

**Date: 05 June 2025**

**Terms of Reference (ToR)**  
**“No. 2.5 Project Head – International (PHI)”**

**Position:** Head of Project – International (PHI)  
**Location:** Tirana, Albania  
**Duration:** June – December 2025  
**Expected Start Date:** 25 June 2025  
**Contracting Authority:** ALBICT Organization, Tirana, ALBANIA.  
**Project:** Circular Economy for Sustainable Urban Development in Albania

### 1. General Information

ALBICT Organization is requiring to contract an external expert for the position of **Project Head – International (PHI)** for the project Digital Loop Accelerator (DLA): A Venture Builder that builds five (5) New Startups in Albania along five (5) generic Circular Economy Frameworks.

### 2. Background of the Project

Albania, a country located in the Balkans has embraced the ambitious goal of transforming its economy to be more circular and environmentally sustainable. This project is a step in that direction by creating five (5) new circular businesses will likely create employment opportunities for 21 people, for a minimum of six (6) months. However, alongside, the project has two more intended purposes. First: make young Albanians knowledgeable and conscious of Circular Economy. They, then, become the new evangelists of the Circular Economy revolution in Albania. Secondly, reverse the brain drain that Albania is facing by giving an opportunity for the Albanian diaspora to participate in meaningful entrepreneurial activity back in their home country.

### 3. Objectives of the Service

D.L. Accelerator aims to achieve the following objectives:

- Creation of five (5) new Circular Economy Startups
- Possible creation of employment opportunities for at least 21 individuals, for a minimum of six (6) months;
  - At least 100 young Albanians are conscious and knowledgeable of Circular Economy principles. They become the new evangelists of a new Circular Economy revolution in Albania
- Promote Circular Economy shopping habits among at least 100 Albanians – who become consumers of the five startups that the program creates.

### 4. Key Responsibilities and Tasks

The PHI has the following Roles and Responsibilities in the Digital Loop Accelerator project:

1. Overall design of the concept of the Digital Loop Accelerator (DLA)
2. Planning and scheduling the different phases of the DLA project, including publishing the Gantt chart
3. Planning and executing the three (3) Webinars and explaining the concepts of Circular Economy startups and the DLA using at least 1 case study per Webinar
4. Planning the three (3) live Seminars at Albanian Universities
5. Bring in an international network of Circular Economy experts and mentors who help and guide the Albanian startup teams during the Acceleration program

6. Oversee the formation of the Evaluation Committee that will define the Evaluation Metrics and evaluate the performance of startup teams at each of the three Milestones: M0, M1, M2
7. Design and oversee the workshops and mentor strategy for the Acceleration program
8. Overall, end to end, supervision of the Acceleration program, with Accountability of the final results
9. Reporting the progress of the project to the ALBICT.
- 10. Please note, a specified list of detailed tasks and commitments for each project activity line will be negotiated with the selected applicants.**

#### 4.1 Expected Key Deliverables

The PHI is expected to deliver the following key outputs:

- Concept note for DLA finalized and approved (June 2025)
- Three webinar presentations, including agenda, slide deck, and one case study each.
- Reports from three live seminars held in Albanian universities.
- Monthly narrative and financial progress reports submitted to ALBICT
- Evaluation strategy for startup teams with metrics for M0, M1, M2
- Final report on the DLA outcomes and startup performance.

#### 4.2 Performance Indicators (KPIs)

- Completion and execution of all planned webinars and seminars on time
- To suggest at least 5 international experts/mentors engaged and active in the program
- Minimum of 20 individuals engaged in employment through startups
- All participating startups evaluated and rated at each milestone (M0, M1, M2)
- Submission of 6 monthly reports and 1 final report

### 5. Provision Timeline of Engagement

- **June 2025:** Project concept finalization, expert engagement
- **July 2025:** Execution of webinars and university seminars
- **August – September 2025:** Acceleration phase, mentor coordination
- **October 2025:** Milestone 1 evaluations and continuation of mentoring
- **November 2025:** Final milestone (M2) evaluations
- **December 2025:** Demo Day and final reporting

### 6. Duration and Location

- Contract duration: (June-December 2025 about 7 months)
- Location: Tirana, Albania (approximately 90 days of physical presence in Albania)

#### 6.1 Reporting & Communication

- **Reports to:** ALBICT Executive Director or appointed Project Manager
- **Frequency:** Monthly progress reports; final report in December 2025
- **Format:** Narrative and financial (aligned with GIZ reporting standards)
- **Communication Tools:** Email, shared cloud drive, weekly check-ins (virtual or in-person)

## 6.2 Ethical Standards and SDG Alignment

- PHI will uphold the highest standards of professional ethics and transparency
- The DLA aligns with the following Sustainable Development Goals:
  - **SDG 8:** Decent Work and Economic Growth
  - **SDG 11:** Sustainable Cities and Communities
  - **SDG 12:** Responsible Consumption and Production

## 7. Required Qualifications – Head of Project (International Applicant)

### 1. Nationality

- The applicant must be a **foreign national**. **Albanian citizens are not eligible** to apply for this position.

### 2. Education

- A Master's degree or higher in one of the following fields:
  - Environmental Science
  - Circular Economy
  - Sustainability
  - Environmental Engineering
  - Waste Management
  - Economics, with a specialization in Sustainable Development or similar.

### 3. Professional Experience

- **Minimum of 5 years** of relevant professional experience in environmental or circular economy projects or startup acceleration programs etc.
- **At least 3 years** in a senior project management role, including responsibility for team leadership, planning, and implementation.
- Proven experience managing **international donor-funded projects** (e.g., EU, UNDP, GIZ,).
- Experience working in transition or developing countries is highly desirable.

### 4. Languages

- **Fluency in English** (written and spoken) is mandatory.
- Knowledge of Albanian is an asset but not required.

### 5. Technical and Managerial Skills

- Strong leadership and coordination skills, especially in multicultural and multidisciplinary environments.
- Ability to manage complex projects with multiple stakeholders.
- Excellent written and verbal communication skills, including reporting to donors and governmental institutions.
- Proficiency with project management tools and relevant software.

### 6. Availability and Location

- Willingness to **relocate to Albania** and work full-time on-site for the duration of the project.
- Flexibility to travel within Albania as needed for project implementation.

### 7. Additional Assets

- Experience engaging with EU initiatives, circular economy legislation.

- Previous work experience in the Western Balkans region is considered an advantage.

## **Legal requirements to be submitted by the Candidate / Bidder**

### **The applicant must submit the following documents:**

#### ***1. Proof of Nationality***

- Valid copy of **passport** or **national ID card** indicating non-Albanian citizenship.

#### ***2. Educational Qualifications***

- **Certified copies** of relevant **university degrees** (Master's or PhD), translated in English if not originally issued in English.

#### ***3. Professional Experience***

- **Curriculum Vitae (CV)** in clearly detailing relevant positions, durations, roles and responsibilities. Include English language proficiency.
- **Signed reference letters** from previous employers (especially those related to project management and/or circular economy).

#### ***4. Technical Proposal and Sector-Specific Expertise***

- Short **technical proposal** and **letter of interest** (1–2 pages) outlining:
  - Relevant experience in circular economy, startups accelerator
  - Key skills applicable to the project in Albania
  - Understanding of the circular economy context and challenges in developing countries

#### ***6. Other Documents***

- **Declaration of Availability:** Signed statement confirming willingness to relocate and be available full-time in Albania for the duration of the project. (attached)
- **Statement of No Conflict of Interest:** Declaring that the applicant has no existing or past conflict related to the contracting authority (attached)
- **Criminal Record Certificate** generated by the local authorities of the applicant (English).

#### ***1. Financial Offer***

- **Financial offer.** Attached is the request for prices (RFP) form in excel. Please fill in the exact value of the service provided for the requested items. Please note that the prices are in euros.
- **Note: Please include in your offer all the costs for travel, accommodation and meals. Also include all other expenses necessary to perform the required tasks.**

## 8. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

<i>Criteria</i>	<i>Maximum Points</i>
<b>Proof of Nationality</b>	<b>3 points</b>
<b>Educational Qualifications</b>	<b>15 points</b>
<b>Professional Experience</b>	<b>30 points</b>
<b>Reference Letters</b>	<b>7 points</b>
<b>Technical Proposal</b>	<b>10 points</b>
<b>Declaration of Availability</b>	<b>5 points</b>
<b>No Conflict of Interest</b>	<b>5 points</b>
<b>Criminal Record Certificate</b>	<b>5 points</b>
<b>Financial Offer</b>	<b>20 points</b>
<b>Total</b>	<b>100 points</b>

## 3. Submission of offer

- The deadline for accepting the financial offer and required documents is **19 June 2025**.
- All documents must be sent in pdf format via email. You can send them grouped in zip, google drive, etc.
- Only selected applicants will be contacted for negotiation.

### 3.1 Method of submitting the offer

The offer must be sent to the **email address:** [procurement@albict.al](mailto:procurement@albict.al)

OR

with mail to the subject's offices at the address: Rruga Stavro Vinjau Nd.2, H.9, Ap.7 (Rruga e Elbasanit), Tirana, Albania 1010, in a sealed envelope marking only the name of the economic operator and the object of the procedure.

**All documents must be sent in pdf format. You can send them grouped in zip, google drive, etc**

## 4. Evaluation of offers

- Best price (technical evaluation price-quality)

## 5. Terms of payment

The payment terms will be agreed upon between the parties during the negotiation phase.

**The term of the contract** will be from signing to the receipts of the goods/service.

**The delivery of the good/service** will be done in accordance with the request from the tendering entity.

**The place of delivery** of the goods/performance of the service will be at **Tiranë, Albania**

## **6. Notification of the winner**

The successful bidder will be notified by email.

## **7. Confidentiality**

The entire evaluation procedure is confidential, subject to the procedures of the Contracting Authority for access to documents. The decisions of the Evaluation Committee are collective and its review is held in a closed session.

The members of the Evaluation Committee are obliged to maintain secrecy. Evaluation reports and records kept are for official use only and may not be communicated to bidders or any other party except the Contracting Authority, Donor, legal and tax authorities upon their request.

(Annex List of Confidential Information)

## **9. Ethics and Corruption**

a) Any attempt by a bidder to obtain confidential information, to enter into illegal agreements with competitors or to influence the Evaluation Committee or the Contracting Authority during the process of review, clarification, evaluation and comparison of bids will lead to rejection of his offer.

b) The bidder must not be affected by any conflict of interest and must not have equivalent relations in this regard with other bidders or parties involved in the project.

c) ALBICT reserves the right to suspend the procedure if it evidences "corrupt practices" such as the offer of a bribe, gift, reward or brokerage commission for the award of a contract or the execution of a contract.

d) Offers will be rejected or contracts will be terminated if it appears that the awarding or execution of a contract has caused unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not derived from a properly concluded contract that refers to the main contract, unpaid commissions in exchange for any service outside the scope of the project and the contract entered into between the parties.

e) The contracting authority reserves the right to suspend or cancel the procedure, when the procedure for awarding the contract turns out to have been subject to substantial errors, irregularities or fraud.

## **10. Cancellation of the procurement procedure**

In case of cancellation of the procurement procedure, the Contracting Authority will notify the bidder of the cancellation. If the procurement procedure is canceled before the bids are opened, then the unopened and sealed envelopes will be returned to the bidders.

Cancellation may occur when:

- The procurement procedure has been unsuccessful, i.e. no offers of qualitative or financial value have been received or there are no valid responses at all;
- there are substantial changes in the economic or technical data of the project;
- extraordinary circumstances or force majeure make the normal implementation of the contract impossible;
- there were irregularities in the procedure, especially if they prevented fair competition;

Only for questions, please contact the email address:

[financa@albict.al](mailto:financa@albict.al)

**“ALBICT”**