**Kërkesë për propozime (RFP) për:**

**Ofrimi i shërbimeve të konsulencës për mbështetjen e bashkisë Shkodër në sektorin e menaxhimit të mbetjeve urbane**

*Data e shpalljes 25 Janar 2017*

**Afati i fundit për dorëzimin e propozimeve: 1 Shkurt 2017**

**Ora 17:00, me orën e Tiranës**

dldp me eksperiencën e vet shumë vjeçare në qeverisjen vendore në veri të Shqipërisë ka dhënë një kontribut të vlefshëm për nivelin vendor, në nivelin e qarkut dhe atë kombëtar, si edhe për rolin e SDC si donator kryesor.

Ne sektorin e menaxhimit te mbetjeve urbane gjate 2016, dldp ka kontribuar ne nivelin lokal, qofte ne procesin e planifikimit duke hartuara plane te integruara te menaxhimit te mbetjeve ne 4 bashki (Shijak, lezhe, Malesi e Madhe dhe Puke), qofte edhe duke ofruar investime per permiresimin e infastruktures se sherbimit. Në nivel nacional, dldp ka prezantuar dhe gjetur mbështetje nga qeveria qendrore për të trajnuar zyrtarë nga 61 bashkitë në gjithë vendin për planifikimin lokal të mbetjeve urbane. Ndërkohë, Ministrinë e Mjedisit DLDP po e mbështet në nismën e saj për miratimin e një akti nënligjor për llogaritjen e kostove dhe tarifave, si dhe Ministrinë e Planifikimit Urban në pasurimin e hartës dixhitale kombëtare të vendeve të hedhjes së mbetjeve.

Gjithashtu ne nivelin kombetar, dldp ka mbështetur çdo platformë shumë-aktorësh të ndërmarrë në menaxhimin e mbetjeve dhe proceseve që lidhen me të, siç janë diskutimi i problematikave te financimit te sherbimit, depozitimit te mbetjeve (venddepozitimet historike dhe landfillet), optimizimit nëpërmjet promovimit të 3R, rishikimi i strategjisë kombëtarë të menaxhimit të mbetjeve dhe planit kombëtar mbi menaxhimin e mbetjeve.

Objektivi i kësaj kërkese për propozime është:

**Përzgjedhje e ekspertëve të fushës së menaxhimit të mbetjeve urbane të aftë në ofrimin e shërbimeve të konsulencës për bashkinë Shkodër në procesin e hartimit të planit të integruar të menaxhimit të mbetjeve.**

2. Kuadri i përgjithshëm i kontratës

**2a. Hyrje**

Sektori i menaxhimit të mbetjeve urbane mbetet një nga pikat më kryesore të mbështetjes së DLDP-së. Gjatë vitit 2016, DLDP ka mbështetur bashkitë me asistencë në planifikim, menaxhim financiar të sektorit dhe investime, si dhe të ushqejë diskursin kombëtar të politikave me mjete të ndryshme.

Në nivel lokal, DLDP ka mbështetur 5 bashki partnere në planifikimin e menaxhimit të mbetjeve përmes një qasjeje të integruar bazuar në objektivin e identifikimit dhe zhvillimit të instrumenteve të duhura për percaktimin e një standardi minimal të pranueshëm të shërbimit. Këto 5 bashki janë Dibër, Shijak, Lezhe, Malesi e Madhe dhe Puke.

Në vitin 2017, dldp parashikon mbështetjen e bashkisë Shkodër që të fillojë një proces të tillë planifikimi.

Bashkia Shkodër ka filluar që gjatë pjesës së dytë të 2016, përgatitjet për një proces planifikimi. Monitorimi i kontratës egistuese për ofrimin e shërbimit në qytetin e Shkodrës, hartimi i një skeme të organizimit të shërbimit në zonën turistike të Velipojës, hartimi i dokumenteve dhe shpallja e tenderave për shtrirjen e mëtejshme të shërbimit edhe në zona të tjera, duke përdorur instrumentet e propozuar nga dldp si manualin për planifikimin lokal të mbetjeve bazuar në performancën e shërbimit dhe modelin e llogaritjes së kostos. Një fushatë për përmirësimin e bazës së të dhënave që ka bashkia në lidhje me shërbimet publike që u ofrohen qytetarëve, duke përdorur lidhjen e rregjistrave të banorëve dhe banesave, apo bizneseve dhe ndërtesave është filluar nga bashkia Shkodër në Shtator të 2016. Ky përmirësim synohet nëpërmjet përpunimit të rezultateve nga pyetësorët dhe vizitat në terren. Gjithashtu reflektimi i rezultateve pilot nga vizitat në terren nëpërmjet përdorimit të GIS, do të japë më tepër mundësi për përdorimin e mënyrave të tjera të planifikimit nëpërmjet përdorimit të instrumenteve inovativ.

Në Gusht-Shtator 2016, dldp ka organizuara dhe një workshop planifikues me stafin e bashkisë Shkodër dhe ekspertët zviceranë të CSD për të identifikuar hapat e mëtejshëm të procesit të planifikimit dhe hartuar një kalendar të përbashkët pune. Gjithatu studentë të Universitet të Lozanës – EPFP (École Politechniqeu Fédérale de Lausanne), janë angazhaur nga CSD për të gjetur disa rrugë alternative të përdorimit të GIS në procesin e planifikimit dhe përditësimit të bazave të të dhënave që mund të ndikojnë në grumbullimin e të ardhurave.

Për të asistuar bashkinë Shkodër në konsolidimin e mësimeve që dalin nga zbatimi i kontratës aktuale ne qytetin e Shkodrës (që mbaron në Janar 2018), këshillimin gjatë procesit të planifikimit dhe ndërveprimin me aktorë të rëndësishëm në proces, dldp konsideron nevojën e angazhimit të një ekipi prej dy ekspertësh lokalë. Këto ekspertë do të ndërveprojnë me ekspertët e CSD, të cilat janë udhëheqësit tematikë të procesit dhe bashkinë Shkodër.

Fondi limit për këtë kontratë është në vlerën **20 000 EURO (njëzet mijë ).** Çdo propozim i ardhur, që tejkalon këtë vlerë limit do të konsiderohet i papranueshëm.

3. Udhëzime për përgatitjen e propozimit

**Individet e** interesuar që dëshirojnë të përzgjidhen dhe të kontraktohen nga dldp për qëllimin e përshkruar në këtë kërkesë, duhet të dorëzojnë propozimet e tyre tek dldp **jo më vonë se data 1 Shkurt, 2017**.

KËRKESA PËR DOKUMENTA LIGJORE

Individet e interesuar duhet të paraqesin:

1. CV e detajuar e minimumi dy ekspertëve që do të formojnë një skuadër të përbashkët për ofrimin e asistencës

OFERTA FINANCIARE

Ofertuesit duhet të paraqesin ofertën financiare (një ofertë të përbashkët) lidhur me zbatimin e kësaj kontrate.

Të dhënat e mëposhtme duhet të detajohen në zëra, që reflektojnë Termat e referencës dhe mënyrën e konceptimit të mandatit nga ana e ekspertit:

INDIVIDE TË PRANUESHME PËR APLIKIM

Individe të pranueshme për aplikim janë të gjitha ato individe që kanë eksperiencë në sektorin e menaxhimit të mbetjeve urbane, kuadrin ligjor sektorial, sistemin e benchmarking dhe planifikimit me bazë perfomance.

4. Data të rëndësishme

Afatet e përllogaritura paraprakisht për këtë procedurë janë:

|  |  |
| --- | --- |
| **Hapi** | **Data** |
| Shpallja e kërkesës | 25 Janar 2017 |
| Afati i fundit për paraqitjen e ofertave | Ora 17:00 e datës 1 Shkurt, 2017 |
| Vlerësimi i propozimeve | Brenda datës 4 Shkurt, 2017 |

Dorëzimi i ofertave: **Ofertat duhet të dorëzohen në letër ose me email deri ne afatin e percaktuar (dt.01.02.2017, ora 17.00).** Oferta financiare duhet të jetë në dokument të veçantë. Ofertat e dorëzuara tej afatit nuk do të pranohen.

**Adresa:**

Rr. "Ibrahim Rugova",

Pallati i PLUS, Kati 3 / No. 3.

Tiranë | Shqipëri

Email:

[Arben.Kopliku@helvetas.org](mailto:Arben.Kopliku@helvetas.org) ose ne [info@dldp.al](mailto:info@dldp.al)

Komisioni i Vlerësimit rezervon të drejtën për të kërkuar informacione apo dokumenta shtesë nëse e sheh të nevojshme. Të dhënat e paraqitura nga individed aplikues do të mbeten konfidenciale dhe vetëm për përdorim për qëllime të dldp dhe të projektit në referim.  Në paraqitjen e një përgjigjeje ndaj kësaj kërkese, individet e interesuar kuptojnë se SDC nuk është palë në këtë kërkesë dhe se ankimet nuk janë të pranueshme. Kontraktori kupton se paraqitja e një kërkese nuk përbën garanci për dhënien e një kontrate nga dldp. Individet ofertuese kuptojnë se të gjitha kostot që lidhen me përgatitjen dhe dorëzimin e ofertës janë në ngarkim të ofertuesit.

5. Kriteret e vlerësimit

# Kriteret kualifikuese

Kriteret e përcaktuara në pikën 3 përbëjnë kërkesa kualifikuese. Mosarritja e përmbushjes së kërkesave të pikës 3 passjellin skualifikimin e ofertës së paraqitur. Ofertat do të vlerësohen nga një Komision Vlerësimi i caktuar nga dldp, i cili do të vlerësojë në përputhje me kriteret dhe pikët përkatëse si më poshtë:

|  |  |
| --- | --- |
| **Kriteri** | **Pikët** |
| 1. Eksperienca e mëparshme në detyra të ngjashme. | 25 Pikë |
| 1. Kualifikimet e eksperteve për zbatimin e kësaj kontrate; | 25 Pikë |
| 1. Oferta financiare | 50 Pikë |

**Përzgjedhja**

Përzgjedhja do të bëhet mes individeve të kualifikuar dhe bazuar në renditjen sipas pikëve të marra nga kriteret e sipërpërshkruara. Dldp do të njoftojë ofertuesit vetëm lidhur me përzgjedhjen ose jo për zbatimin e kësaj kontrate.

**Annex 1**

**Terms of reference**

**Capitalisation and elaboration of an integrated local waste management plan (LWMP) in Shkodra municipality**

# Background

Dldp contribution in the sector of waste management during 2016 was mainly focused on sectorial planning and developing an instrument such as performance based service delivery which will lead to define a minimum affordable standard.

By the end of 2016 four partner municipalities have finalised their integrated waste management planning process: Shijak, Malesia e Malit, Puke and Lezhe. The process was delayed in Diber due to local elections for the new mayor. Some preparatory interventions for local waste planning have started also in Shkodra. During May-August, dldp supported Shkodra Municipality to improve the service delivery in touristic area of Velipoja, meanwhile during August-September a monitoring system was in place for the city of Shkodra. First results of this monitoring action are encouraging. Municipality is monitoring the existing contract and drawing lessons for the next planning process. During 2016 municipality also extended the service in some areas which had no service before, with the objective to cover more than 80% of the territory with the service within 2017. As in 2018, municipality of Shkodra will organize a new tender for the service delivery in the city of Shkodra, objective is to finalize till that period of time all planning process and be ready to open the tender latest end of 2017. This new tender should be based on main objectives and vision of integrated local waste management plan which should be finalized earlier this autumn. Based on the findings of planning process, municipality will select the most feasible and affordable scenario to provide the service in one or more service areas, with the ultimate objective to extend as much as possible the service coverage of the territory.

Municipality is working hard to collect the money from the tariffs. For the year of 2016, municipality has collected almost 99% of the panned tariff in the city of Shkodra, meanwhile the tariff collection in rural areas remain a problem. On the other side, one key result of monitoring was that municipality of Shkodra has increased the rate of cost coverage, achieving a promising result to cover through tariff collection 92% of total costs. Lack of data bases is seen as one of the main challenges of municipality to cover the costs from the tariffs. To tackle such issue, municipality of Shkodra have started a huge campaign to update their databases, including also the data bases for waste management. This campaign was seen also by dldp as good step forward in planning process. In the joint workshop that dldp, municipality of Shkodra and CSD had in August in Lausanne, an action plan have been drafted, keeping the updated databases as an entry point for the whole waste management planning process. After a lot of work, municipality is still going on with updating databases, but the results are not there. Municipality realized that the objectives were too ambitious and that this process should take much more time.

In such conditions, dldp asked technical support of CSD to find a solutions, how to enter in a planning process without proper databases. CSD will backstop local service providers to facilitate such planning process, and through a quality check ensure the quality of the process and methodologies implemented.

CSD will also facilitate the involvement of the students of EPFL - Ecole Polythechnique Federale de Lausanne (University of Laussane), to pilot the possibility of using GIS and different existing databases of population (property register, civil register, municipal register,…) and road network data, in order to plan activities of waste collection and transport, as well as to improve the client database based on GIS data and to fill the gaps.

The work of EPFL studies supervised by CSD will be a complementary effort of planning process aiming to facilitate the process of better exploiting existing databases.

In 2016 dldp reviewed and updated the curricula on local waste planning (adding in elements on service auditing and performance measurement) and the updated curricula was disseminated through national trainings organised through ASPA, in cooperation with line ministries. Thus certified, the training is part of the civil service professional development system. Again the findings of such planning process in Shkodra could contribute to improve and update the delivered curricula.

In addition to the planning process and trainings, knowledge sharing on waste management also took place through national and regional exposure visits (Slovenia, Montenegro, Macedonia), as well as the Centre of Competence. Staff and political leadership of Shkodra municipality was active part of discussions and knowledge sharing, contributing also to the quality of service delivery in other municipalities.

dldp support in the waste sector, including this assignment to support Shkodra municipality will be focussed on **3 pillars: (i) monitoring, (ii) revenue collection and (ii) public information**. In the support of this assignment will be also the activities of Centre of Competences which will be focussed on these 3 pillars. Such activities which will be managed separately by this mandate, will have the objective of validation, capitalisation and dissemination of learnings and good practices. The objective of this “3 pillars support” is to improve the financial management and thus economic sustainability of the sector

# Objective of the assignment

dldp main objective within this mandate is that;

* Capitalize lessons from previous experience of Shkodra in monitoring which will contribute also to revise and improve dldp tools in planning SWM processes, financial management of the sector and communication with the citizens.
* through an integrated approach dldp supports municipality of Shkodra in elaboration and participative approval of an integrated local waste management plan which will lead local authorities to improve the performance of service delivery, extend the service coverage area and cost recovery;

# Duties and responsibilities

The purpose of this assignment is to support Shkodra municipality (i) to capitalize the existing experience in monitoring the existing contract and improvements of the service and (ii) elaborate an integrated local waste management plan.

1. **CAPITALISATION THE EXISTING EXPERIENCE IN MONITORING THE EXISTING CONTRACT AND IMPROVEMENTS OF THE SERVICE,** consists of:

* Capitalize existing experience of Shkodra municipality in monitoring existing contract with private sector and extension of the service in new administrative units
* Support municipality to plan and realize a communication campaign in order to inform the public on themes like :
  + Situation of waste management: recent and Improvements of the service. Next steps.
  + Efficiency and results of the supervision, role of the citizen in supervision
  + Good practices, paper and cardboard management, rules, penalties.

1. **SUPPORT MUNICIPALITY OF SHKODRA TO DESIGN A DRAFT OF THE INTEGRATED LOCAL WASTE MANAGEMENT PLAN[[1]](#footnote-1)**

This process should consider also the following elements (not exhaustive):

## The contractor is expected to discuss, facilitate and formalize the commitment of political leadership

* Start a new planning process which considers methodologies and practices that dldp have developed such local waste management planning, performance service delivery and cost calculation model. During this planning process municipality should strongly focus its efforts on revenue collection and billing system. The contractor is expected to develop together with municipal working group an action plan with clear deliveries and timeline. Through coaching sessions, increase the technical capacities of the staff on monitoring, requirements of reporting, job descriptions and provide recommendations for improvements in municipal organogram in order to better respond to requested duties.

## Data collection and processing ( under activities 1.5 in the proposed list of activities andtimeframe given as Annex 1)

* Help Municipality to define targets, objectives in terms of zones, number of new clients, number of new bills, and additional revenues
* Lead the process of data base improvements as a significant step for increasing revenue rate collection. This is expected to be done through:
  + Parallel with implementation, asses the current databases and start to revise the existing ones. Support a process of data bases revision, proposing methodology and innovations.
  + Coaching sessions will increase the capacities of municipality to revise and update the databases, as well as the tasks of different staff members dealing with data bases.
* Identify the potential of improvement by billing the waste together with the water services in the areas covered by the water network. Propose a solution, identify the difficulties and the necessary steps and decisions and plan the activities to reach this objective.
* Identify the potential of developing a special tariff for non-permanent resident or for non-permanent inhabited houses.
* Resume the learnings of the data collection in a comprehensive document and if necessary in form of a curricula.

## Definition and cost estimation of new technology

For the WM planning of the next phase it is necessary to define different logistical scenarios of which the cost calculation should be done in order to help the authorities to make a choice.

Each of these scenario will be based on logistical choices. The general idea is to use the change of contract and company to improve step by step the level of quality of the service and to introduce new technology. In a preparation phase (task 5.2), it is necessary to identify different technologies and a limited number of scenario to be evaluated, as well as to define the cost of each items.

It should be consider the following elements (not exhaustive):

* Zones : Consider the specific conditions of 3 typical zones : urban, rural, beaches
* Material
  + - Consider the opportunity to use bigger bins (avoiding the possibility of entering in the bins to separate waste)
    - Introduce separate solution for green waste
    - Introduce 2 bins system in some places
* Routes
  + - Collect on main roads only
    - Collect in narrow roads and door to door collection
* Frequencies: to be defined for each zone.

Other ideas should be discussed with the municipality through a first workshop at the end of January/beginning of February. Objective is not to decide, but to establish a reduced list of scenario to be evaluated, to evaluate the consequences in terms of logistic and the cost of the different furniture.

After analysis and research of the investment cost, the results will be discussed with CSD and the Municipality.

## Routes, cost estimation of each scenario and WMP (6.1 and 6.2)

* In order to prepare the tender for the new WMP it is necessary to define the routes, number of containers and cost calculation of the different scenarios. This will be the task of SP.
* For this topic, another design project will be developed by another group of EPFL students, with the ambition of using GIS and civil register data for the routing simulation and establish the bases of the cost calculation.
* SP and EPFL students will compare the results and together with municipal working group and CSD will validate the best feasible option to follow for the cost estimation and compare different scenarios. A sensibility analysis will be done in order to evaluate the precision of the cost and the stability of the comparison.

Then a final cost calculation will be developed up to the end of July. This cost calculation will provide a synthesis of the investments, of the operation cost per ton and per inhabitant. A calculation of the tariff will proposed possible adaptation of the tariffs considering the extension of the client data base.

## Support municipalities to set up an effective billing system and public information model.

***Besides it, the contractor is expected to do also:***

* + Assessing the possibilities and proposing actions to increase tariff collection rate (tariff policy).
  + Explore and identify different possible ways to address the bills and support authorities (facilitate a process) to take a decision.
  + Based on the developed databases and regulations, improve the staff capacities and establish systems that increase the performance of tariff collection.
  + Register of clients and fiscal policy of municipality will contribute to a more transparent and effective communication with citizens and tariff collection system.
  + Improve job descriptions including assigned tasks for financial management of waste sector.

## Supervision, reporting and monitoring procedures (8.2)

The SP will establish an improved monitoring system based on the previous experience of Shkodra in supervision and reporting, with proposition for possible developments.

* + Support municipality to set up a system of penalties/rewards in order to facilitate the implementation of the plan and measures for service improvement.
  + Propose and lead the process of implementing different innovative measures for monitoring. This document will be used in the tender document for next step.

## Rules and regulation (9.1)

The SP will establish, analyze and propose adaptation of rules and regulation (including penalties and rewarding policies) at the municipal level in order to help the implementation of the waste management good practices. This could be integrated also with the following elements:

* + Inert/construction waste : responsibility of the owner (of the building, polluter/pays principle) in the good management of the waste, responsibility of the transport company, obligation of using official site, tariff, penalties, tasks of control and penalty of supervisors and police, etc.)
  + Good practices for citizen: respect of time table, separation of cardboard/paper, prohibition of dumping garden waste in the pubic bins, separation of PET bottle and metal for collection by informal sector, etc.)

## Communication campaign

The SP should assist municipality to set up an effective public information system which will support also recycling activities through:

* + Define the right channels of communication to transmit the identified key messages together with municipal team and private company/companies on good practices: (paper and cardboard management, rules, penalties), tariffs: why to pay, how much, how etc.
  + Develop a communication strategy with municipality and private sector and coach them to implement the selected activities

# Contracting, time frame, reporting and payments

An overall budget of maximum 20 000 Euro is fixed for the execution of this Mandate. This comprises all related costs, such as fees, accommodation, and per diems etc. for all the activities proposed in the project proposal.

This mandate is expected to be completed approx. in a 10 month time frame, starting from February 2017 and ending in November 2017. The field work and coaching are expected to be completed within October 2017.

Payments will be done in three instalments, (beginning of March, June and by the end of November 2017). Service provider to propose within action plan, time of delivery of expected products. This will be the basis of division of the budget volume into instalments.

We are going to propose a contract with three phases. If the contractor will not succeed to fulfil all the requirements of the previous phase, the contract will be stopped with immediate effect.

Phase 1; February – 1st week of March. Preparatory phase where the contractor is expected to finalize:

1. Set up the team of experts with a minimum of two experts, with CVs and proper qualifications to respond to the needs of municipalities and requested skills.
2. Based on the first assessments agree with municipality on objectives and targets, developing together with municipal working group an action plan for the implementation of proposed support package. This action plan of implementation should clearly outlining how the contractor (service provider) propose to develop the sequence of activities and their delivery according to a timeline. This action plan is subject of approval by dldp. Proposed action plan should have also a detailed budget attached, which considers the overall budget for this contract.

Phase 2; 2nd week of March – September. Implementation phase including public hearing of the draft plan and improvements.

Phase 3; During October approval and capitalisation of all the experiences of LWMP elaboration as a good practice, first part of November finalization and reporting.

The contractor is expected to submit three reports (linked with payments), scheduled as follow:

* Inception report and first payment in March (approx.15 % of the proposed budget)
* Second (progress) report including the piloting (by the end of June) and payment within June (approx. 40 % of the proposed budget)
* Third reporting on implementation process capitalisation and final reports and payment second part of November. (approx.45 % of the proposed budget)

# Competencies and qualifications required for the assignment

Service provider should propose a team (with a minimum of 2 people), their CVs demonstrating qualifications and the tasks per each proposed team member that will perform the services.

Skills required for the implementation of the package:

* Thematic expertise in the field of waste management (local level and national framework).
* Expertise in the field of financial management (focus on revenue), (local and national taxes, fees, billing), public procurement.
* Public information, analytical and writing skills as well as PCM.
* GIS expertise to support monitoring, data bases improvements and revenue collection.
* Organizational development, local public administration.
* Legal expertise in the field of contracting, especially contractual arrangements for public-private partnerships and procurements.

# Language

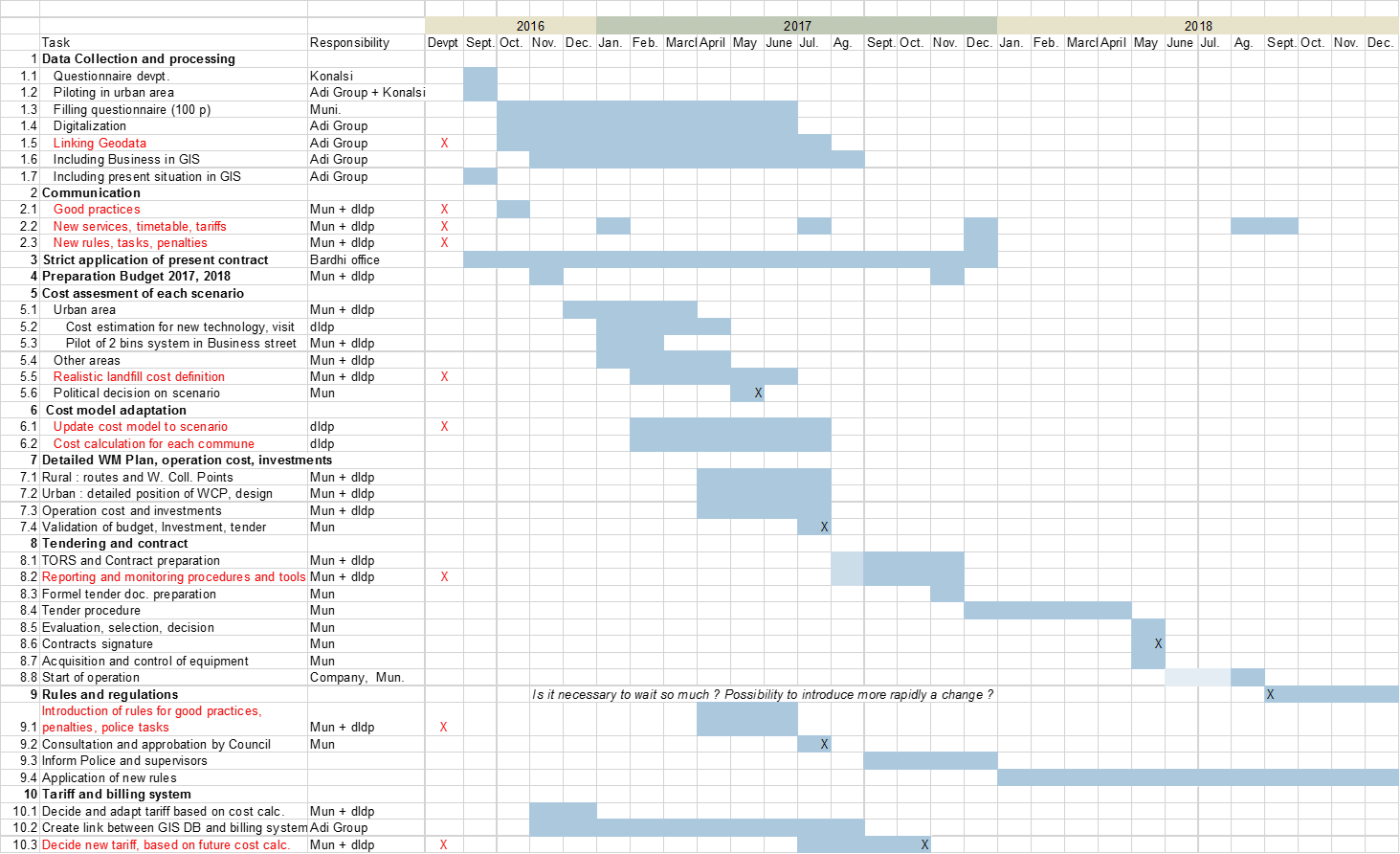
The language of communication and deliverables is expected to be in Albanian and English. Consultations will run in Albanian. The final deliveries will be bi-lingual, prepared and approved in English and then translated in Albanian. All the reports should be in English.

# Annexes

1. Excel file Shkodra Time Table reviewed 01.2017
2. Manual “Planning Local Waste Management” [http://www.km.dldp.al/manual-planning-local-waste-management/?lang=en#](http://www.km.dldp.al/manual-planning-local-waste-management/?lang=en)
3. Guideline “Methods of calculating cost and tariff of solid waste management” <http://www.km.dldp.al/consolidated-guideline-solid-waste-costing-tariff/?lang=en>
4. Monitoring templates and examples of Shkodra municipality 2016 (in Albanian)
5. Performance service delivery manual

dldp/ January 24th, 2017

# Annex 1 of the ToRs



1. Based on the "performance and affordability methodology". A proposed list of activities and timeframe is given as Annex 1. [↑](#footnote-ref-1)