

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 **01.03.2026**. 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 tender will be submitted via email at 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, is required to provide scanned versions of the following supporting documentation:

- Cover letter expressing the expert’s interest and suitability for the Call
- Curriculum Vitae (CV)
- 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 Experts for the provision of services under the “Social Entrepreneurship Academy in Albania”**

- Reference number: **IPAI/2025/483805/01**

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 per module (preparation, delivery and reporting) is **600 EUR** (VAT excluded), covering 1 day of module preparation, 1 day of training delivery and 1 day of reporting.

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

1. Item Number	2. Services required
1	<p data-bbox="389 434 603 465">1. Background</p> <p data-bbox="341 495 1509 629">Partners Albania for Change and Development (PA) is an Albanian NPO, 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.</p> <p data-bbox="341 669 1509 875">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. 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="341 916 1509 1122">Partners Albania works to strengthen civil society and social entrepreneurship in Albania by creating an enabling environment for sustainable development. Its activities combine capacity building, research, and advocacy to support social enterprises and promote innovation, while also advancing philanthropy and encouraging transparent and accountable governance. Through partnerships and networking, PA connects civil society, institutions, and the private sector to build stronger, more inclusive and sustainable communities.</p> <p data-bbox="341 1128 1509 1294">Partners Albania (PA) works to strengthen the social entrepreneurship and social enterprise ecosystem in Albania through research, advocacy, capacity building, and partnerships with civil society, public institutions, and the private sector. As a pioneer in this field, PA has contributed to shaping national and regional frameworks that support social enterprises as drivers of inclusive socio-economic development.</p> <p data-bbox="341 1335 1509 1509">PA promotes an enabling institutional and financial environment for social enterprises by advancing evidence-based policies, fostering cross-sector cooperation, and raising public awareness through national and international events. It also provides direct support to entrepreneurs and social enterprises through incubation and acceleration programs offering mentoring, networking, and seed funding.</p> <p data-bbox="341 1550 1509 1653">Through partnerships with networks such as Diosis and EUCLID, and platforms like Dua Partner Invest, PA connects entrepreneurs, investors, and experts to improve access to finance and strengthen impact-driven ventures aligned with the Sustainable Development Goals.</p> <p data-bbox="341 1693 1509 1827">Building on this experience, PA is launching the "Social Entrepreneurship Academy in Albania" under the EU-funded "Invest for Change" (I4CH) project. The Academy will deliver structured capacity building to social enterprises at national level, contributing to the sustainable growth of impact-driven businesses in Albania.</p>

1. Item Number	2. Services required
	<p>2. Aim of the Call</p> <p>The Social Entrepreneurship Academy in Albania is a structured educational programme designed to support social entrepreneurs and impact-driven businesses in strengthening their competencies to sustain and expand their activities and operations.</p> <p>Through this initiative, Partners Albania will provide targeted learning and tailored non-financial support to enhance participants’ skills, organizational resilience, and capacity to generate measurable social and economic impact.</p> <p>Implemented under the Capacity Building component of the “Invest for Change” project, the Academy applies an integrated model that combines financial and non-financial support. This ensures customized assistance for each participating social enterprise, fostering growth, scalability, and long-term sustainability while contributing to the development of a strong, inclusive, and resilient social entrepreneurship ecosystem in Albania.</p> <p>3. Scope of Work</p> <p>The purpose of the Call is to identify qualified and experienced Experts for “Social Entrepreneurship Academy” in Albania in the frame of the capacity building component in the project. The Service provider is expected to deliver the services with excellence and professionalism.</p> <p>The Academy Program consists of the following 7 modules:</p> <ol style="list-style-type: none"> 1- Introduction to Social Economy and Social Entrepreneurship 2- Social Enterprise (SE) Models and Principles of SE Governance 3- Establishment and Development of Social Enterprises in Albania 4- Innovation for Social Entrepreneurship 5- Financing and Resource Mobilization for SEs: Grants and alternative mechanisms for accessing capital. 6- Impact Investing: The Investor–Beneficiary relationship; Contractual and Operational Responsibilities. 7- Measuring and managing social and environmental impact – essential for demonstrating value and accountability. <p>The Expert may apply for one or more modules based on their expertise in specific topics of the Academy. The Expert should specify the module(s), there are interested to deliver and demonstrate relevant experience in the selected topic(s) covered by the Academy.</p> <p>The Experts must deliver the services according to the project timeline.</p> <ul style="list-style-type: none"> • The contract duration is (March – December 2026). • The Academy will be delivered onsite. • Lectures will be conducted in the Albanian language, and each session will last for at least 5 hours.

4. Duties and Responsibilities

The Service Provider engaged in the Academy will be responsible in:

- **Designing and Developing Training Materials:** *Elaborate and design comprehensive materials (including PowerPoint presentations, handouts, exercises, and case studies) focused on the key topics outlined in the Academy's curriculum. These materials should be aligned with best practices and tailored to the specific needs of Albanian SE ecosystem.*
- **Delivering Training Sessions:** *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.*
- **Assessing Training Effectiveness:** *Evaluate the effectiveness of the sessions through feedback, assessments, and monitoring. Based on these evaluations, provide recommendations for refining and improving the Academy's modules and delivery methods.*
- **Reporting and Documentation:** *Prepare and submit a detailed report at the end of the program. The report should include an overview of the sessions content, participant engagement, outcomes, and any recommendations for further program improvements.*

These responsibilities are essential for the Academy's success, enabling participants to attain excellence in the capacity-building program.

5. Experience and Qualification of the Expert

The desired qualifications of the Experts proposed for the Social Economy Academy are as follows:

- **Proven Experience:** At least 5 years of demonstrated experience in the fields of social entrepreneurship, social economy, and innovation, at the local, regional, and/or international levels. This includes experience in developing and delivering programs focused on capacity building, enterprise incubation and acceleration, and impact measurement. Prior involvement in initiatives supporting social enterprises and start-ups will be considered a strong advantage.
- **Educational Background:** A master's degree or higher in economics, business administration, social policy, entrepreneurship, and/or a related discipline. Additional certifications or training in social economy, impact investing, or sustainable development will be considered an asset.
- **Relevant Experience:** Demonstrated experience in designing and implementing training programs in social entrepreneurship, including curriculum development, mentoring, and facilitation of interactive learning activities. The expert should have a proven ability to work with early-stage entrepreneurs and provide tailored advisory support to enhance their managerial and operational capacities.
- **Sector Expertise:** In-depth knowledge of the social economy landscape in Albania and the Western Balkans, including familiarity with relevant legal frameworks, policy developments, and regional and European trends.
- **Language Proficiency:** 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.

- **Communication Skills:** Excellent communication and facilitation skills, with the ability to present complex social entrepreneurship concepts such as social innovation, impact investment, and social value creation in an accessible, engaging, and practical manner suitable for diverse audiences.
- **Analytical and Reporting Skills:** Excellent analytical abilities, with a proven track record of preparing comprehensive reports, evaluations, and recommendations based on training outcomes and participant feedback.
- **Problem-Solving and Innovation Capacity:** Demonstrated problem-solving skills, particularly in creating context-relevant solutions tailored to the unique needs of social enterprises.

5. Contracting Authority & Engagement Terms

Partners Albania for Change and Development will contact only the successful applicants after the evaluation of the applications.

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.

The experts will work under the supervision of Partners Albania, to which the experts will directly report with regard to the implementation of the task.

6. Submission of the documents

The Experts interested in applying for this Call are required to submit the following documents via email:

- Cover letter expressing the expert’s interest and suitability for the Call
- Curriculum Vitae (CV)
- 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 deadline for submitting the application is **March 1, 2026**.

Application documents must be in English and sent via e-mail to the following address: procurement@partnersalbania.org

Partners Albania for Change and Development embraces diversity in its hiring, welcoming individuals of all religions, ethnicities, genders, and orientations to apply.