

Terms of Reference (ToR)

For

Engagement of an Expert for the Impact Evaluation of

Incubation and Grant Management for Glass Waste Solution
from Lab of Tomorrow

under

EU 4 Circular Economy and Livable Cities Project

in Albania

Tirana, Albania
November 2025

TERMS OF REFERENCE AND SCOPE OF SERVICE

1. Background

Partners Albania for Change and Development (PA) is an Albanian NGO, established in 2001. PA mission consist in the support of civil society and facilitation of inter-sector cooperation to strengthen democratic institutions and advance economic development in Albania. PA is a member of Partners Global, a network of 20 independent organizations in Europe, the Americas, Africa, and the Middle East, working for peaceful and democratic change.

PA has built its operations in four key programmatic areas, namely:

1. Enabling Environment and Sustainable Development of CSOs, contributing to the empowerment of civil society actors and civic engagement through capacity building programs, monitoring and advocacy for an enabling legal and practical environment for CSOs operation, and financial support for the sector.

2. Entrepreneurship and Social Innovation, developing and supporting the ecosystem of entrepreneurship and social enterprises (SEs) through research, advocacy, financial support mechanisms, expertise, and networking opportunities.

3. Philanthropic Activity and Support Infrastructure, developing and promoting philanthropic activity in the country through research, advocacy actions for an enabling environment, awareness raising, and promotion activities on the economic and social value of philanthropy.

4. Transparent and Accountable Participatory Governance contributing to development and growth of civil society practitioners and public administration officials in their efforts to building strong institutions, manage open and transparent processes and overcome corruption.

PA has vast experience in designing and managing EU-funded projects and sub-granting schemes in the frame of EU projects. Since 2012, PA has implemented more than 20 projects funded by the EU. The organization also works for the development of Social Enterprises (SEs) and start-ups, generating social impact through a) research; b) advocacy; c) education and public awareness; d) financial support to 3-rd parties.

As part of the EU 4 Circular Economy and Livable Cities Project, implemented by GIZ Albania, Partners Albania has been selected as a grant implementer, for a Circular Business Incubation program, the first of its kind following the format of the Lab of Tomorrow program. The grant is aimed at supporting local SMEs which are working or are users of glass packaging and aspire to develop circular solutions to tackle glass waste.

We are pioneering this initiative through the 'EU 4 Circular Economy and Livable Cities' project (EU4CELC), co-financed by the European Union (EU) and the German Federal Ministry for Economic Cooperation and Development (BMZ), and implemented by GIZ Albania in collaboration with the Ministry of Environment (MoE). The project's objective is to transform Albania's waste management practices by establishing sustainable systems that prioritize glass reuse and recycling. Through targeted legal and financial measures, along with private sector engagement, the project seeks to reduce environmental degradation, lower reliance on imported glass, and promote a circular economy. This

initiative involves the private sector through innovation challenges and incubation programs, with an emphasis on creating and implementing circular glass packaging solutions.

During the implementation of the Ideation Sprint, four venture teams were created, each composed of registered businesses, experts and NGOs operating in HORECA, Wineries, Breweries, Agrotourism, Glass Recycling, Crafting and Waste Management sectors, with three teams resulting in the implementation of the granting scheme:

1. **The “reuseAglass” initiative**, composed of wineries, breweries, and international glass recycling specialists, establishing a re-use system for glass bottles. This system involves creating centralized collection points for breweries, wineries, and the HoReCa sector, followed by the washing and reuse of the bottles. The reusable bottle system offers cost savings by minimizing the resources required for manufacturing beverage packaging. The team is composed of: Altenberg Brewery, Kantina Edoni, Pan’s Microbrewery and Toka Fermentary.
2. **The “Circular Art Hub” initiative**, composed of ceramic and glass artists, who turn glass waste into sustainable, functional art while promoting material innovation. By building a network of artists and glass industry professionals, the initiative has established a hub dedicated to art and circular economy activities. Activities of the hub include artist-led workshops to demonstrate techniques and offer vocational training opportunities. The team is composed of: Dhiamandi Studio, AriArt, 3D Ceramics, Ceramics Monarchy and Albanian Institute of Food and Innovation.
3. **The “Albania Glass Recycling” initiative** is composed of businesses in the waste management sector. Their initiative focuses on collecting glass waste from the HoReCa sector and industrial glass from manufacturers in Durrës and Tirana, then repurposing it for use across various industries. The recycled glass is provided to pool construction and maintenance companies, in the form of glass filter media, construction material suppliers, architects and interior design firms, as well as furniture manufacturers, fostering sustainability and innovation in these fields. The team is composed of: RecycAl and EcoHUB.

As part of the Lab of Tomorrow approach, the project offered an incubation program to support the venture teams explore the technical aspects of their business proposals, refine their models, and address operational challenges associated with scaling sustainable solutions. Following the program, three successful teams were selected to receive financial support in the form of grants to further develop and implement their business solutions.

Throughout ‘Incubation Journey’ and the ‘Demo Day & Awarding Ceremony’ in April, since May 2025, the venture teams officially signed their grant contracts and during the six-month period, have been implementing groundbreaking reuse and glass recycling initiatives.

For that purpose, Partners Albania for Change and Development, following the termination of the sub-granting component of the project, plans to engage a specialized expert to assess the outcomes of the initiatives, focusing on the viability of solutions, environmental benefits and job creation.

2. Objective of the ToR

The primary objective of these Terms of Reference is to engage an **experienced Expert** to conduct a thorough impact evaluation of the venture teams and the business initiatives. The expert, with extensive experience in project evaluation, specifically related to the business activity of the venture teams, will assess the outcomes of the three projects / business initiatives, focusing on the viability of the solutions, environmental benefits and job creation.

The Specific Objectives include:

- Assess the environmental, economic, and social impact of the glass recycling initiatives.
- Determine the efficiency, effectiveness, relevance, and sustainability of the business model.
- Provide evidence-based recommendations for scaling and improvement.

The Expert responsibilities include designing the methodology of impact evaluation, conducting the evaluation design and planning, engaging with data collection and analyzing, carrying out the evaluation for the three venture teams and their respective business initiatives, providing reports and deliverables and liaising with PA staff throughout the process for the maximum efficiency of the results of the assignment.

The Impact Evaluation should include methods to evaluate the Environmental, Economic, and Social impact and the Policy and Systems Change within the program.

Some of the questions to address during the impact evaluation process include but are not limited to the following:

- *Environmental Impact:*
 - To what quantity has the program contributed to recycling, by collecting glass waste (aiming reducing waste to landfills)?
 - Has the program led to improvements in environmental management practices among participating businesses/entities or other stakeholders and the community?
- *Economic Impact:*
 - What is the contribution of the program in employment opportunities by creating new jobs in waste management and recycling sectors?
 - What is the cost-effectiveness of interventions relative to the achieved outcomes?
- *Social Impact:*
 - What gender, youth, or inclusion outcomes (in terms of vulnerable and disadvantaged groups or the ones with fewer opportunities) have been achieved?
 - How have awareness and promotion actions, and behavioral change campaigns influenced household recycling rates?

- *Policy and Systems Change:*
 - Has the program contributed to enabling policies, mechanisms, or standards for circular economy practices?
 - How effectively have public-private partnerships been fostered?
 - Are the achieved changes likely to be sustained beyond program support?

3. Duties and Responsibilities

The contracted expert should fulfill the duties and responsibilities below:

- Hold the overall management responsibility of the evaluation, including designing and carrying out the evaluation, final report and debriefing the project manager;
- Prepare the evaluation methodology including the evaluation design and planning (work plan), stakeholders to be interviewed, tools to be developed, timeframe for the evaluation which will be shared and consented by PA;
- Engage with data collection and analysis based on agreed workload, including conduct field visits to the premises of the entities, gather quantitative data and collect qualitative data;
- Liaise with PA staff throughout the process, providing updates and seeking their input and advice where necessary;
- Present the draft evaluation report in English to PA, integrate PA's feedback into the final version of the document as appropriate, and present the finalized report to PA;
- Adhere to the timelines of the consultancy.

4. Timeline and Deliverables:

4.1 Timeline

The Impact Evaluation is expected to take place during December 2025. The expert must be available to travel, to conduct field visits and interview with grantees. The exact timing of field visits, interviews, and surveys will be determined by the expert in consultation with the PA.

4.2 Deliverables

- Evaluation Methodology and Workplan (Evaluation plan, methodology, and indicators);
- The data collection report / fieldwork summary (Summary of data collection activities);
- Draft Impact Evaluation Report (with findings, analysis, recommendations);
- Final Impact Evaluation Report, after the approval by the Contracting Authority.

5. Experience and qualification of the Expert

The desired qualifications of the Expert for this assignment are the following:

- Minimum **5 years of professional experience** in conducting Impact Evaluations, including designing and employing both qualitative and quantitative data collection methods and tools;

- Preferable experiences with similar projects;
- Solid experience with Results-Based Management and Evaluation Guidelines;
- Proven experience in impact evaluation, recycling, or circular economy projects;
- Proficiency in English, with strong oral and written communication skills;
- Demonstrate flexibility and adaptability in taking on this type of consultancy;
- Excellent analytical and reporting abilities.

5. Contracting Authority

The expert will work under the supervision of Partners Albania for Change and Development, to which the expert will directly report regarding the implementation of the task.

6. Contractual Arrangements

The assignment is expected to be conducted within *31st December 2025*. The Expert must be available during the time frame foreseen. The Expert must be independent and free from conflicts of interest in the responsibilities they take on.

Interested applicants must submit a package consisting of:

- An expression of interest to provide the required service, indicating the type of expertise chosen to apply;
- Expert's CV highlighting the expertise related to the respective ToR.
- At least three references to prove the relevant experience of expert.
- Signed and scanned statement of exclusivity and availability (template attached);
- Declaration on Honor (template attached).
- Bank account details to which the payment shall be made.

The deadline for submitting the application is **December 1st, 2025**.

Application documents must be in English and sent via e-mail to the following address:
procurement@partnersalbania.org

Partners Albania for Change and Development embraces diversity in its hiring, welcoming individuals of all religions, ethnicities, genders, and orientations to apply.