

**TENDER DOCUMENTATION FOR SINGLE TENDER PROCEDURE (EQUAL OR BELOW 20.000 EUR)**

**PART A: INFORMATION FOR TENDERER**

This document contains the following parts:

- Instructions to tenderer
- Technical specifications / required services
- Format of contract to be signed with the tenderer
- Administrative compliance grid

## INSTRUCTIONS TO TENDERERS

### 1. INFORMATION ON SUBMISSION OF THE TENDERS

#### Subject of the contract:

The subject of this tender is:

- Implementation of services as indicated in the technical information in the part "services required / technical specifications" of this document;

#### Deadline for submission of the tenders:

The deadline for submission of tenders is **09/12/2022, at 16:00**. Any tender received after this deadline will be automatically rejected.

#### Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the:

- **standard tender submission form and technical offer available in the Part B of the tender dossier AND**
- **financial offer available in the Part C of this tender dossier**. The financial offer needs to be submitted in a separate envelope.

The tender will be submitted in **1 original**. In case of e-mail submission, the tenderer will provide a scan of signed original of the tender. Any tenders not using the prescribed form might be rejected by the contracting authority.

In addition to the offer, the tenderer is required to provide the following supporting documentation (in copies or scanned versions in case of e-mail submission):

- Copy of legal registration – if applicable
- Bank account details to which the payments shall be made
- CV (if individual), or CVs of the staff involved with the evaluation (for companies)
- References (which clearly demonstrates relevant previous experience);
- A statement of availability and commitment to undertake and complete the consultancy within indicative assignment dates;

The tenders will be submitted **via email to [partners@partnersalbania.org](mailto:partners@partnersalbania.org)**, containing the following information:

Title of email: **Name of the tenderer, title of the tender, Reference number: CFCU/MNE/161/7**

The tenderers are reminded that in order to be eligible the tenders **need to be received by the contracting authority** within the deadline indicated above.

### 2. TECHNICAL INFORMATION

The tenderers are required to provide services as indicated in the part "Required services / Technical specifications" of this document. In the tenderer's technical offer, the tenderers will indicate more details on the deliveries, referring back to the below table.

### 3. FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract is **5,000 EUR**. (VAT excluded)

### 4. ADDITIONAL INFORMATION

The award criteria is:

- Best value for money, weighting 80% technical quality, 20% price

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in written.

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The estimated time of response to the tenderers is 7 days from the deadline for submission of tenders.

**SERVICES REQUIRED / TECHNICAL SPECIFICATIONS**

<b>1. Item Number</b>	<b>REQUIRED SERVICES/ TECHNICAL SPECIFICACIONES</b>
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1	<p style="text-align: center;"><b>External Evaluation of the Work4Youth Project</b></p> <p style="text-align: center;">Reference number: CFCU/MNE/161 Project title: Work4Youth</p> <p>Implemented by: Partners Albania for Change and Development, in partnership with Association for Democratic Prosperity-Zid (ADP-Zid), and Youth Intellectuals Hope (IRSH)</p> <p>Funded by: European Union through the Cross-Border Cooperation Program Montenegro - Albania 2014 - 2020</p> <p><b>Background of the project</b></p> <p>Partners Albania is an independent Albanian NGO established in 2001, working to support civil society and facilitate inter-sector cooperation in order to strengthen democratic institutions and advance economic development. Partners Albania builds the platforms for communities, civil society organizations, government and business and facilitates participatory processes to advance constructive change towards sustainable development. Partners Albania has over fifteen years of experience combining local knowledge with innovative tools and techniques to build sustainable solutions and effective leadership.</p> <p>The Work4Youth project is implemented by Partners Albania, in partnership with Association for Democratic Prosperity-Zid (ADP-Zid) from Montenegro, and Youth Intellectuals Hope (IRSH) from Shkodra, and funded by the European Union through CBC Program Montenegro - Albania 2014 – 2020.</p> <p><b>The overall objective</b> of the Work4Youth project is to contribute to increased employability and fostered of social inclusion among young people in the cross-border area.</p> <p><b>The specific objective</b> of the Work4Youth project is to create an enabling environment for the community of young entrepreneurs in cross-border area committed to start their own business.</p> <p>Its main activities, grouped by the project' results are:</p> <p><b>Result 1. Improve the youth abilities for developing their own business ideas based on innovative skills, new competences and knowledge;</b></p> <p><i>Activity 1.1: Research</i> in outsourcing of jobs that can become business opportunity and problems that are slowing down the progress in micro enterprises that could be solved through new services and businesses.</p> <p><i>Activity 1.2: Innovation Boot Camps</i>, an intensive practical skills building program, where selected youngsters will be provided with the necessary information, knowledge and skills to embrace entrepreneurship activity using innovative approaches and technology;</p> <p><i>Activity 1.3: Individual training skill programs</i> for developing innovative ideas, a tailored skills program designed to respond to specific needs for further development of business ideas during the Innovation Boot Camps, that would provide an important opportunity for young entrepreneurs to meet and learn from field experts on how to develop their product/service and business idea.</p> <p><b>R2. Increased opportunities for support to start-up businesses of young people involved in the project;</b></p> <p><i>Activity 2.1: Cross-Border Forum of Future cooperation</i>, as a peer to peer assistance between youngsters from Albania and Montenegro to share and learn from each other, and to explore future cooperation opportunities and joint business activities</p> <p><i>Activity 2.2: Pitching of business ideas</i> to a large audience of cross-border stakeholders, a big gathering of all relevant stakeholders at the cross-border area to ensure support for the</p>
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best business ideas of youngsters awarded from the Innovation Boot Camps, and to increase networking and interactions between local institutions and businesses at the cross-border area.

*Activities 2.3 Development of individual promo campaigns for best business solutions, to increase promotion and support of business ideas developed by the youngsters.*

***R3. Increased support to young entrepreneurs and self-employment through local policies ad incentive.***

*Activity 3.1: Kick-off event, to serve not only to the launching and promotion of the project, but more importantly to establish connections and increase awareness of the relevant stakeholders at the local level, to support youth employment and entrepreneurship, as a key factor for socio-economic development of the cross-border area;*

*Activity 3.2. Preparation of a policy document – Revolution for 4.0 generation, providing concrete recommendations on the design and implementation of supporting mechanisms for youth entrepreneurship;*

*Activity 3.3. Closing conference of the project, to share the policy document and the results of the action, encouraging the local stakeholders to continue such initiatives ensuring local ownership and sustainability of the action.*

The targeted areas of the project are Shkodra Region in Albania and Municipalities of Bar, Tuzi, and Podgorica in Montenegro.

**General purpose of the service**

Partners Albania is looking for an external evaluator to conduct an external final evaluation of the project in order to ensure an objective, impartial evaluation of the action. Through the evaluation, Partners Albania aims to assess the performance and the impact of the project, the perceptions of stakeholders and beneficiaries, to document lessons learned and to provide practical recommendations for sustainability of the action.

**Evaluation Criteria**

The Final Evaluation should include methods to evaluate relevance, efficiency, effectiveness, impact and sustainability of the action.

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

*Relevance:*

- Was the project appropriate for the context where it was implemented?
- Were objectives of the project kept in line with defined needs and priorities of the target groups and beneficiaries?

*Effectiveness:*

- Was the project implemented as planned and if not, why not?
- To what extent has the project achieved targeted objectives as described in the Action and summarized in the Logical framework?
- What have been key challenges?
- Are the project activities adequate to realize the objectives?

*Efficiency:*

- To what extent was the project organizationally and administratively flexible and responsive to changing conditions?

	<ul style="list-style-type: none"><li>• To what extent were activities cost efficient and timely implemented?</li></ul> <p><i>Impact:</i></p> <ul style="list-style-type: none"><li>• What have been the results of the activities implemented?</li><li>• Were particular components of the project causing a particular change in the life of its beneficiaries or other indicators of success?</li><li>• External communication: Are proper means of communication established or being established to express the project progress and intended impact on the public?</li><li>• How visible have the activities been to the public?</li></ul> <p><i>Sustainability</i></p> <ul style="list-style-type: none"><li>• To what extent will the benefits of the project continue after its end?</li><li>• How likely are the project results to continue after the end of the project?</li><li>• Is there sufficient public /stakeholders' awareness in support of the objectives of the project? What is the level of stakeholders' ownership that would lead towards continuing its results beyond the project's lifetime?</li></ul> <p><b>Methodology</b></p> <p>The methodology shall include primary and secondary data collection, using both quantitative and qualitative methods to meet the objectives herewith stated. Triangulation of information and appropriate sampling strategy should be proposed to grant validity of the conclusions. Methodology should include on line methods of data collection.</p> <p>Document review should be conducted, including consultations and meetings (including online meetings) with different stakeholders of the Action in Albania and Montenegro, which include but are not limited to:</p> <ul style="list-style-type: none"><li>- Project implementation team from implementing partners (Partners Albania, ADP-Zid, and IRSH);</li><li>- Service providers / Experts;</li><li>- Target groups;</li><li>- Final beneficiaries;</li><li>- Other.</li></ul> <p><b>Responsibilities of the Evaluator</b></p> <ul style="list-style-type: none"><li>• Hold the overall management responsibility of the evaluation, including designing and carrying out the evaluation, final report and debriefing the project manager;</li><li>• Prepare the evaluation methodology, stakeholders to be interviewed, tools to be developed, timeframe for the evaluation which will be shared &amp; consented by PA;</li><li>• Engage with data collection based on agreed workload;</li><li>• Liaise with PA staff throughout the process, providing updates and seeking their input and advice where necessary;</li><li>• 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;</li><li>• Adhere to the timelines of the consultancy.</li></ul> <p><b>Responsibilities of PA</b></p> <ul style="list-style-type: none"><li>• Provide all required background materials in a timely manner (project proposal, logical framework, project progress reports, etc.);</li><li>• Oversee the service provider by managing the consultancy contract;</li><li>• Monitor adherence to specified deadlines;</li><li>• Facilitate access to required information;</li><li>• Provide guidance throughout all phases of execution, approve all deliverables, and facilitate access to the project site and interventions;</li></ul>
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1. Item Number	<b>REQUIRED SERVICES/ TECHNICAL SPECIFICACIONS</b>
	<ul style="list-style-type: none"> <li>• Facilitate access to required information and organize meetings in the field.</li> </ul> <p><b>Qualifications and Experience of the Evaluator</b></p> <ul style="list-style-type: none"> <li>• Extensive experience in conducting project evaluations, including designing and employing both qualitative and quantitative data collection methods and tools;</li> <li>• Solid experience with Results-Based Management and Evaluation Guidelines;</li> <li>• Have a solid experience with the Civil Society Sector;</li> <li>• Fluent in English;</li> <li>• Demonstrate flexibility and adaptability in taking on this type of consultancy;</li> </ul> <p><b>Duty station and timeline</b></p> <p>Duty Station: Albania</p> <p>Timeline: Estimated 45 working days required to complete the tasks. Indicative assignment dates: <b>December 20<sup>th</sup>, 2022 – February 24<sup>th</sup>, 2023</b></p> <p><b>Deliverables</b></p> <p>The main outputs of the evaluation will be:</p> <ul style="list-style-type: none"> <li>• Evaluation methodology, including data collection methods and tools; - <b>January, 6<sup>th</sup>, 2023;</b></li> <li>• First draft of evaluation report – <b>February 10<sup>th</sup>, 2023;</b></li> <li>• Final evaluation report following comments/feedback by PA (including working documents, such as list of contacts interviewed, interviews, focus group discussions, mailing lists, plan of activities, etc.) – <b>February 24<sup>th</sup>, 2023.</b></li> </ul> <p>The Evaluation Report will be prepared in English language.</p> <p><b><u>Submission of the final document should be no later than February 24<sup>th</sup>, 2023.</u></b></p>

**FORMAT OF CONTRACT TO BE SIGNED WITH THE TENDERER**

**CONTRACT TITLE: External Evaluation of the Work4Youth Project**

**REF:** CFCU/MNE/161/7

**Concluded between:**

Partners Albania for Change and Development

Rruga e Elbasanit, Ndërtesa Park Gate, Kati 10, A.71/73, Kutia Postare 2418/1, Tiranë

Represented by: Juliana Hoxha, Director

(Contracting Authority)

AND

**Title**

**Address of the contractor**

**Represented by:**

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract are the services as indicated in the contractor's offer – "Part B: Documents to be completed by the tenderer"

**Article 2: Contract value**

The total contract value for implementation of services indicated in the Article 1 is: **XXX EUR**. The price cannot be revised.

**Article 3: Contracting documents**

This documents which form the part of this contract are (by the order of precedence):

- Contract agreement
- Contractor's technical offer as provided in the tendering phase – "Part B: Documents to be completed by the tenderer"
- Contractor's financial offer as provided in the tendering phase "Part C: Financial offer"
- Any other supporting documentation, if applicable

**Article 4: General provisions**

The Contractor shall execute the contract with due care, efficiency and diligence in accordance with the best professional practice.

The Contractor shall ensure the highest visibility to the financial contribution of the European Union. To ensure such publicity the Contractor shall implement among other actions the specific activities described in the Special Conditions. All measures must comply with the rules in the Communication and Visibility Requirements for EU External Actions by the European Commission.

#### **Article 5: Deliveries and payments**

The contractor will deliver without reservation the services indicated in the contractor's offer "Part B: Documents to be completed by the tenderer". The deliveries will be implemented within the indicated dates.

The contracting authority will pay to the contractor the services in the amount indicated in the Article 2 of this contract document. The payments will be issued by the following time schedule.

<b>Month</b>		<b>&lt;EUR/***&gt;</b>
2	One instalment after the approval of the Evaluation Report	<100 % of the contract value>
	<b>Total</b>	<Total contract value>

This contract is exempt from taxes (Customs duties, import duties, taxes or fiscal charges having equivalent effect, Value added tax, documentary stamp or registration duties or fiscal charges having equivalent effect) as per Framework Agreement signed between European Commission and Government of Albania.

#### **Article 6: Duration of the contract**

The duration of the contract is 45 working days.

#### **Article 7: Cancellation of the contract**

The contract can be suspended by the Contractor due to one of the following reasons:

- Contracting Authority not fulfilling payment and other obligations

The contract can be terminated by the Contracting Authority due to one of the following reasons:

- The Contractor is in serious breach of the contract, failing to meet contractual obligations
- The Contractor is bankrupted or being wound up, is having its affairs administrated by courts, has entered into arrangements with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situations arising from a similar situation provided for in national legislation or regulations.

**Article 8: Resolving of disputes**

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Tirana District Court in accordance with the national legislation.

**For the Contractor**

Name:

Title:

Signature:

Date:

**For the Contracting Authority**

Name: Juliana Hoxha

Title: Director

Signature:

Date:

**ADMINISTRATIVE COMPLIANCE GRID (to be completed by Contracting Authority)**

<b>Contract title :</b>	Development of Individual Promotional Campaign for Best Business Solutions	<b>Publication reference :</b>	<b>CFCU/MNE/161/7</b>
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Tender envelope number	Name of Tenderer	Is tenderer nationality eligible? (Y/N)	Is documentation complete? (Y/N)	Is language as required? (Y/N)	Is tender submission form complete? (Y/N)	Other administrative requirements of the tender dossier? (Yes/No/Not applicable)	Overall decision? (Accept / Reject)
1							
2							
3							
4							