

Date: 25 July 2025

Terms of Reference (ToR) “No. 2.16-2.22 Mentors –National (MN)”

Position: Mentors – National (MN)
Location: Tirana, Albania (on-site)
Duration: August 2025– February 2026
Expected Start Date: August
Contracting Authority: ALBICT Organization, Tirana, ALBANIA.
Project: Circular Economy for Sustainable Urban Development in Albania

1.General Information

ALBICT Organization is requiring to contract external experts for the position of **Mentor – National (MI)** 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

To provide specialized mentorship, knowledge transfer, and expert guidance through workshops and one-on-one mentoring sessions to support the growth and success of the startups selected for the DLA program

4. Roles and Responsibilities

National Mentor / National mentors will be engaged in **three main roles**:

4.1. As Local Experts and Members of the Evaluation Committee (EvalComm)

- Contribute to refining the application criteria for startups
- Conduct interviews with the top 15 applicants and provide scoring
- Assist in selecting the top 10 finalists (Milestone 0)
- Define evaluation metrics for Milestone 1 (M1) and Milestone 2 (M2)
- Participate in the selection of the top 5 startups (M1) and the final 3 winners (M2)

4.2. As Workshop Coaches

Deliver hands-on training sessions for startups that may have limited or no prior business experience.
Topics include:

- Startup fundamentals, finance, sales, marketing, legal basics
- B2B sales – led by experienced business sales professionals
- B2C marketing – using social media (Instagram, Facebook)
- Financial principles: cash flow, revenue, costs, unit economics
- E-commerce and logistics for distribution-based businesses
- Online payment systems

4.3. As One-on-One Mentors

- Provide personalized mentorship to each participating startup
 - Support in overcoming challenges, developing business models, and building growth strategies
- Mentors must be founders or senior leaders in active startups, preferably in sectors such as e-commerce, marketplace, or delivery.

5. Deliverables & Reporting

- Participation in the Evaluation Committee (Eval Comm) meetings
- Delivery of workshops as per the approved program plan
- One-on-one mentorship sessions

Session report following for workshop/s or a set of mentoring sessions lumped together including:

- Title of the session
- Date and duration
- Format used (e.g. Zoom, Teams)
- Summary of key topics covered
- Recommendations and key insights
- Names of participating startup(s)
- Supporting materials (where applicable), such as:
 - Presentation slides used
 - Screenshots of the session showing time and participation
 - Recording link (if available)

Mentors will report to ALBICT and will coordinate with the PHI for scheduling and feedback.

All deliverables must be submitted electronically to ALBICT within 7 days after completion
Workshop/s or mentoring sessions in order to be eligible for payment

6. Performance Indicators (KPIs)

The performance of each Foreign Mentor will be assessed using the following KPIs:

1. Timely Delivery of Sessions and Reports
 - All sessions and reports are delivered within the agreed timeline.
2. Quality of Mentorship
 - Feedback from startups
3. Participation and Engagement
 - Attend 100% of scheduled evaluation sessions and interviews
 - Active participation in any advisory meetings (if requested).
4. Submission of Supporting Materials
 - 100% submission of required materials for each session (slides, screenshots, recordings if applicable).
5. Responsiveness and Availability
 - Mentor responds to communication from ALBICT and startups within 48 hours.
 - Flexibility in scheduling and adaptation to program needs.
6. Compliance with Ethics and Confidentiality Policies
 - No breaches of confidentiality or code of conduct.
 - Signed Confidentiality Agreement on file.

7. Provision Timeline of Engagement

Program period: August 2025 – February 2026

Schedule and time commitment will be determined in collaboration with ALBICT.

8. Ethics & Confidentiality

- All mentors must sign a Confidentiality Agreement prior to engagement.
- Mentors are required to maintain confidentiality of any sensitive information or intellectual property shared by the startup teams.

All mentor activities must comply with ALBICT's code of ethics and GIZ's transparency and anti-corruption standards

9. Payment

Payments will be made after submission of session reports and timesheet (if add invoice) by National Mentor and approval by ALBICT.

Report must include:

- Number of sessions delivered
- Date and duration of each session
- Narrative Summary of topics covered
- Total number of hours

Time sheet must include:

- Total number of hours. The Payment will be done (based on agreed hourly rate)
- Sort activity description
- Confirmation from Project Head
- ALBICT approval

ALBICT will process payments within 30 days after the submission of approved above documents.

10. Required Qualifications – Mentor (National Applicant)

1. Nationality

- The applicant must be a **national applicant**. **Albanian citizens are eligible** to apply for this position.

2. Professional Experience

- Proven experience as a founder, co-founder, or senior leader in a revenue-generating startup
- Experience in startup evaluation, mentoring, and delivering practical training
- Expertise in at least one of the following areas: B2B sales, B2C marketing, finance, logistics, or online payments;

3. Languages

- **Fluency in English** (written and spoken) is mandatory.

4. Technical and Managerial Skills

- Strong coordination skills
- Excellent written and verbal communication skills, including reporting.
- Proficiency with relevant software

5. Availability and Location

- Based in Tirana (engagement will be 100% on-site).

Legal requirements to be submitted by the Candidate / Bidder

The applicant must submit the following documents:

1. Professional Experience

- **Curriculum Vitae (CV)** in clearly detailing relevant positions, durations, roles and responsibilities. Include English language proficiency.
- **Recommendation letters or references** from organizations/companies where the applicant has served as a mentor or in a leadership position.

3. Technical Proposal and Sector-Specific Expertise

- **Letter of interest** (1–2 pages) outlining:
 - Relevant experience (in the requested field)

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.

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 fill the excel offer form, net price. If you are applying as a business, please complete the fields for the VAT/no Vat Value.**

11. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

<i>Criteria</i>	<i>Maximum Points</i>
Experience in Circular Economy startups/businesses	30 points
Experience mentoring/advising startups	20 points
Quality of Letter of Interest	5 points
References	5 points
No Conflict of Interest	5 points
Criminal Record Certificate	5 points
Financial Offer	30 points
Total	100 points

1. Submission of offer

- The deadline for accepting the financial offer and required documents is **03 August 2025**.
- All documents must be sent via email, in pdf format, JPEG etc. Documents must be in English language or Albanian.
- You can send them grouped in zip, google drive, etc.
- Only selected applicants will be contacted for negotiation.

2. 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.

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”