supporting municipalities with designing local waste management plans and strengthening monitoring, business plans and studies for waste reduction, recycling centers as well as different revised schemes for at-source recycling, waste separation, and composting have been developed together with municipal teams. Such recycling

and upcycling initiatives will help low-income individuals including youth and Roma people to create sustainable businesses by transforming waste into marketable products.

With ongoing consultations for the new draft law on waste management and its approval expected sooner than later the tasks and responsibilities of the municipalities towards circular economic models will increase. The newly established National Agency for Waste Economy will be an additional factor in promoting better waste management and pushing for more roles of municipalities in waste separation and recycling programs. The project will continue to support initiatives and practices of municipalities in waste management helping Albania to steadily grow as an emerging tourist destination.

Bashki te Forta (BtF) has significantly contributed to municipalities' development of service improvement plans, performance monitoring, financial sustainability, strengthening capacities of local and national staff dealing with waste management, and public awareness and information. As per the National Cross-Cutting Decentralization Strategy (2023-2030) and its Action Plan 2023-2025, as well as the National Strategy on Waste Management (2020-2035), the project supported municipalities' progress and improved the quality of service delivery. Bashki te Forta aimed to push local and national institutions to build trust and encourage participation in waste management programs. Within Bashki te Forta activities, especially on planning and fiscal policy initiatives for the sector, municipalities were supported to communicate clearly with stakeholders about waste management processes, goals, and outcomes. This included also reporting on service performance and discussion of such reports with municipal councils and citizens.

With the draft law on waste management expected to pass in 2025, municipal responsibilities for circular economy models will increase, and the newly established National Agency for Waste Economy (AKEM) will further promote better waste management.

In 2025, the project will continue to support municipalities¹ in two different levels of effort.

1. at the municipal level the project will focus its support on 13 municipalities (divided into two groups, 6 municipalities in the North and 7 others in the South) that show a solid commitment to taking waste management to the next level, applying an integrated approach of all components of the project involving the municipal council, performance management system, preschool education, and social inclusion. Application of these approaches through on-the-job training and direct coaching will create effective and successful models that can be replicated across the country. As the level of assistance provided in these 13 municipalities will be much more intense, the municipalities will be divided into two groups with 6 municipalities in the North and 7 municipalities in the South.
2. at the regional level, up to 22 municipalities will receive technical assistance and capacity building through a combination of gatherings, online coaching, and horizontal networking. This assistance will be based on municipalities' "willingness and commitment" to cooperate and improve.
3. at the national level continue the efforts to finalize new waste training curricula for the waste management sector and roll them out through the Academy to local officials of 61 municipalities; providing institutional support to the National Agency for Waste Economy (AKEM) to establish a performance monitoring system; and supporting the process to make the new law on integrated waste management operational (under the condition that this Law is adopted in 2025).

In both proposed interventions (at the local and regional level) the technical assistance provided should be considered as a continuation of all BtF activities so far. At the technical support provided at the local level municipalities are encouraged to implement individually as many measures as they consider sufficient to substantially improve the service and have a positive impact, while at the regional level municipalities must be clustered, and networks of professionals will be set up to gather municipalities that are implementing the same measures. As a governance project, BtF will

¹ The full list of municipalities receiving both levels of support is provided as Annex 1

apply “on-system” support for the sector, while as much as possible e-solutions that work at the local level will be used, as gender and digitalization will be also addressed.

3. Tools and approaches of BtF developed until now in the field of waste management

Over the years, different tools and methodologies have been developed and tested in partnership with municipal staff and national institutions such as the manual on local waste planning, methodology on cost and tariff calculations (adopted with DCM no.319/2018²), methodology on data and performance indicators generation and reporting (adopted with DCM no. 538/2021³), methodology on monitoring the implementation of local waste management plans, instruments to ensure financial sustainability of the sector (taxpayers registers, fiscal packages, billing systems, communication with taxpayers), instruments to promote recycling, composting and behavior change as well as communication and information campaigns and public awareness initiatives.

The main elements of BtF support for municipalities in 2025 and onwards include continuing initiatives to improve waste service delivery. The project will support municipalities in applying already implemented tools and instruments that have ensured transparency, accountability, and improvement of service delivery. Municipalities with already developed waste management plans will be supported to implement them, monitor implementation of such plans, improve costs and budget calculation, fiscal policies and billing systems, and better report, evidence-based public debates and discussions with the municipal council, citizens, media, and civil society on issues and service performance influencing the way waste management services in their communities are managed. More efforts and focus on anti-corruption measures involving the project with independent institutions, central and local government, as well as civil society and the media.

With the draft law on waste management expected to pass in 2025, municipal responsibilities for circular economy models will increase, and the newly established National Agency for Waste Economy (AKEM) will further promote better waste management.

As mentioned above, during 2023-2024 the project supported municipalities in establishing waste management service databases, designing local waste management plans, and calculating the service costs as well as monitoring the service delivery as per the defined KPIs.

Collecting, measuring, updating, and reporting the service KPIs made it possible for better communication with different key stakeholders such as citizens, municipality council, institutions, business community, etc. At the same time, the municipal leadership and service managers become more aware of the different processes involved within the service delivery and find ways for improvement. The system based on the same set of service KPIs for all municipalities (as an obligation to be reported officially to NEA due to the DCM on waste statistics) made it possible for a benchmarking system comparing the quality, quantity, and efficiency of the service between different municipalities and service providers. 35 municipalities with the BtF support have prepared a Performance Report on Waste Management, which aims to provide a picture of current service delivery and its performance measures by a list of KPIs at the local level in 4 dimensions: a) service quality; b) environmental sustainability; c) economic sustainability; d) institutional and governance capacities. KPIs are as follows:

Quantitative KPIs	Qualitative KPIs
<ul style="list-style-type: none"> 1) Service coverage 2) Collection of waste streams at the source 3) Waste treatment 4) Efficiency of service tariffs collection 5) Service cost coverage by tariffs 	<ul style="list-style-type: none"> 6) Assessment of the role of the municipality in service delivery 7) Service quality/situation in the LGU 8) Community/client satisfaction 9) Transparency of the billing system

² <https://turizmi.gov.al/wp-content/uploads/2018/09/Vendimi-nr.319-date-31.5.2018-Per-kostot-dhe-tarifen-e-mbetjeve.pdf>

³ <https://qbz.gov.al/eli/fz/2021/149/a4a9ae22-f4a9-483f-863f-c523d694fe15>

This benchmarking system facilitated the discussion with the Line Ministry (MoTE) and can further contribute to the discussion on setting a service minimum standard taking into consideration social–economic and geographic aspects of different municipalities. Ad hoc training courses with AKEM’s staff related to the methodology of data collection, KPIs, and performance monitoring, as well as an introduction to local waste management planning and monitoring have taken place at the last quarter of 2024.

4. The scope of work of this tender

Based on previous experience of BtF with performance measurement at the local level, the scope of work of this tender is to select an organization that will:

- Provide support and technical assistance to AKEM to establish a performance monitoring system at the national level.
- Harmonize the efforts of independent institutions to support transparency and anti-corruption with municipal initiatives and initiatives (case of High State Audit).
- Develop relevant technical inputs to support national institutions of the sector (Ministry of Tourism and Environment) and the National Agency for Waste Economy (AKEM) to design and propose technical inputs and sub-legal acts that will help implementation of the Integrated waste management law (under the condition that this Law is adopted in 2025).

The following interventions are requested to be carried out by the service provider. Please note that such interventions are not an exhaustive list, but to guide bidder organizations in drafting a proposal. Based on the framework agreement, specific technical assistance requests for service per each of the interventions will be drafted.

A. Establish a performance monitoring system at AKEM

Interventions requested

At the municipal level, we already have 35 performance reports for waste management. Such reports will serve as a basis for AKEM to assess the current situation, identify gaps, and develop the system further. The existing and previous experience of municipalities in data generation and reporting will also be improved and upgraded in close collaboration with INSTAT/SALSTAT. To improve waste management efficiency, AKEM will establish and maintain a comprehensive national database on waste generation, processing, and disposal. This system will collect detailed information from municipalities and waste management facilities, ensuring accurate reporting on key performance indicators (KPIs) as identified in the methodology on data generation and performance indicators, adopted with DCM no.531/2021. This data will be used for strategic planning, policy development, and meeting reporting obligations to international bodies such as the EU. By making use of digitalization and modern technologies, AKEM will enhance the accuracy and efficiency of data collection and monitoring processes.

AKEM plays a pivotal role in establishing a robust performance monitoring and data management framework for the country’s waste management system. To effectively manage and utilize this data, AKEM will develop and maintain a centralized system (platform). This system will integrate data from various sources, enabling real-time monitoring and analysis of waste management operations across the country. The platform will be designed to help AKEM assess progress toward national and international waste management goals. It also will support the creation of detailed reports for internal use, policy development, and compliance with EU directives. Beyond analysis and reports, regularly published performance indicators and reports by AKEM will prioritize transparency and stakeholder engagement, inform the public, and media, and foster accountability among waste management entities. Through its performance monitoring and data management efforts, AKEM ensures that Albania’s waste management system operates effectively, sustainably, and in alignment with international standards.

Establishing and sustaining an effective national performance monitoring system for waste management in Albania requires AKEM to follow a clear and structured roadmap. The organization that will provide technical assistance and institutional support to AKEM should consider within their assistance (but not limited to) the main steps in the process as below:

- Assess the existing waste management practices and monitoring systems across Albania.
- Identify gaps and deficiencies in data collection, processing, and institutional capacity.
- Set objectives and define clear, measurable goals for the monitoring system (e.g. compliance with EU standards, etc.).
- Based on DCM 531/2021 redefine key performance indicators (KPIs) such as waste generation rates, financial sustainability (cost coverage, tariff collection rate, etc), recycling rates, etc.
- Identify data sources, such as municipalities, waste management companies, and treatment facilities.
- Propose and agree with municipalities on types of data to collect, digital tools, and technologies to be used
- Establish a centralized data management platform for data integration and analysis.
- Institutional capacity building through training AKEM and municipal staff on data collection, analysis, and system operation.
- Make use of 13-35 BtF partner municipalities to start the baseline and test the monitoring system on a smaller scale.
- Assess the pilot system for data accuracy, operational efficiency, and stakeholder collaboration.
- Rollout Plan by developing a phased implementation plan to extend the monitoring system across 61 municipalities of Albania.
- Publish periodic reports and create accessible dashboards to inform the Ministry of Tourism and Environment (MoTE), municipalities, citizens, and media, including the private sector, about progress and compliance.

In all the interventions for establishing a performance system, a centralized data management platform, and making use of digital tools, the service provider in close collaboration with AKEM, will take into consideration the technical requests and standards of AKSHI.

Deliverables expected

- Performance management system developed and tested
- Performance reports and dashboards published
- Mapping and strengthening national, regional, and local actors to manage and develop a monitoring role for AKEM and understand the decentralized responsibility.

Duration foreseen

This assignment will be carried out from March 2025 – June 2026.

B. Making the new law on integrated waste management operational (with the condition that this law will be passed within 2025)

Interventions requested

During 2024 a new draft law on integrated waste management has been proposed, consulted, and discussed with municipalities and other stakeholders. This draft law after the discussion of December 20th, 2024, on the Consultative Council is expected to be adopted by Parliament in the first quarter of 2025.

The Draft Law on Integrated Waste Management addresses one of the most important functions for municipalities, for which the service provided continues to present problems related to the quality offered to the citizen, coverage of the entire territory with service, as well as coping with financial costs. This draft brings a series of innovations related to the inclusion of the concept (principle) of the circular economy and the waste hierarchy, which essentially require the

differentiated collection of waste according to the six streams presented in the draft law. The inclusion of such principles obliges municipalities to establish and operate the Integrated Waste Management (IWM) system, where municipalities are responsible for raising, managing, and reporting information related to waste at the central level and covering the costs up to the delivery of municipal waste to the final treatment facilities. Considering that the draft law has defined a transitory period where sub-legal acts to make this law operational will be drafted and deadlines for starting differentiated waste collection at the municipal level will be discussed and agreed with municipalities, the project offered its assistance and is looking for an organization which will support national institutions of the sector (Ministry of Tourism and Environment) and the National Agency for Waste Economy (AKEM) to design and propose technical inputs and sub-legal acts that will help implementation of this law. Albanian National Agency for Waste Economy (AKEM) was established last March with DCM no.132/2024⁴. AKEM is tasked with putting into action Albania's national policies on waste management. This involves aligning local practices with European Union directives and international standards to ensure sustainable and efficient waste management. AKEM works as the central coordinator, bringing together government institutions and municipalities, to ensure that national waste management policies align with EU directives and best international practices.

Interventions requested

1. Provide support in collaboration with AMVV, BtF, and international expertise to the Ministry of Tourism and Environment on the regulatory framework, identifying gaps, and proposing solutions.
2. In cooperation with ALA, provide 2 technical inputs for making operational the draft law on waste management (incl. consultation with local governments). It could be also a draft DCM, delivered in collaboration with ALA in case requested by the Ministry of Tourism and Environment and only for issues related to local government.

Deliverables expected

- 2 technical inputs/DCMs for making new law operational

Duration foreseen

This assignment will be carried out from March 2025 – June 2026.

C. Capitalization of experiences (based on the templates of good practices of AMVV/Academy)

National Agency for Supporting Local Government (AMVV) is the main partner of the project on supporting municipalities where all the knowledge and experience will be handed over at the end of the project. Training curricula on waste management will be enriched thanks to the capitalized experience of municipal interventions.

Albanian Association of Local Authorities (ALAA) is a partner in collecting municipalities' feedback, inputs, and opinions from Waste Management Forums, contributing to policy influence and finalizing training curricula and handing them over to Academia for LGUs which will roll out training to local officials. For ALAA support, specific activities will be part of another mandate.

Interventions requested

- Involve key stakeholders in the activities
- Provide a methodology on how to capture the improvements in BtF partner municipalities, how to incorporate lessons learned during implementation phases, and capitalize on the experiences and good practices.
- Capitalized case studies/surveys capturing the progress and lessons learnt communicated to municipalities in a friendly way

⁴ <https://faolex.fao.org/docs/pdf/alb230042.pdf>

Deliverables expected

- Methodology for capitalization and policy inputs
- Input on activities and capitalized experience shared with key stakeholders

Duration foreseen

This assignment will be carried out over 15 months, from March 2025 to the end of June 2026

D. Activities for independent institutions - High State Audit (KLSH)

One of the institutions that the project has identified as an actor in this process at the national level is the High State Audit (Kontrolli I Larte I Shtetit or KLSH in Albanian).

The High State Audit in Albania acts as a crucial watchdog against corruption at the national and local levels. On waste management sector plays a significant role by independently scrutinizing public finances, assessing compliance with regulations, investigating corruption allegations, and issuing public reports with recommendations for improvement. This oversight enhances transparency, accountability, and the efficient use of public resources in the sector, ultimately improving service delivery and protecting the environment. As an entry point in these efforts, the project has identified the public auditing reports of the KLSH. Such reports are published on its webpage and should be the subject of discussion with municipalities.

Interventions requested

- In collaboration with other national stakeholders (MoTE, AKEM, AMVV, ALA etc.) organize a round table with KLSH for issues of municipalities in waste management
- Support KLSH to introduce within its methodologies of auditing, the performance reports that each municipality prepares for the service

Deliverables expected

- Round table with KLSH organized. List of challenges and recommendations collected and provided to ALA for further discussion with municipalities
- Measurement of performance of municipalities on waste sector introduced within methodology of auditing of KLSH
- # of participants in discussions related to role of KLSH in waste management issues

Duration foreseen

This assignment will be carried out over 6 months, from June 2025 to the end of December 2025

Coordination with other international projects

There are several international projects going on in different waste zones, national level and in municipalities. In each of these levels, BtF interventions should build upon synergies created together with other international projects. Working with the same municipal teams and beneficiaries, the transfer of expertise between projects is facilitated through peer learning and technical exchanges.

5. Budget and Administrative requirements

A maximum of 3,900,000 ALL excluding VAT (three million and nine hundred thousand Albanian Leke).

At the end of this open procurement procedure, HELVETAS will establish a framework agreement for up to 16 months (March 2025-June 2026).

The level of expert fees and administrative expenses offered by the tenderers will not be changed during the period covered by this framework agreement.

BtF2 will sign a framework agreement with winning consultancy companies/bidding organizations and such framework agreement will be further broken into technical assistance requests for service based on specific ToRs, detailing the activities, the level of effort and workdays, the results, and timeframes for activities.

Based on this framework agreement, specific mandates for this package will be proposed first to the winning bidder having achieved the highest score through the present procedure. If the best scoring organization is not available, then Helvetas will propose the mandate to the second-best bidder and so forth until an agreement for service delivery is reached. The second and third-best bidders may also receive mandates if the better-ranked applicants fail to deliver to the agreed standard and requirements.

6. Experience and capacity expected from the tenderers.

The mandate is foreseen to be accomplished by a consultancy firm that sets up a team of at least 5 (five) experts on waste management. The team should have a minimum:

- two environmental engineers, senior experts with at least 10 years of experience in waste management activities, as well as in data management, performance measurement, and reporting, GIS expertise etc.).
- one IT and data management expert, with at least 10 years of experience.
- one legal expert, with at least 10 years of experience.
- one expert in training and capacity building for public institutions, mainly local governments, a senior expert with at least 10 years of experience

The table below specifies the positions and their requirements.

No	Experts	Level of expert	Documents that must be submitted		
1	Waste management experts (environmental engineers)	Senior - At least 10 years of experience in the field of waste management at local and/or national level	CV updated in 2024, for each expert (mention how many years of expertise they have)	Availability for this bid, signed by each expert	References for entries in the CVs signed and stamped (is not obligatory)
3	Senior IT and data management expert	Senior - At least 10 years of experience with data management systems, dashboards etc.			
4	Legal expert	Senior - At least 10 years of experience with government regulatory and procedural acts			
5	Training and capacity building expert building for public institutions,	Senior - At least 10 years of experience with preparing and delivering workshops and training for public institutions,			

	mainly local governments	mainly for local government staff.			
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For the declaration of expert availability template: **see Annex 3.**

For the list of proposed experts for each of the expert positions of this call: **see Annex 6.**

- The bidding organization/s should also submit references that prove experience with services in the field of:
- Experience in carrying out scopes of work of similar size and complexity in projects for the local government.
- Experience carrying out similar scopes of work complexity in projects financed by international donors.
- Thematic expertise in the field of municipal waste management in the last five years. To have made a significant contribution to the field of management in municipal waste management, as demonstrated through publications, articles, and other relevant credentials.
- Designing and implementing waste management activities, performance management, circular economy, climate change, social inclusion, communication and community involvement for environment and/or waste management, .
- Technical inputs for national strategies and laws, policy papers, studies and reporting for waste management activities.
- Legal and policy expertise for waste management social inclusion as well as local government.
- Experience in managing teams of consultants/experts on similar projects.
- Communication, capitalization, and facilitation skills able to be strategic and synthesize learnings.

The level of expertise will be evaluated considering both the record of mandates delivered by the bidding organization and the qualifications of the proposed experts. See Annex 2 related to the mandates of the organization.

7. Evaluation process and procedures

The evaluation of all the offers will be organized in three steps. Step 1 all offers will be evaluated if they fit with eligibility criteria. Once you're in and the offers pass these steps, then another evaluation will be done to assess the content and quality of the offer. The last and separate evaluation is linked with the financial offer.

a. Eligibility criteria

No.	Description	Required documents
1a	*Cover letter with original signature (including address, website, and focal person if additional info is required)	Signed cover letter
1b	Prove that the consultancy firm/bidding organization is registered and has the respective legal status, like: <ul style="list-style-type: none"> • Limited liability company (shpk) • Physical Person 	1. For the companies, a document from the National Centre of Business (e-Albania) describes the history and confirms the active status of the consultancy firm/bidding organization. The historical extract from QKB must not be older than 3 months

		before the deadline of submission of the offer.
	<ul style="list-style-type: none"> • NPO/NGO 	2. For NPOs/NGOs, a document of their registration in the court. The certificate from the Court must not be older than 3 months before the deadline for submission of the bid.
	For each Consortium, each firm/organization must be registered and must have a bilateral agreement.	Documents to be submitted must be according to points 1 & 2 above (depends on the nature of the consortium), and the Bilateral Agreement, where it shows the leader of the Consortium and the division in % for each firm/organization.
2	<p>Prove that the consultancy firm/bidding organization is not in a bankruptcy process, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended.</p> <p>If a consortium applies, the proof must be for each firm/organization, that is part of the consortium.</p>	<p>For the companies, a document from the National Centre of Business (e-Albania) describes the history and confirms the active status of the consultancy firm/bidding organization. The extract from QKB must not be older than 3 months before the deadline for submission of the bid.</p> <p>For NPO/NGOs, a document from the court for not being in the bankruptcy process. The certificate from the Court must not be older than 3 months before the deadline for submission of the bid.</p>
3	<p>Prove that the consultancy firm/bidding organization has no unpaid taxes for the current period.</p> <p>If a consortium applies, the proof must be for each firm/organization, that is part of the consortium.</p>	<p>Document issued by E-Albania:</p> <ul style="list-style-type: none"> • Certificate payment for taxes. • Certificate payment for social & health security, issues within the last 30 days. • Certificate payment for the Local taxes <p>Extract from QKB or certificate Court must not be older than 3 months before the deadline of submission.</p> <p>Certificates from the Municipality must not be older than 3 months before the submission deadline.</p>
4	Prove from the court for not having past civil cases	Document from the Court must not be

	(last 3 years) established by a final judgment or a final administrative decision. If a consortium applies, the proof must be for each firm/organization, that is part of the consortium.	older than 3 months before the deadline for submission of the bid.
5	Prove for not having past penal cases linked with payment of taxes or social security contributions, obligations, fraud, and/or with corruption cases (last 3 years) If a consortium applies, the proof must be for each firm/organization, that is part of the consortium.	Documents from the Court or General Directorate of Prisons (Judicial Records Certificate / Certifikatë e Gjendjes Gjyqësore- Deshmi Penaliteti) must not be older than 3 months before the deadline for submission of the bid.
6	Prove from the bailiff office for not have debts, pending payments, or obligations not yet executed (last 3 years) If a consortium applies, the proof must be for each firm/organization, that is part of the consortium.	Document from the bailiff office must not be older than 3 months before the deadline for submission of the bid
7.1	Financial sustainability of the organization/firm's activity. Prove that the consultancy firm/bidding organization had an average turnover during the three latest years for which the account has been closed (2021, 2022, and 2023) over 50 % of the requested amount under this call. If a consortium applies, the proof must be for each firm/organization, that is part of the consortium.	An average turnover of at least 20,000 Euros in each of the last three years proven by financial reports preferably audited. The document of turnover from the General Directory of Taxes (E-Albania) must not be older than 3 months before the deadline for submission of the bid. The document from the General Directory of Taxes (E-Albania) if the firm/organization or NPO/NGO is subject of VAT, must not be older than 3 months before the deadline for submission of the bid.
7.2	1. For business: Proofs that firm or individual (registered in QKB) accounts of the last two years (2022, and 2023) have been audited.	1. If you are Audited, you must submit the External audit reports for the years 2022 and 2023, if you are not audited you must submit the Financial Statements and the proof that they have been submitted to Tax Authorities.
	2. For NPO/NGOs: Proofs that accounts of the last two years (2022 & 2023) have been audited or at least financial reports handed over to tax authorities.	2. You must submit the Financial Statements and the proof that they have been submitted to Tax Authorities
	3. If a consortium applies, the proof must be for each firm/organization, that is part of the consortium, according to point 1 & 2 above.	3. Documents to be submitted must be according to the points 1 & 2 above (depends on the nature of the consortium).

For eligibility criteria described in (1b) (2), (3), (4), (5), (6), (7.1), and (7.2) the production of a recent extract from the judicial or administrative institution record is required.

Please add the documents in the order above to your bid, clearly separating them with tabular sheets with a title.

b. Content and quality of the offer

No.	Description	Required documents	Weighting in the evaluation
1	Adequacy of the profile of the consultancy firm/bidding organization	List of thematically and geographically relevant mandates implemented by the consultancy firm/bidding organization in the last 5 years. Referring to Annex 3, please indicate the relevant projects involved, the field of expertise, types of services, donors, contact person, number of experts of your organization involved in each mandate, and total financial volume. Each mentioned mandate should be accompanied by a contact person as a reference for any relevant entries. A letter of reference from the Contracting Authority is not needed.	15 points
2.1	Adequacy of the CVs of proposed staff	<u>*CVs of the proposed experts (6 minimum and 8 maximum) in Europass CV format.</u> ⁵ Any entries in the CV relevant to this call should be accompanied by a signed reference . The reference should confirm the duration of the entry in the number of months, and the services delivered. Please clarify what expert is proposed for what position (see table above of the number of requested experts, and Annex 7)	70 points
2.2		Availability of experts. All proposed experts should sign a declaration of their availability for the duration of the mandate (Annex 4). If the evaluation committee will find two same CVs (experts) in more than one consultancy firm/bidding organization, all these consultancy firms/bidding organizations will be disqualified. People working in Local or Central Government, are not allowed to be part of the bid .	
3	Quality of the concept paper	For the technical assistance (package) you apply to, provide a concept paper of max 3 pages explaining your understanding of the mandate and how, based on your experience, you plan to deliver your services with high effectiveness. Annex 4 provides a template for the concept paper.	15 points

*A senior expert has a minimum of 10 (ten) years of experience;

**A medium expert has a minimum of 7 (seven) years of experience;

*** A junior expert has a minimum of 3 (three) years of experience.

Note: If a technical offer doesn't receive more than 60 points (from the maximum of 100 points) in technical evaluation, the bidder will not pass for the next step of the evaluation of the Financial Offer.

⁵ As per Annex 5

c. Financial offer

No.	Description	Required documents	Weighting in the evaluation
1	<p>Financial offer: a daily fee as well as the level of involvement (# of working days within the given budget) of the proposed experts (all taxes included & VAT included if applicable), differentiating between senior experts, medium experts and junior experts</p> <p>Each daily fee proposed must include the administrative costs (office costs, management fee, administration of documents, contract implementation reporting, transportation of materials, participation in meetings with BtF2, communications with BtF and stakeholders, etc)</p>	<p>One all-inclusive fee for:</p> <ul style="list-style-type: none"> • Senior position. • Medium position and • Junior position <p>One all-inclusive fee per.</p> <p>The maximum daily fee level per senior expert is <u>29,000 ALL tax included & VAT included (if applicable).</u></p> <p>The maximum fee level per medium expert is daily <u>14,000 ALL tax included & VAT included (if applicable).</u></p> <p>The maximum fee level per junior expert is daily <u>10,000 ALL tax included & VAT included (if applicable).</u></p>	<p>100 points</p> <p>The evaluation will consider the average fee for senior experts and for:</p> <ul style="list-style-type: none"> • Senior experts. • Medium experts and • Junior experts

8. Evaluation of the offers

All the offers will be evaluated by an (internal) evaluation committee separately for the eligibility, the content of the offer, and the financial offer. **If the offers presented are not eligible in accordance with the criteria set out in this call, the content and financial offer will not be considered.**

The total amount of points for the content and quality of the offer will count for 50% of the total score of the bid.

The total amount of points for the financial offer will count for 50% of the total score of the bid.

9. Timetable of the procurement

Date	Activity
Launching/Publication	
10.01.2025	Call Publication
21.01.2025	Information session (12:00-13.00)
10.02.2025	Deadline for submission
17.02.2025	The decision by an internal committee
21.02.2025	Contracting and start of work

10. Administrative aspects

The technical and financial offer shall be submitted in English together in one 'overall envelope'. The technical requested documents (cover letter, documents from e-Albania, Court, list of mandates, CVs, concept paper, etc.) shall be submitted in English in one sealed envelope. Documents from Albanian institutions can be in Albanian.

The technical and financial offer should be submitted in separate and sealed envelopes inside the overall envelope. On the envelope should be written in a clear way the full name of the tender call you are applying on.

PLEASE NOTE:

Under the waste management component of the Bashki te Forta project, four national tender calls are opened simultaneously:

- 1 _ Intensive technical assistance on improving waste management services at 6 municipalities (Shkoder, Lezhe, Kukes, Mirdite, Shijak, Diber).
- 2 _ Intensive technical assistance on improving waste management services at 7 municipalities (Korce, Berat, Permet, Tepelene, Vlore, Lushnje, Librazhd).
- 3 _ Support on improving waste management services to 22 municipalities on a regional basis
- 4 _ Support on improving waste management at the national level (legal changes for the sector and institutional support for AKEM)

Consultancies/bidding organizations are allowed to present offers for all of these 4 national tender calls and can win a maximum of two out of these 4 calls, but are NOT ALLOWED to win calls 1 and 2 together (Intensive TA for North and TA for South municipalities).

All candidates interested in asking questions or clarifying different elements of this procedure can visit our office on **21.01.2025, from 12.00-13.00 hrs**. Short notes of this session will be sent to all interested bidders. No email question-and-answer session will be available.

Deadline: The offers have to be submitted by **10.02.2025 (date of postmark) latest**. If you choose to hand over the offer directly at the Bashki të Forta offices, please make sure to do it during working hours and before 16:00.

Address: The complete offer is to be submitted to the following address:

Please do not open.

Bashki te Forta Tirana
Address: Str. "Ismail Qemali",
Building 18, 4th Floor / Apt. 20.
Tirana | Albania

Late submission: Bidders that submit the bid in the office can sign a sheet confirming the time of delivery. Bids submitted too late cannot be taken into consideration. They will be destroyed.

Award decision: All bidders will be informed in writing of the award decision. All tender evaluation procedure is confidential and cannot be shared with the bidders. Helvetas will inform non-successful bidders about their eligibility or not, and, if relevant, their ranking versus the successful bidder.

11. Conditions

- Each fee should include all taxes, VAT claims, and administrative costs but not reimbursable costs (accommodation and transport). Costs for travel, and accommodation, are regulated in the Annex to the contracts based on internal rules of HSI. The rates are fixed and do not change, despite the tax system changes.
- There is no appeal or reconsideration procedure foreseen and the decision by the evaluation committee (and or HSI) is final.
- An important evaluation criterion is the quality and adequacy of the proposed experts. The experts proposed by a bidder must be effectively available for the implementation of the mandate. The unavailability of the proposed experts is a rightful reason for not going into a mandate agreement with a bidder.

12. Confidentiality

All information of any kind that comes to the attention of the bidder in connection with the tendered mandate of the awarding authority is to be treated as confidential. The content of the present tender may only be made available to persons taking part in the preparation of the bid.

The tender documentation may not be used for any other purposes than the preparation of the bid, even in extracts.

Bidders treat facts as confidential that are not public knowledge or publicly available. In cases of doubt, facts are to be treated as confidential. This obligation to secrecy remains valid even after the conclusion of the tender procedure.

The awarding authority undertakes to maintain confidentiality about this bid towards third parties subject to the reserve of statutory publication requirements.

13. Integrity

Bidders undertake all necessary measures to avoid corruption, especially not offering or accept payments or other advantages.

The bidder notes that a violation of the integrity clause leads as a rule to the cancellation of the award or too early termination of the contract by the contracting authority for important reasons.

The Parties shall inform each other in case of any well-founded suspicions of corruption.

14. Eligibility

The award of public contracts to the following contractors is prohibited:

- a. Russian nationals living outside Switzerland or other nationals living in Russia;
- b. Companies or organizations established in Russia;
- c. Companies or organizations that are, directly or indirectly, to more than 50% owned by a subject/entity according to letter a or b (except if, before August 31, established in Switzerland);
- d. Companies or organizations acting on behalf or under the instructions of a subject/entity according to letter a, b or c.

Annex 1

List of municipalities that will be directly supported with technical assistance

No	Municipalities receiving direct support (North 6 LGUs)
1	Shkoder
2	Shijak
3	Kukes
4	Mirdite
5	Lezhë
6	Diber

No	Municipalities receiving direct support (South 7 LGUs)
1	Korce
2	Berat
3	Permet
4	Tepelene
5	Vlore
6	Lushnje
7	Librazhd

No	Municipalities receiving support on a regional basis
1	Malesi e Madhe
2	Vau I Dejes
3	Kolonje
4	Maliq
5	Elbasan
6	Gramsh
7	Prrenjas
8	Gjirokaster
9	Dropull
10	Himare
11	Mallakaster
12	Rrogozhine
13	Kavaje
14	Delvine
15	Bulqize
16	Patos
17	Klos
18	Memaliaj
19	Kamez
20	Kurbin
21	Kucove
22	Belsh

Annex 2

Mandates relevant to this call.

Name of legal entity	Project title							
	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of funder	Origin of funding	Dates of mandate (start/end)	Name of consortium members, if any
Short description of the Project ⁶						Type of services provided		
Contact:								

Annex 3

Staff declaration of their availability template

=====

Place, date...

"I, undersigned, declare that I'm part of (name of consultancy company/bidding organization) team to implement the mandates provided by Helvetas in the frame of implementation of ...activities for the period 01 January 2024 - June 2026.

By signing this statement, I agree with my continued commitment to this project team and guarantee my availability for the implementation of project activities in the time/period described above."

Annex 4

Template for the concept paper

=====

The concept paper should be no longer than 3 pages explaining:

- Your understanding of the mandate based on the current situation in the sector
- Your experience in similar topics
- Based on your experience,
 - o how do you plan to deliver your services with high effectiveness for municipalities and citizens
 - o what are the new elements, methodologies, and tools that you could bring
- Your objectives in implementing this support package
- How do you plan to achieve them?

⁶ Not more than half a page

Annex 5. Format CV

PERSONAL INFORMATION

Replace with First name(s) Surname(s)

[All CV headings are optional. Remove any empty headings.]

Replace with house number, street name, city, postcode, country

Replace with telephone number Replace with mobile number

State e-mail address

State personal website(s)

Replace with type of IM service Replace with messaging account(s)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

JOB APPLIED FOR POSITION PREFERRED JOB STUDIES APPLIED FOR PERSONAL STATEMENT

Replace with job applied for / position / preferred job / studies applied for / personal statement (delete non relevant headings in left column)

WORK EXPERIENCE

[Add separate entries for each experience. Start from the most recent.]

Replace with dates (from -
to)

Replace with occupation or position held

Replace with employer's name and locality (if relevant, full address and website)

1. Replace with main activities and responsibilities

Business or sector Replace with type of business or sector

EDUCATION AND TRAINING

[Add separate entries for each course. Start from the most recent.]

Replace with dates (from -
to)

Replace with qualification awarded

Replace with
EQF (or
other) level if
relevant

Replace with education or training organisation's name and locality (if relevant, country)

2. Replace with a list of principal subjects covered or skills acquired

PERSONAL SKILLS

[Remove any headings left empty.]

Mother tongue(s)

Replace with mother tongue(s)

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Replace with language	Enter level	Enter level	Enter level	Enter level	Enter level
	Replace with name of language certificate. Enter level if known.				
Replace with language	Enter level	Enter level	Enter level	Enter level	Enter level
	Replace with name of language certificate. Enter level if known.				

Communication skills Replace with your communication skills. Specify in what context they were acquired. Example:
 3. good communication skills gained through my experience as sales manager

Organisational / managerial skills Replace with your organisational / managerial skills. Specify in what context they were acquired. Example:
 4. leadership (currently responsible for a team of 10 people)

Job-related skills Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired. Example:
 5. good command of quality control processes (currently responsible for quality audit)

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Enter level	Enter level	Enter level	Enter level	Enter level

Levels: Basic user - Independent user - Proficient user
Digital competences - Self-assessment grid

Replace with name of ICT-certificate(s)

Replace with your other computer skills. Specify in what context they were acquired. Example:
 6. good command of office suite (word processor, spread sheet, presentation software)
 7. good command of photo editing software gained as an amateur photographer

Other skills Replace with other relevant skills not already mentioned. Specify in what context they were acquired. Example:
 8. carpentry

Driving licence Replace with driving licence category/-ies. Example:
 B

ADDITIONAL INFORMATION

Publications Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.
 Presentations
 Projects
 Conferences
 Seminars
 Honours and awards
 Memberships
 Example of publication:
 9. How to write a successful CV, New Associated Publishers, London, 2002.
 Example of project:

References
Citations
Courses
Certifications

10. Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).

ANNEXES, not obligatory

Replace with list of documents annexed to your CV. Examples:
11. copies of degrees and qualifications;
12. testimonial of employment or work placement;
13. publications or research.

Annex 6.

List of experts for the position mentioned in this call.

Nr.	Name of expert	Position relevant to this call	Years of work experience as the expert, relevant to this call
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			