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**BASHKI TE FORTA - PROCUREMENT OF SERVICES**

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**NATIONAL TENDER CALL**

**FOR**

**THE DEVELOPMENT OF TWO SECTORIAL TRAINING CURRICULA FOR**

**THE STAFF OF THE MUNICIPALITIES IN ALBANIA**

## 1. Bashki te Forta's intervention strategy

This call for proposals is launched in the framework of the "Bashki te Forta", a project of the Swiss Agency for Development and Cooperation (SDC) and the Government of Sweden, implemented by Helvetas. The project "Bashki të Forta" 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 that 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 BtF2 encompasses interventions in the municipal executive, the municipal legislative, and the national legal framework for local governments, which are captured in three outcomes.

**Outcome 1** - Municipal administrations improve service delivery (waste management and preschool) towards more appropriate and affordable standards - is about support to the municipal executive to improve service delivery (especially in the field of waste management- and preschool services) towards appropriate and affordable standards. This requires technical assistance to municipalities to achieve those standards and develop an on-system training offer for selected services.

**Outcome 2** - Municipal councils oversee adequately the performance of municipal administration and engage in evidence-based decision-making. Special attention will be given to the capacity building of municipal councillors and their staff to so they can deliver their mandate in a democratic and effective way, and streamline the relationship of the council with citizens improving channels of communications and interaction.

**Outcome 3** - A new municipal performance management system and a performance-based grant mechanism are in place.

## 2. General context in the field of capacity building of LGU officials.

The capacity development of LGU (Local Government Unit) officials is crucial for ensuring good and democratic local governance, strategic and sustainable community development, and quality municipal service delivery. Training is a fundamental component of any human resources policy aimed at equipping, updating and enhancing the knowledge and skills of LGU officials. Providing timely, responsive, and high-quality training to municipal officials (elected and staff) is key to ensuring strong municipal performance in fulfilling the LGU mandate, addressing challenges, preparing for future developments, and modernizing and digitizing local public administration.

Law No. 8548/1999 ("On Ratification of the European Charter of Local Autonomy") and Law No. 139/2015 ("On Local Self-Government") mandate the continuous training of LGU officials (both elected and staff). The vision of the Cross-cutting Strategy for Decentralization and Local Governance 2023-2030 is "Empowered local units for sustainable economic development towards European standards." This strategy consists of six pillars, with capacity building being reflected in specific Objective 2.4: "Improving the management of human resources at the local level, accompanied by an increase in local administrative capacities to improve the provision of public services." Capacity building also features in Objectives 5.1 and 6.1, as well as the relevant implementing measures, particularly Measure 6.1.2: "The establishment of a dedicated training structure for local government administration, including elected officials." The capacity building of public officials is also a focus of Pillar 1 in the National Strategy for Development and Integration (NSDI).

AMVV is the national government agency responsible for drafting national policies on capacity building for LGU officials and coordinating the projects and activities of various partners and government agencies related to this effort.

ASPAs are the national government agencies responsible for providing institutionalized induction training for civil servants at both the national and local government levels. It delivers other professional development training courses across public administration levels, while setting standards for training curricula development and delivery at these levels. ASPA is supported by the Council of Europe in advancing and operationalizing the National Training Needs Assessment (TNA) System for public administration, with a specific focus on LGU officials.

BtF-Helvetas has played a significant role in strengthening the capacities of LGU officials through training, networking for knowledge sharing, peer exchanges, and other learning tools. It has also worked with staff from national agencies such as AMVV, ASPA, and LGU associations to advance the standards and processes for quality training for LGU officials.

In addition, BtF2 is collaborating closely with the Minister of State for Local Government, AMVV, ASPA, and local associations (such as the Association of Local Authorities and the Association of Regional Councils) to establish and operationalize the Academy of Local Government. BtF2 is also helping to develop the LGU Knowledge Management (KM) platform to support the mandate of Academy. Within this framework, BtF2 has supported the preparation and is facilitating the implementation of the "Matrix of Cooperation for the Training of LGU Officials," a cooperation framework for training activities among system actors and donor-supported programs for LGUs. BtF's support in designing the Academy has led to the approval by the Academy Working Group (established by Prime Minister's order) of the "White Paper on the Academy." This also included the drafting and approval of the decision of Council of Ministers (DCM) for establishing the Academy, its approval by the Consultative Council, and the allocation of funds by municipal governments in their 2025 budgets to finance the Academy's training and operations.

### **3. Tools and approaches of BtF developed until now in the field of capacity building of LGU officials.**

"Bashki te Forta"-Helvetas is supporting the municipal governments to improve the effectiveness of their leadership, their performance and oversight, and advance an impactful capacity building of LGU officials (elected and staff), mainly through the development and delivery of training curricula for LGU officials, networking for knowledge sharing and peer-exchange as well as coaching the municipal officials, thus contributing towards development of fit for purpose elected and appointed officials of LGUs. Such training curricula are foreseen to be used by the Academy for LGUs in coordination with ASPA and AMVV and the LGU associations in delivering training to LGUs. In that framework, BtF supported the development of tailored training curricula and the delivery of comprehensive training sessions for the municipal councils, complemented by the on-the-job assistance (coaching), specifically supported the development of the induction training for municipal councilors, the training on the regulation for the functioning of council, the training on e-council, the training for consultation of council with citizens, as well various technical trainings for the municipal staff on waste management and preschool, municipal performance. In delivering such support, BtF has worked closely with the relevant system actors and has referred to the Matrix and ASPA's standards for developing curricula and delivering training for LGU officials.

Based on the needs identified in cooperation with AMVV and LGAs and its experience in working with the municipalities (council and executive), BtF is committed to supporting the development the training curricula for the municipal staff, to capacitate municipalities to carrying out effectively and efficiently the municipal functions.

BtF is committed to support the development and delivery of two curricula for the municipal staff related to the own functions of LGUs of Albania, namely:

- Policy, planning and management of the municipal forests.

- Policy, planning and management of municipal irrigation and drainage system for the agricultural land.

In the implementation of this cooperation framework and in developing the curricula, the Service Provider will be guided by the Matrix of Cooperation for the Training of LGU Officials<sup>1</sup>, which outlines the processes, steps and actors involved in the development of the training curricula for LGUs, as well as the standards of ASPA as far as the didactics for curricula development and its methodology for quality checking of curricula. In the meantime, the Service Provider is encouraged to use international good practices and standards in developing the training curricula. The Matrix envisages the involvement of system actors (AMVV, ASPA, and LGAs-ALA, AARC, the relevant ministries/national agencies) in the process for developing, providing feedback, validating and approving the training curricula. The assessment of the content of the curricula, before its final approval, will be done based on the standards and criteria of ASPA's "Methodology of Quality Evaluation of Training Curricula of Public Administration" designed in 2024<sup>2</sup>.

The training of the municipal staff will be done through institutions responsible for the continuous and professional education of local government officials (elected and staff), such as the Albanian Academy for LGUs (to be established) or other relevant system actors like ASPA.

In preparing for the development of the curricula, the Service Provider will identify key Albanian legislation, key EU relevant policy documents and standards, and relevant training curriculum and other key resources available for the specific curriculum theme, to refer to.

The following curriculum references should be considered by the service provider:

- ASPA's relevant and available curriculum and related resources, related to the curriculum theme.
- BtF-Helvetas supported relevant and available curriculum and related resources
- Local Finances Project in Albania, relevant and available curriculum and related resources
- Relevant and available resources developed by Ministries, related to the curriculum theme.
- Relevant and available resources developed by donor-funded projects in Albania, or other available online (good practices and cases, e.g, municipal cases or intermunicipal cooperation), communication videos, etc, related to the curriculum theme.
- EU/European policy documents and relevant standards related to the curriculum theme.

"Bashki te Forta" will coordinate efforts so that all three modules, as per the outline agreed upon and approved by relevant system actors, will be finalized **within June 2025**. This will enable afterwards the delivery of the respective training to the municipal staff and other interested parties.

#### 4. The scope of work of this tender

The scope of work of this tender is for the select an organization/company to provide technical support to developing two training curricula for municipal staff, namely for:

- A. Provide technical support to developing three curricula for the municipal staff:
  1. Policy and instruments for planning and management of the municipal forests.
  2. Policy and instruments for planning and management of municipal irrigation and drainage system for the agricultural land.
- B. Provide technical support to delivering national-wide and regional-based training courses to the municipal staff on each of the two curricula mentioned above.

BtF will facilitate the process of the development of the training curricula, as per the requirements of the Matrix and those of ASPA<sup>3</sup> related to the didactics, templates, exercises and bank of questions.

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<sup>1</sup> See Annex 1 "Matrix of Cooperation for the Training of LGU Officials", AMVV.

<sup>2</sup> Annex 7 "Methodology for Quality Control of the Curricula for the Public Administration in Albania", ASPA.

<sup>3</sup> Annex 8, Guidelines and Standards for Developing a Training Module for PA, ASPA

The curricula should be developed as to be interactive and innovative and its content will have to reflect the recommendations, discussions, and findings of system actors for the process of curricula drafting.

The service provider will have to facilitate the anchoring of the two curricula into the training provider, the Academy for LGUs (to be established) or other relevant system actor.

All curricula should be designed as to enable its delivery face to face with the support of a trainer, and its components should enable the development of its e-version (e-curricula), ready to be delivered through an e-learning platform and a self-paced training approach.

**A. The type of activities to be carried out by the service provider in developing the three above mentioned curricula for the capacity building of municipal staff.**

***Interventions requested***

- Identify key national legislation, key national and EU/European policy documents and standards, and the relevant training curriculum and other key resources available for the specific curriculum theme, to refer to (including available digital tools/products, good practices and cases), and based on those, develop a list of reference resources per each of the curriculum to be developed.
- Design a structured outline per each curriculum (in the form of a table of contents and target group), with topics to be further developed, and the training materials to be part of the curriculum. Such a draft will be the subject of discussion with and approval from the focus groups of the relevant system actors, as per the Matrix.
- Draft the three interactive and innovative training curricula, to be consulted with the focus groups of system actors, including the list of e-products to accompany the delivery of the e-version of each curriculum which will allow a self-paced digital delivery of each e-curriculum.
- Finalize training modules according to the feedback and the recommendations from the focus group meetings.
- Prepare and deliver a ToT per each of the three developed curriculum, and in the event a selected group of beneficiaries will be invited to participate to test the delivery of curricula.
- Support and advice on the development of e-products proposed by the Service Provider of this tender, to be part of the e-version of each of the three curricula which will be developed later with the support of BtF.

***Deliverables expected***

- List of resources to be referred to for the development of each of the three curricula.
- Outline with table of contents per each of the three curricula, the target group and the proposed digital tools/products to be used for the training, to be agreed with system actors.
- Training modules drafted, consulted with system actors, improved, and finalized according to ASPA requirements and standards and the steps and approach required by Matrix.
- A final list of e-products to be part of the e-version of each of the three curricula.
- List of participants, minutes of meeting and other evidence of the meetings of system actors organized to consult the draft outlines and draft curriculum.
- ToT per each of the three developed curricula and the activity report
- Reports documenting the feedback and recommendations of the system actors on the draft outlines and draft curricula developed by the Service Provider.

***Duration foreseen***

This assignment will be carried out over three months, from **first of April to the end of June 2025**, while the curricula “On Forests planning and management” will be finalized within mid-May 2025.

## **Elements to be considered during the development of the curriculum:**

Both curricula will be designed to be delivered over **12 to 15 hours**, with a delivery option of **two or two and a half days**, in a classroom format. It will also include guidance for a self-paced training delivery using the e-curriculum option.

The didactics of each curriculum should enable an innovative and interactive learning environment, engaging the trainees' in a creative ways and using an array of techniques to gain and maintain the attention of the participants. The development of both curricula should take into consideration that the key challenges is to bring the trainees back to the learning environment and continue to engage their attention in creative ways.

Recommendations related to the content of the curricula:

- The training curriculum should be developed as per ASPA's minimum didactic standards and tools, it should be clear, understandable, practical and accompanied by various didactic training tools such as PowerPoint presentations, handouts, discussion questions, quizzes, short videos, documented and available cases and/or good practices, interviews, etc, in order to facilitate the understanding of the topic/topics in discussion and help demonstrate challenges and practical solutions in the curricula theme (to be initially proposed in the outline of each curriculum).
- Use modern, interactive and innovative teaching methods, including digital tools/products.
- Include the option of a guided self-paced study in the delivery of the e-curricula.
- The experts need to balance the technical and non-technical aspects of the curriculum, so that the trainees can acquire the skills to apply the newly acquired knowledge (a "train-the-trainer" approach).
- The experts should develop a consistent and unified structure of the training curriculum. Sessions are to be designed based on the adult learning approach (Kolb Cycle). The problem-solving approach to learning should be considered a powerful tool that can capture the attention of participants.
- In developing the content of each of the three curricula, the Service Provider must take into consideration a list key references and resource documents, as mentioned in the Annex 9<sup>4</sup>.
- Each curriculum should have an documented best-practice related to each of both municipal services (forests and irrigation) in Albania, available through the relevant ministry, AMVV and other actor, or in the region, (preferably presented in a unified structure and as per AMVV's template). Part of the best practice could be the use of ICT in the delivery of the service, if available and relevant.
- Develop various evaluation forms, e.g. interactive training methods (pre-test and post-test), or the knowledge provided (minimum score achieved) or tasks/assignments given by the trainer on specific topics for the period in between two modules of the curricula or after the training, or (if relevant) a questionnaire on the impact of the training for the trainees / (after a certain period).

## **B. Activities for delivering the training to the municipal staff for the two developed curricula (Optional).**

As mentioned above, there is still uncertainty whether the Academy for LGUs of Albania will be in place within 2025, but in the meantime, "Bashki te Forta" will support financially the training delivery for each of the two curricula, expected to be carried out in the period September-December 2025, where the targeted municipal staff from all 61 municipalities will be invited to attend in regional-based trainings.

Only in case there are significant delays in starting the activities of the newly established Academy or other system actors (*ASPA, AMVV, ALA*) will not be able to carry out the training delivery for the three curricula, then the training delivery will be carried out by the selected Serviced Provider from this tender.

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<sup>4</sup> Annex 9 List of selected documents to refer to as resources for the development of curricula.

### *Interventions requested*

- Deliver training for the municipal staff of 61 municipalities, per each of the two curricula mentioned above (*Policy and instruments for planning and management of the municipal forests; Policy and instruments for planning and management of municipal irrigation and drainage system for the agricultural land*) and in a regional bases, in collaboration with system actors (AMVV, ASPA, ALA).

### *Deliverables expected*

- Planning and organisation of the delivery of training courses at regional basis.
- Draft agenda per each training course
- Training materials and files per each training course
- Conduct training per each curricula
- List of participants in training per each training course
- Report on the each of the training courses

### *Duration foreseen*

This assignment will be carried out over four months, from September to mid December 2025.

### **C. Coordination with stakeholders related to the interventions of this tender.**

Bashki te Forta has been supporting the capacity building of municipal staff and, in this effort, has engaged various organizations and companies to help capitalize on experiences and best practices in its fields of support. Additionally, BtF works closely with ALA and AMVV to identify successful cases and good practices in municipal service delivery and leadership. BtF recommends that the relevant cases and experiences identified by these actors be considered during the curriculum development process.

## **5. Budget and Administrative requirements**

**A maximum of 6,200,000 (six million and two hundred thousand) Albanian Leke excluding VAT, is allocated for the scope of work of this bid.**

Please note that from the total budget mentioned above of **6,200,000 ALL excluding VAT, a maximum of 1,500,000 (one million and five hundred thousand) ALL, excluding VAT, is fixed for the development of the two curricula for municipal staff.**

The other part of the budget, that is a maximum **4,700,000 (four million and seven hundred thousand) ALL** excluding VAT, will be available for the delivery of the two curricula, at national level for the municipal staff. The use of the budget for delivery of training, by the winning bidder, will be "OPTIONAL" or "based on demand", meaning that according to "Bashki te Forta"'s approach and plan, these training courses are foreseen to be carried out by system actors, mostly once it is in place new Academy for Local Governance. In case the Academy will not be in place, other system actors could take the lead in delivering the training courses for these two curricula. In case the delivery of the training courses for these two curricula will be carried out by the winning bidder, through the certified trainers, the budget of a maximum of **4,700,000 (four million and seven hundred thousand) excluding VAT**, will be used by winning consultancy company/ organization for the training delivery.

### **The bidding consultancy companies/ organizations should consider both options.**

At the end of this open procurement procedure, HELVETAS will establish a framework agreement with the winning consultancy company/organization for three (3) months (April- June 2025).

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 companie/bidding organization 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 budget, the timeframes for activities and the results.

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 to offer the services, 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.

## 6. Experience and capacity expected from the tenderers.

The mandate is foreseen to be accomplished by a consultancy company/organization, or their consortium, that sets up a team of **six (6) senior experts/staff**. The team should have:

1. One Project Manager with at least 11 years of experience with managing projects, supporting the **public administration and environment in Albania**, preferably of local governance.
2. One senior expert with at least 11 years of experience in supporting and providing capacity building in **public service planning, budgeting and management** at local government level.
3. One Senior Expert with at least 11 years of experience in planning, management and technical aspects of **public forests**.
4. One Senior Expert with at least 11 years of experience in planning, management and technical aspects of **irrigation and drainage systems and infrastructure** for agriculture land.
5. One Senior Expert with at least 11 years of experience with developing and maintaining public infrastructure in Albania.
6. One Senior Expert with at least 11 years of experience with **training and capacity building** and knowledge management for local governments.

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 11 years of experience with managing projects supporting the public administration and environment, preferably at local government level, in Albania.       | CV updated in 2024, for each expert (first page of CV to have a summary of key qualifications and how many years of expertise the expert has for the relevant position in this call specified | Availability for this bid, signed by each expert | References for entries in the CVs signed and stamped (is not obligatory) |
| 2  | Public service planning, budgeting and management expert                        | <b>Senior</b> - least 11 years of experience in supporting and providing capacity building in public service planning, budgeting and management at local government level in Albania |   |  |  |
| 3  | Planning and management of public forests expert                                | <b>Senior</b> - at least 11 years of experience in planning, management and technical aspects of public forests in Albania   |   |  |  |
| 4  | Planning and management of irrigation and drainage systems for agriculture land | <b>Senior</b> - at least 11 years of experience in planning, management and technical aspects of irrigation and drainage systems for agriculture land in Albania.                    |   |  |  |

|   |   |  |                 |  |  |
|---|---|--|-----------------|--|--|
| 5 | Public infrastructure expert  | <b>Senior</b> - at least 11 years of experience with developing and maintaining public infrastructure in Albania.  | as per Annex 6) |  |  |
| 6 | Training, capacity building and knowledge management expert for local governments | <b>Senior</b> - at least 11 years of experience with training, capacity building and knowledge management for public administration and local governments in Albania |                 |  |  |

The bidding organization/s or consultancy company/ies should also submit references that prove experience with services related to this call, at least during the last five (5) years, in the field of:

1. Experience in carrying out scopes of work of similar size and complexity in technical assistance projects for the leaning and training of the public administration and local government, preferably in Albania.
2. Thematic expertise in the field of: Public administration, local government and intergovernmental cooperation; Municipal services planning, management and performance; Public financial management, Local government budgeting and asset management; Legal and policy expertise in local governance; Municipal council development; Government transparency, accountability and communication.
3. Expertise in the field of capacity building, coaching and knowledge management for public administration and local government officials (local elected and staff).
4. Experience with designing, preparing and delivering training courses and other learning tools for capacity building of the officials of public government agencies/institutions, preferably of local governments as far as the service planning, budgeting and management in public institutions and local government, planning and management of public forests and of irrigation and drainage systems for agriculture land.
5. Previous experience of cooperation with ASPA, AMVV and LGU associations and/or other public institutions, in designing training modules/materials for local government.
6. Experience in managing teams of consultants/experts on similar projects.
7. Experience in implementing projects funded by the EU or other donors in the field of capacity building for public administration, local government and municipal services, specifically on public services planning and monitoring, project implementation, municipal finances and budgeting.

For the declaration of expert availability template: **see Annex 3.**

For the list of proposed experts for each of the expert positions of this call: **see Annex 6** (do not add more than six experts as per this call requirements).

The level of expertise will be evaluated considering both the record of mandates delivered by the bidding consultancy company/organization and the qualifications of the proposed experts. See **Annex 2** related to the mandates of the organization.

## 7. 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 bidding consultancy company/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 bidding consultancy company/ organization.<br>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.<br>The certificate from the Court must not be older than 3 months before the deadline for submission of the bid.  |
|     | For each Consortium, each bidding consultancy company/organization must be registered and must have a <b>bilateral agreement</b> .   | 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 <b>the leader</b> of the Consortium, <b>the division in %</b> for each bidding consultancy company/organization <b>of the budget</b> to be allocated separately for: 1. preparing the curriculum, and 2. the delivery of the training courses, and <b>the allocation of the experts</b> from each member of the consortium per each of the expert positions of this call (see Annex 6). |
| 2   | Prove that the bidding consultancy company/ 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.<br>If a consortium applies, the <b>proof must be for each bidding consultancy company /organization</b> , 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 <b>active status</b> of the bidding consultancy company/organization.<br>The extract from QKB must not be older than <b>3 months</b> before the deadline for submission of the bid.<br>For NPO/NGOs, a document from the court for not being in the bankruptcy process.<br>The certificate from the Court must not be older than <b>3 months</b> before the deadline for submission of the bid.                            |
| 3   | Prove that the consultancy bidding consultancy company/ organization has no unpaid taxes for the current period.<br>If a consortium applies, the <b>proof must be for each bidding consultancy company/ organization</b> , that is part of the consortium.   | Document issued by E-Albania: <ul style="list-style-type: none"> <li>• Certificate payment for taxes.</li> <li>• Certificate payment for social &amp; health security, issues within the last <b>30 days</b>.</li> <li>• Certificate payment for the Local taxes</li> </ul> Extract from QKB or certificate Court must not be older than 3 months before the deadline of submission.<br>Certificates from the Municipality must not be older than <b>3 months</b> before the submission deadline.  |

|     |   |   |
|-----|---|---|
| 4   | 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 <b>proof must be for each bidding consultancy company/ organization</b> , that is part of the consortium.   | Documents from the Court or General Directorate of Prisons (Judicial Records Certificate / Certifikatë e Gjendjes Gjqësore- Deshmi Penaliteti) must not be older than <b>3 months</b> before the deadline for submission of the bid.  |
| 5   | Prove from the bailiff office for not have debts, pending payments, or obligations not yet executed (last 3 years)<br>If a consortium applies, the <b>proof must be for each bidding consultancy company/ organization</b> , that is part of the consortium.  | Document from the bailiff office must not be older than <b>3 months</b> before the deadline for submission of the bid   |
| 6.1 | Financial sustainability of the bidding consultancy company/organization's activity. Prove that the bidding consultancy/ organization had an average turnover during the three years for which the account has been closed (2021, 2022, and 2023) over 50 % of the requested amount under this call.<br><br>If a <b>consortium</b> applies, the proof that the consortium members had an average turnover of the consortium members, during the three years for which the accounts have been closed (2021, 2022, and 2023) over 50 % of the requested amount under this call. | An average turnover of at least <b>31,000 Euro</b> in each of the three years (2021, 2022, and 2023) proven by financial reports preferably audited.<br><br>An average turnover of the <b>consortium</b> of at least <b>32,000 Euro</b> , of the three years (2021, 2022, and 2023) proven by financial reports, preferably audited.<br><br>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.<br><br>The document from the General Directory of Taxes (E-Albania) if the bidding consultancy company/ organization or NPO/NGO is subject of VAT, must not be older than 3 months before the deadline for submission of the bid. |
| 6.2 | 1. For business: Proofs that consultancy company or individual (registered in QKB) accounts of the two years (2022, and 2023) have been audited.<br><br>2. For NPO/NGOs: Proofs that accounts of the two years (2022 & 2023) have been audited or at least financial reports handed over to tax authorities.<br><br>3. If a consortium applies, the proof must be for each bidding consultancy company/organization, that is part of the consortium, according to point 1 & 2 above.  | 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.<br><br>2. 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<br><br>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 bidding consultancy company/organization | <p>List of thematically and geographically (<i>Western Balkans: Albania, Bosnia and Hercegovina, Kosova, Northen Macedonia Montenegro, Serbia</i>) relevant mandates (in capacity building, developing and delivering training curricula and other earning tools for the public administration and local government) implemented by the bidding consultancy company/ organization in <b>the last 5 years</b>. Referring to Annex 2 please indicate the relevant projects involved in implementing the mandates, the field of expertise, types of services, donors, contact person, number of experts of your organization involved in each mandate, and total financial volume.</p> <p>Each mentioned mandate should be accompanied by a contact person as a reference for any relevant entries.</p> <p>A letter of reference from the Contracting Authority is not needed.</p> | 15 points                   |
| 2.1 | Adequacy of the CVs of proposed experts and staff                       | <p><u>*CVs of the proposed six (6) experts (in Europass CV format.<sup>5</sup></u><br/>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.</p> <p>Please clarify what expert is proposed for what position (see table above of the number of requested experts, and Annex 6)</p>  | 85 points                   |
| 2.2 |   | <p>Availability of experts. All proposed experts should sign a declaration of their availability for the duration of the mandate (Annex 3). If the evaluation committee will find two same CVs (experts) in more than one bidding consultancy company/ organization, all these bidding consultancy companies/ organizations will be disqualified. <b>People employed in Local or Central Government institutions, and in Independent state institutions, are not allowed to be part of the bid.</b></p>   |                             |

\*A senior expert has a minimum of 11 (eleven) 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.**

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<sup>5</sup> As per Annex 5

### c. Financial offer

| No. | Description   | Required documents  | Weighting in the evaluation  |
|-----|---|---|--|
| 1   | <p><b>Financial offer:</b> One unified daily fee for the position of the senior expert (all taxes included &amp; VAT included, if applicable).</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 expert position.</li> </ul> <p>The maximum daily fee level per <b>senior expert is <u>29,000 ALL tax included &amp; VAT included (if applicable).</u></b></p> | <p><b>100 points</b></p> <p>The evaluation will consider one proposed fee for senior experts</p> |

### 8. 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 70%** of the total score of the bid.

The total amount of points for the **financial offer will count for 30%** of the total score of the bid.

### 9. Timetable of the procurement

| Date                         | Activity                              |
|------------------------------|---------------------------------------|
| <b>Launching/Publication</b> |                                       |
| 27.02.2025                   | Call Publication                      |
| 07.03.2025                   | Information session (12:00-13.00)     |
| 26.03.2025                   | Deadline for submission               |
| 30.03.2025                   | The decision by an internal committee |
| 02.04.2025                   | Contracting and start of work         |

### 10. Administrative aspects

The technical and financial offers shall be submitted in English together in one sealed 'overall envelope'. In the overall envelope should be written in a clear way the full name of the tender call you are applying for and the name and contacts of the bidding consultancy company/organisation.

The technical offer, with the requested documents (cover letter, documents from e-Albania, Court, list of mandates, CVs, concept paper, etc.), shall be submitted in English, while the documents from Albanian institutions can be in Albanian.

The technical and financial offers should be submitted in separate and sealed envelopes inside the overall envelope. On both envelopes should be written in a clear way the full name of the tender call you are applying for and the name and contacts of the bidding consultancy company/organisation. All candidates interested in asking questions or clarifying different elements of this procedure can visit our office on **07.03.2025, 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 **26.03.2025 (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 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.

## **11. 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.

## **12. 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.

## **13. 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.

## **14. 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

Matrix of Cooperation for the Training of LGU Officials, AMVV (attached)

## Annex 2

**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>6</sup> |               |                             |  |                      |                | Type of services provided |                              |                                    |
|   |               |                             |  |                      |                |                           |                              |                                    |
| Contact:                                      |               |                             |  |                      |                |                           |                              |                                    |

## Annex 3

### 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."

## Annex 4

### 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?

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<sup>6</sup> Not more than half a page

## Annex 5. 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 6.

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> | <b>Consortium member (if relevant)</b> |
|------------|-----------------------|---------------------------------------|--|--|
| 1          |                       |                                       |  |  |
| 2          |                       |                                       |  |  |
| 3          |                       |                                       |  |  |
| 4          |                       |                                       |  |  |
| 5          |                       |                                       |  |  |
| 6          |                       |                                       |  |  |

## Annex 7

“Metodologjia e Vlerësimit të Cilësisë së Kurrikulave për Trajnimin e Administratës Publike në Shqipëri”, ASPA (Methodology for Quality Control of the Curricula for the Public Administration in Albania) -attached.

[Annex 7 Methodology for Quality Control of the Curricula for the Public Administration in Albania .pdf](#)

## Annex 8

Guidelines and Standards for Developing a Training Module for Public Administration in Albania- short version, ASPA (“Udhëzime të Përgjithshme dhe Standardet për Hartimin e një Moduli Trajnimi për Administratën Publike në Shqipëri”- versioni i shkurtuar)- attached.

[Annex 8\\_ Guidelines and Standards for Developing a Training Module for Public Administration in Albania- short version, ASPA.pdf](#)

## Annex 9

List of selected key documents to refer to as resources for the development of the two curricula for municipal staff.

| CURRICULA   | Resource material Package  |
|---|--|
| For both curricula  | <p>Law no. 139-2015 “On Local Self-government”.</p> <p>Law no. 68-2017 “On Local Finances”.</p> <p>DCM no. 161, dated 20.3.2024 “On the approval of the national document of priority policies 2025-2027”, amended by DCM no. 533 dated 12.08.2024 (VKM 161, datë 20.3.2024 “Per miratimin e dokumentit te politikave prioritare 2025-2027”, ndryshuar VKM nr. 533 dated 12.08.2024)</p> <p>"Guide to Asset Management and Administration Planning in Local Self-Government", 2017; NSA (KLSH)</p> <p>Manual for Municipalities "Management of Assets - Guide for Local Decision Makers", November, 2014; NALAS</p> <p>"Guidelines for Asset Management at the Local Level" - September 2010, USAID-PLGP</p> |
| Policy and instruments for planning and management of the municipal forests.  | <p>Law 57 dt. 30.4.2020 For Forests</p> <p>Policy Document for Forests in Albania 2030, AKP (<i>Dokumentin e Politikave për Pyjet në Shqipëri 2030, AKP</i>)</p> <p>Breeding Plan Guide 2019, KPA (<i>Udhëzuesi i planit të mbarështrimit 2019, AKP</i>)</p> <p>Manual for forest fire protection 2024, KPA (<i>Manual për mbrojtjen e pyjeve nga zjarri 2024, AKP</i>)</p> <p>Forestry Manual 2023, KPA (<i>Manuali Pyllëzimeve 2023, AKP</i>)</p> <p>National Inventory of Forests and Pastures IKPK 2021, KPA (<i>Inventari Kombëtar i Pyjeve dhe Kullotave IKPK 2021, AKP</i>)</p> <p>The service plan for breeding municipal forests</p>  |
| Policy and instruments for planning and management of municipal irrigation and drainage system for the agricultural land. | <p>Law no. 24-2017 For irrigation and drainage administration</p> <p>Irrigation and Drainage Strategy in Albania</p> <p>Instruction no. 12, dated 30.12.2019 On the rules and technical criteria for the maintenance and operation of the irrigation and drainage infrastructure (<i>Udhëzim nr. 12, datë 30.12.2019 Për rregullat dhe kriteret teknike për mirëmbajtjen dhe funksionimin e infrastrukturës së ujitjes dhe të kullimit</i>)</p> <p>The municipal service plan for the irrigation and drainage system</p> <p>The service plan for breeding municipal forests</p>  |