

# CALL FOR POOL OF EXPERTS' DOCUMENTATION

## **PART A: INFORMATION FOR APPLICANT**

This document contains the following parts:

- I. Instructions to the applicant
- II. Technical specifications / required services

## I. INSTRUCTIONS TO APPLICANTS

### 1. INFORMATION ON SUBMISSION OF THE OFFER

#### Subject of the Call:

The subject of this Call 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 Offer:

The deadline for submission of offers is **August 23<sup>rd</sup>, 2024**. Any offer received after this deadline will be automatically rejected.

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

The applicants will submit their offers using the:

- **standard submission form available in Part B of this Call documentation AND**
- **financial offer available in Part C of this Call documentation.**

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

- Subject of email: Name of the Call.

The applicant should provide a scan of the signed original of the offer. Any offers not using the prescribed form might be rejected.

In addition to the offer, the applicant 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.
- Certificates of training or completed courses related to the field(s) of the expert's expertise.
- Any supporting documents verifying experience in the relevant field(s) of the expert's expertise.
- At least three references to prove the relevant experience of the expert.
- Expert's copy of ID or NBC extract, whichever is applicable.

The applicants are reminded that in order to be eligible the offers need to be received by the deadline indicated above.

### 2. TECHNICAL INFORMATION

The applicants are required to provide services as indicated in the part “Required services/Technical specifications” of this document.

### 3. ADDITIONAL INFORMATION

The selection criteria are:

- Best value for money, weighting 80% experience and qualification of the Expert, 20% price.

The unsuccessful/successful applicants will be informed of the results of the evaluation procedure in writing.

The estimated period of response to the applicants is **August 2024**.

II. SERVICES REQUIRED / TECHNICAL SPECIFICATIONS	
1. Item Number	2. Specifications Required
1	<p style="text-align: center;"><b>Pool of Experts under Challenge Fund, EU4Innovation 2023-2026 Project</b></p> <p>Partners Albania for Change and Development (PA) is an Albanian NGO, established in 2001. PA's mission consists in 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>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 <b>more than 20 projects funded by the EU</b>. The organization also works for the <b>development of Social Enterprises (SEs)</b> and start-ups, generating social impact through a) research; b) advocacy; c) education and public awareness; d) financial support to 3-rd parties.</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 Embassy of Sweden in Tirana.</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>Within this framework, Challenge Fund will launch three different calls for proposals during the project implementation period 2023-2026, for funding of a minimum of 50 (fifty) start-ups and innovative micro, small and medium-sized enterprises with the potential to expand locally or internationally, around 16-17 successful applicants under each call.</p> <p>In conjunction with the grant, Challenge Fund will offer comprehensive technical assistance to grantees throughout the entire grant period. To facilitate this, PA is creating a Pool of Experts to support the diverse needs that both the project and the grantees may encounter during the implementation of the project. The experts will be available to offer guidance, answer questions, and deliver tailored solutions, ensuring the successful implementation and progress of the project.</p> <p>Partners Albania for Change and Development through this call aims to identify experienced experts at the national level, to extend the network of collaborators in various fields of services, and offer support to the project and start-ups awarded from the Challenge Fund.</p>

1. Item Number	2. Specifications Required
	<p>The purpose of the Call is to identify qualified and experienced experts to join the Pool of Experts for providing services for the startups in 3 categories (Idea and Validation stage, Growth stage, and Scale-up stage<sup>1</sup>) in the following areas:</p> <ul style="list-style-type: none"> <li>a) Legal expertise (contractual and agreements frameworks, regulatory compliance and legal requirements, structuring partnerships and collaborations, guidance on employment law and labor contracts, data privacy compliance, and other related issues);</li> <li>b) Licensing, standards, registration at the Office of Registrar of Trademarks, Branding, patent protection and other related issues;</li> <li>c) Leadership development;</li> <li>d) Business SWOT analysis;</li> <li>e) Value proposition, and Customer Feedback and Validation;</li> <li>f) Product Development and Go-to-Market Strategy;</li> <li>g) Performance Metrics and KPIs to measure product performance and market fit;</li> <li>h) Price and Sales Strategies;</li> <li>i) Operational management;</li> <li>j) Financial, Technology, and Human resources management;</li> <li>k) Marketing and Advertising;</li> <li>l) Digital transformation and e-commerce strategies;</li> <li>m) Community, Partnerships, and Network Building;</li> <li>n) Sustainability Practices;</li> <li>o) Market Expansion strategies;</li> <li>p) Supply chain management;</li> <li>q) Business sector-related expertise (sectors such as Sustainable Agriculture, Food Processing, Forestry and Fishing, Green and Digital Transition, Circular Economy, Wood Processing, Clothing and Textile Industry, Footwear and Leather Processing Industry, Renewable Energy, Waste Management, and Remediation Activities, Recycling and Upcycling).</li> </ul> <p>Interested applicants can apply to one or more fields of expertise from the above-mentioned areas.</p> <p>The experts will be contracted to deliver their services based on the need and according to the project plan. The services will be delivered online and onsite, in Tirana and other cities of Albania. Therefore, the experts must be available for travel during the contractual period. In case of travel required, all costs related to travel and accommodation will be covered by the project and should not be included in the financial offer.</p> <p>The expertise will be provided in the <b><u>Albanian language</u></b>.</p>

<sup>1</sup> <https://challengefund.euforinnovation.al/wp-content/uploads/2024/05/factsheet-CHF-thirja2.pdf>

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	<p>The deadline for submitting the proposal is <b>August 23<sup>rd</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>