

# TENDER DOCUMENTATION

## **PART A: INFORMATION FOR TENDERER**

This document contains the following parts:

- I. Instructions to the tenderer
- II. Technical specifications / required services
- III. Administrative compliance grid

## I. INSTRUCTIONS TO TENDERERS

### 1. INFORMATION ON SUBMISSION OF THE TENDERS

Subject of the contract:

The subject of this tender is:

- Provision 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 **June 27<sup>th</sup>, 2024**. 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 Part B of the tender dossier AND**
- **financial offer available in Part C of this tender dossier.**

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):

- An expression of interest to provide the required service.
- Expert's CV highlighting the expertise related to this ToR.
- At least three references to prove the relevant experience of the expert.
- Methodology for service delivery, including the approach, agenda, and methodology used for gathering and identifying the needs.
- 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 tenders will be submitted via email to [partners@partnersalbania.org](mailto:partners@partnersalbania.org), containing the following information:

- Subject of email: Name of the tenderer, Title of the tender, Reference number: 16318/12

The tenderers are reminded that in order to be eligible the tenders need to be received by the contracting authority by 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 to the table below.

### **3. FINANCIAL INFORMATION**

Tenderers are reminded that the maximum available value for this tender is a total of **EUR 14,000** (excluding VAT and including withholding tax, if applicable).

### **4. ADDITIONAL INFORMATION**

The award criteria are:

- 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.

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

<b>II. SERVICES REQUIRED / TECHNICAL SPECIFICATIONS</b>	
<b>1. Item Number</b>	<b>2. Specifications Required</b>
<b>1</b>	<p><b>Engagement of Individual Experts for Needs Assessment of Grantees</b></p> <p>Partners Albania for Change and Development (PA) is an Albanian NGO, established in 2001. PA's mission consists of 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.</p> <p>Since June 2023, Partners Albania is the Cooperation Partner of SIDA for the implementation of the Challenge Fund, under the framework of the EU4Innovation Phase II, 2023-2026.</p> <p>The Multi Donor Action EU4Innovation Phase II, 2023-2026 is jointly co-financed by the EU, the German Federal Ministry of Economic Cooperation and Development (BMZ), and Sida and implemented by GIZ and Sida.</p> <p>The aim of the Challenge Fund is to improve and diversify finance opportunities for Albanian start-ups and MSMEs, with innovative solutions (e.g., products, services, business models, processes) and (ii) start-ups with prominent tech content with the potential for global expansion and rapid growth.</p> <p>During the execution of this sub-granting scheme, the grantees/winners of the sub-grants will receive comprehensive training, mentoring, and coaching tailored throughout the implementation of their business idea. To facilitate this, Partners Albania for Change and Development will administer a needs assessment conducted by relevant experts, to identify the individual needs of each grantee for their business development and management.</p> <p>The main objective of these Terms of Reference is to contract qualified and experienced experts to conduct individual needs assessments for the 20 startups, winners of the 1st Call for Proposals of the Challenge Fund. The findings from the needs assessment will then be used by the contracting authority to create a tailored support plan and to identify field experts, aiding startups throughout their business development and management.</p> <p>There is an allocation of two (2) working days for each startup intended for conducting on-site visits to identify needs and prepare the subsequent needs assessment report.</p> <p>The number of working days for the engagement of each expert will be decided based on the field of expertise of the expert, and the business sector of the start-ups.</p> <p>As part of the tender documentation, the experts are expected to submit a detailed methodology for the service, including the delivery approach, agenda, and the methodology used for gathering and identifying gaps and needs. The needs assessment report should</p>

1. Item Number	2. Specifications Required
	<p>categorize the identified gaps and needs into specific areas of expertise required for each startup.</p> <p>The expertise is expected to be carried out in Tirana and other cities of Albania. The travel arrangements and related costs for visits outside Tirana will be made by the Contracting Authority.</p> <p>The expertise will be provided in the <b>Albanian language</b>.</p> <p>The assignment will be accomplished within <b>1 month</b> (from the date of award of the contract).</p>
	<p>The deadline for submitting the proposal is <b>June 27<sup>th</sup>, 2024</b>.</p> <p>For more information on the scope of work, duties and responsibilities, experience and expertise required, etc. please refer to the <b>Terms of Reference</b>.</p>

