

REQUEST FOR OFFER

1. Information on Submission of the Offers

Publication reference:	YouThrive-3
Project Title:	YouThrive: Empowering Lezha’s Youth for the Digital Workforce
Subject of the contract:	Training and Mentoring Services for Artificial Intelligence (AI) and Digital Tools
Contracting Authority:	EuroPartners Development
Maximum Budget:	<p>Maximum budget available for Training Services for Artificial Intelligence (AI) and Digital Tools - EUR 800</p> <p>Maximum budget available for Mentoring Services for Artificial Intelligence (AI) and Digital Tools - EUR 2000</p>
Deadline for application:	21.01.2026 at 23.59 hrs (Tirana Time)

2. Contract description/technical specification

“YouThrive: Empowering Lezha’s Youth for the Digital Workforce” is a project implemented by EuroPartners Development and funded by Agence Française de Développement (AFD) under the BOOST Programme, coordinated by ALDA. The project aims to empower young people in the Municipality of Lezha by equipping them with practical digital skills, career-development competencies, and freelancing guidance. By doing so, the project supports youth to access sustainable economic opportunities, contribute to local development, and build future-ready digital careers while remaining within their communities.

Objectives of the Project

- Strengthen the role of Lezha’s youth in local development through targeted digital-skills training and mentorship.
- Equip young people aged 15–29 with practical tools needed for today’s job market.
- Support youth in accessing income-generating opportunities, including freelancing, remote work, and digital employment.
- Contribute to socio-economic inclusion, local economic development, and EU market-oriented growth by enabling youth to “work globally while living locally.”

Short Description of the Assignment

The expert will provide **both training and mentorship services** to youth aged 15–29 participating in the “YouThrive” project. The role includes delivering a **2-week online training module on Artificial Intelligence (AI) and Digital Tools**, focusing on AI fundamentals, productivity and workflow optimization, AI-supported writing and communication, and the use of AI for career development.

The expert will design practical exercises and guide participants in using AI and digital productivity tools to work more efficiently, creatively, and productively, enabling them to apply these skills across a wide range of digital job roles. In addition to delivering the training, the expert will act as a mentor, supporting participants in applying their learning to real-world tasks through assignment reviews, individualized feedback, and skills refinement. The mentoring will take place in scheduled intervals across several months, aligned with participants’ progress and project milestones. The mentor will support youth in applying AI and digital skills to real-life work tasks, improving efficiency and creativity in daily professional activities, while also guiding them in using these tools creatively to showcase their skills and professional profiles to potential employers, including during the project’s final business matchmaking event.

All sessions will be delivered online following the project schedule and division of batches, and recordings will be uploaded to the private project repository. The expert will work closely with the project team to ensure high engagement, continuous student motivation and completion of high-quality training outcomes.

For more details on the deliverables please refer to the Terms of References of this call.

3. Maximum budget

Maximum budget for Training Services for Artificial Intelligence (AI) and Digital Tools is 800 EUR.

Maximum budget for Mentoring Services for Artificial Intelligence (AI) and Digital Tools is 2000 EUR.

The total budget for this assignment is 2800 EUR (all local tax included).

4. Selection Criteria

The following selection criteria will be applied to candidates:

Qualifications and skills

The expert to be contracted must meet the following criteria:

- **University degree** (Bachelor Degree as a minimum; Master Degree is an asset) in one of the following fields: Information Technology, Computer Science, Business Informatics, Digital Media, Communication, Artificial Intelligence, Data Science, or related fields. Additional certifications or professional training in AI tools, digital productivity tools, or online education methodologies are considered an asset.
- **Minimum four (4) years of professional experience** in the practical application of AI and digital tools, including generative AI, content automation, AI-based productivity tools, digital content creation, workflow optimization, project development, presentation design, and/or digital entrepreneurship.
- **At least three (3) years of combined experience** in digital education, training, mentoring, or instruction (online and/or in person), with proven ability to design and deliver interactive, practice-oriented educational/training programs for beginner or intermediate-level digital users, translate complex AI and digital concepts into accessible language, and provide individual and group mentoring. Experience working with youth or vulnerable groups is considered an asset.
- **Proven experience in developing structured training materials**, including presentations, exercises, templates, and assignments, and in providing clear, constructive, and motivational feedback to learners.
- **Previous experience working on donor-funded projects** (EU, international donors, NGOs) is a strong advantage.
- **Good understanding of the Albanian youth context**, particularly in underdeveloped and rural areas, is an asset.
- **Familiarity with freelancing platforms** (e.g. Upwork, Fiverr, or similar), including knowledge of how social-media-related services are packaged, priced, and delivered online, is considered an asset.
- **Excellent communication and presentation skills**, with an excellent command of English (minimum C1), enabling effective guidance on global AI trends, digital tools, and sector-specific terminology.

5. Award criteria

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

6. Application procedure

All interested applicants should submit their offer via email at: epd2@europartners.al including:

- Updated CV (in English language)
- At least three references or service delivery records confirming prior relevant experience for

this position;

- Financial Offer in EUR (as per the template attached)¹
- Signed Statement of Integrity, Eligibility and Environmental and Social Responsibility (Attached)

The email **subject line** must read: **“YouThrive-3_ Trainer & Mentor for Artificial Intelligence (AI) and Digital Tools [Name of Candidate]”**

Applications must be received by **21 January 2026, 23:59 (Tirana time)**, in **English, exclusively by email** to the address above. Late submissions will not be considered. PDF format is required.

Applications submitted by any other means will not be considered.

7. Evaluation of offers

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

8. Evaluation Grid

The Evaluation grid for the technical and financial score is specified as follows:

1. Educational Background & Certifications	University degree (minimum Bachelor’s; Master’s preferred) in IT, Computer Science, Business Informatics, Digital Media, Communication, AI, Data Science, or related fields. Relevant certifications in AI or digital tools are an asset.	10 points
2. Professional experience in Practical Application of AI & Digital Tools	Minimum 4 years of hands-on experience using AI and digital tools (e.g. generative AI, automation, productivity tools, digital content creation, workflow optimization).	20 points
3. Experience in Digital Education, Training & Mentoring	At least 3 years of experience in digital education, training, or mentoring (online and/or in person), with proven ability to deliver practical, interactive programs and mentor individuals and groups. Experience with youth or vulnerable groups is an asset.	25 points

¹ Applicants must submit a single Financial Offer file with separate financial sections for Training Services and Mentoring Services.

Training Design & Learning Materials Development	Proven experience in developing structured training materials and providing clear, constructive learner feedback	10 points
Experience with Donor-Funded Projects (EU / International Donors) and Understanding of Albanian Youth Context	Previous experience in EU- or donor-funded projects is a strong advantage. Good understanding of the Albanian youth context, particularly in rural or underdeveloped areas	5 points
Familiarity with Freelancing Platforms & Online Service Delivery	Familiarity with freelancing platforms (Upwork, Fiverr and similar) & packaging/pricing digital services.	5 points
Communication Skills & English Proficiency (C1 Minimum)	Excellent communication and presentation skills; Excellent command of English (minimum C1).	5 points
Total Points		80 Points
B. Financial Offer		
		20 points
Overall total score		100 points

9. Notification of award

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

10. Confidentiality

EuroPartners Development (EPD) acknowledges that the information received from Applicants under this Request for Offers may be of a confidential nature. EPD shall use the same degree of care with Applicant's confidential information as it uses to protect its own confidential information.

11. Other

For more information the applicants may consult the Terms of Reference attached to this call for offers.