



EUROPEAN COMMISSION
Education, Audiovisual and Culture Executive Agency

Department A: Erasmus+, EU solidarity Corps
A5: Youth, EU solidarity Corps and Aid Volunteers

**GRANT AGREEMENT FOR AN ACTION WITH MULTIPLE BENEFICIARIES
UNDER ERASMUS+ PROGRAMME
Agreement Number: 619202**

Protocol no. 04

c/o CBS, 'Mustafa Matohiti' Street, No.4, IV Floor,
Tirana, Albania

Date: 8th of February 2021

TERMS OF REFERENCE

Re: Expert to conduct Tailored Training Workshops and prepare e-learning modules/webinars
Our Ref: 3.5 Costs for external speakers, including board and lodging and travel costs
Tender Procedure: Competitive Negotiated Procedure
Client: CBS Creative Business Solutions (on behalf of 'Young Geeks' Project)
Type: Service Contract
Expected Duration: 6 months
Effective Working days: 17 days

The project "Get Empowered with Entrepreneurial minds, Knowledge and Strategies" (Young GEEKS) is 14-months EU-funded project. Its mission is to enable a robust environment to empower youth entrepreneurs in four fields including i) *Agro-tourism*, ii) *Agribusiness*, ii) *Tourism* and iv) *ICT* towards sustainable developments.

We are launching a Competitive Procedure for the appointment of a specialized expert for the service of '*Conduct Tailored Training Workshops and prepare e-learning modules/webinars*'. The service will extend over a period of 17 days.

Interested experts are invited to submit a full proposal according to the format and content described below.

Experts will be evaluated on the basis of highest qualification based on skills, experience and expertise and the cost-effectiveness (i.e. the offeror proposing the best price-quality ratio) as per the evaluation criteria provided under Annex 1 of this Call. The deadline for submission of proposals is **February 26th**, 17:00 hr CET. Proposals submitted after the deadline will not be considered.



1. BACKGROUND INFORMATION

1.1 Contracting Authority

CBS Creative Business Solutions, Tirana, Albania

1.2 Young GEEKS Project

Young GEEKS project is an innovative concept designed to empower youth through boosting their capacities in start-up businesses and increase readiness to embrace sustainable cooperation and experience exchanges. The project strives for a holistic approach that combines through capacity building program, mentorship and technical training, using technological tools such as E-learning ‘Collaboration platform’ and experiences exchange. A total of 45 youth will benefit from the action. They will be taking the lead and become game changers, drive and embrace best practices among Western Balkans and EU countries towards sustainable business practices.

The overall aim of the project lies in empowering youth entrepreneurship by building capacities while supporting youngsters to successfully realize their entrepreneurial ideas into start-ups. The focus of this project is to develop youth leaders’ business plans through a peer to peer start up mentoring program that will train and drive them in the business path. So, it will guide and serve youth to transform ideas into real Start-up Businesses.

The project is being implemented by a solid partnership between six organizations coming from Western Balkans and EU Countries including Creative Business Solutions CBS in Albania as Coordinator, Association for Volunteerism Volonterski Centar Skopje in North Macedonia, Municipality of Korca in Albania, Equal Society in Greece, S&G System and Generation in Turkey, and Associazione Culturale, Ambientale e del tempo libero Usamborgia in Italy to jointly support the process of transforming great ideas into real successful businesses. They are dynamically collaborating in achieving project’s results.

The key outcomes to be delivered in the framework of Young GEEKS are the following: 1) *Two Tailored Training Workshops* for youth workers and young leaders organized for a total of 10 days per training organized in Korça, Albania and Skopje, North Macedonia; 2) ***Building of a Non-formal e-learning through a “Collaboration Platform” - ICT solution that will act as a virtual collaboration and open educational resource***; 3) *Study visits to Exchange Experiences* - in Sicilia, Italy and Athens, Greece; 4) *One Joint Conference* in Ankara, Turkey will be organized to implicate relevant stakeholders, working in youth entrepreneurship, education policy experts, representatives of business and public bodies, and relevant innovation hubs. The event will serve to present and discuss project results, achievements and challenges.



2. DESCRIPTION OF THE SERVICES REQUIRED & EXPECTED RESULTS

2.1 Overview

CBS is now accepting proposals from qualified experts to accomplish the intended services of **preparing custom-made modules, conducting Tailored Training Workshops and prepare e-learning modules/webinars**. The expert is expected to work closely with the project team to develop modules and other relevant materials needed for the trainings. The provided services by the Expert, including training in business start-up management, developing business plans, delivering coaching services and other related tasks, are mainly aiming to build capacities of project target group to both enhance their capacities in starting-up their business, managing it and make it grow. The assignment will consist of delivering two 5-days training, one per each in Albania and North Macedonia, and development of up to 4 (four) additional modules in entrepreneurship which will be further uploaded on the e-learning platform.

2.2 Scope of Service

The project is seeking for an 'Expert to conduct Tailored Training Workshops and prepare e-learning modules/webinars' through an open and competitive process. Specifically, the project is looking to engage an expert that will offer his/her expertise in entrepreneurship trainings and development of business plans that may include but are not limited to:

- Development of two training programmes that shall help the project target group (45 youth from project countries) to improve their entrepreneurial skills to better assess the business environment, acquire basic knowledge for developing and using marketing plan, develop skills for better business planning in order to ensure that they are prepared to start their own business.

The training programme shall cover the following specific areas:

1. Concept of entrepreneurship - basic principles of entrepreneurship, entrepreneur's characteristics, the importance of entrepreneurship in the economy etc.;
 2. Personal skills and business planning tools - introduction and development of entrepreneurial competencies, identification of personal entrepreneurial characteristics, development of a business idea, etc.;
 3. Business operations - basic knowledge for the operational costs and profitability, initial investments for business start-ups, financial planning, sales techniques and forecast of the company income, access to finance etc.;
 4. Introduction and use of the Business Model Canvas, accompanied by a Startup Mentorship Programme;
- Development of 4 (four) additional modules in entrepreneurship field in e-learning version (video based learning, course based learning and/or lessons based learning) according to the requirements. Also, the expert should be able to transform the modules/ information provided in the trainings in



videos registered or other forms of e-learning in order to be uploaded in the 'Collaboration Platform' and be accessible to all project beneficiaries.

About the Platform: *The project intends to develop an e-Learning Collaboration Platform accessible to all youth participants throughout the project duration. The Platform will host general educational content and information, e-learning materials, webinars, tailored videos, and online interactive courses developed for youth and organizations involved in the project. The platform will serve also as a joint hub where youth will share information, and will be served with latest information and other relevant info on entrepreneurship. In addition, the Platform will raise awareness about the project, its core activities and interventions. It will communicate project's core scope and values, partners and donors, as well as inform the broad audiences. The Platform will be built with efficiency-wise, accessible and easy to use features in mind. The ultimate goal will be to provide deepen their knowledge on start-up development.*

2.3 Profile and Competencies Required

The expert shall be able to demonstrate solid experience in start-up management, training modules with several years in consultancy domain. The expert engaged to undertake the assignment must fulfil the following minimum requirements:

- Education: Master Degree (or equivalent) in relevant field (business, management, entrepreneurship);
- At least 4 years of relevant experience in delivering similar training, in different programs areas including: entrepreneurship, business skills development, business mentorship, start-up businesses, development of business idea/plan and evaluation;
- At least 5 trainings delivered (with a duration of more than one day) within the last five years in the field of entrepreneurship, business skills development, start-up businesses, development of business idea/plan; Experience with EU projects will be considered an advantage;
- Proven experience in preparation of business plans; and/or practical business experience in private company/ies.
- Extensive knowledge of start-up ecosystem sector in project partner countries;
- Excellent inter-personal communication skills including experience of facilitation of trainings/workshops and presentations;

2.4 General Requirements

Specifically, the expert is expected to undertake the following key tasks:

- Analyze relevant project documents, reports and a good understanding of its objectives;
- Present a complete inception training plan with goals, objectives, topics and subtopics, methodology, session plans, teaching supports, activities and expected outcomes for each module.
- Prepare a training program which will include entrepreneurship, business training, marketing, business planning, access to finance and skills;



- Deliver the training through participative methodologies;
- Administer daily feedback forms and end of training evaluation;
- Provide draft and final report.

3. LOCATION AND DURATION

3.1 Location(s) of assignment

The assignment will be coordinated from Albania but the expert is expected to travel toward training locations as per project requests and timeline.

The predetermined training location includes Albania, and North Macedonia where a 5-day training in each country will be held. The timeframe will be decided based on Covid-19 European developments, however an initial attempt is aimed between April-May 2021. The schedule may be adjusted as per pandemic situation on the project countries.

3.2 Duration of the Assignment

The selected expert will be engaged by the project over the period of 17 days. This will be a service contract with a duration from April 2021 to August 2021. The service will be delivered within the specified timeframe as per effective working days predicted. The contract will be signed once with a defined and agreed duration and price.

3.3 Management and Reporting

CBS is responsible for the overall management of this activity. The selected expert will work closely with Young GEEKS project manager assigned by CBS and project team in general. CBS' project manager will be the main contact point.

4. INDICATIVE TIMETABLE

	DATE	TIME*
Deadline for requesting clarification from the contracting authority	3 working days before deadline	14:00
Deadline for submitting the proposal	February 26 th , 2021	17:00
Completion date for evaluating offers	March 5 th , 2021	17:00
Notification of award	March 10 th , 2021	-
Contract signature	March 12 th , 2021	-
Start date	April, 2021	-

*All times are in the time zone of the country of the contracting authority

³Provisional date



5. TERMS OF PAYMENT

Installment based-payments after satisfactory completion of each tasks and acceptance of the deliverables such as follows:

- Tranche 1, equaling 20% of the total contract value, payable after the formulation and agreement on the specific requirements.
- Tranche 2, equaling 30% of the total contract value after delivering the first training.
- Tranche 3, equaling 30% of the total contract value after delivering the second training.
- Tranche 4, equaling 20% of the total contract value after delivering the 4 (four) modules.

6. HOW APPLICATIONS MAY BE SUBMITTED

The applications must be submitted in English, exclusively to the Contracting Authority (CBS). The deadline for submission of offers is within **February 26th, 2021**, by **17.00 hr CET**. **Any proposal submitted after this deadline will not be considered.**

Offers in response to this Competitive Negotiated Procedure must be submitted by courier, hand delivered, postal service or e-mail to arrive no later than **February 26th, 17.00 CET**. The delivery address is:

**Young GEEKS Project,
UNDER ERASMUS+ PROGRAMME
c/o CBS, 'Mustafa Matohiti' Street, No. 4, IV Floor,
Tirana, Albania**

A signed and data receipt should be provided for proposals that are hand delivered to the CBS office.
e-mail address for electronic submission: info@cbs.al

7. QUESTIONS RELATED TO THIS PROCEDURE

All interested experts shall direct questions to: info@cbs.al

The project team reserves the right to disclose the general content of its communications to ensure process fairness and the distribution of useful information.

8. LANGUAGE

Proposals, correspondence and documents relating to the Proposal should be submitted in the official project language which is English.



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9. ALTERATION OR WITHDRAWAL OF APPLICATIONS

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after the deadline.

10. CONFIDENTIALITY

Proposals and the information contained therein will be considered confidential and will not be shared with the public and/or individuals other than for the purposes of evaluating the various 'Request for Proposal' RFPs and reporting purposes to the Contracting Authority of the project. The proposals will be evaluated by a panel of experts.

11. ABOUT CBS (www.cbs.al)

Creative Business Solutions (CBS) is a business consulting and project implementation organization. It implements development projects in Albania with a spill-over effect in the Western Balkans. CBS has established expertise in Agriculture, Access to Finance, Technology, Green Energy and Tourism etc. It employs more than 40 professionals through a head-office in Tirana and four local branches covering all geographic areas of Albania. CBS partners with international donors including EU, USAID, Sweden, and other international partners.



ANNEX I

SUBMISSION REQUIREMENTS/ PROPOSAL GUIDELINE

Submission Requirements/ Proposal Guideline

Qualified candidates are invited to submit an application which needs to contain the following:

Technical Proposal

- Cover Letter;
- CV including relevant experiences and knowledge;
- A brief concept note including methodology, proposed timeframe and modules;
- Evidences of previous experiences (not mandatory).

Financial Proposal

- A cost proposal for the services relevant to scope of work;
- The financial proposal should be expressed in EUR and **inclusive of all taxes**;
- The fees should be consistent and broadly accepted/applied to those in the region

EVALUATION CRITERIA

The contract will be awarded to the consultant getting the best technical-economic combination based on the following evaluation criteria. The selection of the expert will be based upon the following factors:

Profile and competencies / qualifications, expertise & previous experience	60%
Brief Concept Note	30%
Cost Structure	10%
Total	100%