

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 **November 8th 2024, 15:00 hrs.** 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 by e-mail, 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 (scanned versions):

- An expression of interest to provide the required service.
- Experts/Company CV highlighting the expertise related to this ToR.
- At least three references to prove the relevant experience of the experts/company.
- 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.
- Tax Registration certificate (for company only)
- Copy of historical extract issued by the National Business Center (for company only)
- Methodology and timeline for the assignment, including expected outcomes

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: 81311392/01

The tenderers are reminded that in order to be eligible the tenders need to be received by the Contracting Authority within 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 the service, under this tender procedure is a total of **EUR 9,000** (including 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 writing.

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 style="text-align: center;">Engagement of a Team of three Experts/Company for Needs Assessment of Grantees of Incubation Program for Glass Waste Solution from Lab of Tomorrow Under Circular Economy for Sustainable Urban Development in Albania Project</p> <p>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:</p> <ul style="list-style-type: none"> 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. <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 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.</p> <p>As part of the EU for Circular Economy and Livable Cities Project, implemented by GIZ Albania, Partners Albania has been selected as a grant manager to implement, the first of its kind, a Circular Business Incubation program, following the format of the Lab of Tomorrow program. The grant is aimed at supporting local SMEs which are working or are users of glass packaging and aspire to develop circular solutions to tackle glass waste.</p> <p>We are pioneering this initiative through the EU for Circular Economy and Livable Cities project (EU4CELC), co-financed by the European Union (EU) and the German Federal Ministry for Economic Cooperation and Development (BMZ), and implemented by GIZ Albania in collaboration with the Ministry of Tourism and Environment (MoTE).</p>

1. Item Number	2. Specifications Required
	<p>The project’s objective is to transform Albania's waste management practices by establishing sustainable systems that prioritize glass reuse and recycling. Through targeted legal and financial measures, along with private sector engagement, the project seeks to reduce environmental degradation, lower reliance on imported glass, and promote a circular economy. This initiative involves the private sector through innovation challenges and incubation programs, with an emphasis on creating and implementing circular glass packaging solutions.</p> <p>The project has established four venture teams composed of registered businesses and NGOs operating in HORECA, Wineries, Breweries, Agrotourism, Glass Recycling, Crafting and Waste Management sectors.</p> <ol style="list-style-type: none"> 1. Team one, composed of wineries, breweries, and international glass recycling specialists, plans to establish a re-use system for glass bottles. This system will involve creating centralized collection points for breweries, wineries, and the HoReCa sector, followed by the washing and reuse of the bottles. The reusable bottle system offers cost savings by minimizing the resources required for manufacturing beverages. 2. Team two, composed of HoReCa and Agrotourism businesses, seeks to create a circular system for glass reuse and recycling in Gjirokastra. This initiative involves processes such as washing, crushing, and selling glass products in partnership with local stakeholders. Key advantages include supplying affordable reusable jars and bottles to local markets and artisans, as well as offering a range of crushed glass to local artists for their creative endeavours. 3. Team three, composed of ceramic and glass artists, aims to turn glass waste into sustainable, functional art while promoting material innovation. By building a network of artists and glass industry professionals, the initiative will establish a hub dedicated to art and circular economy activities. This will include artist-led workshops to demonstrate techniques and offer vocational training opportunities. 4. Team four is composed of businesses and NGOs in the waste management sector. Their initiative focuses on collecting glass waste from the HoReCa sector and industrial glass from manufacturers in Durres and Tirana, then repurposing it for use across various industries. The recycled glass will be provided to pool construction and maintenance companies, construction material suppliers, architects and interior design firms, as well as furniture manufacturers, fostering sustainability and innovation in these fields. <p>As part of the assistance, the project will offer an incubation program to support venture teams explore the technical aspects of glass recycling, refine their business models, and address operational challenges associated with scaling sustainable solutions. Following the program, successful teams will be selected to receive financial support in the form of grants to further develop and implement their business solutions.</p> <p>To customize the incubation process, Partners Albania for Change and Development will carry out a needs assessment with the help of a Team of three experts or Company. This assessment will provide the critical information needed to develop a tailored incubation program. The assessment will result in detailed reports that outline the specific needs of each venture team, the relevant fields of expertise necessary to address those needs, and personalized recommendations. The assessment reports will guide the experts in developing and delivering</p>

1. Item Number	2. Specifications Required
	<p>the incubation program, ensuring that each venture team receives the targeted support they require.</p> <p>2. Objective of the ToR The primary goal of these Terms of Reference is to engage qualified and experienced Team of three national experts or Company to perform needs assessments for 4 teams (around 5 businesses each), which will work on the outlined business cases, or new solution approaches to the challenge. The areas of expertise of the team/company should cover:</p> <ol style="list-style-type: none"> a. Business Plans development including Financial Management b. Market Positioning and Competition c. Marketing, Visibility and Promotion Strategies d. Innovation and Technology requirements e. Environmental Sustainability, Circularity and Social impact f. Waste Management and Recycling g. Circular Economy Practices <p>A total of 30 man-days for all three experts/company has been allocated over a two-week period, intended to conduct on-site visits, identifying needs, and preparing the corresponding needs assessment reports, for all venture teams. The assumption is that 10 days will be allocated to each expert, however the engagement of each expert will be decided based on the field of expertise of the expert, and the business technical area of the business idea.</p> <p>This assessment will provide the critical information needed to tailor, develop and deliver the incubation program. The assessment will result in detailed reports that outline the specific needs of each venture team, the relevant fields of expertise necessary to address those needs, and targeted recommendations.</p> <p>As part of the tender documentation, the team of experts/company is expected to submit a methodology for the service, including the delivery approach, agenda, and data collection. The needs assessment report should categorize the identified gaps and needs into specific areas of expertise required for each business idea.</p> <p>The expertise is expected to be carried out mostly in Tirana and Gjirokaster. The travel arrangements and related costs for visits outside Tirana will be made by the team of experts/company. The expertise will be provided in <u>the Albanian language</u>. The reports will be prepared in <u>English language</u></p> <p>The assignment will be accomplished within two weeks (from the date of award of the contract).</p>
	<p>The deadline for submitting the proposal is November 8th, 2024, 15:00 hrs.</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>

III. ADMINISTRATIVE COMPLIANCE GRID (to be completed by Contracting Authority)

Contract title:	“Engagement of a Team of three Experts/Company for Needs Assessment of Grantees of Incubation Program for Glass Waste Solution from Lab of Tomorrow Under Circular Economy for Sustainable Urban Development in Albania Project”	Tender reference:	81311392/01
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Tender number	Name of tenderer	Is tenderer nationality eligible? (Y/N)	Is documentation complete? (Y/N)	Is language as required? (Y/N)	Is tender submission form complete? (Y/N)	Is tenderer's declaration signed? (Yes/No/ Not Applicable)	Declaration(s) of honour included? (Yes/No)	Other administrative requirements of the tender dossier? (Yes/No/Not applicable)	Overall decision? (Accept / Reject)
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2									
3									
4									