

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** including understanding of the objectives and requirements; proposed approach for the implementation of the three phases and related activities; approach to achieving the required deliverables and results; and a detailed work plan and implementation calendar, including allocation of working days, responsibilities and deadlines.
- **Company Profile** (when applicable)
- **Proof of legal registration** (in case of company)
- **CV** demonstrating expert 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’s 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: 16318/32

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 14,000 (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 the Startup Albania Agency: Grant Scheme Operational Manual and Methodology for the Legal and Financial Follow-Up of Grant Contracts" 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 is support to Innovation4Albania (I4A), the National Agency for Innovation and Startups established in 2026 under the Ministry of Economy and Innovation. The Startup Albania Agency, founded in December 2023 and operating since March 2026 within I4A, is responsible for designing and implementing public support instruments for start-ups. Its flagship instrument is the annual Grant Scheme for start-ups and, since 2026, incubators and accelerators. The scale-up of the scheme and introduction of a new beneficiary category have increased the complexity of its administration and follow-up. Existing procedures are currently reflected

1. Item Number	2. Specifications Required
	across call documentation, contract templates, internal decisions and staff practice. The assignment will therefore support the Agency in consolidating these procedures into a Grant Scheme Operational Manual and a Methodology for the Legal and Financial Follow-Up of Grant Contracts.
	The Local Service Provider shall be responsible for the following duties and responsibilities: <u>Phase 1. Assessment</u> – Kick off meeting with Agency management; collection of all scheme documents (call regulation, evaluation records, contract templates, signed contracts, payment files, internal decisions). – Structured interviews with staff involved in each stage of the grant cycle (programme, evaluation, legal, finance, monitoring, management) and with beneficiaries. – Map the legal basis of each stage of the grant cycle, from call publication to contract closure, and identify gaps, overlaps and conflicts between acts. – Clause by clause review of the Call Regulation 2026 and of the two grant contract templates (startups, incubators). – Review of all financial provisions: budget structure, tranche conditions, eligible costs, co financing, reporting and payment authorisation. – Review of a sample of Grant2026 contract files, selected with the Agency by grant size, region and beneficiary type, against a standard compliance checklist. <u>Phase 2. Development</u> – Extract every obligation of the beneficiary from the contract templates and the call regulation. – Draft the legal and governance chapters of the Manual: roles and responsibilities, evaluation and conflict of interest, award, complaints and appeals, contracting, amendments, non compliance, termination, recovery, closure, records and data protection. – Draft the financial chapters of the Manual: tranche structure and payment conditions, eligible and ineligible costs, supporting documents, financial reporting and payment authorisation. – Design the risk based monitoring model for all active contracts. – Build the Contract Compliance Register in Excel, tracking for each contract its obligations, tranches, reports, findings, risk level and status. – Develop the financial verification toolkit, including a specific module for incubators. – Define the audit trail of the scheme. <u>Phase 3. Validation and handover</u>

1. Item Number	2. Specifications Required
	– Consolidate all findings into a prioritised plan that strengthens the governance of the scheme and prepares it for audit. – Present the Manual and methodology to management for validation and train the staff who will apply them. – Finalise all deliverables on the basis of Agency comments and hand over all editable files. Main deliverables: • Inception Note • Legal and Financial Assessment Report • Grant Scheme Operational Manual • Contract Follow Up Methodology and Toolkit • Governance and Audit Readiness Action Plan • Validation workshop and staff training • Final Report and handover The assignment shall be completed within the period from the date of contract signature until 15 December 2026, which shall be the final and non-extendable completion date, with a level of effort of up to 23 working days for the Team Leader and 17 working days for the Second Key Expert. The working language of the assignment will be Albanian. The assignment will be carried out in Tirana. Tenderers shall propose a detailed work plan and calendar, indicating the working days allocated to each task and phase, the responsible expert(s), and the proposed deadlines for completion of each activity and deliverable.
	Maximum available value: EUR 14,000 (excluding VAT and including withholding tax, if applicable). 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 an International Service Provider in Public Sector Innovation: Framework and Workshop Series for Public Administration Use Cases”	Tender reference:	16318/32
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