# Simplified tender procedures

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

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| 1. **Publication reference:**
 | **03 - 2025** |
| 1. **Project Title:**
 | **One voice for LGAs in Albania, phase 2** |
| 1. **Subject of the contract:**
 | **Expert on Local Government Association Development** |
| 1. **Contracting Authority:**
 | NALAS Network of Associations of Local Authorities of South-East Europe, Branch in Albania |
| 1. **Maximum Budget:**
 | Maximum budget available **EUR 7,500.00** (seven thousand five hundred) VAT excluded |
| 1. **Deadline for application:**
 | **31.01.2025, at 16:00**  |

1. **Contract description**

NALAS promotes the process of decentralisation in partnership with its member LGAs and in cooperation with central governments and international organisations, considering local self-government as a key issue in the current process of transition affecting the various countries in South-East Europe. NALAS initiates and carries out regional initiatives for its members and helps LGAs to become viable representatives of local authorities vis-à-vis their central government.

With the support of the Swiss Development Cooperation (SDC), NALAS is supporting Local Government Associations and Albanian municipalities in creating a unified national local government association (LGA) that can effectively represent the interests of all municipalities within the country in an inclusive manner.

This initiative aims to support the Unified Local Government Association of Albania (NAMA) to deliver high-quality services, establish effective policy advocacy services and structures and foster confidence and inclusivity among its membership. To achieve this, NALAS aims to support the association to strengthen its governance and operational frameworks, ensuring inclusivity, professionalism, and effectiveness in advocacy and policy dialogue. This initiative aligns with ongoing efforts to enhance NAMA’s organizational structure and technical capacity, supporting its role as a key stakeholder in intergovernmental relations and local governance.

The consultancy will involve two main focus areas:

**A. Governance and Operational Frameworks**

1. Support adaptation and enhancement of NAMA’s internal policies and policies and procedures for services to member municipalities
2. Support the adaptation of its organizational structure, including a revised organigram, job descriptions and recruitment plans
3. Support adaptation and development of new procedures for advocacy and policy dialogue, including within the Consultative Council; the organization and functioning of the LGA’s Thematic Forums; procedures for the LGA’s training functions including planning, organizing and delivering of capacity building activities for member LGAs
4. Facilitate two workshops to ensure inclusivity and alignment:

Workshop 1: First week of February – Initiate the process of adaptation and development of the new policies and procedures, with the participation of NAMA’s staff and board, NALAS member LGAs etc.

Workshop 2: First week of March – consult, validate and finalize new adapted and updated governance and operational procedures.

**B. Advocacy Processes and Technical Committees**

1. Support enhancing the organization and functioning of NAMA’s technical committees by providing technical assistance on:
* Establishing committee structures, roles, and coordination mechanisms.
* Developing work plans, advocacy strategies, and training plans for two committees.
* Providing technical advice for the planning and delivery of 12 committee meetings in 2025, with a focus on local finance and social services, waste management and preschool education.
1. Provide recommendations for processes and procedures for consensus-building within the association.
2. Provide recommendations to ensure proactive participation of opposition members and other stakeholders in the consultation processes developed by the Association.
3. Provide advise to NAMA to enhance its bottom-up processes for improved services towards members and its collaboration with government institutions, international development partners and civil society organizations and other stakeholders.
4. Support the thematic forums on waste management and preschool education, adopting NAMA’s established methodologies and build on the support provided to them by the Swiss funded ’Bashki te Forta’ project
5. Provide hands on support for planning and delivering four thematic committee meetings by March 2025:
* Two meetings in early February to kick-start the process of bottom-up development of policy advocacy initiatives;
* Two meetings in early March to advance on the development of the policy advocacy initiatives

The scope of the work and the detailed deliverables are specified in the TORs document, attached to this simplified tender procedure.

1. **Selection Criteria**

The following selection criteria will be applied to candidates:

1. Advanced degree in public administration, governance, or a related field.
2. At least 10 years of direct experience on local governance and municipal associations, particularly Western Balkans and/or South-East European context.
3. At least 10 years of experience in conducting participatory decision-making processes, the development of policy papers and position papers, in working with technical committees of local government associations.
4. At least 10 years of experience in local government association’s organizational development, governance, or local government operations.
5. Proven expertise in local government associations developing governance frameworks, advocacy strategies, and technical capacity-building.
6. Strong facilitation and communication skills.
7. Familiarity with Swiss-funded projects and local governance contexts will be considered as an asset.
8. **Award criteria**

The best price-quality ratio established by weighing technical quality against price on an 80/20 basis.

1. **Application procedure**

**Offers, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be written in English.**

**The tender must comprise a technical offer and a financial offer, which must be submitted in separate envelopes or through specific electronic post mail messages.**

1. **Technical offer**

**The applicant must send the technical offer that is composed by the following documents:**

* **Cover Letter, explaining the consultant’s suitability for the assignment, as specified in this ToR;**
* **Proposed approach** **/ methodology;**
* **Detailed CV of the consultant that clearly demonstrates how the consultant meets the criteria stated under Article 8.**
1. **Financial offer**

The financial offer must be presented as an amount in Euro and must be submitted using the template Financial Offer as given by the Contracting Authority in which the applicants will specify the daily fee they offer.

**Expert must be independent and free from conflicts of interest in the responsibilities they take on.**

1. **Submission of tenders**

Tenders may be submitted using the double envelope system, i.e. in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words ‘*Envelope A — Technical offer*’ and the other ‘*Envelope B — Financial offer’*. All parts of the tender other than the Financial Offer template must be submitted in Envelope A.

Alternatively, tenders may be submitted using two specific electronic post mails, specifying ‘*Envelope A — Technical offer*’ and the other ‘*Envelope B — Financial offer’.*

The outer envelope should provide the following information:

a) the address for submitting tenders indicated above.

b) the reference code for the tender procedure.

c) the words ‘Not to be opened before the tender-opening session’.

d) the name of the tenderer.

Tenders must be sent to the contracting authority before 31.01.2025, at 16:00. They must include the requested documents in clause 10 above and be sent:

* by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

**NALAS Branch in Albania**

**Address: “Donika Kastrioti” Street, Tekno-Project bldg.**

**4th floor, Apt. 3/1, Tirana, Albania**

* OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

**NALAS Branch in Albania**

**Address: “Donika Kastrioti” Street, Tekno-Project bldg.**

**4th floor, Apt. 3/1, Tirana, Albania**

* Applications can be submitted also by email at the following email address: info@nalas.eu, by specifying in the subject the title of the expertise they are applying for.
1. **Evaluation of tenders**

The tenders will be evaluated on the basis of conformity with the requirements of this tender dossier and procedure. A technical and financial evaluation will be performed by the evaluation committee on the technical and financial admissibility of tenders.

Evaluation Grid for the technical evaluation is specified as follows:

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| --- | --- |
|  | **Maximum** |
| Qualifications and skills | 30 |
| General professional experience | 20 |
| Specific professional experience | 30 |
| Proposed approach / methodology | 20 |
| **Overall total score** | **100** |

1. **Notification of award**

The contracting authority will inform all tenderers simultaneously and individually of the award decision.

1. **Other**

For more information the applicants may consult the Terms of Reference attached to this tender procedure.