

## **TERMS OF REFERENCE**

### **INVESTMENT MANAGER**

#### **CLEAN AND RESILIENT ENVIRONMENT FOR BLUE SEA (CARE4BLUESEA) - ALBANIA**

##### **1. BACKGROUND**

The Ministry of Tourism and Environment (MoTE) and the World Bank (WB) have finalized a new investment operation to enhance Albania's mitigation of land-based sources impacting the aquatic environment in specific areas of the South-West Coastal Belt, with the official approval of the "Clean and Resilient Environment for Blue Sea Project" on December 1st, 2023.

The project comprises three components:

- Promoting integrated and circular approaches for protecting landscapes and water resources in the Vlora South-Gjirokaster Waste Zone.
- Reducing water pollution in the Vjosa River through targeted interventions in municipal wastewater and stormwater, emphasizing climate resilience.
- Managing project activities, including project management, monitoring, and evaluation, covering financial management, procurement, environmental and social risk management, project audits, and training for relevant teams.

*The project is envisioned to have two Implementing Agencies (IAs).* The Project Management Team (PMT) at MoTE plays a dual role: overseeing overall project coordination and implementing MoTE's components outlined in the POM. Simultaneously, AKUM will establish a Project Coordination Unit (PCU) to manage the World Bank-funded Program-for-Results on National Water Supply and Sanitation Sector Modernization Program. The PCU takes charge of daily implementation of AKUM's parts, following the POM, while MoTE maintains the overall coordination.

MoTE and AKUM, through their project teams, will closely collaborate with four key local partners: (a) National Environment Agency (NEA) for Component 1, (b) Regional Directorate of Water Utilities for Component 2, (c) National Agency for Protected Areas for Component 2, and (d) municipalities for all three components.

The timeline for the project extends from December 1, 2023, to March 29, 2029. This span encompasses the approval date, marking the project's official commencement, to the projected closing date.

## 2. OBJECTIVE OF THE ASSIGNMENT

Under subcomponent 1.2 of Component 1, the Ministry of Tourism and Environment (MoTE) will launch a MSWM Environmental Performance Based Investment (EPBI) program in the Vlorë South-Gjirokastër Waste Zone for improved municipal waste management. Municipalities will receive local investment upon measurable and sustained improvements on solid waste collection, increased recyclability and/or cost recovery. These local investments will support behavior change for cleaner and greener urban space and healthier coastal and aquatic ecosystems. Municipalities will become eligible to enter the EPBI based on past performance in addition to other criteria.

To ensure the appropriate enabling environment for municipalities to achieve performance improvements through EPBI, the project will support a set of upfront investments during the first two years of project implementation. These investments would consist of equipment to support the monitoring system of municipalities; provision of equipment and vehicles for waste collection and source separation; and provision of equipment for recycling centers.

The Consultant is expected to assist the MoTE to establish EPBI for solid waste and a robust framework for their effective management, aligned with World Bank standards. His / her role is crucial in ensuring timely and high-quality execution of program management, reporting, and investment processes. The goal is to ensure transparency, accountability, and efficient financial and technical progress, ultimately contributing to the successful implementation of proposed program.

## 3. SCOPE OF WORK

In carrying out the assignment, the Investment Manager is required to closely collaborate with the PMT Coordinator and the dedicated project team members. Furthermore, the Consultant is expected to consistently establish and maintain effective communication and interaction with municipalities—key participants and beneficiaries of the EPBI program.

Specifically, the **Investment Manager** is required to:

- Assist MoTE in implementing guidelines and procedures for managing grants that align with the World Bank's standards. These guidelines encompass the design, administration, and financial management criteria for proposed programs.
- Coordinate with all relevant EPBI stakeholders to coordinate project management and reporting. Actively monitor program risks, implement mitigation measures, and oversee municipality appeal processes.
- Support MoTE in publishing performance guidelines for the upcoming calendar year, including the formula for determining performance-based investment allocations in the subsequent year.
- Develop Terms of Reference (TOR) for the performance assessor responsible for evaluating municipality performance under the EPBI. Manage the procurement process for assessor

services, coordinate their activities, and ensure compliance with relevant regulations and standards during the assessment.

- Communicate with municipalities, requesting evidence prior to the annual performance assessment.
- Ensure quality assurance for preliminary results, prepare a monitoring report on municipality performance within the performance-based investment framework, and recommend investment allocations for each municipality. Facilitate MoTE in publishing the monitoring report.
- Coordinate all investment procurement processes and facilitate the transfer of asset ownership to municipalities.
- Establish and implement a robust system to track and monitor reporting deadlines for municipalities.
- Regularly communicate with municipalities to ensure timely submission of annual performance data aligned with the national reporting framework.
- Oversee municipalities' adherence to the Environmental and Social Management Framework (ESMF). Collaborate with municipalities to address any non-compliance issues.
- Undertake any other duties as assigned by the PMT Coordinator.

#### **4. EXPECTED DELIVERABLES**

- Quarterly and Annual Reports on the activities performed.

#### **5. REPORTING**

The Consultant will work as part of the PMT. He / She will report to and work under direction of the PMT Coordinator and will report to him/her. The Consultant will work in close cooperation with municipalities and other relevant stakeholders to ensure that the project is managed efficiently and in compliance with the objectives of the Project Appraisal Document (PAD), Loan Agreement and Project Operational Manual (POM) and Environmental Performance Based Investment (EPBI) Manual.

#### **6. QUALIFICATION & EXPERIENCE**

*Education:*

- A Master's degree or equivalent qualification in economics, environmental engineering, business administration, law or related field.

*Experience:*

- At least 7 years' working experience in the grant or project administration and management.
- Experience in the field of development cooperation and/or environment protection.
- Understanding of various stakeholders such as grantees, project stakeholders and donors.
- Familiarity with/exposure to World Bank grant procedures/guidelines or to the grant procedures of a related multi-lateral development organization will be an asset.

*Competences:*

- Writing / Appraisal of funding proposals
- Excellent communication and reporting skills in English.
- Fully proficient in the Albanian language (native speaker level).
- Excellent computer skills in particular full proficiency in Microsoft Office.
- Ability to work in a multinational, multicultural environment, and proactive working style.
- Familiarity with Government of Albania policies and procedures.

## **7. EVALUATION CRITERIA**

Applicants that fulfill the qualification requirements will be further evaluated based on the below criteria:

- General Qualification – 30 points
- Adequacy for the assignment – 60 points
- Language – 10 points

## **8. SELECTION**

The service will be selected under the provisions of the World Bank Procurement Regulations for Borrowers under Investment Project Financing” dated July 1, 2016, revised on November 2017, August 2018, November 2020 and September 2023 based on the method of Selection of Individual. The Consultant will be offered opportunities to develop professionally by attending relevant training events and courses during the term of the assignment.

**Duration:** The duration of the contract is initially for one year with the possibility of extension to six years, subject to the satisfactory performance of the consultant.

**Location:** The Investment Manager Expert will be assigned to work in the office of the MoTE, Albania.