

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 **19.10.2026 at 09:00 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 via email at partners@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 the following scanned supporting documentation:

- **An expression of interest** to provide the required service;
- **Methodology of the Service Delivery** describing the tenderer’s understanding of the assignment, proposed approach to implementing the three phases and key tasks, and proposed work plan and implementation calendar, including the allocation of working days between the proposed experts, their respective roles and responsibilities.
- **Company Profile** (if applicable)
- **Proof of legal registration** (in case of companies)
- **CV** demonstrating experts qualifications, relevant professional experience, experience in similar assignments.
- **References** for at least **three** similar assignments successfully completed within the last **five years**, including the client name, assignment description, implementation period, and contact details.
- 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 partners@partnersalbania.org, containing the following information:

Subject of email: Name of the tenderer, Title of the tender, Reference number: 16318/31

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.

1. 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.

2. FINANCIAL INFORMATION

Tenderers are reminded that the maximum available value for this tender is a total of **EUR 17,500** (excluding VAT and including withholding tax, if applicable).

3. 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.

2. SERVICES REQUIRED / TECHNICAL SPECIFICATIONS	
1. Item Number	2. Specifications Required
1	"Engagement of a service provider to support Innovation4Albania: Legal Framework and Structuring of Innovation Support Instruments" Partners Albania for Change and Development (PA) is an Albanian NGO, established in 2001. PA's mission consists of 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 19 independent organizations in Europe, the Americas, Africa, and the Middle East, working for peaceful and democratic change. 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. 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 Sida. A relevant component of the Challenge Fund project is to support Innovation4Albania (I4A), established in 2026 under the Ministry of Economy and Innovation, in strengthening its capacity to develop and implement effective innovation support instruments and mechanisms. Therefore, we are seeking to engage a qualified and experienced Local Service Provider comprising either a team of experts or a company, to provide I4A, with the legal groundwork required to launch its innovation support instruments lawfully and in conformity with applicable EU rules. Specifically, the service provider will: • map and prioritise all implementing acts required by the new Law and plan the transition from the acts adopted under Law No. 25/2022; • deliver a complete legal package for the Technical Voucher Scheme, ready for institutional consultation;

1. Item Number	2. Specifications Required
	• recommend and justify the legal structure of the Albanian Innovation Fund, with governance, pari passu and private participation rules consistent with the EU State aid framework; • assess the legal readiness of every other instrument foreseen by the new Law and set out a sequenced legal implementation roadmap. The Experts shall work within, and ensure that all deliverables are consistent with, the applicable legal and policy framework, including: • Albanian framework: startups and innovation; • Albanian framework: finance, companies and funds • EU State aid rules • EU financial and fund rules (benchmarks) Full list of legal acts shall be confirmed and completed in the Inception Note. The Service Provider shall be responsible for the following duties and responsibilities: Phase 1. Legal mapping tasks: – Kick off meeting with I4A and the collection of the new Law, existing implementing acts, the Fund business model of January 2026 and its structural options, and existing grant and voucher documentation. – Identify every provision of the new Law that delegates rules to a secondary act. – Analyse the transition from Law No. 25/2022 to the new Law, including the status of acts adopted under the old law and of Grant Scheme 2026 contracts in force. – Screen every instrument foreseen by the new Law (grants, vouchers, equity, risk sharing, technical support) against the EU State aid framework and the Albanian State aid legislation. – Identify the legal and regulatory prerequisites for establishing the Fund and for its eligibility for EIF and other institutional investors. Phase 2. Instrument design - Technical Voucher Scheme – Design the legal architecture of the Technical Voucher Scheme: eligible beneficiaries, eligible services, accreditation of service providers, voucher value and co financing, validity, redemption and payment, conflict of interest and related party rules, controls, sanctions and recovery. – Draft the contractual package of the scheme. – Define the State aid and financial control rules of the scheme. Albanian Innovation Fund – Analyse the legal structures available under Albanian law for the Fund, building on the January 2026 business model, including at least: a collective investment undertaking under Law No. 56/2020 managed by a licensed manager; a joint stock company with State participation; a fund of funds with a mandated manager; and a co investment or sidecar facility.

1. Item Number	2. Specifications Required
	– Define the pari passu and private participation framework of the Fund, including the selection of the fund manager, the independence and commercial orientation of investment decisions, and any preferential terms permitted under Article 21 of the GBER. – Design the three-tier governance of the Fund (policy owner, supervisory body, independent investment decision making) and the legal steps to establish it. <i>Other instruments of the new Law</i> – Assess the legal readiness of all remaining instruments foreseen by the new Law, including grants, risk sharing mechanisms, access to research and testing infrastructure, technology transfer and scaleup support. Phase 3. Validation and finalisation – Consolidate all findings into a sequenced plan of legal acts for the 12 months following the entry into force of the new Law. – Present the voucher package and the Fund structure to I4A, the Ministry of Economy and Innovation, the Ministry of Finance and, where relevant, the State Aid Commission and the AMF. – Finalise all deliverables on the basis of comments and hand over editable files. Main deliverables: • Inception Note • Legal Mapping Report • Technical Voucher Scheme Legal Package • Albanian Innovation Fund Legal Structuring Report • Instrument Readiness Assessment and Legal Implementation Roadmap • Validation workshop • Final Report and handover The assignment shall be completed within the period from the date of contract signature until 15 December 2026, with a level of effort of up to 28 working days for the Team Leader and 22 working days for the second Key Expert. The assignment will be carried out in Tirana. All deliverables shall be written in Albanian, with an executive summary in English for D3 and D4. Tenderers shall propose a detailed work plan and calendar, indicating the working days allocated to each expert for each task and phase, and the proposed deadlines for completion of each deliverable.
	Maximum available value: Application deadline: 19.10.2026 at 09:00 hrs. Application documents must be submitted in English via e-mail to partners@partnersalbania.org For detailed requirements, please refer to the Terms of Reference.

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

Contract title:	“Engagement of a service provider to support Innovation4Albania: Legal Framework and Structuring of Innovation Support Instruments”	Tender reference:	16318/31
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