

Terms of Reference (TOR)

For

**Engagement of a team of 2 (two) Experts for Training of
Grantees**

under

Challenge Fund, EU4Innovation 2023-2026

Project

Tirana, Albania
June 2024



TERMS OF REFERENCE AND SCOPE OF SERVICE

1. Background

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.

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 the development and growth of civil society practitioners and public administration officials in their efforts to build 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; and 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 capacity-building program delivered by relevant experts. The program will cover the following services:

- Delivery of a training program on “Doing Business – Management of the entrepreneurship initiative”.

2. Objective of the ToR

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.

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.

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.

All logistic arrangements for the organization of the training program will be done by the Contracting Authority.

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.

The expertise is expected to be carried out in Tirana. No travel within or outside Albania is planned for this assignment.

The expertise will be provided in the **Albanian language**.

The estimated time for the implementation of the assignment is **5 working days** during the period July 2024.

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

3. Duties and Responsibilities

The experts/company contracted should fulfill the duties and responsibilities below:

- Design and deliver a training program that is inclusive and accessible to all participants, considering diverse backgrounds and learning styles.
- Design training materials, including PowerPoint presentations, handouts, exercises, etc., for the training program on “Doing Business – Management of the Entrepreneurship Initiative,” aimed at strengthening the capacities of startup grantees in the aforementioned areas.

- Provide training sessions to the startups, supporting them in developing effective leadership skills, refining business strategies, and optimizing team dynamics. Equip startups with the necessary tools and knowledge to overcome obstacles and achieve success.
- Prepare a comprehensive post-training report after the training program delivery, including recommendations for further program interventions and improvements to Challenge Fund's capacity-building programs.
- Develop and implement feedback mechanisms to evaluate the effectiveness of the training program.

4. Experience and qualification of the Experts

The desired qualifications of the Experts for this assignment are the following:

- Minimum of 5 years' experience in designing training curricula/modules and conducting interactive training programs, in the specified topics at national, and/or international levels.
- Demonstrated prepared and deployable modules/curricula designed specifically for Doing Business training topics.
- Demonstrated previous experience within the innovation and start-up ecosystem, specializing in delivering capacity-building programs.
- Fluency in both 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

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