



THE EUROPEAN UNION'S CROSS-BORDER COOPERATION PROGRAM

Проект за развој на микро-претпријатија на жени во прекуграничната област
Projekti i zhvillimit të ndërmarrjeve të vogla për gratë në zonën ndërkufitare
Microenterprise development project for women in the cross-border area

In the framework of the project “Microenterprise development project for women in the cross-border area” which is implemented in under the Programme ‘Cross border programme between Macedonia-Albania for 2014 and 2015’ the executive director of the Centre for Comparative and International Studies has reached the following:

INVITATION FOR SUBMITTING BIDS 10/2018

For contract a consulting company for providing expertise on ‘Training and business planners in the phase of establishing and investment plans for the development of micro-owned enterprises owned by women’

1. In the framework of the project “Microenterprise development project for women in the cross-border area” which is implemented in under the Programme ‘Cross border programme between Macedonia-Albania for 2014 and 2015’ open the call for Start up business advisors and Investment business advisors.

2. Description of service:

The service provided for this procurement is divided in lots and consists of the following two types of services:

Engagement of advisors for training and establishment of business plans in the phase of establishment of micro enterprises in ownership of women.

The advisors have to implement the following activities:

- Preparing training session with a special focus on how to start a business, the development and elaboration of a business idea, identifying and managing risks, and developing of detailed financial plan based on principles of cost-effecency. The target group that will receive the training is unregistered business initiatives of women in the Polog region.
- Delivering 6 thematic workshops to target groups based on the above topics. The workshops should provide support that includes introduction, learning and developing a business plan as a final output. The topics of the workshops should be based in the following areas: building business competencies, developing a business plan, reducing risk, market access / product marketing, sales and financial planning and cost-effectiveness.



THE EUROPEAN UNION'S CROSS-BORDER COOPERATION PROGRAM

Проект за развој на микро-претпријатија на жени во прекуграничната област
Projekti i zhvillimit të ndërmarrjeve të vogla për gratë në zonën ndërkufitare
Microenterprise development project for women in the cross-border area

Engagement of advisors for training and development of investment plans for micro-enterprises owned by women.

The advisors have to implement the following activities:

- Preparation of trainings with a special focus on elaborating the development of an investment on new products or services, improvement and upgrading of the existing market and marketing activities, access to new markets and introduction into a new investment cycle.
- Delivering 6 thematic workshops to support business development with a focus on the development of new business investments and expansion of business through consultations on individual or sectoral level, in order to build a competitive advantage for the realization of the new investment plan. The support will be especially related to planning, improving and executing business strategies and making an investment plan for the needs of women entrepreneurs

Experts may submit an offer for both calls provided under this procurement, in case they possess appropriate experience or qualifications.

For both expertizes the following specific activities should be covered:.

Interviews with women who want to establish a business or women entrepreneurs who have already established their micro-enterprise: scheduling and conducting interviews or short meetings with the target groups - women entrepreneurs from the Elbasan region, who will be identified by the project's representatives; These interviews or meetings aim to define what kind of training they need and which skills should be acquired or promoted with selected female entrepreneurs.

Developing a working package of training materials – Experts/Advisors need to develop an appropriate set of working materials that will correspond to the selected topics. The format of the materials will be designed by the experts in collaboration with the project partner/contracting authority.

Conducting 6 workshops or trainings according to the previously prepared program accompanied by appropriate exercises and materials for the participants; Within this section, each women across the 6 workshops should develop her own business plan for the establishment or investment development plan; As a result it is expected that more than 80% of women will have a business plan.

Developing a final workshop report that includes information on of the training, developing the next training needs, missing skills, necessary competencies in the context of future development, learning methods and practices, as well as delivering prepared business plans

Target groups:



THE EUROPEAN UNION'S CROSS-BORDER COOPERATION PROGRAM

Проект за развој на микро-претпријатија на жени во прекуграничната област
 Projekti i zhvillimit të ndërmarrjeve të vogla për gratë në zonën ndërkufitare
 Microenterprise development project for women in the cross-border area

Within the first type of service, two target groups of 25 or 50 people, women future entrepreneurs organized on two sessions during the implementation of tasks, work with two groups of users.

Within the second type of service, a group of 25 persons, women owning micro-enterprises, works for the entire period for the tasks. Target group will be provided and identified by project partners.

A more detailed description of services is provided in the ToR document as part of this procurement procedure.

3. Implementation phases (preliminary timeframe)

The services are envisaged for a total of 72 working days or 36 working days for each of the envisaged services. The service should be delivered within a time frame of 14 months starting from October 2018 until December 2019. The implementation phases are given in the ToR document attached. *CCSI reserves the right to change the timeframe for delivery of the ordered service by the supplier depending on the previously implemented activities that are within the framework of this project.*

4. Experts with experience and knowledge requested for this task will be engaged in the procurement. In order to realize this project task, the CCSI, in accordance with the provisions of the project agreement, will conduct a call for bids.

5. For this purpose, please provide us with your offer for the above mentioned invitation. It should contain a qualitative and financial offer.

The qualitative or technical offer should consist of:

- Portfolio of the organization that will include a list of references to similar work in the previous 3 years and a brief description of works completed by the expert that will implement the service
- Draft the methodology of the service and the timeline
- 6 CVs of Experts

The financial part of the offer should be in the following format (expressed in the number of days needed for the preparation and performance of the assessment):

Num.	Description of service	Number of days	Unit price in gross amount	Total price in gross amount
1.	Advisors for training and developing business plan for establishing a business			
a)	Interviews and short meetings			



THE EUROPEAN UNION'S CROSS-BORDER COOPERATION PROGRAM

Проект за развој на микро-претпријатија на жени во прекуграничната област
 Projekti i zhvillimit të ndërmarrjeve të vogla për gratë në zonën ndërkufitare
 Microenterprise development project for women in the cross-border area

b)	Preparation of package of work materials			
c)	Realization of one day trainings (in total 6)			
d)	Technical support in the preparation of the business plan			
e)	Preparation of report and recommendations			
Total:				
2.	Training advisers and developing investment plans in development			
a)	Interviews and short meetings			
b)	Preparation of package of work materials			
c)	Delivering of one day trainings (in total 6)			
d)	Technical support in the preparation of the business plan			
e)	Preparation of report and recommendations			
Total:				
Grand total:				

6. The selection of the most favorable tenderer will be carried out through the evaluation of the submitted technical and financial offers (60 points for the technical offer and 40 points for the financial offer). In the evaluation process, a two-stage procedure will be applied, that is, the quality assessment will first be carried out. The financial bids will be opened only for those bidders who will get a minimum of 31 points from the foreseen maximum (60 points) for quality.

7. Terms and conditions of payment

Payment will be made as follows:

- 30% of the amount after the signing of the contract
- 30% of the amount after the completion of half of the foreseen workshops and
- 40% within 30 days after completion of the task, and submitting all reports and materials.

8. Submission of bids

The bids should be submitted in writing. It is necessary that the financial offer be placed in a separate envelope with a written note. The bid has to be delivered in a sealed envelope, which will contain the allocated financial offer, which should be marked "DO NOT OPEN" in the lower left corner and the call



THE EUROPEAN UNION'S CROSS-BORDER COOPERATION PROGRAM

Проект за развој на микро-претпријатија на жени во прекуграничната област
Projekti i zhvillimit të ndërmarrjeve të vogla për gratë në zonën ndërkufitare
Microenterprise development project for women in the cross-border area

number 04/2018 to which the bid refers. The exact title of the project should be indicated in the middle of the envelope: „Microenterprise development project for women in the cross-border area” that is realized and implemented in the frames of „Cross border programme between Macedonia-Albania for 2014 and 2015”, Center for Comparative and International Studies, Elbasani St.Pall Filipeu 2, Apt 4E, Tirana, Albania. The envelope must not contain any marks that will identify the bidder.

The submission of the offers shall be done by mail or in the offices of the CCIS.
The deadline for submitting the bids is 10.10.2018 until 16:00.

Bids that arrive after the deadline, as well as those that are not prepared according to the terms of the call, will not be taken into consideration. Each bidder can participate with only one bid.

All additional clarifications can be obtained in writing, at the e-mail address of the CCIS, qskninfo@gmail.com, latest till 05.10.2018.

Bid validity period: at least 45 days.

The call for the procurement will also be published on the website of the Center for Comparative and International Studies (CCIS).