

## TENDER DOCUMENTATION FOR SINGLE TENDER PROCEDURE

### **PART A: INFORMATION FOR TENDERER**

This document contains the following parts:

- Instructions to tenderer
- Technical specifications / required services

## INSTRUCTIONS TO TENDERERS

### 1. INFORMATION ON SUBMISSION OF THE TENDERS

#### Subject of the contract:

The subject of this tender is:

- Implementation 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 **17.02.2025, at 17:00 h**. 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 financial offer needs to be submitted in a separate envelope.

The tender will be submitted via email at [procurement@partnersalbania.org](mailto:procurement@partnersalbania.org), the tenderer will provide a scan of 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 **either National Company or Pool of Experts**, is required to provide scanned versions of the following supporting documentation:

#### **For National Companies:**

- Cover letter expressing the company’s interest and suitability for the Call
- Company profile, including relevant areas of expertise
- Curriculum Vitae (CV) of engaged experts
- List of similar assignments undertaken by the company, including client references
- Certificates or documentation demonstrating company qualifications
- Certificate of registration QKB
- Signed and scanned statement of exclusivity and availability
- Declaration on Honor
- Bank account details to which the payments shall be made

#### **For Pool of Experts:**

- Cover letter expressing the expert’s interest and suitability for the Call
- Curriculum Vitae (CV) of proposed experts
- List of similar assignments delivered or relevant professional experience
- References from previous similar assignments.
- Signed and scanned statement of exclusivity and availability
- Declaration on Honor
- Bank account details to which the payments shall be made

The tenders will be submitted the documents via email, containing the following information:

- Name and address of the tenderer

Title of the tender: **Engagement of a Service Provider (National Company or Pool of Experts) for the provision of services under the “Advanced Financial Management Academy for NPOs”**

- Reference number: **IPA/2024/457-469/01**

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 back to the below table.

## **3. FINANCIAL INFORMATION**

The tenderers are reminded that the maximum available value of the contract is 6,000 EUR (VAT excluded).

## **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 written.

The estimated time of response to the tenderers is 7 days from the deadline for submission of tenders.

**SERVICES REQUIRED / TECHNICAL SPECIFICATIONS**

<b>1. Item Number</b>	<b>2. Services required</b>
<b>1</b>	<p data-bbox="379 398 576 432"><b>1. Background</b></p> <p data-bbox="331 461 1506 633">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 data-bbox="331 674 1506 813">Since its inception, PA has dedicated itself to strengthening civil society and fostering collaboration between non-profit organizations (NPOs), state institutions, academia, and the private sector. This commitment aims to address Albania's primary democratization challenge: enhancing the interaction between citizens and state institutions through a robust civil society.</p> <p data-bbox="331 853 1506 1097">From 2019, Partners Albania is playing its supportive role for the sector in a more structured and organized way, through the National Resource Centre for Civil Society (NRC), established within Partners Albania, with the support of European Union. NRC is a platform of information and service provision which contributes to the strengthening of civil society's capacities to be more effective, transparent, accountable and independent actors and to the creation of an enabling environment for the civil society, participatory democracy and the integration process of Albania into the European Union.</p> <p data-bbox="331 1137 1506 1382">The main focus of the National Resource Centre work is (i) To enhance CSOs capacity to be professional, credible, effective and accountable independent actors through training, mentoring, awareness and information to CSOs in a wide variety of areas, such as participation to policy-making, cost-effective service provision, fundraising and diversification of funding, communication, transparency, effectiveness, accountability, self-governance; (ii) To strengthen collaboration, networking and advocacy efforts at local/national level and ensure effective outreach to the state institutions and visibility in media and public at large.</p> <p data-bbox="331 1422 1506 1740">With the establishment of National Resource Centre, most of the capacity building programs are channelled through NRC and being implemented around the country through the year on weekly bases. The capacity building programs are designed based on CSOs needs. There is a very rich curricula composed by more than 30 topics, addressing the needs of the civil society sector. Among many capacity building programs, one of the FLAGSHIP programs that we provide from many years is the <i>NPO Academy</i>, an annual one-year program for non-profit organizations, which contributes to enhancement of knowledge and skills of NPO executives and managers regarding organizational development and management, financial sustainability, advocacy for common interest issues, strengthening of inter-sector cooperation etc.</p> <p data-bbox="331 1780 1506 1919">Since 2015, when the program was launched, over 200 representatives of Albanian NPOs, with a wide geographic, sectorial and gender representation coverage, gained knowledge and skills regarding effective management of their organizations in order to assist their stakeholders and wide public.</p>

1. Item Number	2. Services required
	<p>Building on the so far experience and achievements in building capacities and enhancing skills of civil society organisations, Partners Albania is introducing the <b>Advanced Financial Management Academy for Non-for-Profits</b>.</p> <p>The <b>Advanced Financial Management Academy for Non-for-Profits</b> aims to enhance the capacities of the NPO sector to practice higher ethical standards, build trust among the public, stakeholders, and donors, and achieve long-term sustainability. This six-month certified program is designed to address one of the most pressing needs of the civil society sector: strengthening financial management practices. By equipping finance officers and managers with advanced skills and tools, the program fosters greater transparency, ensures accountability, and enhances the overall credibility of NPOs.</p> <p><b>2. Aim of the Call</b></p> <p>The <b>Advanced Financial Management Academy for Non-for-Profits</b> stands as a pivotal initiative within our broader project, strategically crafted to serve as a comprehensive and enduring program dedicated to elevating the standards of Civil Society Organizations (NPOs) in financial management.</p> <p>Recognizing the crucial interplay between financial acumen and the overall health of NPOs, this initiative is meticulously designed to fortify the sector, ensuring not only its immediate strength but also long-term sustainability.</p> <p>Enhancing capacities and skills in financial management consistently emerges as the foremost priority for civil society organizations, as evidenced by the Need Assessments for the Civil Society Sector conducted in recent years by the National Resource Centre for Civil Society in Albania and Partners Albania for Change and Development.</p> <p>These assessments highlight the persistent demand from NPOs for improvement in this crucial area. By providing NPOs with advanced financial skills, the <b>Academy</b> becomes a catalyst for raising standards, directly impacting transparency, accountability, and the efficacy of their activism and advocacy efforts.</p> <p>The integration of financial best practices within NPOs fosters a culture of responsibility and openness, reinforcing their ability to serve communities effectively. This transformative approach underlines our commitment to nurturing a robust civil society, where organizations are not only financially resilient but also empowered to play a more influential role in societal progress and positive change.</p>

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	<p>The <b>Advanced Financial Management Academy for Non-for-Profits</b> will be a certified program specifically designed for finance managers and officers of civil society organizations. The program builds on the best practices and expertise in non-for-profit management, both within Albania and internationally.</p> <p><b>The Academy Program consists of the following 8 modules:</b></p> <ol style="list-style-type: none"> <li>1. <b>Foundations of the Non-Profit Sector:</b> Understanding the legal and governance frameworks.</li> <li>2. <b>Financial Governance:</b> Establishing transparent and accountable financial practices within the organization.</li> <li>3. <b>Procurement, Financial Controls, and Risk Management:</b> Ensuring proper financial management and risk mitigation.</li> <li>4. <b>Effective Grant Management:</b> Compliance and reporting for grant-funded initiatives.</li> <li>5. <b>Income Diversification:</b> Sustaining the organization through successful revenue-generating initiatives.</li> <li>6. <b>Strategic Financial Planning:</b> Budgeting for mission impact and effective budget monitoring.</li> <li>7. <b>Impact Measurement Methodologies:</b> Communicating effectively the organization's social impact.</li> <li>8. <b>Financial Management Tools:</b> Utilizing software, automation tools, and data analytics for organizational sustainability.</li> </ol> <p><b>3. Scope of Work</b></p> <p>To support the implementation of the Academy, Partners Albania is launching a Call for Expression of Interest for a Service Provider (National Company or Pool of Experts) to deliver the aforementioned services with excellence and professionalism.</p> <p>The Service Provider must offer a team of experienced professionals, each with expertise in specific financial management topics covered by the Academy. The proposal should clearly define the roles and responsibilities of each expert and specify which modules they will deliver.</p> <p>The Service Provider must deliver the services according to the project timeline.</p> <ul style="list-style-type: none"> <li>• The contract duration is (April – December 2025).</li> <li>• The Academy will be delivered onsite.</li> <li>• Lectures will be conducted in the Albanian language.</li> </ul>

1. Item Number	2. Services required
	<p data-bbox="331 349 727 383"><b>4. Duties and Responsibilities</b></p> <p data-bbox="331 421 1509 589">The Service Provider engaged in the <b>Advanced Financial Management Academy for Non-for-Profits</b> will be responsible for contributing to the enhancement of financial management capacities within civil society organizations (NPOs) in Albania. Their specific duties and responsibilities include:</p> <ol data-bbox="379 629 1509 1350" style="list-style-type: none"> <li data-bbox="379 629 1509 831"><b>1. Designing and Developing Lectures Materials:</b> Elaborate and design comprehensive lectures materials (<i>including PowerPoint presentations, handouts, exercises, and case studies</i>) focused on the key financial management topics outlined in the Academy’s curriculum. These materials should be aligned with best practices and tailored to the specific needs of Albanian NPOs.</li> <li data-bbox="379 869 1509 981"><b>2. Delivering Lectures Programs:</b> Deliver Lectures according to the timeline and requirements of the program as agreed with the Contracting Authority. Experts are expected to contribute actively to the program for the entire duration.</li> <li data-bbox="379 1019 1509 1176"><b>3. Assessing Lectures Effectiveness:</b> Evaluate the effectiveness of the Lectures through feedback, assessments, and monitoring. Based on these evaluations, provide recommendations for refining and improving the Financial Academy's modules and delivery methods.</li> <li data-bbox="379 1191 1509 1350"><b>4. Reporting and Documentation:</b> Prepare and submit detailed reports after each Lectures. These reports should include an overview of the session content, participant engagement, outcomes, and any recommendations for further program improvements.</li> </ol> <p data-bbox="331 1379 1509 1503">These responsibilities are critical to the success of the Advanced Financial Management Academy for Non-for-Profits, ensuring that participating NPOs can achieve higher standards of financial governance and sustainability.</p> <p data-bbox="331 1541 967 1574"><b>5. Experience and qualification of the Company</b></p> <p data-bbox="331 1612 1509 1691">The desired qualifications of the Company and of the Experts proposed for the Advanced Financial Management for Non-for-Profits are as follows:</p> <ol data-bbox="379 1729 1509 1930" style="list-style-type: none"> <li data-bbox="379 1729 1509 1930"><b>1. Proven Experience:</b> At least 7 years of demonstrated experience in financial management, particularly within the non-profit sector, at the local, national, and/or international levels. This experience should include areas such as financial governance, grant management, risk management, income diversification, and strategic financial planning.</li> </ol>

1. Item Number	2. Services required
	<p>2. <b>Educational Background:</b> A master’s degree in finance, accounting, economics, public administration, or a related field.</p> <p>3. <b>Relevant Experience:</b> Experience directly related to the duties and responsibilities outlined in Section 3 of this ToR, including designing and delivering training programs, mentoring, and providing tailored financial management solutions to NPOs.</p> <p>4. <b>Non-Profit Sector Expertise:</b> In-depth knowledge and experience working within the civil society sector, with a strong understanding of the specific financial challenges and needs of NPOs.</p> <p>5. <b>Language Proficiency:</b> Fluent in Albanian, both oral and written, with the ability to deliver training and mentorship effectively in the local language. Proficiency in English is also preferred for reporting purposes.</p> <p>6. <b>Communication Skills:</b> Strong communication skills, with the ability to convey complex financial concepts in an accessible and engaging manner to a diverse audience.</p> <p>7. <b>Analytical and Reporting Skills:</b> Excellent analytical abilities, with a proven track record of preparing comprehensive reports, evaluations, and recommendations based on training outcomes and participant feedback.</p> <p>8. <b>Problem-Solving Skills:</b> Strong problem-solving abilities, particularly in developing practical financial management solutions tailored to the unique needs of NPOs.</p> <p><b>6.Contracting Authority &amp; Engagement Terms</b></p> <p>Partners Albania for Change and Development will contact only the successful applicants after the evaluation of the applications.</p> <p>The “Service Provider” will be engaged through a formal agreement with Partners Albania, with the primary objective of delivering the specified output within the mutually agreed timeframe. Partners Albania commits to offering essential support to the “Service Provider” facilitating the execution of the assignment according to the specified requirements and within the agreed-upon timeframe.</p> <p>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.</p>