

Date: 20 June 2025

Terms of Reference (ToR)
“No. 2.6 Project Analysts (PA)”

Position: Project Analysts (PA)

Location: Tirana, Albania

Duration: July – December 2025 (approx. 6 months)

Expected Start Date: 1 July 2025

Contracting Authority: ALBICT Organization, Tirana, ALBANIA.

Project Title: *Circular Economy for Sustainable Urban Development in Albania*

Project Component: *Digital Loop Accelerator (DLA)*

1. General Information

ALBICT Organization is seeking to contract a Project Analyst to support the Project Head International (PHI) in the planning and coordination of the various phases of the ‘Digital Loop Accelerator (DLA) A Venture Builder’ project.

This initiative aims to establish five (5) new startups in Albania, each based on a distinct Circular Economy framework.

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

1. Assisting the Project Head – International (PHI) in planning and scheduling the different phases of the DLA project
2. Assisting the PHI in planning and executing the three (3) Webinars
3. Collaborating with the ALBICT team with the social media promotion of the Webinars in order to attract maximum attendees per webinar

4. Collaborating with the AlBICT team in the overall scouting process in order to maximize the number of applications to the DLA project
5. Collaborating with the AlBICT team in executing the three (3) live Seminars at Albanian Universities
6. Assisting the PHI and Collaborating with AlBICT when attracting the best Albanian entrepreneurs, sales, marketing, e-Commerce and Delivery startup experts to apply as mentors and experts in the DLA project
7. Assist the PHI in the formation of the Evaluation Committee (E.C.). This Committee will define the Evaluation Metrics and evaluate the performance of startup teams or startups at each of the three Milestones: M0, M1, M2
8. Coordinate with the E.C. members, so as to organize meetings with them as per the plan and schedule of the DLA project (e.g.: for M0, M1, M2 milestones)
9. Assist the PHI in filtration & selection exercise of pruning down the startup applications from about 100 to Top-15
10. Assist the PHI in organizing match-making sessions between startups and potential employees
11. Assist the PHI and coordinate with E.C. in organizing interviews with Top-15 startup teams and arriving at the final list of 10 of eight selected startup teams (at M0)
12. Throughout the DLA program, keeping tabs on each startup and scoring them on their performance against metrics defined by the E.C.
13. Compiling the above-mentioned scores of startups and present them to E.C. – which will then be used for decision making at milestones M0, M1, M2
14. Generating brief reports on startup selection, performance and qualification and at the end of each milestone: M0, M1, M2
15. Assist the PHI in planning workshops and classroom sessions and collaborate with AlBICT and in organizing these workshops in Tirana over 12 business days
16. Assist the PHI in designing the mentor strategy for the Acceleration program over a period of 15 weeks
17. Scheduling the Mentor-Startup meetings, coordinating between the Mentors and the startup teams
18. Collaborate with AlBICT team in organizing the Demo Day
19. Being the single point of contact for the startup founders and teams throughout the program; help them with their business needs, within the contours of the DLA program
20. Assisting the PHI in organizing stock-taking meetings: two hours every week during the “Build Product” and the “Build Business” phase
21. Scoring of each startup at end of each meeting
22. Reporting the progress of the project to the project sponsor (GIZ) via monthly narration reports
- 23. 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 PA is expected to deliver the following key outputs:

1. Schedule of E.C. meetings and successful completion in physical locations in Tirana
2. Three (3) Webinars successfully delivered – common with the PHI
3. About 100 startup applications to the program – common with PHI
4. Reports compiling scores of each startup team presented to E.C. before each milestone meeting (M0, M1, M2)

5. Reports at end of each evaluation milestone: M0, M1, M2
6. Schedule of 12 business days of workshops and classroom sessions – common with PHI
7. Successful delivery of 12 business days of workshops and sessions – common with ALBICT
8. Schedule for Mentor sessions to be conducted over 15 weeks – common with PHI
9. Successful completion of all mentor-startup meetings per the above schedule (physical or online)
10. At least 18 stock-taking meetings with startups each ending with score compilation – common with PHI
11. At least 6 monthly narration reports that report progress of project to GIZ

4.2 Performance Indicators (KPIs)

KPI	Description	Target
KPI 1	Number of Circular Startups created	5 startups
KPI 2	Number of Circular Economy awareness events (webinars, seminars)	At least 6 events
KPI 3	Number of participants engaged in awareness events	Minimum 300
KPI 4	Number of applications received for DLA	Minimum 100
KPI 5	Number of mentorship sessions completed	At least 45
KPI 6	Number of milestone evaluation reports submitted	3 reports (M0, M1, M2)
KPI 7	Number of monthly narrative reports to GIZ	6 reports
KPI 8	Successful execution of Demo Day event	1 completed Demo Day

5. Provision Timeline of Engagement

Phase	Timeline
Planning and onboarding	July 2025
Webinars & scouting	July – August 2025
Evaluation Committee setup & selection	August 2025
Mentorship and startup acceleration	September – November 2025
Demo Day & final reporting	December 2025

6. Duration and Location

- Contract duration: (June-December 2025 about 6 months)
- Location: On-site at the ALBICT Office, Tirana, Albania

6.1 Additional Clarifications on Reporting & Communication

- **Reports to:** ALBICT Executive Director or appointed Project Manager.
- Bi-weekly internal updates + monthly narrative and financial reports to ALBICT.
- **Frequency:** Monthly progress reports; final report in December 2025
- **Format:** Narrative and financial (aligned with GIZ reporting standards)
- **Communication Tools:** Google Workspace (Drive, Docs, Sheets), Slack, and Zoom.

6.2 Ethical Standards and SDG Alignment

- PA 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 – Project Analyst (PA)

1. Education

- A Master's degree or higher in one of the following fields:
 - Environmental Science
 - Circular Economy
 - Sustainability
 - Environmental Engineering
 - Waste Management
 - Economics
 - Project Management
 - Innovation Policy
- Or related field as above mentioned

3. Professional Experience

- Minimum of **4–5 years of professional experience** in program design, donor-funded initiatives, or startup support
- **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**
- Proven track record in **reporting, coordination**, and working with cross-sectoral partners.

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, particularly in multicultural and interdisciplinary teams, working across public, private, and civil society sectors.
- Experience in planning and overseeing complex program activities such as webinars, university seminars, evaluation milestones (M0, M1, M2), and the final Demo Day event.
- Excellent written and verbal communication skills, including the ability to prepare high-quality narrative progress reports.
- Proficiency in managing grant-based financial support to third-party beneficiaries, including adherence to selection criteria, documentation of disbursements, and compliance monitoring.
- Advanced skills in digital project management tools, including Trello, Notion, Google Workspace, and Excel, for organizing workflows, tracking deliverables, and coordinating multi-phase implementation.
- Strong knowledge of Circular Economy principles and their practical application across the five DLA startup frameworks: reuse, rental, resale, surplus food distribution, and electronic refurbishment.
- Familiarity with monitoring and evaluation (M&E) systems, including setting and tracking key

- performance indicators (KPIs), compiling evaluation scores, and generating milestone reports.
- Analytical and strategic thinking with high attention to detail, structured problem-solving abilities, and adaptability in dynamic implementation environments.
- Understanding of EU sustainability frameworks, the European Green Deal, and the Sustainable Development Goals (SDGs), particularly SDG 8 (Decent Work), SDG 11 (Sustainable Cities), and SDG 12 (Responsible Consumption).
- Capacity to support the coordination of international experts, including event participation in line with the project.

6. Availability and Location

- Commitment to part-time (18 hours/week) on-site presence at ALBICT's office in Tirana, Albania, for the full six-month duration of the contract, in accordance with the project timeline.

7. Additional Assets

- Previous experience working with European Union initiatives and/or legislation related to the Circular Economy.
- Prior work experience in the Western Balkans region is considered a strong asset.

Legal requirements to be submitted by the Candidate / Bidder

The applicant must submit the following documents:

1.. Educational Qualifications

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

2. 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).

3. 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

4. Other Documents

- 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).

5. 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>
Educational Qualifications	15 points
Professional Experience	30 points
Reference Letters	10 points
Technical Proposal	15 points
No Conflict of Interest	5 points
Criminal Record Certificate	5 points
Financial Offer	20 points
Total	100 points

3. Submission of offer

- The deadline for accepting the financial offer and required documents is **26 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

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

“ALBICT”