

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 **December 1st, 2025**. 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, indicating the type of expertise chosen to apply;
- Expert CV highlighting the expertise related to the respective ToR.
- At least three references to prove the relevant experience of expert.
- 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.

The tenders will be submitted via email to procurement@partnersalbania.org, containing the following information:

- Subject of email: Name of the tenderer, Title of the tender, Name of the TOR, Reference number: 81311392/06

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/expertise, under this tender procedure is a total of **EUR 4,500** (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>Engagement of an Expert for the Impact Evaluation of Incubation and Grant Management for Glass Waste Solution from Lab of Tomorrow under EU 4 Circular Economy and Liveable Cities Project in Albania</p> <p>1. Background Partners Albania for Change and Development (PA) is an Albanian NGO, established in 2001. PA mission consists 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>Considering the experience, Partners Albania is recently engaged in implementing one of the EU funded projects related to Circular Economy and Waste Management in Albania.</p> <p>The EU for Circular Economy and Liveable Cities project (EU4CELC) is 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 Environment (MoE).</p>

1. Item Number	2. Specifications Required
	<p>The EU4CELC project aims to facilitate Albania's transition to a circular economy, empower municipalities to create liveable cities for the future, and contribute to improved citizens' health, green job creation, and enhanced energy efficiency.</p> <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.</p> <p>Partners Albania in collaboration with EU4CELC contributed to addressing and developing solutions for glass waste stream in Albania. 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 three 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. The "reuseAglass" initiative, composed of wineries, breweries, and international glass recycling specialists, establishing a re-use system for glass bottles. This system involves 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 beverage packaging. The team is composed of: Altenberg Brewery, Kantina Edoni, Pan's Microbrewery and Toka Fermentary. 2. The "Circular Art Hub" initiative, composed of ceramic and glass artists, who turn glass waste into sustainable, functional art while promoting material innovation. By building a network of artists and glass industry professionals, the initiative has established a hub dedicated to art and circular economy activities. Activities of the hub include artist-led workshops to demonstrate techniques and offer vocational training opportunities. The team is composed of: Dhiamandi Studio, AriArt, 3D Ceramics, Ceramics Monarchy and Albanian Institute of Food and Innovation. 3. The "Albania Glass Recycling" initiative, is composed of businesses 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 is provided to pool construction and maintenance companies, in the form of glass filter media, construction material suppliers, architects and interior design firms, as well as furniture manufacturers, fostering sustainability and innovation in these fields. The team is composed of: RecycAl and EcoHUB. <p>As part of the Lab of Tomorrow approach, the project offered an incubation program to support the venture teams explore the technical aspects of their business proposals, refine their models, and address operational challenges associated with scaling sustainable solutions. Following the program, three successful teams were selected to receive financial support in the form of grants to further develop and implement their business solutions.</p>

1. Item Number	2. Specifications Required
	<p>Throughout ‘Incubation Journey’ and the ‘Demo Day & Awarding Ceremony’ in April, since May 2025, the venture teams officially signed their grant contracts and during the six-month period, have been implementing groundbreaking reuse and glass recycling initiatives.</p> <p>For that purpose, Partners Albania for Change and Development, following the termination of the sub-granting component of the project, plans to engage a specialized expert to assess the outcomes of the initiatives, focusing on the viability of solutions, environmental benefits and job creation</p> <p>Detailed Information about the required expertise can be found in the respective TORs. Interested applicants must submit a package consisting of:</p> <ul style="list-style-type: none"> • Methodology and timeline for the assignment, including expected outcomes. • CV, Qualifications and experience of the expert and relevance with TOR. • Financial Offer (VAT included)
	<p>The deadline for submitting the proposal is December 1st, 2025</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>

