

**Date: 25 July 2025**

**Terms of Reference (ToR)**  
**“No. 2.23-2.25 Mentors – International (MI)”**

**Position:** Mentors – International (MI)  
**Location:** Tirana, Albania (on-line)  
**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 – International (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**

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

The Foreign Mentor will, **in fully online mode**:

1. Deliver one (1) 30-minute pro bono webinar, presenting their own Circular Economy startup, highlighting key challenges and lessons learned.
2. Participate in paid online workshops on topics such as:
  - a. Business modeling for CE startups
  - b. Customer acquisition strategies

- c. Marketplace development and logistics integration
- d. Reverse logistics, etc.
3. Conduct paid one-on-one online mentoring sessions with up to 10 selected startup teams (coordinated by Project Head International / Project Analyst and approved by ALBICT).
4. Provide expert advice to the Evaluation Committee, upon request, in designated remote meetings.
5. Submit a brief report summarizing outcomes and recommendations following each workshop or mentoring session.

## 5. Deliverables & Reporting

The Foreign Mentor is expected to deliver the following:

- Workshops (paid)
- Mentoring sessions (paid)
- Session report for each workshop or set of mentoring sessions, 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
  - Screenshots showing session time and participants
  - Recording link (if available)

All deliverables must be submitted electronically to ALBICT within 7 days after each session 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
  - Active involvement in at least 1 pro bono webinar, paid workshops, and mentoring sessions.
  - 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

Approximately 5–25 total hours during the DLA program period (August – February 2026). Engagements will be scheduled flexibly in coordination with ALBICT and the startup teams.

## 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 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 (International Applicant)

### 1. Nationality

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

### 2. Professional Experience

- Minimum 3 years of experience in CE-focused or marketplace-driven businesses
- Founder, CEO, COO, or senior executive of a revenue-generating Circular Economy startup or venture
- Proven experience mentoring or advising early-stage startups

### 3. Languages

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

### 4. Technical and Managerial Skills

- Strong leadership and coordination skills, especially in multicultural and multidisciplinary environments.
- Excellent written and verbal communication skills, including reporting.
- Proficiency with relevant software and remote work

### 5. Availability and Location

- Willingness to work part-time on-line for the duration of the project.

## 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. Professional Experience

- **Curriculum Vitae (CV)** in clearly detailing relevant positions, durations, roles and responsibilities. Include English language proficiency.
- **Reference Contact(s)** – at least one (1) professional reference

#### 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 (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 fill the excel offer form, net price.

## 11. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

<i>Criteria</i>	<i>Maximum Points</i>
<b>Proof of Nationality</b>	<b>5 points</b>
<b>Experience in Circular Economy startups/businesses</b>	<b>25 points</b>
<b>Experience mentoring/advising startups</b>	<b>20 points</b>
<b>Quality of Letter of Interest</b>	<b>5 points</b>
<b>References</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>30 points</b>
<b>Total</b>	<b>100 points</b>

### 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 (if required documents are not in English please provide the correct translation).
- 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](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.

**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”**