

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 27th, 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 the 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 the service, including the training delivery approach, training topics, and agenda.
- 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, containing the following information:

- Subject of email: Name of the tenderer, Title of the tender, Reference number: 16318/13

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 3,500 (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.

II. SERVICES REQUIRED / TECHNICAL SPECIFICATIONS	
1. Item Number	2. Specifications Required
1	<p>Engagement of a team of 2 (two) Experts for the Training of Grantees</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 the 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 capacity-building program delivered by relevant experts. The program will cover the following services:</p> <ul style="list-style-type: none"> • Delivery of a training program on “Doing Business – Management of the entrepreneurship initiative”. <p>The main objective of these Terms of Reference is to contract a qualified and experienced team of two experts to conduct a training program on “Doing Business - Management of the entrepreneurship initiative” for the 20 startups, winners of the 1st Call for Proposals of the Challenge Fund.</p> <p>The training program should cover various areas, including the legal and fiscal framework for doing business in Albania (such as business registration, licensing, standards, reporting to authorities, and registration at the Office of Registrar of Trademarks), financial literacy, leadership development, business analysis, value proposition and competitive advantage, marketing strategy, business social responsibility, financial management, along with other relevant topics.</p>

1. Item Number	2. Specifications Required
	<p>The expertise is expected to deliver one 5-day training program for 20 representatives of the startup winners from the 1st Call for Proposals of the Challenge Fund.</p> <p>All logistic arrangements for the organization of the training program will be done by the Contracting Authority.</p> <p>As part of the tender documentation, the experts/company are expected to submit a detailed methodology for the service, including the training delivery approach, training topics, and agenda.</p> <p>The expertise is expected to be carried out in Tirana. No travel within or outside Albania is planned for this assignment.</p> <p>The expertise will be provided in the <u>Albanian language</u>.</p> <p>The estimated time for the implementation of the assignment is 5 working days during the period July 2024.</p> <p>The assignment will be accomplished within 1 month (from the date of award of the contract).</p>
	<p>The deadline for submitting the proposal is June 27th, 2024.</p> <p>For more information on the scope of work, duties and responsibilities, experience and expertise required, etc. please refer to the Terms of Reference.</p>

