

## Request for Tenders

For an expert to carry Organizational Capacity Assessment & mentoring and/or support 3 organisations in implementing the recommendations and procedures of the protocol to manage most at-risk LGBTQI+ beneficiaries

Activity location: Albania and Kosovo

Tender Procedure: Open call

This tender is called in the frame of the project :

Promoting Rights, Inclusiveness, Dignity and Equality for LGBTI-QI+ in Albania and Kosovo –  
(PRIDE ++)

Co-funded by: The Agence Française de Développement (AFD) and the European Union (EU)

June 16<sup>th</sup>, 2025

## Part 1. Introduction

1. IREX Europe, doing business as ERIM (and hereafter called ERIM) is publishing an open call for experts or team of experts (Tender) to apply to this request for tenders (RFT) for the provision of services as described below and as per the eligibility criteria described in Part 3 and after.

ERIM is implementing the project PRIDE ++ since March 2023. PRIDE ++ expends on the activities developed under the project PRIDE II+ implemented with support from the Agence Française de Développement and the European Union. Under this past project ERIM worked with its 3 partners – Aleanca community centre (Tirana), CEL community centre (Pristina), and Streha shelter (Tirana) – to identify their knowledge, procedures and skills with a specific assistance in managing the most at-risk situations (suicide, addiction, physical violence, etc.). As a result, a protocol for managing the riskiest situations was developed and a workshop was organized by the expert to train partners in the use of the protocol. However, new needs have been identified by the experts and the partners throughout this process.

This is why, with this new phase of the project, ERIM is looking for an expert who will work throughout the project (July 2024 – June 2026) with the partners to support them in the concrete implementation of the protocol and to answer their questions when concrete risky cases arise and the teams need his/her advice to manage them.

### 2. In summary :

This tender is intended for the recruitment of one or multiple experts, depending on the mission. You may apply for Mission 1, Mission 2 or both.

The expert/s will play a role of mentor and/or advisor at the request of the partners, and he/she will organize workshops-assessment) bringing together the 3 partners to exchange on their experiences.

In parallel, the expert and the partners will work together to advocate with the competent authorities for the official recognition of the protocol in Albania - and if possible, also in Kosovo.

Target audience: Employees of LGBTQI+ associations who are partners of the project directly involved in the case management of beneficiaries.

Activity monitoring indicators: To be proposed by the expert based on output deliverables, but at minima, it should include:

#### **Mission 1**

- Development of 3 strategic action plans, one per each partner organization.
- Facilitation of 2 experience-sharing workshops to encourage peer learning and collaboration.
- Design and delivery of 3 tailored training modules, based on partner needs, with trainings provided to each organization.

#### **Mission 2**

- Completion of 3 Organizational Capacity Assessments, resulting in one detailed report per organization.

- Delivery of regular and ad hoc mentoring sessions, averaging two 1-hour sessions per partner per month.
- 3. Any contract that may result from this competition (the “Services Contract”) will be issued for the whole duration of the project and/or based on the partners’ needs (“the term”), that is from July 2025 until July 2026.
- 4. ERIM will select the offer presenting the best value for money. This service contract will be an output-delivery based contract. All costs related to carrying out this tender, including travels and accommodation costs to visit partners, are to be included in the fees.

## Part 2. Detailed Scope of Work (“SOW”)

### Mission 1

- Assess the specific needs of each partner organization regarding the implementation of the protocol.
- Develop one tailored strategic plan per organization (a total of 3 organizations).
- Organize two experience-sharing workshops between partners organizations to foster peer learning and exchange of best practices.
- Design and deliver capacity-building trainings based on the identified needs of each partner.

### Mission 2

- Conduct Organizational Capacity Assessments for partner organizations using ERIM’s provided tool, following an introductory session led by ERIM.
- Propose and implement a mentoring plan including both in-person and remote modalities to be refined in collaboration with partners following the assessment.

## Part 3. Instructions to Tenderers

1. ERIM does not bind itself to the lowest priced Tender. This RFT does not constitute an offer or commitment to enter into a Services Contract.
2. No contractual rights in relation to ERIM will exist unless and until a formal written Services Contract has been executed by ERIM.
3. ERIM may cancel this competition at any moment prior to a formal written Services Contract being executed.
4. Applications must be submitted **in one electronic copy** sent via e-mail at the address [mltifi@erim.ngo](mailto:mltifi@erim.ngo) by June 30<sup>th</sup>, 2025, please indicate in the subject if you’re applying for mission 1, mission 2, or both.
5. The documents to be submitted in the application are:
  - An **explanation letter** of how well the expert or team of experts meet the requirements of the call (not more than 15 000 characters – see below for more details)
  - The CV of the expert
6. Proposals must be prepared in **English**.

#### Part 4. Compliant Tenders

1. Tenders must contain a detailed description of **how they will perform the services required, what results/ outputs will be achieved and a clear budget** outlining the costs involved.
2. All costs and expenses incurred by Tenderers relating to their participation in this competition shall be borne by and are a matter for discharge by the Tenderers exclusively.
3. Tenderers must speak Albanian and be based either in Albania or Pristina

#### Part 5. Information for Tenderers

The call for Tenders will be an open call shared online. It will remain opened from **June 16<sup>th</sup> 2025** until **June 30<sup>th</sup> 2025**.

The selection committee (SEC) will be composed by at least 3 team members.

The SEC will be responsible for the technical evaluation of the applications for the service contract according to the evaluation criteria and scoring system described below.

#### Part 6. Evaluation and selection of applications

All applications will be assessed by the SEC according to the following steps and criteria.

##### STEP 1 – Opening and Administrative check

The SEC is in charge of assessing the following:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- The applicant fulfils the administrative eligibility criteria.
- Proposals are in English

##### STEP 2- The Technical Evaluation

The SEC is in charge of assessing the relevance of the intent letter:

Only Applicants which fulfil STEP 1 will undergo the technical evaluation.

The SEC evaluates specifically how well the profile of the applicants meets the criteria of the call:

- Have proven experience (at least 5 years) in working with shelters, community centers and other institution providing direct services to at-risk populations.
- Have proven experience (at least 5 years) in providing psychological support to individuals, groups, etc
- Have proven experience in working with LGBTQI+ civil society organisations and LGBTQI+ community and members.

##### STEP 3- Final Evaluation, decision, and notification

The SEC undertakes a final control to prepare and validate the Technical Evaluation Report and all other relevant documentation, to ensure full compliance with the regulations and criteria set by this Tender as per ERIM procedures.

Any request for clarification requiring communication with the applicants during the evaluation process will be conducted in writing. Copies of any such communication will be annexed to the Final Procurement report.

The Tenderers will be notified of the results of the evaluation process by July 15<sup>th</sup>, **2025**. The contract with the selected applicant will be signed with a view to a start on as soon as possible.