

TERMS OF REFERENCE

Project Personnel Terms of Reference

Job Description

Project:	Pilot implementation of specific public procurement criteria focused on prevention and minimisation of plastic waste in Albania
Post title:	International consultant
Duration:	12 months
Date Required:	TBD
Counterpart:	Basel Convention Regional Centre Slovakia
Duties:	The role of the international consultant is to provide professional consultancy, communicate, cooperate and assist BCRC Slovakia and national project manager in implementation of the below listed project activities and in achieving the expected outputs to the extent necessary to meet the objectives of the project.

Project activities:

- Assessment of waste treatment systems and infrastructure with focus on plastic waste and Assessment of the public procurement legal framework, summarizing all information relevant to legislation and application of public procurement selection processes in the country;
- Development of a list of applicable public procurement criteria addressing the issue of plastic waste;
- Preparation of a specific policy for implementation of the Green Public Procurement criteria;
- Implementation of the policy into the practice;
- Awareness raising for stakeholders including training events to promote the project topic, to teach how to use the appropriate GPP criteria and relevant policy and to share the knowledge and experiences;
- Monitoring and evaluation of the policy implementation.

Expected Outputs of the project

- Document of analysis is developed, reflecting current situation (waste management and public procurement) in project country
- List of public procurement criteria addressing the issue of plastic waste is prepared
- Policy to restrict the procurement in relation to single-use and other plastic is prepared
- Policy is implemented in the public procurement process wherever possible or applicable when purchasing goods or services
- Workshops for relevant stakeholders are organised
- Awareness on the topic of GPP and single-use and other plastic is raised by the disseminated information materials
- Report from the monitoring of the implementation of developed policy including detailed information about cases where applied, success achieved and experiences observed is submitted

Main tasks of the international consultant:

- Participate in development of a list of applicable public procurement criteria addressing the issue of plastic waste relevant to the current local conditions and cooperate with project partners and experts
- Participate in preparation of a specific policy for implementation of the Green Public Procurement criteria addressing the issue of plastic waste relevant to the current local conditions

- Provide support and assistance to Albanian project partners in adoption of the prepared policy and its' implementation into the practice
- Involve in awareness raising activities for stakeholders including two training events
 - ✓ Provide professional consultancy to project partners and experts prior and during the trainings on the topic of implementation of specific plastic waste related criteria into the public procurement practice and also aimed to promote the project topic among the stakeholders and share the knowledge and experiences from implementation of the project activities
 - ✓ Participate at the abovementioned workshops
 - ✓ Prepare summary and conclusions of the workshops
 - ✓ Participate in preparation and dissemination of information materials on the project topic
- Cooperate with project partners and experts on monitoring of the use of the policy during the pilot implementation period and on evaluation of the results (analysis of the cases, where the specific plastic waste related criteria were used, preparation of the evaluation report, lessons learned)
- Cooperate with preparation of the fact sheet on the results of the project

Other requirements

- Good cooperation with the project partners and all project experts
- Flexible approach and prompt communication
- The ability to prepare substantial reports on specified formats

Reporting

The international expert will report to BCRC Slovakia.

Qualifications

At least 5 years of experience with proven records as an expert in the field of waste management and/or public procurement.

Expertise on the following:

- Knowledge on waste management topics and legislation (preferably regarding plastic wastes or waste prevention) and/or knowledge in the field of public procurement
- Previous involvement in implementation of projects related to the topic of this project
- Experience in raising of the awareness regarding the project topic is very welcome
- Knowledge on public procurement processes on national and international levels
- Knowledge in providing trainings in the area of waste management and/or public procurement
- Familiarity with the Guidelines to address single-use plastics through public procurement in the Mediterranean

Required documentation:

- CV
- Minimum of (3) three references from implemented projects with related topic

Language:

Excellent command of spoken and written English

Place and method of application:

Required documentation should be sent to the e-mail address: martin.jakus@sazp.sk