

TENDER DOCUMENTATION

PART A: INFORMATION FOR TENDERER

This document contains the following parts:

- I. Instructions to 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 **January 24th 2025, 12:00 PM Albanian time**. 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 the Part B of the tender dossier AND**
- **financial offer available in the Part C of this tender dossier.**

The offers 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: 16318/17.

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 tenderer is required to provide the following supporting documentation:

- An expression of interest to provide the required service.
- Company’s CV highlighting the expertise related to this ToR.
- CV of the Experts involved in the implementation of the tasks.
- At least three references to prove the relevant experience of the company.
- Methodology of service delivery, including the indicative work plan and list of deliverables. **(Note that the work plan will be discussed and agreed with the Agency during the kick-off meeting and will be approved thereafter).**
- Signed and scanned statement of exclusivity and availability (template attached);
- Declaration on Honor (template attached).
- Bank account details to which the payments shall be made.
- Copy of Company’s Registration Certificate.

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

The tenderers are reminded that the maximum available value of the contract for 1 (one) International Company's engagement, in total, is **15,000 EUR (VAT excluded)**.

Payment for the services provided will be made in 3 (three) installments: 30% upon signing the contract, 40% upon submission of the draft report, and 30% after the submission and approval of the final report.

4. ADDITIONAL INFORMATION

The award criteria is:

- 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 10 days from the deadline for submission of tenders.

II. SERVICES REQUIRED / TECHNICAL SPECIFICATIONS

1. Item Number	2. Specifications Required
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1	<p>Engagement of 1 (one) international company to conduct the Annual Startup Ecosystem Report for Albania</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 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>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>One of the key objectives of the Challenge Fund is to provide targeted support to both the Minister of State for Entrepreneurship and Business Climate and the Startup Albania State Agency. This includes offering in-depth studies and analyses of Albania's startup and innovation ecosystem to help address gaps and foster growth. By supporting these strategic efforts, the Challenge Fund aims to enhance the effectiveness of the Startup Albania State Agency's initiatives and create a more supportive environment for entrepreneurs.</p> <p>Albania's startup ecosystem is one of the most vibrant and rapidly growing sectors, with particular strength in the ICT sector. Despite recent improvements in supporting young companies and fostering innovation, challenges remain, especially in the aftermath of the pandemic, which exposed vulnerabilities in many sectors. Strengthening innovation across industries and helping startups access international markets is a top priority for the Albanian government, especially given the country's potential advantages, such as a favorable tax climate, an educated young population, and the prospect of EU membership. However,</p>
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1. Item Number	2. Specifications Required
	<p>significant efforts are still required to overcome limitations in innovation capacity and technological infrastructure.</p> <p>In 2024, the Albanian government established the Startup Albania State Agency, tasked with overseeing the development of the country's startup ecosystem. According to Albanian law "Startups" are individuals and natural or legal persons registered in the commercial register of the Republic of Albania, who, with reference to the object of their activity, have been conceived, created and operate with the aim of initiating the implementation and development of a unique innovative and/or technological business model, product and service, with rapid growth potential, applicable in practice, for the significant improvement of existing business models, products and services.</p> <p>As part of its efforts, the agency launched its first grant funding call, allocating a total of 3 million euros to support emerging startups. Additionally, the government developed the National Strategy for the Development of Innovative Entrepreneurship 2024-2030. This strategy outlines a clear vision for Albania to become a regional leader in fostering innovative entrepreneurship, focusing on strengthening key sectors, encouraging innovation, and creating a supportive environment for startups to thrive. As part of this vision, the Agency will undertake the yearly preparation and publication of the Annual Startup Ecosystem Report for Albania.</p> <p>The Startup Ecosystem report is a yearly activity that Startup Albania will deliver to the ecosystem, aiming to inform, track, and direct resources, legislative changes, and objective metrics and reporting that will trigger the implementation of subsequent initiatives at the right point in time.</p> <p>The main objective of this call is to identify 1 (one) experienced international company to conduct the first Annual Startup Ecosystem Report 2024 for Albania, which will support Startup Albania Agency in fulfilling the vision of the National Strategy for the Development of Innovative Entrepreneurship 2024-2030.</p> <p>This report aims to provide a comprehensive, data-driven analysis of the country's startup landscape. It will assess the ecosystem's health, growth, and challenges, offering actionable insights for policymakers, investors, donors, and stakeholders to support and strengthen Albania's startup environment.</p> <p>To ensure the report is accurate and insightful, specific metrics will be gathered from key actors within the Albanian startup ecosystem. These actors will include startups, incubators, accelerators, venture capital firms, donors, angel investors, government agencies, and relevant educational institutions. The collected data will form the basis for identifying trends, opportunities, and areas for improvement.</p> <p>The data collection for the Annual Startup Ecosystem Report 2024 will be conducted through structured surveys, interviews, and public data sources, focusing on five key areas. These areas will include startup metrics such as the number of startups, industry segmentation,</p>

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	<p>founder demographics, employment statistics, funding status, and revenue growth. It will also analyze the investment landscape, encompassing the number and activities of investors, investment volumes, the extent of donor initiatives and grant allocations, and exit trends. Additionally, the report will assess ecosystem support organizations, such as incubators, accelerators, and coworking spaces, as well as government-backed programs. Innovation and technology trends, including R&D and intellectual property, will be analyzed, alongside challenges and barriers startups face, such as funding issues and regulatory bottlenecks.</p> <p>The expertise is expected to be conducted both online and onsite, as needed for data collection. In case of travel required in/within Albania, all costs related to travel, accommodation and meals should be covered in the financial offer.</p> <p>At the start of the assignment, the company will conduct a kick-off meeting with the Agency staff to understand needs and objectives, clarify expectations, and any specific requirements for the assignment. Coordination meetings will be organized with the Agency's staff during the implementation of the contract.</p> <p>The company will be committed to provide the service required during the period <u>February – April 2025</u>.</p> <p>The assignment will be accomplished within 3 months (from the date of award of the contract).</p> <p>The expertise will be provided in the English language.</p> <p>Under the supervision of the Contracting Authority, the company will coordinate closely with the Startup Albania Agency to manage the progress of the work, address any related issues, and facilitate data collection or communication with ecosystem actors in Albania.</p>
	<p>The deadline for submitting the proposal is January 24th, 2025, 12:00 PM Albanian time.</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>

