

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**, Methodology of the service delivery, including the proposed approach to implementing the four phases, delivering the four thematic workshops and progressively handing over facilitation to I4A; approach to achieving the required deliverables and results; and a detailed work plan and implementation calendar, including working days and the four-day mission to Tirana.
- **Company Profile** (where applicable)
- **Proof of legal registration** (in case of company)
- **CV** demonstrating expert/s qualifications, relevant professional experience, experience in similar assignments.
- **References** for at least **two** 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: 16318/30

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 27,000.00 (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 10 days from the deadline for submission of tenders.

2. SERVICES REQUIRED / TECHNICAL SPECIFICATIONS	
1. Item Number	2. Specifications Required
	"Engagement of an International Service Provider in Public Sector Innovation: Framework and Workshop Series for Public Administration Use Cases" 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), the National Agency for Innovation and Startups established in 2026 under the Ministry of Economy and Innovation. Therefore, we are seeking to engage an experienced International Service Provider, which may be an individual expert or a company to design, test and transfer a framework and workshop methodology through which public officials can identify and develop innovation use cases, with I4A as facilitator. The International Service Provider shall be responsible for the following duties and responsibilities:

1. Item Number	2. Specifications Required
	Phase 1. Inception and framework concept (remote) - Review relevant documentation (I4A mandate and structure, AI pilot materials, GovTech Accelerator concept, relevant strategies) and hold remote interviews with I4A management and staff. - Draft the concept of the Public Innovation Use Case Framework, drawing on at least 4 international reference programmes (such as public innovation labs, GovTech and challenge-based programmes in EU Member States.). - Design the workshop series and the criteria for selecting participating institutions and officials. Phase 2. Alignment and design (remote) - Hold consultation meetings with key institutions to test the framework concept and secure participation. - Facilitate the leadership alignment workshop (W0). - Deliver the first Training of Trainers module to the I4A core team. - Finalise the framework and the facilitation toolkit based on the outcomes of the consultations, leadership alignment workshop and Training of Trainers module. Phase 3. Thematic Workshop Series – Mission to Tirana - Facilitate four full-day thematic workshops (W1 to W4), grouped by I4A's problem domain clusters, in which officials identify problems, map current processes, estimate productivity baselines and design use cases. - Transfer facilitation responsibilities to I4A progressively: W1 led by the expert, W2 and W3 co-led, and W4 led by I4A staff with the expert as coach. - Document each workshop. Phase 4. Prioritisation, showcase and handover (remote) - Consolidate all use cases, refine them with owner institutions and apply the assessment criteria of the framework. - Facilitate W5: prioritisation with officials and a Public Challenge Showcase in the afternoon, where prioritised challenges suited to market solutions are presented to startups and ecosystem facilitators. - Finalise the framework and toolkit; present results and the 2027 roadmap to I4A management and the Ministry of Economy and Innovation. Main deliverables: - Inception Report - Public Innovation Use Case Framework - Workshop Methodology Toolkit - Workshop reports - Use Case Portfolio

1. Item Number	2. Specifications Required
	- Final Report and 2027 Institutionalisation Roadmap The assignment will be carried out in a hybrid format, combining remote work with one four-day mission to Tirana, Albania. Travel, accommodation and per diem for the mission will be covered by the Contracting Authority and shall not be included in the Service Provider's financial offer. The assignment will comprise up to 30 working days of professional effort inclusive of all remote and in-person activities required to complete the tasks and deliverables set out in these Terms of Reference. The assignment shall be completed no later than 15 December 2026, which shall be the final and non-extendable completion date. The working language of the assignment will be English.
	Maximum available value: EUR 27,000.00 (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:	16318/30
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