Tender Dossier

Engagement of Expert for Quality Assurance of Construction Works of Grantees (Municipalities)

EU4M-SIMPACT | EU4Municipalities II

Publication reference: EU4M-II/P4/2026

INFORMATION FOR THE SUBMISSION OF TENDERS

Item	Tender information
1. Publication reference	EU4M-II/P4/2026
2. Project title	EU4M-SIMPACT – Small Grants and Inter-Municipal Partnerships for Action
3. Subject of the contract	Expert for Quality Assurance of Construction Works of Grantees
4. Contracting Authority	NALAS – Network of Associations of Local Authorities of South-East Europe
5. Programme	EU4Municipalities, implemented by GIZ, NALAS, NAMA and KDZ
6. Deadline for submission	4 December 2026, 16:00
7. Submission channels	Email, post/courier or hand delivery, as specified under Section 12
8. Indicative duration	December 2026 – November 2027; up to 50 working days (indicative, intermittent and assignment-based)

9. Contract description and technical specifications

NALAS manages the EU4M-SIMPACT project, supporting Albanian municipalities with grant financing for municipal infrastructure and service investments and strengthening capacity for EU funds management. NALAS seeks independent technical expertise to safeguard and monitor the technical quality of municipal grant investments throughout application evaluation, contracting preparation, implementation monitoring and completion.

The services comprise: (i) technical review of grant applications and underlying engineering documentation; (ii) advice and verification of revised technical documentation prior to grant contracting and/or procurement; and (iii) technical monitoring of grant implementation through document reviews,

field inspections, review of changes, identification of deviations and advice on corrective measures and completion.

Assignments shall be issued or agreed by NALAS according to actual project needs and the type, location and technical profile of the relevant municipal investment. The assignment combines remote/desk work, meetings and site visits to up to 24 beneficiary municipalities in Albania. The detailed scope, outputs, professional requirements and working arrangements are defined in the attached Terms of Reference (Annex 1), which form an integral part of this tender dossier.

The services are expected to be provided intermittently from December 2026 through November 2027, with an indicative level of effort of up to 50 working days. NALAS will allocate assignments across technical evaluation, contracting support and implementation monitoring according to project needs. The indicative 50 days represent the maximum anticipated input for tender pricing and planning purposes, not a guaranteed volume of assignments or days. The contractual ceiling and allocation of authorised expert days will be set out in the service contract. NALAS may adjust the sequencing and timing of work in line with grant implementation needs.

The financial offer shall specify an all-inclusive daily expert fee in EUR, excluding VAT but including all other applicable taxes, including personal income tax where applicable, as well as professional fees, administrative and operational expenses, travel and related costs for site visits, and any other costs associated with the performance of the assignment.

Payments shall be based on NALAS-authorised working days actually performed and approved, supported by timesheets, request for payments/invoices and/or approved deliverables, in accordance with the service contract. No minimum volume of assignments or working days is guaranteed.

10. Eligibility and selection criteria

This tender procedure is open exclusively to individual experts, including self-employed individuals. Each applicant shall personally meet all mandatory qualifications and professional experience requirements set out in the Terms of Reference and shall personally perform and lead the core technical advisory services.

Qualifications and skills

- University degree in civil engineering, architecture, mechanical engineering, electrical engineering, environmental engineering or another relevant technical field.
- Professional licences and/or certification for technical documentation audits and professional supervision issued by competent authorities.
- Good analytical, reporting and communication skills.
- Fluency in Albanian and English, including the ability to review and develop project documents and write technical reports.

General professional experience

- At least 10 years of professional experience in engineering, architecture, infrastructure development, construction or a related technical field.

Specific professional experience

- At least 10 years of experience relevant to the assignment, including preparing, reviewing, supervising or assessing designs, drawings, specifications, bills of quantities, cost estimates, feasibility studies or other works documentation.
- Demonstrated experience supervising rehabilitation or construction works for public or municipal infrastructure, facilities, local services or comparable public investments.
- Experience in the technical evaluation of investment proposals, donor-funded projects, public investment programmes or grant schemes is an advantage.
- Relevant experience working on donor-funded projects is an advantage.
- Demonstrated experience in project implementation, site inspection, quality control, contract implementation or technical monitoring, including identifying and resolving implementation problems.
- Experience assessing design changes, works variations, costs or budget reallocations during construction is an advantage.
- Knowledge of applicable Albanian technical, construction, permitting and public investment requirements is required.

11. Award criteria

The contract will be awarded on the basis of the best price–quality ratio methodology, with a weighting of 80% for technical quality and 20% for the financial offer. Admissible technical offers will be evaluated on a 100-point scale according to Section 13. Only tenders receiving at least 75/100 technical points will proceed to financial evaluation.

The technical scores of qualifying tenders will be normalised against the highest technical score obtained among technically qualified tenders. For the financial score, the lowest evaluated daily fee in EUR (excluding VAT and inclusive of all other applicable taxes and costs) among technically qualified, admissible offers receives 100 points; each other financial score equals (lowest evaluated daily fee / tenderer's evaluated daily fee) × 100. Offers will be ranked by the resulting final score. The detailed technical evaluation grid is set out in Section 13.

12. Application procedure

All applications and correspondence shall be in English. Tenderers must submit two separate documents or sets of files, clearly titled "Technical Offer" and "Financial Offer".

A. Technical offer

- Signed cover letter identifying the individual applicant, contact details, availability and suitability for the assignment.

- Detailed CV of the applicant, with dates, positions, relevant projects, scope of personal responsibilities and evidence supporting the qualifications and experience in the ToRs.
- Copies of diplomas, degree certificates, relevant professional licences/certifications.
- Copy of a valid identification document of the applicant.
- Letters of reference or a list of referees (name, organisation, position and contact details).
- Annex 2 – Individual Tenderer's Declaration and Identification Form, duly completed and signed.

B. Financial offer

The Financial Offer shall be submitted separately from the Technical Offer, using the prescribed Financial Offer Form (Annex 3).

Tenderers shall specify their proposed gross daily expert fee in EUR, excluding VAT but including all other applicable taxes, including personal income tax where applicable, as well as all professional, administrative, operational, travel, site-visit and other assignment-related expenses.

The indicative total tender price shall be calculated by multiplying the proposed daily expert fee by 50 working days.

The indicative number of working days is provided solely for tender pricing and comparison purposes and does not constitute a guaranteed volume of services. Payments shall be based on NALAS-authorised working days actually performed and approved, in accordance with the service contract.

VAT shall not be included in the financial offer or in the evaluated tender price and shall not be financed by NALAS under this contract.

C. Submission of tenders

Tenders may be submitted by post/courier, hand delivery or email.

In the case of post/courier mail or hand delivery, tenders should 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 e-mails, specifying '*Envelope A — Technical offer*' and the other '*Envelope B — Financial offer'* in the subject of their electronic post mail (e-mail).

The outer envelope (or alternatively each of the e-mails) should provide the following information:

- the address for submitting tenders indicated above;
- the reference code of the tender procedure
- the words 'Not to be opened before the tender-opening session'
- the name of the tenderer.

Tenders must be sent to the contracting authority before the deadline set at Point 6 of this document. They must include the requested documents in Point 12 above and be sent:

- By electronic post,

Email: info@nalas.eu

- 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

Postal submissions must be dispatched by the deadline, evidenced by the postmark, while hand-delivered and emailed offers must be received by the deadline. Applications submitted by any other means will not be considered. Submission of the tender should be made within the deadline specified in point 6 of this document.

D. Clarifications concerning the tender

Requests for clarification regarding the tender documents may be submitted in writing to info@nalas.eu by 25 November 2026, indicating the tender reference EU4M-II/P4/2026 in the subject line.

NALAS may publish clarifications and any amendments to the tender documents on its website, ensuring that the same information is made available to all interested tenderers. Where material amendments are introduced, NALAS may extend the submission deadline to allow sufficient time for tenderers to prepare or revise their offers.

13. Evaluation of tenders

Tenders will first be examined for compliance with the administrative and mandatory eligibility requirements of this Tender Dossier and the Terms of Reference. Only admissible tenders meeting the mandatory qualification and professional experience requirements will proceed to technical evaluation.

Evaluation Grid for the technical score is specified as follows:

Criteria	**Maximum**
Qualifications and skills	20
General professional experience	30
Specific professional experience	50

Overall total score	100

The best price–quality ratio methodology will be employed for the evaluation. The technical scores of qualifying tenders will be normalized against the highest technical score among technically qualified tenders. The corresponding financial offers will then be evaluated, and the final combined scores calculated in accordance with the methodology specified in Section 11. The final ranking will be established on the basis of the best price–quality ratio, with technical quality weighted at 80% and the financial offer at 20%. Only tenders receiving at least 75 points out of 100 in the technical evaluation will proceed to financial evaluation.

14. Individual performance and contractual accountability

The selected individual expert shall personally perform and lead the core technical advisory services and retain overall technical responsibility for the assignment. The contract is awarded on the basis of the individual expert's qualifications and professional experience and may not be transferred to another person.

15. Professional conduct, independence and confidentiality

The individual expert shall act independently and impartially. The individual expert shall sign the declarations of impartiality, confidentiality and absence of conflict of interest required by NALAS before undertaking evaluation tasks. Any actual or potential conflict involving an applicant, municipality, beneficiary, contractor or assignment shall be disclosed immediately to NALAS. Information accessed through the assignment shall remain confidential and used solely for contractual purposes.

The individual expert shall protect confidential information and personal data accessed during the assignment and process such information only for authorized project purposes, in accordance with applicable data protection requirements. Appropriate measures shall be taken to prevent unauthorized access, disclosure, loss or misuse of project information and documentation.

The expert shall disclose any previous or ongoing involvement in the preparation, design, supervision or implementation of municipal investments subject to assessment or monitoring under this assignment, as well as any relevant professional, financial or personal relationships with applicants, beneficiaries or contractors. NALAS shall assess any actual or potential conflict of interest and determine the appropriate measures before assigning the relevant tasks.

16. Acceptance, rejection and modification of the procedure

NALAS may clarify or amend the tender dossier and terms of reference before the submission deadline; material amendments shall be communicated equally and, where warranted, the submission deadline adjusted. After contract signature, changes to scope, timing, deliverables or contractual terms shall require written agreement and compliance with applicable NALAS rules.

NALAS is under no obligation to award a contract and may cancel the procurement procedure. NALAS is under no obligation to select an offer, nor the lowest-priced offer. NALAS may request clarifications and waive minor administrative irregularities only where this does not materially change the offer or compromise transparency, proportionality, fairness or equal treatment.

17. Notification of results

NALAS will inform tenderers individually of the outcome of the procedure. NALAS may limit feedback to relevant evaluation findings, subject to applicable procurement requirements, confidentiality and legitimate commercial interests.

18. Contracting, reporting and payment

The selected individual expert will conclude a service contract with NALAS. Services shall be performed on an intermittent, assignment-based basis, in accordance with tasks and work orders issued or agreed by NALAS and under the supervision of the designated NALAS Project Manager.

The assignment foresees an indicative level of effort of up to 50 working days over the expected contract period. The actual number of working days, their allocation and timing will depend on the needs of the EU4M-SIMPACT project.

Payment shall be calculated using the contracted daily expert fee and the number of NALAS-authorised working days actually performed and approved, against the required timesheets, invoices/payment requests and/or deliverables, in accordance with the service contract.

The expert shall bear all costs associated with the performance of the assignment, including travel and related expenses for technical inspections and field visits.

NALAS may request corrections or clarifications of submitted deliverables and may withhold approval of unsupported working days or deficient outputs pending their satisfactory completion.

No minimum number of working days or aggregate payment is guaranteed.

All reports, technical assessments, monitoring notes and other deliverables produced under the assignment shall be made available to NALAS for unrestricted use. The expert shall grant NALAS the necessary rights to use, reproduce, adapt, distribute and share these outputs with project partners and other authorised parties, including the right to grant further rights of use as required under the applicable financing arrangements.

The service contract shall establish the applicable performance, compliance, reporting, liability and contractual remedy provisions, including measures addressing non-performance, material breaches and the recovery of improperly paid amounts, in accordance with applicable requirements.

19. Annexes

Annex 1 – Terms of Reference
Annex 2 – Tenderer’s Declaration and Identification Form
Annex 3 – Financial Offer Form