FRAMEWORK TERMS OF REFERENCE

for Contracting Hospitality and Catering Services for Training Participants

Project:	I.N.V.E.S.T. – Inspiring New Ventures, Entrepreneurial Skills and Training
Funded by:	Italian Agency for Development Cooperation (AICS)
Project AID Code:	AID 013244/09/1
Contracting authority:	Albanian National Training and Technical Assistance Resource Center, ANTTARC
Partner Code:	12320
Procedure No.:	12320/4
Title:	Framework ToR for Contracting Hospitality and Catering Services for Training Participants
Locations:	Durrës, Fier and Lushnje – Albania
Application Deadline:	11/12/2026
Apply to:	Albanian National Training and Technical Assistance Resource Center ANTTARC as described in the Invitation to Tender.

1. BACKGROUND INFORMATION

The Albanian National Training and Technical Assistance Resource Center (ANTTARC) is core partner in INVEST, alongside Save the Children Italy, Save the Children Albania, Confindustria Albania, Develhope Sa and IFOA. INVEST – Inspiring New Ventures, Entrepreneurial Skills and Training project is funded by the Italian Agency for Development Cooperation (AICS). The project is implemented in Durres, Fier, and Lushnje. It aims at contributing to improved employability, social inclusion and sustainable development for adolescents and young people through strengthened Vocational Education and Training (VET) systems and closer alignment with labor market needs.

The **Overall Objective** of INVEST is**:** "To promote full and productive employment and decent work for young people in Albania, in line with the SDG 8 and with targets 8.5 and 8.6. The **Specific Objective** is: "To increase professional and employment opportunities for young people (15-29) from Durres, Fier, and Lushnja". **Expected Results** of the project are: (1) Improve the quality of vocational training and their partnerships with public and private actors; (2) Adolescents and young people (15-29 years) have acquired the skills necessary for their personal success and vocational training and were exposed to the world of work through internship and on-the-job training experiences; (3) Facilitated business start-ups for qualified young people (18-29 years old). ANTTARC is involved in three expected results of INVEST, implementing activities relating to training of VET teachers and instructors and training and mentoring of young people in entrepreneurship.

2. SCOPE OF THE WORK

This Framework Terms of Reference aims at establishing a roster of qualified companies who can be mobilized through specific call-off assignments to support the implementation of project activities. The activities covered under this Framework ToR span from renting training room to provision of catering services for training participants. The purpose of this Framework Terms of Reference (ToR) is to:

- Establish a roster (framework list) of pre-qualified companies;
- Receive and assess applications for multiple service provision under one single call;
- Enable ANTTARC to award specific, time-bound service contracts (call-off assignments) during the project implementation period.

The primary scope includes the following requirements:

- Training room: Suitable for a group of 20-25 persons, arranged in cabaret or u-shape style, equipped and suitable for presentations (flipchart and power point).
- Catering services: Including menu provisions for lunch and deliver, service personnel, and set up and dismantle catering equipment at designated sites punctually.
- Location: The contract will be implemented on the place of performance, Durres, Fier, Lushnje.
- Start date & period of implementation: The intended start date is December 12th, 2026, and the framework roster will be valid for the entire duration of the INVEST project. The selected Contractor will provide catering services on an as-needed basis.
- Tenderers may apply to provide services in one or more lots/locations-- Durres, Fier, Lushnje.
- Implementation Modalities: Based on Framework Approach, these Framework TOR establish a consultant roster/framework agreement for the duration of the INVEST project. Successful applicants will be included in a roster of pre-qualified entities and may be contracted through specific call-off assignments corresponding to one or more of activities described below. Inclusion in the roster does not guarantee the award of a contract.
- Specific contracts under this framework may range from one to several activities depending on the project context. Contract details will be further defined in individual Call-off TORs.
- Quality requirements: The selected Service Providers must ensure, inter alia, that all services are provided as described in the contracts for individual activities.
- Personnel: Contractor should propose staff responsible for the activities they intend to apply. They should furnish professional service staff when explicitly requested for training events.

Entities may be contracted to undertake one or more of the following activities:

Activity	Description	Cost/day EUR	LOT 1/ Durres	LOT 2/ Fier	LOT 3/ Lushnje
			Number of days		
1. Rent a hall for training		**150**	**13**	**13**	**6**
1.1. Assessment workshops.	One-day assessment workshops with participation of 20 staff of VET schools and centers in Durres and Fier.	150	1	1	
1.2. Training of administrative staff of VET schools and centers in financial planning and budget management.	2 three-day (6 days in total) training courses in Durres and Fier for 20 managerial staff of VET schools and centers from Durresi, Fieri, and Lushnja.	150	3	3	
1.3. Professional training for teachers of VET schools in pedagogical methods.	2 three-day (6 days in total) training courses in Durres and Fier with the participation of 25 teachers of VET schools and centers from Durresi, Fieri, and Lushnja.	150	3	3	
1.4. Technical training of VET teachers in how to apply ICT in tourism, agrotourism, and agriculture and financial skills.	3 three-day (9 in total) training courses in Durres, Fier, and Lushnje with the participation of 25 teachers of VET schools from Durresi, Fieri and Lushnja.	150	3	3	3
1.5. Training to introduce entrepreneurship education among students.	3 three-day (9 days in total) training in business development for 150 young people (bootcamp format) in Durres, Fier, and Lushnje.	150	3	3	3
2. Participants' lunch and coffee breaks		**Cost/person EUR**	**Number of participants**		
2.1. Assessment workshops.	Two assessment workshops, one in Durres for 30 people and one in Fier/Lushnje for 25 people	20	30	25	
2.2. Training of administrative staff of VET schools and centers in financial planning and budget management.	2 three-day (6 days in total) training courses in Durres and Fier with the participation of 20 managerial staff of VET schools and centers in Durresi, Fieri, and Lushnja.	20	60-120	60-120	
2.3. Professional training for teachers of VET schools in pedagogical methods.	2 three-day (6 days in total) training courses in Durres and Fier with the participation of 25 teachers of VET schools and centers in Durresi, Fieri, and Lushnja.	20	75-150	75-150	
2.4. Technical training of VET teachers in how to apply ICT in tourism, agrotourism, and agriculture and financial skills.	3 three-day (9 in total) training courses in Durres, Fier and Lushnje with the participation of 25 teachers of VET schools from Durresi, Fieri and Lushnja.	20	75	75	75
2.5. Training to introduce entrepreneurship education among students.	3 three-day (9 days in total) training in business development for 150 young people (bootcamp format).	27	50	50	50

Minimum and maximum value of the Framework Agreement in EUR.	**Min €**	**Max €**	**Min €**	**Max €**	**Min €**	**Max €**
Specific contracts under this framework may range from one activity to several activities, depending on the project context.	**6,159**	**8,850**	**6,050**	**8,750**	**2,850**	**2,850**

3. REQUIREMENTS AND EVALUATION OF OFFERS

Companies engaged under specific call off assignments will be selected based on their ranking achieved during the assessment process, ensuring that assignments are awarded to the most qualified and suitable candidates according to the required expertise and quality standards. Applications shall be evaluated by an Evaluation Committee in accordance with the principles of transparency, equal treatment, proportionality, non-discrimination and sound financial management. The evaluation process shall normally consist of:

Administrative compliance

- Application is submitted on time and all required documents are provided.
- Only compliant applications shall proceed to the next stage.

Eligibility criteria

Active registration status	Copy of NIPT and Tax Office statement of active and without debts status
Tenderer is not in any of the situations excluding them from participating in contracts.	Declarations included in Tender dossier

Technical Evaluation

Criterion	Score
Company infrastructure and human resources.	30 points
Proven experience in similar assignments.	20 points
Quality of offer.	
Training room: for a group of 20-25 persons, arranged in cabaret or u-shape style, equipped and suitable for presentations (flipchart and power point).	20 points
Food for the established price: menu provisions for lunch; delivery; , and set up and dismantle catering equipment at designated sites punctually; service personnel;	30 points
Total	Maximum Score: 100

The contract shall be awarded to the candidates that have the highest evaluation.

4. MONITORING

ANTTARC and SC ALB have the right to monitor the delivery of services by contractors. Contractors will cooperate with ANTTARC/SC ALB staff during monitoring visits.

5. SAFEGUARDING, ETHICS AND COMPLIANCE

All entities engaged under this framework must comply with ANTTARC and Save the Children safeguarding, ethics, and compliance policies and procedures. Failure to comply may result in immediate termination of the assignment.

6. APPLICATION

Interested companies are invited to submit by 12.12.2026 the tender documents described in the Invitation for tender.