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**BASHKI TE FORTA - PROCUREMENT OF SERVICES**

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**NATIONAL TENDER CALL**

**TECHNICAL ASSISTANCE FOR  
SUPPORTING 13 MUNICIPALITIES IN ALBANIA ON IMPROVING  
PRESCHOOL EDUCATION, WITH A FOCUS ON POLICY  
IMPROVEMENTS**

## **1. Bashki te Forta's intervention strategy**

This call for proposals is launched in the framework of the "Bashki te Forta" (BtF), a project of the Swiss Agency for Development and Cooperation (SDC) and the Government of Sweden, implemented by Helvetas. The Bashki të Forta project strengthens the capacities of the municipalities to enable an overall increase of the LGU performance and contribute to improving the citizens' quality of life, good local governance, and local democracy, enabling the sustainable development of local communities and territories and the quality provision of the municipal services.

An important element of the approach is that interventions will be co-designed with organizations that have a systemic role in the Albanian local government so they can take full ownership of the interventions in time. Relevant systemic actors will be supported to develop policies for and deliver knowledge to municipalities.

Outcome 1 of the project is about supporting the municipal executive in improving service delivery (especially in the field of waste management and preschool services) towards appropriate and affordable standards. This requires support in setting standards, technical assistance to municipalities for achieving those standards, and developing an on-system training offer for selected services.

## **2. General context and Bashki te Forta intervention in the field of preschool education**

Preschool education is part of the pre-university education, as defined by law no. 48/2018 "On some additions and changes of the Law No.69/2012 on the pre-university education system in the Republic of Albania". This function has been transferred to local self-government units under Law No. 139/2015. There are still some shared competences between local self-government units and the local educational units that have a direct influence on the coverage and quality of the delivery of this service.

The Service Diagnosis Reports demonstrate critical issues of preschool service provision, notably inadequate infrastructure, particularly concerning child safety within kindergarten premises. Demographic shifts, driven by migration, impact kindergarten numbers and registered children. Challenges arise from mixed-age groups, deviating from standards, and hindering age-appropriate education. Reports highlight a lack of awareness among staff about Parent Councils and Health and Safety Commissions, especially in rural areas. Insufficient support personnel for children with disabilities and high child-to-teacher ratios in rural areas underscore the need for targeted improvements. Data on preschool education expenditures in some municipalities reveal deficiencies in infrastructure, resources, and staff. Challenges unique to each municipality reflect the need for improvements. Positive trends include increased enrollment and improved performance in ensuring equal access to services.

The BtF project will actively support the Ministry of Education in driving legislative reforms to improve preschool education management and service delivery. This effort will include a thorough analysis of legal discrepancies, identification of gaps in the current system, and the development of targeted policy recommendations for improvement. The contributions will be grounded in the key findings from diagnostic service reports, lessons learned from municipalities, and service improvement plans formulated under the BtF project. Technical input will specifically address how preschool education function can be more effectively regulated and managed, providing valuable insights for both the new law and any relevant secondary legislation. Additionally, BtF will contribute to consultations on the new law by offering lessons learned and outlining necessary policy adjustments for successful implementation.

While decentralization and financial autonomy have empowered municipalities with increased control over their finances and decision-making, challenges persist in resource allocation. Despite the newfound autonomy, many municipalities face constraints in financial resources, posing difficulties in meeting national service standards for preschool education, particularly in areas requiring significant

financial infrastructure investments, such as architectural facilities for children with special needs. Decentralization of services also has implications for social inclusion and equity, providing opportunities to address local needs, but limited financial resources in some municipalities may result in disparities, affecting the ability to ensure nationwide equal access to quality preschool education. Moreover, while decentralization allows for localized decision-making, local funding decisions related to infrastructure projects, often financed by the national government, may be influenced by political considerations rather than solely based on educational needs.

BtF significantly supported municipalities to take over responsibility for the decentralized 'preschool' service. The primary objective has hence been achieved. The essential tools and instruments have been established, including service improvement plans, and a solid capacity development curriculum has been developed that will be handed over to the Academy. The success of this decentralization process is widely acknowledged at central and municipal levels. BtF-supported municipalities show significantly better performance in this sector. Compared to waste management, preschool is a service with low complexity, low costs, little political interest and marginally prone to corruption. An institution like the Academy will easily be able to provide the required training on this topic for municipalities. This service also has the potential to improve and be expanded – i.e., by expanding it to a comprehensive early childhood development service – however, the 'return on investment' by staying engaged in this service is judged as significantly lower than staying engaged in the waste management service. Furthermore, other donor projects play an important role in this sector, which makes it difficult for BtF to claim a significant niche.

### **3. Elements of context that impact this procedure (BtF efforts on preschool education in 2025 and onwards).**

Bashki te Forta has created a legacy by identifying the following preschool education standards (i) children per group ratio in preschool education, (ii) psycho-social service, (iii) indoor kindergarten area, (iv) menu for children, (v) child protection units, (vi) training for teachers in preschool education, (vii) architectural facilities for children with special needs, (viii) kindergarten board and parent council, (ix) portal teachers for Albania for teachers' selection, (x) support teachers for children with disabilities.

Between 2019 and 2024, the BtF project supported 30 municipalities in developing a preschool education management model. Each municipality completed a service diagnosis, identifying gaps and drafting Service Improvement Plans. Additionally, 33 other municipalities (in total 55 out of 61) implemented 11 tailored measures to enhance preschool services, strengthening their capacity for quality education delivery such as below:

- Management Model of Preschool Education
- Regulation of Service
- Establish registers of data for the service
- Standard Operation Procedures
- Setting Provisional Tax for Preschool
- Empowering Parents' Boards
- Establishing a Performance Evaluation System for Kindergarten Directors
- Asset Management

In 2025, BtF will focus on closing work at the local level to the already outreached LGU-s and narrow down the support to 13 of them to create models. The models encompass finalization planning and monitoring processes and implementation of tailored measures in 2024. The Ministry of Education prioritized a reform of preschool education, which includes a comprehensive review of the legal framework, establishing new standards for preschool institutions, and improving curriculum, educator support, and child protection measures. The reform also focuses on strengthening the inspection and monitoring mechanisms for preschool education.

During September 2024, an internal mid-term review has been conducted to assess the progress and recommend future strategic orientation of the project. Based on the findings of this review, it has been recommended that on the preschool education component, until the latest 2025, BtF would support the finalization of the improvement plans and support their implementation. It would also support the information and communication campaign and anchor the training modules and know-how in the Academy. Support will include executing Preschool Service Improvement Plans, establishing monitoring systems to track service impact, and prioritizing social inclusion for disadvantaged groups. User-friendly service reports will be published on municipal websites and discussed in council sessions. BtF will also enhance collaboration with CSOs, media, and independent institutions to promote transparency, accountability, and community engagement, ensuring marginalized voices are included in service development. Media will raise awareness of preschool improvements, while independent institutions will assist with monitoring and evaluation to ensure compliance with legal standards.

This reduction in the level of assistance and the municipalities involved paves the way for the gradual closure of activities in this component to phase out completely by the end of 2025. It means that the BtF project will focus on consolidating and capitalizing its achievements, focusing its direct support to 13 municipalities, continue to provide technical support on regional basis to all interested and committed municipalities and finalizing training curricula. It will also support the establishment of a forum within the Albanian Local Authorities Association (ALA) for preschool education, facilitating knowledge sharing and policy dialogue at both local, regional and national levels. This will include contributing to policy changes related to the new law on preschool education, and offering technical input based on practical experiences from municipalities.

The contribution of the project in strengthening national and regional institutions will be concentrated on identifying the system actor to whom the project will hand over and transfer the knowledge and expertise. The Ministry of Education, forums of local Association (ALA), the School of Directors, Board of Parents are among some potential system actors that we can mention for the moment. The main elements of support that are designed to contribute to this initiative are: 1. A capitalization of experience in decentralizing services and 2. a repetition of the survey.

#### **4. The scope of this procurement procedure**

The overall objective of this procurement procedure is to select an organization that will provide technical support to project partner municipalities to plan and implement their strategies for substantially improving preschool education service at the local and national levels. The project will help municipalities to implement measures contributing to achieving the minimum affordable standards in preschool education by using already developed tools and instruments for implementing the identified measures.

##### **The objectives of the Project, about the intervention of this call, include:**

- Provide support and technical assistance to the **13 municipalities to become “champions”** or “showcases” of the project in service improvement, transparency, council engagement, and trust of the parents and citizens through implementing measures incl. planning and monitoring (see the list of measures at Annex 2) on improving preschool education activities, in an integrated approach with other components of BtF.
- Provide support to national level regarding the regulatory framework and legal changes on early childhood education, as well as recommendations based on experiences and capitalized know-how on the preschool education sector.
- Provide recommendation for the future transfer of the functions from central to local level (which are relevant even for other decentralized functions) and capitalize on the experience and best practices of service improvements in partner municipalities.

## Type of Activities to be carried out by the service provider:

### I. Assessment of the impact of the improved plans and alignment with municipal priorities (February-March)

1. **Assess the stage of implementation of different measures (see Annex 2 to get introduced with measures) and define the support package in a selected list of 13 LGU-s (see Annex 1 for the list of LGU-s) and propose good practices to be developed for dissemination.** Utilize an initial survey in collaboration with Regional Focal Points (RFPs) as a reference point (incl. 10 standards<sup>1</sup>), assessing the collected data and indicators to evaluate progress. Identify achievements, gaps, and areas requiring further enhancement to inform future interventions in 61 LGU-s<sup>2</sup> and ensure sustained improvement.
2. **Set targets of achievements and develop an individual coaching plan.** Based on the baseline findings, together with RFPs propose an individual coaching plan for 13 LGU-s.

#### Deliverables

- Assessment Report 13 LGUS with a baseline and target and developed selected good practices in a friendly format
- Individual Coaching Plan signed by LGU-s

**Duration:** This assignment will be carried out over 1-2 months, from early February to the end of March.

### II. Technical assistance to the 13 municipalities to become models /champions.

Provide comprehensive technical assistance to municipalities for implementing, monitoring, and improving preschool education services. 13 municipalities have been identified for close, integrated support in the improvement of preschool education services, waste management, performance measurement, and the functioning of local councils. These municipalities include: Shkodër, Lezhë, Dibër, Kukës, Mirditë, Durrës, Elbasan, Librazhd, Korçë, Lushnjë, Fier, Vlorë, Berat. The application of these integrated approaches in all components through on-the-job training and direct coaching will create effective and successful models that can be replicated across the country. At the national level, the expertise of these municipal staff will contribute to consulting training curricula development and policy improvements in the preschool education sector.

Provide technical on-the-job assistance to municipalities for the effective implementation of service improvement plans and various measures, with a focus on identifying and addressing challenges faced during implementation.

Assist municipalities in preparing and presenting impact reports on the measures implemented, ensuring they highlight successes, challenges, and areas for improvement. This support will include guidance on structuring the reports, analyzing data, and identifying key outcomes. To promote transparency and support informed decision-making, these reports will then be shared with key stakeholders, including municipal council commissions, Civil Society Organizations (CSOs), media, and independent institutions. Emphasis should be placed on social inclusion and public participation, aiming to increase the percentage of citizens satisfied with preschool education services (BtF targets 76% satisfaction) and ensuring that vulnerable groups (BtF aims to have 15% of participants in preschool education activities from these groups) actively influence decision-making processes. Align the technical assistance with the ongoing BtF support portfolios, ensuring seamless integration with

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<sup>1</sup> See the previous survey of BtF/Ministry of Education (National Conference)

<sup>2</sup> Although the direct work will be with 40 LGU-s the survey will be implemented in 61 LGU-s to assess even the changes among supported and non-supported LGU-s (at least for 10 standards)

other support initiatives to foster synergies that strengthen municipal capacities and optimize service delivery outcomes.

Encourage and support these 13 municipalities to share and exchange as competence centers among them and with other municipalities, contributing to the knowledge sharing and policy improvement together with forums of associations on preschool education (ALA etc.).

### **Deliverables**

- Implemented individual action plans for each LGU-s in the selected measures with clear targets addressing challenges in the implementation of improvement measures.
- Visual and accessible service monitoring reports published on municipal websites and discussed in municipal council commission meetings.
- A resource document identifying policy needs and proposing improvements in the preschool education sector.

**Duration:** This assignment will be carried out over 8 months, from March to October.

### **III. Capitalization of preschool education experience and policy influence**

1. Capitalize on the experiences and know-how of preschool education in the form of a policy discussion paper and guidance on (i) steps to decentralize and inception phase of a decentralized function;(ii) results of decentralization: (iii) road map towards consolidation of the decentralized function. Define jointly with BtF (and international expertise) the methodology which can include surveys, structured interviews with beneficiaries from the local level and national levels, capitalization etc. Deliver policy recommendations and guidance on *how to decentralize a function* based on pre-school education case.
2. Provide support in collaboration with AMVV, BtF and international expertise to the Ministry of Education on the regulatory framework reflecting the deficits of decentralization (inception phase)
3. Capitalize the improvement measures implemented in municipalities by presenting them to broader public (in collaboration with an already pre-selected PR company). Incorporate lessons learned during implementation phases and make the necessary adaptations and improvements.
4. In cooperation with ALA, provide more than 2 technical inputs for the draft law on early childhood education (incl. consultation with local governments). It will be delivered in collaboration with ALA in case requested by the Ministry of Education and only for issues related to local government.
5. Mapping and strengthening national and regional actors to manage and take over their role and function on the preschool education (3-6 years old) and understand the decentralized responsibility. Such activities will take place together with ASCAP, Regional and Local Education Offices, Parents Council etc.
6. In collaboration with AMVV/ALA or other system actors develop a road map for consolidation of the preschool education service.

### **Deliverables**

- Capitalized case studies/surveys capturing the progress and lessons learnt communicated in a friendly way
- Methodology for capitalization and policy/discussion paper and guidance.
- Improved existing tools for service improvement. WSH program (not more than 3-4 WSH) on tools (such as survey for monitoring, guidelines etc.).

- White Paper (Policy paper) on consolidation of the service. The content of such paper will be used also for the content for 1 video on where we stand in the preschool education sector, what are achievements, and gaps for service improvement.
- Technical inputs can be on the licensing of preschools, performance systems, standards and data, function allocation etc. or any other identified policy issues.
- Guidelines on How to decentralize a function and national government responsibilities on decentralized functions.
- A road map for consolidation of preschool education (incl. general recommendation for decentralization process of other functions).

**Duration:** This assignment will be carried out over a period of 5 months, from January to the end of May. It will be implemented jointly with RFP and BtF as well as in close cooperation with AMVV, ALA and Ministry of Education.

**A maximum of 8,000,000 Leke including VAT** (eight million Leke).

**At the end of this open procurement procedure, HELVETAS will establish the framework agreements for 11 months (starting in early February).**

The level of expert fees and administrative expenses offered by the tenderers will not be subject to change during the period covered by this framework agreement.

BtF2 will sign a framework agreement with winning consultancy companies/bidding organizations and such framework agreement will be further broken down into specific technical assistance requests for service based on specific ToRs, detailing the activities, the level of effort and workdays, the results, and timeframes for activities.

Based on this framework agreement, specific mandates for this package will be proposed first to the winning bidder having achieved the highest score through the present procedure. If the best scoring organization is not available, then Helvetas will propose the mandate to the second-best bidder and so forth until an agreement for service delivery is reached. The second and third best bidders may also receive mandates if the better-ranked applicants fail to deliver at the agreed standard and requirements.

## **5. Experience and capacity expected from the tenderers.**

The mandate is foreseen to be accomplished by a consultancy firm that sets up a team of at least 6 (six) experts on preschool education. The team should have a minimum:

- o One Project Manager with at least 10 years of experience in preschool education and local governance.
- o Two senior experts with at least 10 years of experience in Preschool Education.
- o One Senior Expert (10 years of experience) in Social Sciences.
- o One Senior Expert (10 years of experience) in Local Governance.
- o One Senior Expert (10 years of experience) in knowledge management and communication.

The table below specifies the positions and their requirements.

No	Experts	Level of expert	Documents that must be submitted		
1	Project manager	<b>Senior</b> - At least at least 10 years of experience in Preschool Education at the local and/or national level	CV updated in 2024, for each expert (mention how many years of expertise they have)	Availability for this bid, signed by each expert	References for entries in the CVs signed and stamped (is not obligatory)
2-3	Preschool education expert	<b>Senior</b> - At least at least 10 years of experience in Preschool Education at the local and/or national level			
4	Social sciences	<b>Senior</b> - At least 10 years of experience			
5	Local Governance Expert	<b>Senior</b> - At least 10 years of experience in the field of local governance at the local and/or national level			
6.	Knowledge Management, Communication and Capitalization expert....	<b>Senior</b> - At least 10 years of experience in the field of local governance at the local and/or national level			

For the declaration of expert availability template: **see Annex 4.**

For the list of proposed experts for each of the expert positions of this call: **see Annex 7.**

The bidding organization/s should also submit references that prove to have:

- Experience in carrying out scopes of work of similar size and complexity in projects for the local government.
- Experience carrying out similar scopes of work complexity in projects financed by international donors.
- Thematic expertise in the field of preschool education in the last five years. To have made a significant contribution to the field of management in preschool education, as demonstrated through publications, articles, and other relevant credentials.
- Thematic expertise in designing and implementing municipal preschool improvement plans and/or improvement measures, social inclusion, human resources, communication and community involvement, and performance management.
- Thematic expertise in capacity building, coaching, and technical assistance at local and/or national levels in the field of preschool education and local government.
- Legal and policy expertise for preschool education, social inclusion, and child protection sectors as well as local government.
- Experience in providing capacity development, training, or coaching as well as facilitation skills
- Experience in managing teams of consultants/experts on similar projects.
- Expertise in the field of preschool education, child protection, management of public services, municipal administration, and council.
- Communication, capitalization and facilitation skills able to be strategic and synthesize learnings

The level of expertise will be evaluated considering both the record of mandates delivered by the bidding organization and the qualifications of the proposed experts. See **Annex 3** related to the mandates of the organization.

## 6. Evaluation process and procedures

The evaluation of all the offers will be organized in three steps. Step 1 all offers will be evaluated if they fit with eligibility criteria. Once you're in and the offers pass these steps, then another evaluation will be done to assess the content and quality of the offer. The last and separate evaluation is linked with the financial offer.

### a. Eligibility criteria

No.	Description	Required documents
1a	*Cover letter with original signature (including address, website, and focal person if additional info is required)	Signed cover letter
1b	Prove that the consultancy firm/bidding organization is registered and has the respective legal status, like: <ul style="list-style-type: none"> <li>• Limited liability company (shpk)</li> <li>• Physical Person</li> </ul>	1. For the companies, a document from the National Centre of Business (e-Albania) describes the history and confirms the active status of the consultancy firm/bidding organization. The historical extract from QKB must not be older than 3 months before the deadline of submission of the offer.
	<ul style="list-style-type: none"> <li>• NPO/NGO</li> </ul>	2. For NPOs/NGOs, a document of their registration in the court. The certificate from the Court must not be older than 3 months before the deadline for submission of the bid.
	For each Consortium, each firm/organization must be registered and must have a bilateral agreement.	Documents to be submitted must be according to points 1 & 2 above (depends on the nature of the consortium), and the Bilateral Agreement, where it shows the leader of the Consortium and the division in % for each firm/organization.
2	Prove that the consultancy firm/bidding organization is not in a bankruptcy process, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended.  If a consortium applies, the proof must be for each firm/organization, that is part of the consortium.	For the companies, a document from the National Centre of Business (e-Albania) describes the history and confirms the active status of the consultancy firm/bidding organization. The extract from QKB must not be older than 3 months before the deadline for submission of the bid.  For NPO/NGOs, a document from the court for not being in the bankruptcy process. The certificate from the Court must not be older than 3 months before the deadline for submission of the bid.
3	Prove that the consultancy firm/bidding organization has no unpaid taxes for the current period.	Document issued by E-Albania: <ul style="list-style-type: none"> <li>• Certificate payment for taxes.</li> </ul>

	If a consortium applies, the proof must be for each firm/organization, that is part of the consortium.	<ul style="list-style-type: none"> <li>• Certificate payment for social &amp; health security, issues within the last 30 days.</li> <li>• Certificate payment for the Local taxes</li> </ul> <p>Extract from QKB or certificate Court must not be older than 3 months before the deadline of submission.</p> <p>Certificates from the Municipality must not be older than 3 months before the submission deadline.</p>
4	<p>Prove from the court for not having past civil cases (last 3 years) established by a final judgment or a final administrative decision.</p> <p>If a consortium applies, the proof must be for each firm/organization, that is part of the consortium.</p>	Document from the Court must not be older than 3 months before the deadline for submission of the bid.
5	<p>Prove for not having past penal cases linked with payment of taxes or social security contributions, obligations, fraud, and/or with corruption cases (last 3 years) If a consortium applies, the proof must be for each firm/organization, that is part of the consortium.</p>	Documents from the Court or General Directorate of Prisons (Judicial Records Certificate / Certifikatë e Gjendjes Gjyqësore-Deshmi Penaliteti) must not be older than 3 months before the deadline for submission of the bid.
6	<p>Prove from the bailiff office for not have debts, pending payments, or obligations not yet executed (last 3 years)</p> <p>If a consortium applies, the proof must be for each firm/organization, that is part of the consortium.</p>	Document from the bailiff office must not be older than 3 months before the deadline for submission of the bid
7.1	<p>Financial sustainability of the organization/firm's activity. Prove that the consultancy firm/bidding organization had an average turnover or equivalent during the two latest years for which the account has been closed (2021, 2022, and 2023) over 50 % of the requested amount under this call.</p> <p>If a consortium applies, the proof must be for each firm/organization, that is part of the consortium.</p>	<p>A cumulative turnover of at least <b>40,000 Euros</b> in the last two years proved by financial reports preferably audited.</p> <p>The document of Turnover from the General Directory of Taxes (E-Albania) must not be older than 3 months before the deadline for submission of the bid.</p> <p>The document from the General Directory of Taxes (E-Albania) if the firm/organization or NPO/NGO <b>is subject of VAT</b>, must not be older than 3 months before the deadline for submission of the bid.</p>
7.2	<p>1. For business: Proofs that firm or individual (registered in QKB) accounts of the last two years (2022, and 2023) have been audited.</p>	<p>1. If you are Audited, you must submit the External audit reports for the years 2022 and 2023, if you are not audited you must submit the Financial Statements and the proof that they have been submitted to Tax Authorities.</p>

	2. For NPO/NGOs: Proofs that accounts of the last two years (2022 & 2023) have been audited or at least financial reports handed over to tax authorities.	2. You must submit the Financial Statements and the proof that they have been submitted to Tax Authorities
	3. If a consortium applies, the proof must be for each firm/organization, that is part of the consortium, according to point 1 & 2 above.	3. Documents to be submitted must be according to the points 1 & 2 above (depends on the nature of the consortium).

For eligibility criteria described in (1b) (2), (3), (4), (5), (6), (7.1), and (7.2) the production of a recent extract from the judicial or administrative institution record is required.

**Please add the documents in the order above** to your bid, clearly separating them with tabular sheets with a title.

**b. Content and quality of the offer**

No.	Description	Required documents	Weighting in the evaluation
1	Adequacy of the profile of the consultancy firm/bidding organization	List of thematically and geographically relevant mandates implemented by <b>the consultancy firm/bidding organization</b> in the last 5 years. Referring to Annex 3, please indicate the relevant projects involved, the field of expertise, types of services, donors, contact person, number of experts of your organization involved in each mandate, and total financial volume.  Each mentioned mandate should be accompanied by a contact person as a reference for any relevant entries.  A letter of reference from the Contracting Authority is not needed.	20 points
2.1	Adequacy of the CVs of proposed staff	*CVs of the proposed experts (6 minimum and 8 maximum) in Europass CV format. <sup>3</sup> Any entries in the CV relevant to this call <b>should be accompanied by a signed reference</b> . The reference should confirm the duration of the entry in the number of months, and the services delivered.  Please clarify what expert is proposed for what position (see table above of the number of requested experts, and Annex 7)	50 points
2.2		Availability of experts. All proposed experts should sign a declaration of their availability for the duration of the mandate (Annex 4). If the evaluation committee will find two same CVs (experts) in more than one consultancy firm/bidding organization, all these consultancy firms/bidding organizations will be disqualified. People working in Local or Central Government, are <b>not allowed to be part of the bid</b> .	
3	Quality of the concept paper	For the technical assistance (package) you apply to,	30 points

<sup>3</sup> As per Annex 6

		provide a <b>concept paper</b> of max 3 pages explaining your understanding of the mandate and how, based on your experience, you plan to deliver your services with high effectiveness. Annex 5 provides a template for the concept paper.	
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\*A senior expert has a minimum of 10 (ten) years of experience;

\*\*A medium expert has a minimum of 7 (seven) years of experience;

\*\*\* A junior expert has a minimum of 3 (three) years of experience.

**Note: If a technical offer doesn't receive more than 60 points (from the maximum of 100 points) in technical evaluation, the bidder will not pass for the next step of the evaluation of the Financial Offer.**

### c. Financial offer

No.	Description	Required documents	Weighting in the evaluation
1	<p><b>Financial offer:</b> a daily fee as well as the level of involvement (# of working days within the given budget) of the proposed experts (all taxes included &amp; VAT included if applicable), differentiating between senior experts, medium experts and junior experts</p> <p>Each daily fee proposed must include the administrative costs (office costs, management fee, administration of documents, contract implementation reporting, transportation of materials, participation in meetings with BtF2, communications with BtF and stakeholders, etc)</p>	<p>One all-inclusive fee for:</p> <ul style="list-style-type: none"> <li>• Senior position.</li> <li>• Medium position and</li> <li>• Junior position</li> </ul> <p>One all-inclusive fee per.</p> <p>The maximum daily fee level per <b>senior</b> expert is <b>29,000 ALL tax included &amp; VAT included (if applicable).</b></p> <p>The maximum fee level per <b>medium</b> expert is daily <b>14,000 ALL tax included &amp; VAT included (if applicable).</b></p> <p>The maximum fee level per <b>junior</b> expert is daily <b>10,000 ALL tax included &amp; VAT included (if applicable).</b></p>	<p><b>100 points</b></p> <p>The evaluation will consider the average fee for senior experts and for:</p> <ul style="list-style-type: none"> <li>• Senior experts.</li> <li>• Medium experts and</li> <li>• Junior experts</li> </ul>

## 7. Evaluation of the offers

All the offers will be evaluated by an (internal) evaluation committee separately for the eligibility, the content of the offer, and the financial offer. **If the offers presented are not eligible in accordance with the criteria set out in this call, the content and financial offer will not be considered.**

The total amount of points for the content and quality of the offer will count for 50% of the total score of the bid.

The total amount of points for the financial offer will count for 50% of the total score of the bid.

## 8. Timetable of the procurement

Date	Activity
<b>Launching/Publication</b>	
30.12.2024	Call Publication
14.01.2025	Information session (12:00-14.00)
30.01.2025	Deadline for submission

03.02.2025	The decision by an internal committee
10.02.2025	Contracting and start of work

## 9. Administrative aspects

The technical and financial offer shall be submitted in English together in one 'overall envelope'. The technical requested documents (cover letter, documents from e-Albania, Court, list of mandates, CVs, concept paper, etc.) shall be submitted in English in one sealed envelope. Documents from Albanian institutions can be in Albanian.

The technical and financial offer should be submitted in separate and sealed envelopes inside the overall envelope. On the envelope should be written in a clear way the full name of the tender call you are applying on.

### **PLEASE NOTE:**

**Under the preschool education component of the Bashki te Forta project, two national tender calls are opened simultaneously: 1. "Technical assistance for supporting 13 municipalities in Albania on improving preschool education, with a focus on policy improvements" and 2. "Technical assistance for supporting municipalities in Albania on improving preschool education, with a focus on regional exchange, capitalisation of experiences and curricula development".**

**Considering the willingness of the project for upgraded expertise, as well as diversifying the offer of the providers in the market in Albania, consultancies/bidding organizations are allowed to present offers for both calls, but if successful, one consultancy/bidding organisation can be awarded the contract only for one of the calls. If one consultancy/bidding organisation is successful in both calls, selection of one of the calls to sign a framework agreement will be subject of negotiations between the project and consultancy/bidding organisation.**

All candidates interested in asking questions or clarifying different elements of this procedure can visit our office on **14.01.2025, from 12.00-13.00 hrs**. Short notes of this session will be sent to all interested bidders. No email question-and-answer session will be available.

**Deadline:** The offers have to be submitted by **30.01.2025 (date of postmark) latest**. If you choose to hand over the offer directly at the Bashki të Forta offices, please make sure to do it during working hours and before 16:00.

**Address:** The complete offer is to be submitted to the following address:  
**Please do not open.**

Bashki te Forta Tirana  
Address: Str. "Ismail Qemali",  
Building 18, 4<sup>th</sup> Floor / Apt. 20.  
Tirana | Albania

**Late submission:** Bidders that submit the bid in the office can sign a sheet confirming the time of delivery. Bids submitted too late cannot be taken into consideration. They will be destroyed.

**Award decision:** All bidders will be informed in writing of the award decision. All tender evaluation procedure is confidential and cannot be shared with the bidders. Helvetas will inform non-successful bidders about their eligibility or not, and, if relevant, their ranking versus the successful bidder.

## 10. Conditions

- The fee rates to be offered are a **maximum of 29,000 ALL per working day for the Senior experts, a maximum of 14'000 ALL per working day for the medium experts, and a maximum of 10'000 ALL per working day for the Junior experts**. Each fee includes all taxes, VAT claims, and administrative costs but not reimbursable costs (accommodation and transport). Costs for travel,

and accommodation, are regulated in the Annex to the contracts based on internal rules of HSI. The rates are fixed and do not change, despite the tax system changes.

- There is no appeal or reconsideration procedure foreseen and the decision by the evaluation committee (and or HSI) is final.
- An important evaluation criterion is the quality and adequacy of the proposed experts. The experts proposed by a bidder must be effectively available for the implementation of the mandate. The unavailability of the proposed experts is a rightful reason for not going into a mandate agreement with a bidder.

### **11. Confidentiality**

All information of any kind that comes to the attention of the bidder in connection with the tendered mandate of the awarding authority is to be treated as confidential. The content of the present tender may only be made available to persons taking part in the preparation of the bid.

The tender documentation may not be used for any other purposes than the preparation of the bid, even in extracts.

Bidders treat facts as confidential that are not public knowledge or publicly available. In cases of doubt, facts are to be treated as confidential. This obligation to secrecy remains valid even after the conclusion of the tender procedure.

The awarding authority undertakes to maintain confidentiality about this bid towards third parties subject to the reserve of statutory publication requirements.

### **12. Integrity**

Bidders undertake all necessary measures to avoid corruption, especially not offering or accept payments or other advantages.

The bidder notes that a violation of the integrity clause leads as a rule to the cancellation of the award or too early termination of the contract by the contracting authority for important reasons.

The Parties shall inform each other in case of any well-founded suspicions of corruption.

### **13. Eligibility**

The award of public contracts to the following contractors is prohibited:

- a. Russian nationals living outside Switzerland or other nationals living in Russia;
- b. Companies or organizations established in Russia;
- c. Companies or organizations that are, directly or indirectly, to more than 50% owned by a subject/entity according to letter a or b (except if, before August 31, established in Switzerland);
- d. Companies or organizations acting on behalf or under the instructions of a subject/entity according to letter a, b or c.

## Annex 1

### List of municipalities that will be directly supported with technical assistance

<b>No</b>	<b>Municipalities receiving direct support at the local level</b>
<b>1</b>	<b>Shkoder</b>
<b>2</b>	<b>Shijak</b>
<b>3</b>	<b>Kukes</b>
<b>4</b>	<b>Mirdite</b>
<b>5</b>	<b>Lezhë</b>
<b>6</b>	<b>Diber</b>
<b>7</b>	<b>Korce</b>
<b>8</b>	<b>Berat</b>
<b>9</b>	<b>Permet</b>
<b>10</b>	<b>Tepelene</b>
<b>11</b>	<b>Vlore</b>
<b>12</b>	<b>Lushnje</b>
<b>13</b>	<b>Librazhd</b>

## Annex 2

### List of measures on improving preschool education service

1. Timely planning of the service and increasing access for the inclusion of children in need / Preparation for the seasonal management of registrations.
2. The functioning of the parent board as a proactive body in kindergartens
3. Digitalization of preschool education assets.
4. Implementation of the temporary education tax.
5. Assessment of the performance of preschool education directors
6. Monitoring preschool education service improvement plans.
7. Training of educational and support staff for emergencies in kindergartens
8. Monitoring annual kindergarten plans and monitoring the quality of teaching in kindergartens.
9. Unification of a didactic set for children aged 3-6 years.
10. Provision of assistant teacher services for children with special needs.
11. Provision of psycho-social services for kindergartens.

## Annex 3

### Mandates relevant to this call.

Name of legal entity	Project title							
	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of funder	Origin of funding	Dates of mandate (start/end)	Name of consortium members, if any
Short description of the Project <sup>4</sup>						Type of services provided		
Contact:								

## Annex 4

### Staff declaration of their availability template

=====

Place, date...

"I, undersigned ....., declare that I'm part of .... (name of consultancy company/bidding organization) team to implement the mandates provided by Helvetas in the frame of implementation of ...activities for the period 01 January 2024 - June 2026.

By signing this statement, I agree with my continued commitment to this project team and guarantee my availability for the implementation of project activities in the time/period described above."

\_\_\_\_\_

<sup>4</sup> Not more than half a page

## Annex 5

### Template for the concept paper

=====

The concept paper should be no longer than 3 pages explaining:

- Your understanding of the mandate based on the current situation in the sector
- Your experience in similar topics
- Based on your experience,
  - o how do you plan to deliver your services with high effectiveness for municipalities and citizens
  - o what are the new elements, methodologies, and tools that you could bring
- Your objectives in implementing this support package
- How do you plan to achieve them?

## Annex 6. Format CV

### PERSONAL INFORMATION

**Replace with First name(s) Surname(s)**

[All CV headings are optional. Remove any empty headings.]

Replace with house number, street name, city, postcode, country

Replace with telephone number    Replace with mobile number

State e-mail address

State personal website(s)

Replace with type of IM service    Replace with messaging account(s)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

### JOB APPLIED FOR POSITION PREFERRED JOB STUDIES APPLIED FOR PERSONAL STATEMENT

Replace with job applied for / position / preferred job / studies applied for / personal statement (delete non relevant headings in left column)

### WORK EXPERIENCE

[Add separate entries for each experience. Start from the most recent.]

Replace with dates (from -  
to)

**Replace with occupation or position held**

Replace with employer's name and locality (if relevant, full address and website)

1. Replace with main activities and responsibilities

Business or sector Replace with type of business or sector

### EDUCATION AND TRAINING

[Add separate entries for each course. Start from the most recent.]

Replace with dates (from -  
to)

**Replace with qualification awarded**

Replace with  
EQF (or  
other) level if  
relevant

Replace with education or training organisation's name and locality (if relevant, country)

2. Replace with a list of principal subjects covered or skills acquired

### PERSONAL SKILLS

[Remove any headings left empty.]

Mother tongue(s)

Replace with mother tongue(s)

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Replace with language	Enter level	Enter level	Enter level	Enter level	Enter level
	Replace with name of language certificate. Enter level if known.				
Replace with language	Enter level	Enter level	Enter level	Enter level	Enter level
	Replace with name of language certificate. Enter level if known.				

Communication skills Replace with your communication skills. Specify in what context they were acquired. Example:  
 3. good communication skills gained through my experience as sales manager

Organisational / managerial skills Replace with your organisational / managerial skills. Specify in what context they were acquired. Example:  
 4. leadership (currently responsible for a team of 10 people)

Job-related skills Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired. Example:  
 5. good command of quality control processes (currently responsible for quality audit)

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Enter level	Enter level	Enter level	Enter level	Enter level

Levels: Basic user - Independent user - Proficient user  
Digital competences - Self-assessment grid

Replace with name of ICT-certificate(s)

Replace with your other computer skills. Specify in what context they were acquired. Example:  
 6. good command of office suite (word processor, spread sheet, presentation software)  
 7. good command of photo editing software gained as an amateur photographer

Other skills Replace with other relevant skills not already mentioned. Specify in what context they were acquired. Example:  
 8. carpentry

Driving licence Replace with driving licence category/-ies. Example:  
 B

**ADDITIONAL INFORMATION**

Publications Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.  
 Presentations  
 Projects  
 Conferences  
 Seminars  
 Honours and awards  
 Memberships  
 Example of publication:  
 9. How to write a successful CV, New Associated Publishers, London, 2002.  
 Example of project:

References  
Citations  
Courses  
Certifications

10. Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).

ANNEXES, not obligatory

Replace with list of documents annexed to your CV. Examples:

11. copies of degrees and qualifications;
12. testimonial of employment or work placement;
13. publications or research.

## Annex 7.

List of experts for the position mentioned in this call.

<b>Nr.</b>	<b>Name of expert</b>	<b>Position relevant to this call</b>	<b>Years of work experience as the expert, relevant to this call</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			