



Tirana, 03/02/2025

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Submission deadline: 28/03/2025

ENGAGEMENT OF ONE EXPERT TO DEVELOP A HANDBOOK FOR THE PROFESSIONALS OF THE MUNICIPALITY OF MIRDITA, THE EMPLOYMENT OFFICE, AND THE REGIONAL DIRECTORATE OF PUBLIC PROFESSIONAL TRAINING FOR PROVIDING INTEGRATED SERVICES FOR DECENT EMPLOYMENT.

BACKGROUND:

Liberal Institute of Tirana Pashko, during January - December 2025, is implementing the project "Boost innovative policies for a more Inclusive Workforce and Better Long-term Care in the Municipality of Mirditë", supported by UNDP in the framework of United Nations Joint Program "Lifelong Empowerment and Protection in Albania - LEAP". The main goal of the project is to establish a sustainable and inclusive ecosystem aimed at integrating into the labour market and skills development the girls, women, boys, and men facing disadvantaged employment conditions in the city of Mirdita. This initiative will focus on enhancing the individual capacities of these target groups, empowering local institutions to deliver integrated services, and fostering robust intersectoral collaboration between the public and private sectors. In this regard, one expert is required in order to develop one Handbook for the Professionals of the Municipality of Mirdita, the Employment Office, and the Regional Directorate of Public Professional Training for Providing Integrated Services for Decent Employment.

OBJECT:

Engagement of one expert to develop a handbook for the professionals of the Municipality of Mirdita, the employment office, and the regional directorate of public professional training for providing integrated services for decent employment.

PURPOSE OF THE POSITION:

The contracted expert will be in charge to develop one handbook for the professionals of the Municipality of Mirdita, the employment office, and the regional directorate of public professional training. The handbook aims at providing guidelines and standards for delivering integrated services that ensures decent and inclusive employment for community members. It will cover topics such as best practices, needs identification, service standards, and administrative procedures. Serving as a vital resource, the handbook will equip professionals with the knowledge and tools necessary to assist individuals in integrating into the labor market.

SUBMISSION OF THE SERVICE:

3 working days.

DUTIES AND RESPONSIBILITIES:

- To develop the handbook for the professionals of the Municipality of Mirdita;
- To deliver the service within the deadline defined by the contracting organization;
- To coordinate the work in close cooperation and communication with the project staff;



QUALIFICATION AND EXPERIENCE:

- The expert should be graduated in Social Sciences, Political Sciences, Human Resources Management, etc;
- Should have at least 2 years of experience in strategic documents drafting;
- Should have organizational and communication skills;
- Excellent command of the Albanian language; preferably, proficiency in English;

NECESSARY DOCUMENTS FOR APPLICATION:

- CV of the applicant;
- Financial offer with a maximum amount of 75,000 ALL;

The application must be submitted by email at info@ilp-al.org, within 28/03/2025.

INSTRUCTIONS TO TENDERERS

When submitting their tenders, tenderers must follow all instructions, forms, terms of reference, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

These instructions set out the rules for submitting, selecting and implementing contracts financed under this call for tenders.

SUPPLY TO BE PROVIDED

The supply required by the Contracting Authority are described in the Terms of Reference.

Timetable

	DATE	TIME*
Deadline for requesting clarification from the Contracting Authority	21.03.2025	23:59
Deadline for submitting tenders	28.03.2025	23:59

* All times are in the time zone of the country of the Contracting Authority Provisional date

PARTICIPATION, SERVICE PROVIDER AND SUBCONTRACTING

- Participation in this tender procedure is open to all interested tenderers.
- The contract between the tenderer/contractor and the service provider shall contain a provision that it is subject to the approval of the partner country. It is furthermore recommended that this contract contains a dispute resolution clause.
- The tenderer must intend to provide the majority of the supplies itself except for the tasks entrusted to the service provider. If the tenderer intends to subcontract one or more parts of the contracted supply, this must be clearly stated in the financial offer form defining the name of the subcontractor, the value to be subcontracted and the percentage of this value in total amount of the offer.

CONTENT OF TENDERS

- Offers, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in English or Albanian.
- Supporting documents and printed literature furnished by the tenderer may be in another language, provided they are accompanied by a translation into the language of the procedure. For the purposes of interpreting the tender, the language of the procedure has precedence.
- The tender must include a technical offer and a financial offer, which must be submitted by e-mail, (see clause 4). Failure to fulfil the requirements in clauses 4.1, 4.2 and 4 will constitute an irregularity and may result in rejection of the tender.

TECHNICAL AND FINANCIAL OFFER

The technical offer must include the following documents:

- A CV of the tenderer / website link
- The Financial offer must be presented as an amount in ALL and must be submitted using the template of the Tender Submission Form. Tenderers are reminded that the maximum budget available for this contract, is **75,000 ALL**.

PERIOD DURING WHICH TENDERS ARE BINDING

Tenderers are bound by their tenders for 90 days after the deadline for submitting tenders or until they have been notified of non-award. The selected tenderer must maintain its tender for a further 60 days. A further period of 60 days is added to the validity period irrespective of the date of notification.

ADDITIONAL INFORMATION BEFORE THE DEADLINE FOR SUBMITTING TENDERS



The tender dossier should be clear enough to avoid candidates having to request additional information during the procedure. If the Contracting Authority, either on its own initiative or in response to a request from a tenderer, provides additional information on the tender dossier, it must send such information in writing to all the tenderers at the same time. Tenderers may submit questions in writing or by e-mail to the following address up to 5 days before the deadline for submission of tenders, specifying the publication reference and the contract title:

Liberal institute of Tirana Pashko

Address: Street “Xhanfize Keko” no.56, Tirana

E-mail: info@ilp-al.org

The Contracting Authority has no obligation to provide clarification after this date. Any tenderer seeking to arrange individual meetings with the Contracting Authority concerning this contract during the tender period may be excluded from the tender procedure. No information meeting or site visit is foreseen.

SUBMISSION OF TENDERS

Tenders must be delivered to the Contracting Authority for **receipt** within, date: **28.03.2025**; time: 23:59. They must include the requested documents and be sent:

- **by e-mail to** Liberal institute of Tirana Pashko;
- Email: info@ilp-al.org

Tenders submitted by any other means will not be considered.

AMENDING OR WITHDRAWING TENDERS

Tenderers may amend or withdraw their tenders by written notification prior to the deadline for submitting tenders. Tenders may not be amended after this deadline. Any such notification of amendment or withdrawal must be prepared and submitted via e-mail.

COSTS FOR PREPARING TENDERS

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs must be borne by the tenderer.

OWNERSHIP OF TENDERS

The Contracting Authority retains ownership of all tenders received under this tendering procedure. Consequently, tenderers do not have the right to have their tenders returned to them.

EVALUATION OF TENDERS

Interviews: No interviews are foreseen.

Evaluation of technical and financial offers: Tenders exceeding the maximum budget available for the contract are unacceptable and will be eliminated.

Choice of selected tenderer: The best value for money ratio is established for this tender procedure.

Confidentiality: The entire evaluation procedure is confidential, subject to the Contracting Authority’s legislation on access to documents. The Evaluation Committee’s decisions are collective, and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the Contracting Authority.

ETHICS CLAUSES / CORRUPTIVE PRACTICES

- Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the Evaluation Committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender and may result in administrative penalties.
- The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project.
- Tenders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to

the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

- The Contracting Authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the Contract, the Contracting Authority may refrain from concluding the Contract.

SIGNATURE OF CONTRACT(S)

Notification of award: The successful tenderer will be informed that its tender has been accepted.

Signature of the contract(s): Within 30 days of receipt of the contract already signed by the Contracting Authority, the selected tenderer shall sign and date the contract and return it to the Contracting Authority.

CANCELLATION OF THE TENDER PROCEDURE

In case of cancellation of the tender procedure, the Contracting Authority will notify tenderers about the cancellation.

Cancellation may occur, for example, where:

- the tender procedure has been unsuccessful, i.e., no suitable, qualitatively or financially acceptable tender has been received or there is no valid response at all;
- there are fundamental changes to the economic or technical data of the project;
- exceptional circumstances or force majeure render normal performance of the contract impossible;
- all technically acceptable tenders exceed the financial resources available;
- there have been substantial errors, irregularities or frauds in the procedure, in particular if they have prevented fair competition;
- the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market).



SERVICE SUBMISSION FORM

Activity 2.1.1: Develop a Handbook for the Professionals of the Municipality of Mirdita, the Employment Office, and the Regional Directorate of Public Professional Training for Providing Integrated Services for Decent Employment.

Project: "Boost innovative policies for a more Inclusive Workforce and Better Long-term Care in the Municipality of Mirditë".

Name of the Expert:

Based on the procedure described above, we the undersigned declare:

Total amount of the offer:

No.	Supply	Unit	Quantity	Price	Total price
1	Handbook	Fee	1		
	Total Price				

Signed on behalf of the Expert

Name:

Signature:

