**BASHKI TE FORTA - Procurement of Services**

**NATIONAL tender call**

**TECHNICAL ASSISTANCE FOR 6 MUNICIPAL COUNCILS**

**Shkodër; Lezhë; Kukës, Mirditë; Dibër; Shijak.**

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.

The overall goal (objective) of BtF 2 is citizens in Albania benefit from improved governance and service delivery at the municipal level, according to agreed minimum and affordable standards for a sustainable county system.

This overall goal of BtF encompasses interventions in the municipal executive, the municipal legislative, and the national legal framework for local governments, which are captured in three outcomes.

Outcome 2 - Municipal councils oversee adequately the performance of municipal administration and engage in evidenced based decision-making - is about support to the municipal legislative so it can better oversee the performance of municipal executive. Special attention will be given to the relationship of the council with citizens improving channels of communications and interaction.

1. **General context in functioning of the Municipal Councils**

During its first phase, the Strong Municipality (BtF1) project encouraged Municipal Councils across Albania to enhance their regulatory and procedural frameworks. These efforts included establishing communication channels with citizens, increasing transparency in council operations, and aligning actions with the 2015–2022 Decentralization Strategy and its Action Plan.

The 2023–2030 Decentralization Strategy introduces a renewed focus on local governance through six pillars, with the fifth dedicated to Good Governance and Local Democracy. The strategy emphasizes strengthening local democracy by adopting a comprehensive approach to good governance at the municipal level. BtF has actively collaborated with partner institutions, including the Association of Qarks, the Association for Local Autonomy, the Commissioner for the Information Rights, and independent experts, to provide technical support and expertise in drafting the 2023–2030 Decentralization Strategy. The activities planned for BtF2 align closely with this new strategy's strategic objectives and activity plan.

BtF2 aims to rebuild and strengthen citizen trust in local governments, including municipal administrations and Municipal Councils. This goal will be measured by several indicators, including the proportion of citizens who feel represented by municipal councilors, citizen satisfaction with councils and councilors, and the disaggregation of these metrics by gender. These targeted efforts will ensure that the BtF2 activities support inclusive, accountable, and participatory local governance across Albania.

The new Decentralization Strategy focuses on three key outcomes. First, it aims to enhance the capacities of Municipal Councils, ensuring they are fully functional and capable of efficiently fulfilling their mandate. Second, it seeks to improve communication channels between Municipal Councils and citizens, emphasizing compliance with legal and regulatory standards.

The strategy provides targeted assistance through training modules, coaching, and capacity-building initiatives to achieve these objectives. These efforts will focus on strengthening the constituent structures of Municipal Councils, including the Chairmanship, various Commissions, and the Secretariat. Additionally, support will extend to relevant structures such as the Municipal Coordinator for the Right to Information, ensuring effective implementation and governance at all levels.

1. **Tools and approaches of BtF developed until now in the field of the Municipal Council assistance**

As a result of these initiatives mentioned above, Municipal Councils made significant progress. They adopted essential regulations such as the Regulation on Organization and Operation, the Code of Ethics and Conflict of Interest, the Regulation on Public and Media Consultation, the Regulation for Handling Complaints, Requests, and Citizen Initiatives, and the Regulation on the Organization and Operation of Community Structures. These frameworks marked a considerable step toward strengthening local governance.

Municipal Councils have been supported in enhancing communication with citizens through various tools developed by BtF. These include improving municipal websites, live-streaming council meetings on social media, organizing informational sessions in district centers, and implementing regulations for public and media consultations. These initiatives were preceded by the development of tailored training modules and the delivery of comprehensive training sessions, complemented by on-the-job assistance (coaching) provided by BtF experts and coordinators.

1. **The scope of work of this tender**

The scope of work of this tender is to select an organization that will provide technical support according to the bullet points below:

* Provide support and technical assistance to the 6 municipal councils (Nord Albania) to become “champions” or “showcases” of the project and serve as inspiration for other councils.
* Support the councils (Council Leadership, Council Governance, and Council Commissions) in fulfilling their mandates according to the law, rules, and regulations.
* Improve the effective communication channels established between councilors and citizens (this includes information campaigns, conducting consultations on issues that, according to the law, require mandatory consultation, handling complaints, requests, and initiatives).

The following interventions are requested to be carried out by the service provider:

1. **Assessment of the current situation and drafting of a work plan**

*Interventions requested*

* Assess the current stage of implementation of the tools and approaches developed by BtF to date, aimed at enhancing the functioning and activities of Municipal Councils.
* Further detail the achievement of the deliverables and develop a work plan (per 6 showcase municipal Councils). Based on the baseline findings, together with RFPs propose an individual coaching plan for 6 LGU-s.

*Deliverables expected*

***Assessment Report:*** *"A comprehensive report outlining the current state of implementation for BtF-developed tools and approaches, emphasizing progress made, existing gaps, and challenges in strengthening the functioning and activities of Municipal Councils. Additionally, a summary document will capture the deliverables achieved thus far, supported by both quantitative and qualitative metrics of success."*

***Detailed Work Plan:*** *"A detailed work plan for six showcase Municipal Councils will outline specific actions, timelines, and responsibilities to achieve project objectives, complemented by an implementation roadmap that provides recommendations and next steps to sustain and expand the use of BtF tools and approaches across Municipal Councils."*

***Tailored individual coaching*** *plans for 6 LGUs, developed in collaboration with RFPs, based on baseline findings and the unique needs of each LGU.*

***Stakeholder Feedback Analysis****: A synthesis of feedback from Municipal Councils, RFPs, and other stakeholders to inform future interventions.*

*Duration foreseen*

This assignment will be carried out one month after the contract is signed.

1. **Technical assistance for 6 show case municipality Council**(These municipalities include: Shkodër, Lezhë, Dibër, Kukës, Mirditë, Shijak)

*Interventions requested*

* **Provide comprehensive technical assistance to Municipal Councils for implementing** **of the Regulation on organization and functioning.**

The Council's regulations define the roles of each of the Council's structures (Chairmanship, Secretary, Council Committees), and each has obligations that make them active in different phases of the Council's work.

* 1. Before the meeting.
	2. During the meeting
	3. After the meeting

*Interventions requested*

* Assisting the secretary/secretariat of the municipal council in fulfilling his/her duties and those of the council structures according to the law and regulations.
* Assisting the Secretary of Council to publish the following on its website every month: Decisions of the Council Chairmanship, Minutes of the Municipal Council Meetings, Meeting and Committee Notices, and updates on various Council activities (when applicable).
* Additionally, it will include summaries of meetings between the Mayor/Deputy Mayor and local or central leaders, correspondence with the Prefect, updates on the implementation of the 2025 Municipal Council Activity Plan and Budget, and the drafting of the 2026 Plan and Budget.
* Coaching activities (on-the-job training).

*Deliverables expected*

* + - 1. Report every 3 months regarding the Implementation of the Council Work Plan/Activities
			2. Report every 3 months regarding the implementation of the Council Budget
			3. Council decisions on the Agenda, Meeting notices, documents certifying council budget expenditures, Meeting minutes,
			4. Reporting every month with a link to the document on the municipality's website.

*Duration foreseen*

This assignment will be carried out over 16 months, from March 2025 to the end of June 2026

* **Provide technical assistance to the Municipal Council Commissions** in the Model Municipality for the 3 council commissions (Waste, budget, and preschool education gender sensitive)

According to the regulations, draft decisions made by the administration must be submitted to committees and, as a result, a committee report is required to enable their introduction into the plenary session (for approval).

*Interventions requested*

* Assistance to the Municipal Council committees (Waste, budget, and preschool education gender sensitive) to enable the drafting of the report that will accompany the Draft Decision for the Council meeting.

*Deliverables expected*

* The report is drafted according to the approved template.
* At least 75% of the cases of draft decisions are accompanied by a report

*Duration foreseen*

* This assignment will be carried out over 16 months, from March 2025 to the end of June 2026
* **Capacitate and assist municipal council secretaries in populating the Website with documents. Adjusting and putting it into operation where there is no website.**

According to the law on the right to information, the official documentation in force must be on the Municipality's website. For this, each council has a Web interface (on the municipality's website) which must be populated with the documentation of the council's activities.

*Interventions requested*

* On-the-job assistance to Secretaries together with IT specialists to enable the population of the Municipal Council's Web interface with official documents that are in force and that are produced by the Municipal Council.
* On-the-job assistance to the secretaries of the council to upload photos and videos or other documents of the activities of the municipal council

*Deliverables expected*

* Municipal Council Website Upload every month with the above documents in line with the council regulations.

*Duration foreseen*

* This assignment will be carried out over 16 months, from March 2025 to the end of June 2026.
* **Assisting the MC structures for the Organization of the roundtables with the 5 prefectures on legality reports: Administration of Municipality /Council/ Prefecture.**

The roundtables will aim to increase the supervisory role of the prefecture for the functioning of the Municipal Council and its procedures, as well as to strengthen communication between the councils, the municipal administration, and the prefecture. The target group will be the Council President, Council Secretary, Consultation Coordinator, and Municipal Lawyer/Deputy Mayor. There will be 1 meeting per prefecture at the beginning of the SP's mandate.

*Interventions requested*

* Regional meetings will be held with the Prefects of regions hosting model municipalities. Representatives from other councils in the Region will also be invited to these meetings, which will be organized in coordination with the Project Coordinators (RFP) and the component leader.
* In this meeting, it is requested to design an agenda according to the problems identified for the normative acts of the councils, for the consultation processes, and public information with official documents of the Municipalities/Councils.

*Deliverables expected*

* Assistance to the Prefecture in drafting the meeting agenda.
* Assistance in organizing the meeting together with the RFP for each prefecture.
* Drafting the Presentation and facilitating the meeting.
* Assistance to the municipal councils in implementing the recommendations issued together with the prefecture.

*Duration foreseen*

* *One meeting for each prefecture including* 6 municipalities within the second half of 2025.
* **Capacitate municipal council secretaries in organizing Open Days on 6 selected Municipal Councils in the MCs in North of Albania.**

The tradition started in 2024 with 12 Municipal Councils that successfully organized open days and will continue in these 6 Model councils. The structures of the Municipal Council will be assisted and coached to identify, together with the administration, useful information for citizens and in their interest to be shown/presented in a dedicated Open Day which should be broadcast live on Facebook and which will have the participation of Citizens but also of the CSOs of the city/District.

*Interventions requested*

* *Collaborate closely with Municipal Council (MC) structures and the Secretary to design a well-structured, engaging Open Day agenda that aligns with the event's objectives.*
* *Provide assistance to the MC in organizing and facilitating the Information Sessions, ensuring a smooth and effective Open Day experience for all participants.*
* *Work in partnership with the MC Secretariat to draft and publish concise and informative summaries of Open Day activities on the official website, ensuring transparency and broad public outreach. Inform RFP and coordinate with them for the problems you face during the time organizing this activity.*

*Deliverables expected*

* *Prepare materials (leaflet; Poster).*
* *Posting summaries of the activities on the website, and broadcasting the sessions live on Facebook.*
* *Organize at least one Open Day session for Municipal Council.*

*Duration foreseen*

* Activities will be carried out within 2025
* **Technical assistance for implementation of the regulation for public consultations 6 Councils x 16 Months.**

This objective consists of completing the consultation register sections according to the Municipal Council's regulation on relations with the Public and the Media. As well as the electronic register for this purpose which is on the Municipal Council's website. The RFPs will assist other Councils. For draft decisions related to matters that assist BtF, cooperation with RFP will be on matters of deadlines for the preparation of drafts decisions.

*Interventions requested*

* *The service provider will assist the Secretary/Secretariat and the Coordinator for Consultation in handling Municipal Council (MC) acts that require a consultation process.*
* *Technical assistance will be provided to ensure the effective implementation of the regulation during consultation sessions, including completing electronic registers in compliance with the guidelines specified in the regulation.*

*Deliverables expected*

* *To produce documentation for the consultation process according to the requirements of the regulation that are reflected in the physical and electronic register (on the municipal council websites)*

*Duration foreseen*

* This assignment will be carried out over 16 months, from March 2025 to the end of June 2026.
* **Capacitate municipal council secretaries in Handling Complaints and Requests according to the Regulation.**

Follow-up of complaints and requests registered in the physical and electronic register, until their treatment in the Municipal Council. The register sections and the relevant steps are in the council regulation for this purpose.

*Interventions requested*

* Assist the secretary of the municipal council in facilitating the processing of complaints, requests, and citizen initiatives according to the municipal council's regulations.
* Citizen complaints, requests, and initiatives will be handled in accordance with the regulations by recording them in an electronic register on the Municipal website, with timely updates and resolutions. Communicate with RfP and keep them informed.

*Deliverables expected.*

* *To report every six months regarding the number of complaints and requests made, their handling, by recording the status with a link in the electronic register that is on the municipality's website.*
* *At least 50% of complaints and requests made by citizens are handled within the deadline provided for in the regulation (during 2025) and 75% of them in 2026.*

*Duration foreseen*

* This assignment will be carried out over 16 months, from March 2025 to the end of June 2026.
* **Capacitate municipal council secretaries in Improving Live streaming including a YouTube channel on 6 selected MCs.**

*Interventions requested*

* SP should assist the Municipal Council structures to hold live meetings with the equipment provided by Projects in the past. Live meetings are part of the transparency line of the Municipal Councils.
* The SP will collaborate with the municipality's IT, the Council Secretary to ensure that broadcasts are made for each municipal council meeting with quality.
* The SP should assist in solving technical problems related to the municipality's lack of capacity by training them.

*Deliverables expected*

* *Municipal Council meetings will be broadcast live throughout the year, ensuring coverage of no less than 80% of all meetings.*

*Duration foreseen*

* This assignment will be carried out over 16 months, from March 2025 to the end of June 2026.
* **Production of files/materials for each Training/Coaching (everything that SP produces to accomplish the above tasks)**

All materials will be produced to fulfill the above objectives and activities related to them, including the administration of materials, technical assistance files, and on-the-job training, as well as photos of activities that document the work done and serve as an archive of BtF2.

1. **Activities for social inclusion**

*Interventions requested*

* For activities related to Citizen Involvement in Governance such as Open Days, Anti-Corruption Activities, Consultation Processes, and others that the councils themselves will undertake outside this mandate of the BtF, the Service Provider will take care to assist the Secretaries of the Municipal Councils as well as the Chairmanship of the Council to identify NGOs and specific individuals active to enable the participation of vulnerable groups.
* The Service Provider will help the Secretaries of the Municipal Councils to compile basic data on civil society organizations that support vulnerable and marginalized groups in order to invite them to meetings by providing preliminary information for them.
* Assist the structures of the Municipal Council to use the council budget to make it possible for activities to be present in the media and on social networks.

*Deliverables expected*

* Identify through evidence the invitation and participation of vulnerable groups in municipal council activities through attendance lists, photos, or special invitations.
* Identify and report key moments, statements or declarations of these groups and make them part of the reports that will be provided to the Project according to the contract and share them with the municipal councils.

*Duration foreseen*

* This assignment will be carried out over 16 months, from March 2025 to the end of June 2026.
1. **Activities for civil society**

*Interventions requested*

* Together with the Municipal Structures and the Municipal Council, identify non-governmental organizations.
* Training/Information Session with Civil Society Organizations on Local Governance, the Role of Municipal Councils, and the Institutions with which the Councils Interact. Municipal Council Regulations, Council Work Plans, and the Budget.

*Deliverables expected*

* Conduct a dedicated training/informative session with them at the local level, and in their absence, training/informative sessions with active citizens or intellectuals of the area.
* Preparation and distribution of Friendly Materials (Handouts, leaflets)

*Duration foreseen*

Once within the first 6 months of 2025

1. **Activities for anticorruption**

**TA for designing and implementing anti-corruption activities in cooperation with CSOs. (on 6 Model Councils 2 activities for each** **Council, one for each year).**

The Municipal Council and its structures will have to undertake activities against corruption. Starting with providing information (together with the municipality's information coordinator) to civil society organizations.  In those cities and in the absence of NGOs in the city, cooperation will be made with NGOs at the relevant district level, to address relevant issues.

*Interventions requested*

* Providing support to Municipal Council (MC) structures in implementing two anti-corruption activities in collaboration with civil society organizations within the Municipality. If no such organizations are present locally, partnerships will be established with district-level organizations. These activities will be initiated and overseen by the relevant Municipal Council.
* Assist the structures of the Municipal Council to use the council budget to make it possible for activities to be present in the media and on social networks.

*Deliverables expected*

* ***Activity Plan***
	+ *A brief plan outlining the objectives, timelines, and roles for each activity.*
* ***Awareness Materials***
	+ *Basic informational materials (e.g., flyers or posters) to support the activities.*
* ***Event Execution and Report***
	+ *A summary report for each activity, including key outcomes, participant numbers, and feedback.*
* ***Media Documentation***
	+ *Photos or brief descriptions of the activities for transparency and outreach.*

*Duration foreseen*

* *Activities will be carried out over 16 months.*
1. **Capitalization of experiences and policy influence (based on the templates of good practices of AMVV/Academy)**

*Interventions requested*

1. Capitalize on the experiences and know-how of Assisting 6 Municipal Councils in the North of Albania.
2. Capitalize the improvement measures implemented in municipal Councils by presenting them to a broader public (in collaboration with ALA and ALE). Incorporate lessons learned during the implementation phases and make the necessary adaptations and improvements.
3. In cooperation with ALA and ALE, provide technical inputs to improve current regulation "On Organizing and functioning of the MCs".
4. Identify the needs of Municipal Councils and opportunities/ways to increase their performance in implementing their mandate.
5. Develop creatively, based on the legal mandate and the anti-corruption strategy of the Ministry of Justice (forms and ways) to increase the role of the council in this direction. Share this experience with the Associations of Municipalities (ALAA and ALE).

*Deliverables expected*

* Capitalized case, surveys capturing the progress and lessons learned communicated in a friendly way
* Improved existing tools have been produced so far and listed on a paper at the end of the mandate.
* Improving tools and regulations (Especially the Regulation for Organizing and functioning of the Municipal Council and relevant templates), Electronic register for Consultation.

*Duration foreseen*

This assignment will be carried out over a period of 2 months, from April 2026 to the end of May 2026. It will be implemented jointly with RFP and BtF as well as in close cooperation with ALAA and ALE.

1. **Coordinate implementation of the interventions with stakeholders & national events**

*Coordination with other international projects*

* The service provider will identify other stakeholders offering technical assistance, as well as international projects focusing on local government, civil society, or other relevant local actors.
* The SP will coordinate activities on issues of mutual interest by creating synergy with projects or different international donors/partners. This collaboration will be carried out in coordination with the component leaders and the RFP.

*Role of Regional Focal Points (RFP)*

* The RFP role will be Coordinator, Collaborator and Facilitator.
* The Coordinators will offer their Experiences gained since 2018 to date for the model municipality/councils and will share with the SP.
* The RFP will permanently assist other municipal councils in the region that are not covered by the SP.

Coordinate with national actors

* The involvement of Municipal Associations in various activities is recommended and supported. Similarly, maintaining contact with the Prefecture and the Commissioner for the Right to Information is advised and essential for the successful fulfillment of duties.

Organizing the following national events

* In cases where events will be organized by Local, Regional or National actors in which municipal councils are involved, the SP will provide its technical assistance.
1. **Budget and Administrative requirements**

A maximum of **15,000,000** Leke **excluding VAT** (fifteen million Leke).

At the end of this open procurement procedure, HELVETAS will establish the framework agreements for 16 months (starting in early March).

The level of expert fees and administrative expenses offered by the tenderers will not be changed 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 into 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 to the agreed standard and requirements.

1. **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 7 (seven) experts. The team should have a minimum:

o One Project Manager with at least 10 years of experience in local governance and community engagement.

o Two senior experts with at least 10 years of experience in Decentralization and local government

o One Senior Expert (10 years of experience) in Legal issues and legislation.

o One Medium Expert (7 years of experience) in Installation and operation with IT equipment

o One Medium Expert (7 years of experience) in knowledge management and communication.

o One Junior Expert (3 Years of experience) in civic engagement

The table below specifies the positions and their requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Experts** | **Level of expert** | **Documents that must be submitted** |
| 1 | Project manager  | **Senior** - At least at least 10 years of experience in management including decentralization and local Government) | 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 | Decentralization and local government expert  | **Senior** - At least 10 years of experience in the field of local government  |
| 4 | Legal expert  | **Senior** - At least 10 years of experience with local governance regulatory and procedural acts  |
| 5 | IT Specialist  | **Medium** - At least 7 years of experience with Installation and operation with IT equipment   |
| 6. | Knowledge Management, Communication, and Capitalization expert…. | **Medium** - At least 7 years of experiencein the field of local governance at the local and/or national level |
| 7 | Civic engagement expert | **Junior** - At least 3 years of experience (including social inclusion)  |  |  |  |

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 Local Government, Municipal Council, Transparency, Communication, civic engagement, and Anticorruption activities as well in the last five years.
* Thematic expertise in designing and implementing 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 decentralization and local government.
* Legal and policy expertise on advocacy on behalf of citizen interest, activities for transparency in local or national level.
* Experience in managing teams of consultants/experts on similar projects.
* Expertise in the field of 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.

1. **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.

* 1. **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:* Limited liability company (shpk)
* Physical Person
 | 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. |
| * NPO/NGO
 | 1. 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.If a consortium applies, the proof must be for each firm/organization, that is part of the consortium. | Document issued by E-Albania:* Certificate payment for taxes.
* Certificate payment for social & health security, issues within the last 30 days.
* Certificate payment for the Local taxes

Extract from QKB or certificate Court must not be older than 3 months before the deadline of submission.Certificates from the Municipality must not be older than 3 months before the submission deadline. |
| 4 | Prove from the court for not having past civil cases (last 3 years) established by a final judgment or a final administrative decision. If a consortium applies, the proof must be for each firm/organization, that is part of the consortium. | Document from the Court must not be older than 3 months before the deadline for submission of the bid. |
| 5 | Prove for not having past penal cases linked with payment of taxes or social security contributions, obligations, fraud, and/or corruption cases (last 3 years) If a consortium applies, the proof must be for each firm/organization, that is part of the consortium. | 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 | Prove from the bailiff office for not have debts, pending payments, or obligations not yet executed (last 3 years) If a consortium applies, the proof must be for each firm/organization, that is part of the consortium. | Document from the bailiff office must not be older than 3 months before the deadline for submission of the bid  |
| 7.1 | Financial sustainability of the organization/firm’s activity. Prove that the consultancy firm/bidding organization had an average turnover during the three latest years for which the account has been closed (2021, 2022, and 2023) over 50 % of the requested amount under this call.If a consortium applies, the proof must be for each firm/organization, that is part of the consortium. | An average turnover of at least **40,000** **Euros** in each of the last three years proven by financial reports preferably audited. 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.The document from the General Directory of Taxes (E-Albania) if the firm/organization or NPO/NGO is subject of VAT, must not be older than 3 months before the deadline for submission of the bid. |
| 7.2 | 1. For business: Proofs that firm or individual (registered in QKB) accounts of the last two years (2022, and 2023) have been audited. | 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. |
| 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.

* 1. **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 **the consultancy firm/bidding organization** 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. | 15 points |
| 2.1 | Adequacy of the CVs of proposed staff | \*CVs of the proposed experts (6 minimum and 8 maximum) in Europass CV format.[[1]](#footnote-2) Any entries in the CV relevant to this call **should be accompanied by a signed reference**. 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) | 70 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 **not allowed to be part of the bid**.  |
| 3 | Quality of the concept paper | For the technical assistance (package) you apply to, provide **a concept paper** 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. | 15 points |

 \*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.***

* 1. **Financial offer**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | Description | Required documents | Weighting in the evaluation |
| 1 | **Financial offer**: a daily fee as well as the level of involvement (# of working days within the given budget) of the proposed experts (all taxes included & & VAT included if applicable), differentiating between senior experts, medium experts and junior expertsEach 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) | One all-inclusive fee for: * Senior position.
* Medium position and
* Junior position

One all-inclusive fee per.The maximum daily fee level per **senior** expert is **29,000 ALL** tax included & VAT included (if applicable).The maximum fee level per **medium** expert is daily **14,000 ALL** tax included & VAT included (if applicable).The maximum fee level per **junior** expert is daily **10,000 ALL** tax included & VAT included (if applicable). | **100 points** The evaluation will consider the average fee for senior experts and for:* Senior experts.
* Medium experts and
* Junior experts

  |

1. **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.

1. **Timetable of the procurement**

|  |  |
| --- | --- |
| **Date** | **Activity** |
| **Launching/Publication** |
| 15.01.2025 | Call Publication  |
| 22.01.2025 | Information session (12:00-13.00) |
| 15.02.2025 | Deadline for submission |
| 20.02.2025 | The decision by an internal committee |
| 28.02.2025 | Contracting and start of work |

1. **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 Municipal Councils 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 Municipal Council Performance, with a focus on policy improvements” and 2. “Technical assistance for supporting municipalities in Albania on improving 13 Municipal Council Show Case, with a focus on regional exchange, capitalisation of experiences and curricula development”.

Consultancies/bidding organizations are allowed to present offers for both calls, but if successful, only one of the contracts can be awarded to one consultancy/bidding organization. If one consultancy/bidding organization 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 organization.

All candidates interested in asking questions or clarifying different elements of this procedure can visit our office on 22.01.2025, **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 **15.02.2025 (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, 4th Floor / Apt. 20.

Tirana | Albania

**Late submission:** Bidders who 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 procedures are 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.

1. **Conditions**
* Each fee should include 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.
1. **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.

1. **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.

1. **Eligibility**

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

1. Russian nationals living outside Switzerland or other nationals living in Russia;
2. Companies or organizations established in Russia;
3. 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);
4. 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**

|  |  |
| --- | --- |
| **No** | **Municipalities receiving direct support at the local level**  |
| **1** | **Shkoder** |
| **2** | **Shijak** |
| **3** | **Kukes**  |
| **4** | **Mirdite** |
| **5** | **Lezhë** |
| **6** | **Diber** |

**Annex 2**

**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[[2]](#footnote-3)** |  | **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 March 2025 - 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.”

**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,
	+ how do you plan to deliver your services with high effectiveness for municipalities and citizens
	+ 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 FORPOSITIONPREFERRED JOBSTUDIES APPLIED FORpersonal 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)  |
| 1. 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. |
|   | Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user[Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) |

|  |  |
| --- | --- |
| Communication skills | Replace with your communication skills. Specify in what context they were acquired. Example:1. 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: 1. 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: 1. 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](http://europass.cedefop.europa.eu/en/resources/digital-competences)  |
|   | Replace with name of ICT-certificate(s) |
|   | Replace with your other computer skills. Specify in what context they were acquired. Example:1. good command of office suite (word processor, spread sheet, presentation software)
2. 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:1. carpentry
 |

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

|  |  |
| --- | --- |
| ADDITIONAL INFORMATION |   |

|  |  |
| --- | --- |
| PublicationsPresentationsProjectsConferencesSeminarsHonours and awardsMembershipsReferencesCitationsCoursesCertifications | Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.Example of publication:1. How to write a successful CV, New Associated Publishers, London, 2002.

Example of project:1. 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:1. copies of degrees and qualifications;
2. testimonial of employment or work placement;
3. publications or research.
 |

**Annex 7.**

**List of experts for the position mentioned in this call.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Nr.** | **Name of expert** | **Position relevant to this call** | **Years of work experience as the expert, relevant to this call** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| **9** |  |  |  |
| **10** |  |  |  |

1. As per Annex 6 [↑](#footnote-ref-2)
2. Not more than half a page [↑](#footnote-ref-3)