

REQUEST FOR OFFER

1. Information on Submission of the Offers

Publication reference:	YouThrive-4
Project Title:	YouThrive: Empowering Lezha's Youth for the Digital Workforce
Subject of the contract:	Training and Mentoring Services for Freelancing and CV Building
Contracting Authority:	EuroPartners Development
Maximum Budget:	Maximum budget available for Training Services for Freelancing and CV Building is EUR 1600 Maximum budget available for Mentoring Services for Freelancing and CV Building is EUR 2000
Deadline for application:	11.02.2026 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-oriented growth by enabling youth to “work globally while living locally.”

Short Description of the Assignment

The expert will provide both training and mentoring services to youth aged 15–29 participating in the “**YouThrive**” project. The role includes the design and delivery of a **4-week training module on Freelancing**, covering online freelancing fundamentals, use of platforms such as Fiverr and Upwork, profile setup and service positioning, proposal writing, soft skills such as client communication, personal branding, time management, and professional work habits. The expert will guide participants through hands-on exercises leading to the creation, completion, and publication of freelancer profiles ready to offer services online, and will provide practical examples, tools, and assignments aligned with real-world freelancing scenarios and market requirements. LinkedIn will also be addressed as a professional networking and job-search platform, rather than as a direct freelancing marketplace.

In addition to the training component, the expert will deliver mentoring support through one-on-one and small-group mentorship circles focused on CV building, LinkedIn profile optimization, career planning, and addressing participants’ specific questions related to freelancing accounts and job applications. The mentor will support participants in developing personalized career plans, helping them identify suitable career pathways, employment goals, and skill development strategies for both local and international opportunities. The role also includes providing guidance on European career pathways and mobility opportunities and relevant EU job platforms and support resources. The expert will review assignments and career documents, provide individualized feedback, monitor participant progress, and contribute to the achievement of the project’s expected results.

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 Freelancing and CV Building is 1600 EUR.

Maximum budget for Mentoring Services for Freelancing and CV Building is 2000 EUR.

The total budget for this assignment is 3600 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 in Business Administration, Digital Media, Human Resources, Education Sciences, Social Sciences, or a related discipline relevant to employability and workforce development. Additional certifications in freelancing, digital marketing, employability, career guidance, will be considered an asset.
- Minimum 5 years of professional experience in freelancing or digital work (ideally digital marketing or related fields), with demonstrated practical knowledge of freelancing platforms (e.g. Upwork, Fiverr), including profile and portfolio development, service positioning, proposal writing, pricing, client communication, and delivery of digital services for online or local markets.
- At least 4 years of experience delivering training in freelancing, employability, or digital skills, including hands-on support in CV building, LinkedIn optimization, career planning, and the development of structured learning materials and practical assignments.
- Proven experience working with EU employers, job creation platforms, and/or donor-funded employability projects is considered a strong asset.
- Proven experience supporting youth and vulnerable groups in employability and digital skills initiatives, alongside strong knowledge of the Albanian labor market and youth-related challenges in rural and underserved areas.
- Strong facilitation, communication, and mentoring skills, with the ability to motivate and actively engage youth learners in both online and in-person learning environments.
- Native or fluent Albanian for training and mentoring delivery.
- Excellent command of English (minimum C1), enabling guidance on international freelancing markets, global career opportunities, and EU-related programs and resources.

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 verifiable references or service delivery records confirming prior experience in in online freelancing, digital or remote work and/training delivery.
- Financial Offer in EUR (as per the template attached)¹
- Signed Statement of Integrity (Attached)

The email **subject line** must read: **“YouThrive-4_ Trainer & Mentor for Freelancing and CV Building [Name of Candidate]”**

Applications must be received **by 11 February 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	<ul style="list-style-type: none"> • University degree in a relevant field (Business Administration, Digital Media, Human Resources, Education Sciences, Social Sciences or similar). • Additional certifications in freelancing, digital marketing, employability, or career guidance are an asset. 	10 points
2. Professional Experience in Freelancing / Digital Work	<ul style="list-style-type: none"> • Minimum 5 years of experience in freelancing or digital work, with demonstrated practical use of freelancing platforms (e.g. Upwork, Fiverr), including profile/portfolio development, service positioning, proposals, pricing, client communication, and service delivery. 	20 points

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

3. Training & Mentoring Experience	<ul style="list-style-type: none"> At least 4 years of experience delivering training and mentoring in freelancing, employability, or digital skills, including CV building, LinkedIn optimization, career planning, and development of structured learning materials and assignments. 	15 points
4. Experience with EU/Donor funded employment projects	<ul style="list-style-type: none"> Proven experience working with EU employers, job creation platforms, and/or donor-funded employability projects 	10 points
5. Experience with Youth & Employability Programs	<ul style="list-style-type: none"> Proven experience supporting youth, jobseekers, or vulnerable groups in employability or digital skills initiatives, with understanding of the Albanian labor market and challenges in rural or underserved areas. 	10 points
6. Facilitation, Communication & Mentoring Skills	<ul style="list-style-type: none"> Demonstrated ability to engage and motivate youth learners, facilitate group and individual mentoring, and provide clear, constructive, and motivational feedback in online and/or in-person settings. 	10 points
7. Language Requirements	<ul style="list-style-type: none"> Native Albanian speaker Excellent English level (C1 or higher) 	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.