

**EU4INNOVATION**



# **Terms of Reference (TOR)**

**For**

## **Engagement of Individual Experts for Needs Assessment of Grantees**

**under**

**Challenge Fund, EU4Innovation 2023-2026**

**Project**

Tirana, Albania  
June 2024



The 'EU for Innovation' project, funded by the European Union, the German Federal Ministry for Economic Cooperation and Development (BMZ) and the Swedish International Development Cooperation Agency (Sida) is implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and Embassy of Sweden Tirana.

Implemented by



Cooperation Partner



## TERMS OF REFERENCE AND SCOPE OF SERVICE

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### 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.

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.

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.

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.

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.

## 2. Objective of the ToR

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 1<sup>st</sup> 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.

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.

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.

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 categorize the identified gaps and needs into specific areas of expertise required for each startup.

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.

The expertise will be provided in the Albanian language.

The assignment will be accomplished within **1 month** (from the date of award of the contract).

## 3. Duties and Responsibilities

The experts contracted should fulfill the duties and responsibilities below:

- Prepare tools and templates to be used for gathering and identifying gaps and needs.
- Conduct in-depth individual consultations with each startup to identify their specific needs and areas for assistance.
- Analyze the current business models, market positions, and competitive landscapes of the startups to inform the needs assessments.
- Identify gaps in skills, knowledge, and resources that may hinder the startups' growth and development.
- Prepare individual needs assessment reports for each startup.

- Ensure confidentiality and sensitivity when handling proprietary and sensitive information shared by the startups.
- Develop and implement feedback tools to evaluate the effectiveness of the individual consultations.

## 4. Experience and qualification of the Experts

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

- Minimum of 5 years experience in designing and conducting interactive needs assessments in the private sector at national, and/or international levels.
- Demonstrated previous experience within the innovation and start-up ecosystem.
- Fluency in Albanian, accompanied by proficient oral and written communication abilities.
- Strong communication skills.
- Excellent analytical and reporting skills.

## 5. Contracting Authority

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

## 6. Contractual Arrangements

The assignment is expected to be conducted within July 2024. The Experts must be available during the time frame foreseen. The Experts must be independent and free from conflicts of interest in the responsibilities they take on.

## 7. Submission of the documents

The deadline for submitting the application is **27.06.2024**.

Application documents must be in English and sent via e-mail to the following address:  
[partners@partnersalbania.org](mailto:partners@partnersalbania.org)

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