

**Interreg - IPA CBC**  
Greece - Albania



**INECO**

Project **INECO**:  
“INNOVATIVE ECONOMY ECO-SYSTEM”

**Call for Experts & Terms of Reference for:**  
***Activities 3.1, 3.2, & 3.3***





UNIVERSITY OF THESSALY

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## Document History

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## Reference Documents

Document Name	Author
INECO Subsidy contract <A2-2.2-4>	SEE JTS & Kastoria Chamber
INECO Application Form	Kastoria Chamber
Visual Identity Guidelines	JTS
Decision of the Joint Steering Committee through written procedure closed on XX-XX-XX	JTS
Implementation Manual	JTS
INACT Partnership Agreement	All INECO Partners

## Distribution List

This document has been distributed to:

Name	Position
LB-1. Kastoria Chamber, KC, Greece	Project Lead Partner
PB-2. University of Thessaly, Greece	Project partner
PB-3. Association of Women Entrepreneurs of Western Macedonia, Greece	Project partner
PB-4. Chamber of Commerce & Industry of Gjirokaster, Albania	Project partner
PB-5. Studies & Development Center, Albania	Project partner
PB-6. University "Eqrem Cabej" Gjirokaster, Albania	Project partner

## STUDIES & DEVELOPMENT CENTER

**Studies and Development Center**  
**Rr. Gjin Bue Shpata, Pall Aviacioni Vjeter, Shk 6, Ap 29**  
**Tirana, Albania**  
**Tel. +355 69 7256352**  
**E-mail: info@sdc.org.al**

September 14, 2018

**Call for Experts for implementing activities for the “INECO” Project:**

**“INNOVATIVE ECONOMY ECO-SYSTEM”**

**The deadline for receipt of the applications is 21<sup>st</sup> of October, 2018.**

Posted by the Studies and Development Center, Albania.

# 1. Introduction

The present Call for Experts & Terms of References (ToRs) has been elaborated by the University of Thessaly (UTH) team in order to ensure optimum consistency in the implementation of the Activities 3.1, 3.2 & 3.3 of the INECO project. This document aims to operate as a road map, outlining what needs to be done in terms of activities, when and by whom. Moreover, the ToRs help the INECO consortium to ensure that the sound implementation of the actual deliverable is doable, defining the processes that need to happen for the intervention to succeed.

## 2. Projects's Background and Rationale

### **Problems & Challenges to be addressed**

The project area, which is located at the Greek-Albanian border, is characterized by a predominantly small and micro enterprises environment with poor performance in clustering, technological development and innovation, weak and vulnerable productive structure, and limited competitiveness in international markets (see Programme's SWOT Analysis). Despite the fact that public R&D expenditure have been constantly growing, the level of investment in research and technological development is still very low, private sector is very limited, and University-Industry collaboration is among the lowest ranked in the world. However, a growing pool of highly-educated university graduates, coupled with potential for incorporation of innovation into productive processes within a fledgling Startup Scene and momentum, has given rise to an entrepreneurial spirit throughout the area. Within this context, the project idea is in line with the thematic priority (g) "Enhancing competitiveness, the business environment and the development of small and medium-sized enterprises (SMEs), trade and investment"

### **The idea**

The overall objective of INECO project is to address a broader innovative ecosystem in the cross border area, by creating two pre-incubating supporting mechanisms, in order to encourage new entrepreneurs and teams to prepare and test their business ideas under real conditions, and before taking any business risk. INECO will develop two co-working spaces and support services for teams of people with innovative ideas, helping them to mature, and to integrate smoother within the business world. More specifically, the teams will be supported to: (a) develop a business model, (b) access the market for their ideas, overcoming the so called "death valley" and (c) seek seed funding or risk capital. The two co-working spaces that are to be created; one in Kastoria (Greece) and one in Gjirokastra (Albania), will be able to fully support 15 to 20 teams, by providing them with a modern working environment with all the flexibility needed to adapt to different and changing requirements. These spaces will have adequate infrastructure in terms of hardware and software. What is more, both these spaces will offer the potential for interaction between the hosted teams – promoting synergies. Coached

support will be provided for the hosted teams throughout the whole time during which the premises will be used. This support includes advice on generic issues, including: idea validation, business model, revenue model, IPR, legal issues etc. If and when more specialist advice will be needed and justified by the progress of the hosted team, they will be redirected accordingly. Also, mentoring services will be arranged for areas in which the hosted team operates (or intends to operate). In some cases the mentor could be a potential client.

## **Objectives**

The overall objective of INECO - in compliance with the general objective of the priority to which it belongs - is to address a broader innovative ecosystem in the cross border area. This will be achieved by creating pre-incubating structured mechanisms, in order to encourage new entrepreneurs and teams to prepare and test their business ideas under real conditions, and before taking any business risk. The offered learning will be based on experience, thus lowering the risk of market failures. In contrast to a common business incubator, the pre-incubator supports only entrepreneurial projects (“profit-centres”) and not already registered enterprises. The specific objectives of the project are described as followed:

- The development of a pre-incubation strategy in the CB area based on international experience and capitalization of existing methodologies.
- The formulation of Business Plans and development of prototypes for potential entrepreneurs and teams.
- The development of a Business Pre-incubating Acceleration Tool and Virtual Platform, associated with all the particular Modules.
- The creation of an International Mentors Network / Advisory Board / Pre-incubator Group.
- The installation and equipped of two pre-incubation structured mechanisms.
- The consultation with key stakeholders, policy recommendation and capitalization
- The development of a holistic pre-incubating support program involving training, coaching, mentoring and laboratory activities.

To this end, the project seeks the establishment of a solid and stable platform of cooperation, generating economies of scale and providing opportunities to exploit the comparative advantages that the region offers.

The project is consistent with the strategies and aims of the Interreg IPA CBC Programme related to the Priority 2 “Boosting the local economy”, and it contributes to the Specific Objective 2.2 “Improve cross border capacity to support entrepreneurship, business survival and competitiveness”.

## **Project’s approach**

The implementation of the INECO is expected to eliminate obstacles for the spin-off process by creating new two pre-incubators in close collaboration with the "KEPA – ANEM – Center for Entrepreneurial and Cultural Development". In contrast with a common business incubator, the pre-incubator supports only entrepreneurial projects (“profit-centres”) and not already registered enterprises. In these new facilities, potential entrepreneurs will be enabled to test the marketability of their products prior

to the foundation of their own company. The pre-incubator will provide the entrepreneur with assistance and key knowledge on how to run a company. To this end, the project seeks the establishment of a solid and stable platform of cooperation, generating economies of scale and providing opportunities to exploit the comparative advantages that the region has to offer.

## **The partnership**

The partnership consists of (6) institutions with competence in entrepreneurship, research & innovation, capacity building and local development, with high level of commitment and expertise: (i) Kastoria Chamber (LB1-GR), (ii) University of Thessaly (PB2-GR), (iii) Association of Women Entrepreneurs (PB3-GR), (iv) Chamber of Commerce of Gjirokaster (PB4-AL) (v) Studies of Development Center (PB5-AL) and (vi) University "Eqrem Cabej" Gjirokaster (PB6-AL). Partners have full knowledge of the area, its problems and especially its potentials. Their partnership combines knowledge, experience and expertise in a well-planned insight - out and bottom-up driven project.

## **Target Group**

The main target groups involve (the list is not exhaustive):

- Young scientists & students
- Young potential entrepreneurs
- Other potential entrepreneurs
- Young entrepreneurs
- Innovative local firms
- Export oriented local firms
- Private businesses Associations
- Local & regional authorities
- Civil society representatives
- Research institutions
- Policy makers

## 3. Scope of work

### Job Description

The junior experts, in cooperation with the UTH-Team, are expected to contribute to the carrying out of the following activity:

<b>WP 3</b>	<b>Pre-incubating Strategy</b>
<b>Action 3.1</b>	Need Analysis & Action Plan on pre-incubation Strategy in the CB area
<b>Budget</b>	2.000,00€ (including VAT)
<b>Deliverable 3.5.1</b>	Collect data, fieldwork research and provide input to PB2 for the Report on Need Analysis & Action Plan on pre-incubation Strategy in the CB area

The aim of this action is to develop a study on Need Analysis & Action Plan on pre-incubation Strategy in the INECO CB area. The key purpose of the Need Analysis is to serve as a reference document for the INECO partners. This Report will provide partners with the opportunity to view the pre-incubation theme through the lens of common challenges in both countries and reflect on the situation in their own country. The Action Plan on pre-incubation Strategy intends: (a) to set the goals based on an in-depth diagnosis and assessment of the existing situation, and (b) to outline the actions and the policy measures needed. The successful external expert applicant will work with the team of INECO project at the Studies and Development Center (SDC) towards achieving the goals of WP3, Activity 3.1. More specifically, the successful external expert applicant will collect data, conduct fieldwork research and provide input to PB2 for the Report on Need Analysis & Action Plan on pre-incubation Strategy in the CB area. The Final Report will be compiled by the UTH team in close collaboration with the INECO PB3, PB5 and PB6 project partners.

### Budget Specification

The budget of this activity is specified as follow:

(1) Data collection - 2.000€, taking into consideration that the data will be collected in a wide territory, i.e the whole Gjirokastra Region. At least two persons (junior experts) will be engaged in this phase for at least 25 working days each including the preparation of final report of data collection. **Total cost = 2.000,00 €** (including VAT).

### Outputs

The final outputs involve:

- Carrying out and analysis of 30 semi-structured questionnaires



## 4. Required Skills and Experience \*

### Education

- University Degree in any discipline i.e. economics, engineering or social sciences or any other related applied sciences.

### Experience

- Experience in implementing national development projects
- Previous experience in collaboration with national or international development agencies will be a strong advantage.
- Experience in planning and management of Integrated Operational Programs (priority axis, measures, interventions, time scheduling, outputs / impact / results indicators)
- Involvement in territorial cooperation related projects.
- Previous experience in codification, classification, categorization of development projects' data, will be a strong advantage

### Language requirements

- Fluency in speaking, reading and writing Albanian and English is required.

### Interview

- All the applicants will be interviewed at a date set by the members of SDC, and they will be informed of the date, time and place.

### Other Requirements:

- IT skills are welcomed.
- Ability to work effectively.
- Strong communication skills and cooperation skills;
- Excellent analytical skills;
- Strong team-playing

*(\* In case of a legal person, the Required Skills and Experience should be covered by at least one of its executives.*

## **5. Other critical information**

### **Equal Opportunities**

Equal opportunities policy without distinction on the grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation will be applied.

### **Location and duration**

The services by the successful external expert applicant will be executed under the guidance and coordination of the Studies and Development Center (SDC) Team Team. Most of the services listed above, will take place across the Albanian Project Territory. The time length of the Contract spans to a nine (9) month period after the contract has been signed.

### **Contract & Duration**

There will be a fixed term contract for the period December 1, 2018-August 31, 2019. The total amount of money available in order to complete the above activities comes to two thousand Euros (2.000,00) € VAT included. Travels and accommodation expenses for the successful external expert applicant have to be considered within their contract agreement budget. Hence, travel and accommodation costs will be covered by the successful external expert applicant.

### **Evaluation Criteria**

- Adequacy of the Degrees (30 points)
- English Language level (15)
- Work Experience in the field (40 points)
- Interview (15 points)

## 6. Procedure of applying

If you are interested in this contract (legal or physical entities), you should submit the **required documents** mentioned below either by post or by courier not later than **21/10/2018**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the following address:

**Ms Vjollca Backa**  
Studies and Development Center (SDC)  
Rr. Gjin Bue Shpata, Pall Aviacioni Vjeter, Shk 6, Ap 29  
Tirana, Albania  
Tel. +355 69 7256352  
E-mail: [info@sdc.org.al](mailto:info@sdc.org.al)

### **Required documentation:**

- A detailed CV of the Applicant
- Degrees/Certificates, prior working experience certificates. Genuine copies and official translations of originals will be submitted by applicants before their final selection for the recruitment of the SDC. Failure to submit genuine copies of the originals shall automatically mean the rejection of the candidate.
- The name, current position, and relationship to the applicant, of one referee

All candidate external experts (legal or physical entities) must send the expression of interest together with all supporting documents **by post (registered post or courier) not later than 21<sup>st</sup> of October, 2018**.

For further information please contact: Vjollca Backa  
at +355 69 7256352, email: [info@sdc.org.al](mailto:info@sdc.org.al)

### 3. Scope of work

#### Job Description

The junior experts, in cooperation with the UTH-Team, are expected to contribute to the carrying out of the following activity:

<b>WP 3</b>	<b>Pre-incubating Strategy</b>
<b>Action 3.2</b>	Identify the latest innovation trends and Good Practices in Europe. Capitalization of existing methodologies
<b>Budget</b>	1400€ (vat included)
<b>Deliverable 3.5.2</b>	Collect data and provide input to PB2 for the Report on Identification of the latest innovation trends and Good Practices in Europe. Collect data and provide input to PB2 for the Report on Capitalization of existing methodologies

The aim of this activity is to develop: (a) One Report on Identification of the latest innovation trends and Good Practices in Europe, and (b) One Report on Capitalization of existing methodologies. The activity's main idea is to identify and transfer know-how from other countries' innovations such as good practices and new ways for supporting potential new entrepreneurs. Good practice is defined as a process or methodology related to innovative entrepreneurship that has been shown to be effective in one place and might be effective in another too. Innovative entrepreneurship good practices might be promising practices, demonstrated practices, and replicated practices. The successful external expert applicant will work with the scientific team of INECO project at the University of Thessaly (UTH) towards achieving the goals of WP3, Activity 3.2. Both reports will be coordinated by the UTH team, in close collaboration with the INECO PB5 and PB6 project partners.

#### Budget Specification

The budget of this activity is specified as follow:

Data collection - 1400€, taking into consideration that the data will be collected in a wide territory, i.e the whole Gjirokastra Region. At least two persons (junior experts) will be engaged in this phase for at least 10 working days each including the preparation of final report of data collection. In total will be 20 w/d x70€/day=1,400€.

#### Outputs

The final outputs involve:

- Collecting and review of secondary data on innovation trends and practices at international & European level
- Collecting and review of secondary data on innovation trends and practices at national level in Albania

## 4. Required Skills and Experience \*

### Education

- University Degree in any discipline i.e. economics, engineering or social sciences or any other related applied sciences.

### Experience

- Experience in implementing national development projects
- Previous experience in collaboration with national or international development agencies will be a strong advantage.
- Experience in planning and management of Integrated Operational Programs (priority axis, measures, interventions, time scheduling, outputs / impact / results indicators)
- Involvement in territorial cooperation related projects.
- Previous experience in codification, classification, categorization of development projects' data, will be a strong advantage

### Language requirements

- Fluency in speaking, reading and writing Albanian and English is required.

### Interview

- All the applicants will be interviewed at a date set by the members of SDC, and they will be informed of the date, time and place.

### Other Requirements:

- Advanced IT skills are welcomed.
- Ability to work effectively.
- Strong communication skills and cooperation skills;
- Excellent analytical skills;
- Strong team-playing

*(\*) In case of a legal person, the Required Skills and Experience should be covered by at least one of its executives.*

## **5. Other critical information**

### **Equal Opportunities**

Equal opportunities policy without distinction on the grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation will be applied.

### **Location and duration**

The services by the successful external expert applicant will be executed under the guidance and coordination of the Studies and Development Center (SDC) Team. Most of the services listed above, will take place across the Albanian Project Territory. The time length of the Contract spans to a nine (9) month period after the contract has been signed.

### **Contract & Duration**

There will be a fixed term contract for the period December 1, 2018-August 31, 2019. The total amount of money available in order to complete the above activities is one thousand four hundred Euros (1.400,00), € VAT included. Travels and accommodation expenses for the successful external expert applicant have to be considered within their contract agreement budget. Hence, travel and accommodation costs will be covered by the successful external expert applicant.

### **Evaluation Criteria**

- Adequacy of the Decrees (30 points)
- English Language level (15)
- Work Experience in the field (40 points)
- Interview (15 points)

## 6. Procedure of applying

If you are interested in this contract (legal or physical entities), you should submit the **required documents** mentioned below either by post or by courier not later than **21/10/2018**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the following address:

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Tirana, Albania  
Tel. +355 69 7256352  
E-mail: [info@sdc.org.al](mailto:info@sdc.org.al)

### Required documentation:

- A detailed CV of the Applicant
- Degrees/Certificates, prior working experience certificates. Genuine copies and official translations of originals will be submitted by applicants before their final selection for the recruitment of the SDC. Failure to submit genuine copies of the originals shall automatically mean the rejection of the candidate.
- The name, current position, and relationship to the applicant, of one referee

All candidate external experts (legal or physical entities) must send the expression of interest together with all supporting documents **by post (registered post or courier) not later than 21<sup>st</sup> of October, 2018**.

For further information please contact: **Ms Vjollca Backa** at +355 69 7256352, email: [info@sdc.org.al](mailto:info@sdc.org.al)



## 3. Scope of work

### Job Description

The senior expert, in cooperation with the UTH-Team, is expected to contribute to the carrying out of the following activity:

<b>WP 3</b>	<b>Pre-incubating Strategy</b>
<b>Action 3.2</b>	Identify the latest innovation trends and Good Practices in Europe. Capitalization of existing methodologies
<b>Budget</b>	1.000€
<b>Deliverable 3.5.2</b>	Collect data and provide input to PB2 for the Report on Identification of the latest innovation trends and Good Practices in Europe. Collect data and provide input to PB2 for the Report on Capitalization of existing methodologies

The aim of this activity is to develop: (a) One Report on Identification of the latest innovation trends and Good Practices in Europe, and (b) One Report on Capitalization of existing methodologies. The activity's main idea is to identify and transfer know-how from other countries' innovations such as good practices and new ways for supporting potential new entrepreneurs. Good practice is defined as a process or methodology related to innovative entrepreneurship that has been shown to be effective in one place and might be effective in another too. Innovative entrepreneurship good practices might be promising practices, demonstrated practices, and replicated practices. The successful external expert applicant will work with the scientific team of INECO project at the University of Thessaly (UTH) towards achieving the goals of WP3, Activity 3.2. Both reports will be coordinated by the UTH team, in close collaboration with the INECO PB5 and PB6 project partners.

### Budget Specification

The budget of this activity is specified as follow:

1.000€ for the additional professional input by relevant expertise of the field and review of produced material. This process will require the involvement of at least 1 person (senior expert), for 10 days, with a price per day of 100€ (according to local market price). In total will be needed 1.000€. (including VAT).

### Outputs

The final outputs involve:

- Collecting and review of secondary data on innovation trends and practices at international & European level
- Collecting and review of secondary data on innovation trends and practices at national level in Albania
- Providing a final report of data collected

## 4. Required Skills and Experience \*

### Education

- Master's Degree in any discipline i.e. economics, engineering or social sciences or any other related applied sciences. (Strong advantage will be if specialization exists in Sustainable Development or Regional Development).

### Experience

- Experience in implementing and coordinating Cross-Border projects.
- Experience in implementing national development projects
- Previous experience in collaboration with national or international development agencies will be a strong advantage.
- Experience in planning and management of Integrated Operational Programs (priority axis, measures, interventions, time scheduling, outputs / impact / results indicators)
- Involvement in territorial cooperation related projects.
- Previous experience in codification, classification, categorization of development projects' data, will be a strong advantage

### Language requirements

- Fluency in speaking, reading and writing Albanian and English is required.

### Interview

- All the applicants will be interviewed at a date set by the members of SDC, and they will be informed of the date, time and place.

### Other Requirements:

- Advanced IT skills are welcomed.
- Ability to work effectively.
- Strong communication skills and cooperation skills;
- Excellent analytical skills;
- Strong team-playing

*(\*) In case of a legal person, the Required Skills and Experience should be covered by at least one of its executives.*

## **5. Other critical information**

### **Equal Opportunities**

Equal opportunities policy without distinction on the grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation will be applied.

### **Location and duration**

The services by the successful external expert applicant will be executed under the guidance and coordination of the Studies and Development Center (SDC) Team. Most of the services listed above, will take place across the Albanian Project Territory. The time length of the Contract spans to a nine(9) month period after the contract has been signed.

### **Contract & Duration**

There will be a fixed term contract for the period December 1, 2018-August 31, 2019. The total amount of money available in order to complete the above activities is one thousand Euros (1.000,00), € VAT included. Travels and accommodation expenses for the successful external expert applicant have to be considered within their contract agreement budget. Hence, travel and accommodation costs will be covered by the successful external expert applicant.

### **Evaluation Criteria**

- Adequacy of the Decrees (30 points)
- English Language level (15)
- Work Experience in the field (40 points)
- Interview (15 points)

## 6. Procedure of applying

If you are interested in this contract (legal or physical entities), you should submit the **required documents** mentioned below either by post or by courier not later than **21/10/2018**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the following address:

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Tirana, Albania  
Tel. +355 69 7256352  
E-mail: [info@sdc.org.al](mailto:info@sdc.org.al)

### Required documentation:

- A detailed CV of the Applicant
- Degrees/Certificates, prior working experience certificates. Genuine copies and official translations of originals will be submitted by applicants before their final selection for the recruitment of the SDC. Failure to submit genuine copies of the originals shall automatically mean the rejection of the candidate.
- The name, current position, and relationship to the applicant, of one referee

All candidate external experts (legal or physical entities) must send the expression of interest together with all supporting documents **by post (registered post or courier) not later than 21<sup>st</sup> of October, 2018**.

For further information please contact: **Ms Vjollca Backa** at +355 69 7256352, email: [info@sdc.org.al](mailto:info@sdc.org.al)

## 3. Scope of work

### Job Description

The translator service will be provided for the final report done from junior experts and senior expert, in cooperation with the UTH-Team, is expected to contribute to the carrying out of the following activity:

<b>WP 3</b>	<b>Pre-incubating Strategy</b>
<b>Action 3.2</b>	Identify the latest innovation trends and Good Practices in Europe. Capitalization of existing methodologies
<b>Budget</b>	600€
<b>Deliverable 3.5.2</b>	Collect data and provide input to PB2 for the Report on Identification of the latest innovation trends and Good Practices in Europe. Collect data and provide input to PB2 for the Report on Capitalization of existing methodologies

The aim of this activity is to develop: (a) One Report on Identification of the latest innovation trends and Good Practices in Europe, and (b) One Report on Capitalization of existing methodologies. The activity's main idea is to identify and transfer know-how from other countries' innovations such as good practices and new ways for supporting potential new entrepreneurs. Good practice is defined as a process or methodology related to innovative entrepreneurship that has been shown to be effective in one place and might be effective in another too. Innovative entrepreneurship good practices might be promising practices, demonstrated practices, and replicated practices. The successful external expert applicant will work with the scientific team of INECO project at the University of Thessaly (UTH) towards achieving the goals of WP3, Activity 3.2. Both reports will be coordinated by the UTH team, in close collaboration with the INECO PB5 and PB6 project partners.

### Budget Specification

The budget of this activity is specified as follow:

600€ for translation. According to Albanian market prices, one page translation of a professional material amounts to 15€/page. It is expected the report to have at least 40 pages, which requires a total of 600€.

### Outputs

The final outputs involve:

- Providing translation of final report prepared from junior and senior experts

## 4. Required Skills and Experience \*

### Education

- Master's Degree in English Language and Interpretation

### Experience

- Experience in translating Cross-Border projects reports.
- Experience in translating reports of national development projects
- Translation experiences in territorial cooperation related projects.
- Previous experience in translation and interpretation of development reports' data, will be a strong advantage

### Language requirements

- Fluency in speaking, reading and writing Albanian and English is required.

### Interview

- All the applicants will be interviewed at a date set by the members of SDC, and they will be informed of the date, time and place.

### Other Requirements:

- Licence of official translation
- Ability to work effectively.
- Strong communication skills and cooperation skills;
- Excellent analytical skills;
- Strong team-playing

*(\*) In case of a legal person, the Required Skills and Experience should be covered by at least one of its executives.*

## **5. Other critical information**

### **Equal Opportunities**

Equal opportunities policy without distinction on the grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation will be applied.

### **Location and duration**

The services by the successful external expert applicant will be executed under the guidance and coordination of the Studies and Development Center (SDC) Team. Most of the services listed above, will take place across the Albanian Project Territory. The time length of the Contract spans to a one (two) month period after the contract has been signed.

### **Contract & Duration**

There will be a fixed term contract for the period June 1, 2019-August 31, 2019. The total amount of money available in order to complete the above activities is six hundred Euros (600,00), € VAT included. Travels and accommodation expenses for the successful external expert applicant have to be considered within their contract agreement budget. Hence, travel and accommodation costs will be covered by the successful external expert applicant.

### **Evaluation Criteria**

- Adequacy of the Decrees (30 points)
- English Language level (15)
- Work Experience in the field (40 points)
- Interview (15 points)



## 6. Procedure of applying

If you are interested in this contract (legal or physical entities), you should submit the **required documents** mentioned below either by post or by courier not later than **21/10/2018**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the following address:

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E-mail: [info@sdc.org.al](mailto:info@sdc.org.al)

### Required documentation:

- A detailed CV of the Applicant
- Degrees/Certificates, prior working experience certificates. Genuine copies and official translations of originals will be submitted by applicants before their final selection for the recruitment of the SDC. Failure to submit genuine copies of the originals shall automatically mean the rejection of the candidate.
- The name, current position, and relationship to the applicant, of one referee

All candidate external experts (legal or physical entities) must send the expression of interest together with all supporting documents **by post (registered post or courier) not later than 21<sup>st</sup> of October, 2018**.

For further information please contact: **Ms Vjollca Backa** at +355 69 7256352, email: [info@sdc.org.al](mailto:info@sdc.org.al)

## 3. Scope of work

### Job Description

The junior experts, in cooperation with the UTH-Team, are expected to contribute to the carrying out of the following activity:

<b>WP 3</b>	<b>Pre-incubating Strategy</b>
<b>Action 3.3</b>	Survey to gain deep understanding of potential entrepreneurs attitudes towards pre-incubation
<b>Budget</b>	1400€
<b>Deliverable 3.5.3</b>	Conducting field research and provide input to PB2 for the report on Survey to gain deep understanding of potential entrepreneurs attitudes towards pre-incubation

The aim of this action is to develop a Report based on Survey which aims to gain deep understanding of potential entrepreneur's attitudes towards pre-incubation in the INECO CB area. The survey's main goal is to gain a thorough knowledge on the profile of the potential entrepreneurs in the CB area. Moreover, the activity intends to identify the critical parameters that will change negative stereotypes and will create positive attitudes towards entrepreneurship in a pre-incubating setting. The survey will be conducted among potential entrepreneurs in the INECO project's area. The successful external expert applicant will work with the scientific team of INECO project at the University of Thessaly (UTH) towards achieving the goals of WP3, Activity 3.3. More specifically, the successful external expert applicant will conduct field research and provide input to PB2 for the report on Survey to gain deep understanding of potential entrepreneur's attitudes towards pre-incubation. The Final Report will be compiled by the UTH team in close collaboration with the INECO PB3, PB5 and PB6 project partners.

### Budget Specification

The budget of this activity is specified as follow:

Data collection & Interviews conducting - 1400€, taking into consideration that the data will be collected in a wide territory, i.e the whole Gjirokastra Region. At least two persons (junior experts) will be engaged in this phase for at least 10 working days each including the preparation of final report of data collection. In total will be 20 w/d x 70€/day=1.400€.

### Outputs

The final outputs involve:

- Collection & Analysis of semi-structured questionnaires

## 4. Required Skills and Experience \*

### Education

- University Degree in any discipline i.e. economics, engineering or social sciences or any other related applied sciences.

### Experience

- Experience in implementing interviews and questionnaires.
- Experience in national development activities
- Involvement in territorial cooperation related activities.
- Previous experience in codification, classification, categorization of development projects' data, will be a strong advantage

### Language requirements

- Fluency in speaking, reading and writing Albanian and English is required.

### Interview

- All the applicants will be interviewed at a date set by the members of SDC, and they will be informed of the date, time and place.

### Other Requirements:

- Advanced IT skills are welcomed.
- Ability to work effectively.
- Strong communication skills and cooperation skills;
- Excellent analytical skills;
- Team-working

*(\*) In case of a legal person, the Required Skills and Experience should be covered by at least one of its executives.*

## **5. Other critical information**

### **Equal Opportunities**

Equal opportunities policy without distinction on the grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation will be applied.

### **Location and duration**

The services by the successful external expert applicant will be executed under the guidance and coordination of the Studies and Development Center (SDC) Team. Most of the services listed above, will take place across the Albanian Project Territory. The time length of the Contract spans to a nine (9) month period after the contract has been signed.

### **Contract & Duration**

There will be a fixed term contract for the period December 1, 2018-August 31, 2019. The total amount of money available in order to complete the above activities is one thousand four hundred Euros (1.400,00), € VAT included. Travels and accommodation expenses for the successful external expert applicant have to be considered within their contract agreement budget. Hence, travel and accommodation costs will be covered by the successful external expert applicant.

### **Evaluation Criteria**

- Adequacy of the Decrees (30 points)
- English Language level (15)
- Work Experience in the field (40 points)
- Interview (15 points)

## 6. Procedure of applying

If you are interested in this contract (legal or physical entities), you should submit the **required documents** mentioned below either by post or by courier not later than **21/10/2018**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the following address:

**Ms Vjollca Backa**  
Studies and Development Center (SDC)  
Rr. Gjin Bue Shpata, Pall Aviacioni Vjeter, Shk 6, Ap 29  
Tirana, Albania  
Tel. +355 69 7256352  
E-mail: [info@sdc.org.al](mailto:info@sdc.org.al)

### Required documentation:

- A detailed CV of the Applicant
- Degrees/Certificates, prior working experience certificates. Genuine copies and official translations of originals will be submitted by applicants before their final selection for the recruitment of the SDC. Failure to submit genuine copies of the originals shall automatically mean the rejection of the candidate.
- The name, current position, and relationship to the applicant, of one referee

All candidate external experts (legal or physical entities) must send the expression of interest together with all supporting documents **by post (registered post or courier) not later than 21<sup>st</sup> of October, 2018**.

For further information please contact: Vjollca Backa  
at +355 69 7256352, email: [info@sdc.org.al](mailto:info@sdc.org.al)

## 3. Scope of work

### Job Description

The senior expert, in cooperation with the UTH-Team, are expected to contribute to the carrying out of the following activity:

<b>WP 3</b>	<b>Pre-incubating Strategy</b>
<b>Action 3.3</b>	Survey to gain deep understanding of potential entrepreneurs attitudes towards pre-incubation
<b>Budget</b>	1160€
<b>Deliverable 3.5.3</b>	Conducting field research and provide input to PB2 for the report on Survey to gain deep understanding of potential entrepreneurs attitudes towards pre-incubation

The aim of this action is to develop a Report based on Survey which aims to gain deep understanding of potential entrepreneur's attitudes towards pre-incubation in the INECO CB area. The survey's main goal is to gain a thorough knowledge on the profile of the potential entrepreneurs in the CB area. Moreover, the activity intends to identify the critical parameters that will change negative stereotypes and will create positive attitudes towards entrepreneurship in a pre-incubating setting. The survey will be conducted among potential entrepreneurs in the INECO project's area. The successful external expert applicant will work with the scientific team of INECO project at the University of Thessaly (UTH) towards achieving the goals of WP3, Activity 3.3. More specifically, the successful external expert applicant will conduct field research and provide input to PB2 for the report on Survey to gain deep understanding of potential entrepreneur's attitudes towards pre-incubation. The Final Report will be compiled by the UTH team in close collaboration with the INECO PB3, PB5 and PB6 project partners.

### Budget Specification

The budget of this activity is specified as follow:

1160€ for the additional professional input by relevant expertise of the field and review of produced material. This process will require the involvement of at least 1 person (senior expert), for 12 days, (according to local market price). In total will be needed 1160€.

### Outputs

The final outputs involve:

- Collection & Analysis of semi-structured questionnaires

## 4. Required Skills and Experience \*

### Education

- Master's Degree in any discipline i.e. economics, engineering or social sciences or any other related applied sciences. (Strong advantage will be if specialization exists in Sustainable Development or Regional Development).

### Experience

- Experience in implementing and coordinating Cross-Border projects.
- Experience in implementing national development projects
- Previous experience in collaboration with national or international development agencies will be a strong advantage.
- Experience in planning and management of Integrated Operational Programs (priority axis, measures, interventions, time scheduling, outputs / impact / results indicators)
- Involvement in territorial cooperation related projects.
- Previous experience in codification, classification, categorization of development projects' data, will be a strong advantage

### Language requirements

- Fluency in speaking, reading and writing Albanian and English is required.

### Interview

- All the applicants will be interviewed at a date set by the members of SDC, and they will be informed of the date, time and place.

### Other Requirements:

- Advanced IT skills are welcomed.
- Ability to work effectively.
- Strong communication skills and cooperation skills;
- Excellent analytical skills;
- Team-working

*(\*) In case of a legal person, the Required Skills and Experience should be covered by at least one of its executives.*

## **5. Other critical information**

### **Equal Opportunities**

Equal opportunities policy without distinction on the grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation will be applied.

### **Location and duration**

The services by the successful external expert applicant will be executed under the guidance and coordination of the Studies and Development Center (SDC) Team. Most of the services listed above, will take place across the Albanian Project Territory. The time length of the Contract spans to a nine(9) month period after the contract has been signed.

### **Contract & Duration**

There will be a fixed term contract for the period December 1, 2018-August 31, 2019. The total amount of money available in order to complete the above activities is nine hundred sixty Euros (1160,00), € VAT included. Travels and accommodation expenses for the successful external expert applicant have to be considered within their contract agreement budget. Hence, travel and accommodation costs will be covered by the successful external expert applicant.

### **Evaluation Criteria**

- Adequacy of the Decrees (30 points)
- English Language level (15)
- Work Experience in the field (40 points)
- Interview (15 points)



## 6. Procedure of applying

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### **Required documentation:**

- A detailed CV of the Applicant
- Degrees/Certificates, prior working experience certificates. Genuine copies and official translations of originals will be submitted by applicants before their final selection for the recruitment of the SDC. Failure to submit genuine copies of the originals shall automatically mean the rejection of the candidate.
- The name, current position, and relationship to the applicant, of one referee

All candidate external experts (legal or physical entities) must send the expression of interest together with all supporting documents **by post (registered post or courier) not later than 21<sup>st</sup> of October, 2018.**

For further information please contact: Vjollca Backa  
at +355 69 7256352, email: [info@sdc.org.al](mailto:info@sdc.org.al)

## 3. Scope of work

### Job Description

The translator service will be provided for the final report done from junior experts and senior expert, in cooperation with the UTH-Team, who will contribute to the carrying out of the following activity:

<b>WP 3</b>	<b>Pre-incubating Strategy</b>
<b>Action 3.3</b>	Survey to gain deep understanding of potential entrepreneurs attitudes towards pre-incubation
<b>Budget</b>	600€
<b>Deliverable 3.5.3</b>	Conducting field research and provide input to PB2 for the report on Survey to gain deep understanding of potential entrepreneurs attitudes towards pre-incubation

The aim of this action is to develop a Report based on Survey which aims to gain deep understanding of potential entrepreneur's attitudes towards pre-incubation in the INECO CB area. The survey's main goal is to gain a thorough knowledge on the profile of the potential entrepreneurs in the CB area. Moreover, the activity intends to identify the critical parameters that will change negative stereotypes and will create positive attitudes towards entrepreneurship in a pre-incubating setting. The survey will be conducted among potential entrepreneurs in the INECO project's area. The successful external expert applicant will work with the scientific team of INECO project at the University of Thessaly (UTH) towards achieving the goals of WP3, Activity 3.3. More specifically, the successful external expert applicant will conduct field research and provide input to PB2 for the report on Survey to gain deep understanding of potential entrepreneur's attitudes towards pre-incubation. The Final Report will be compiled by the UTH team in close collaboration with the INECO PB3, PB5 and PB6 project partners.

### Budget Specification

The budget of this activity is specified as follow:

600€ for translation. According to the Albanian market prices, one page translation of a professional material amounts to 15 €/page. It is expected the report to have at least 40 pages, which requires a total of 600€.

### Outputs

The final outputs involve:

Translation of final report referring to Collection & Analysis of semi-structured questionnaires
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## 4. Required Skills and Experience \*

### Education

- Master's Degree in English Language and Interpretation

### Experience

- Experience in translating Cross-Border projects reports.
- Experience in translating reports of national development projects
- Translation experiences in territorial cooperation related projects.
- Previous experience in translation and interpretation of development reports' data, will be a strong advantage

### Language requirements

- Fluency in speaking, reading and writing Albanian and English is required.

### Interview

- All the applicants will be interviewed at a date set by the members of SDC, and they will be informed of the date, time and place.

### Other Requirements:

- Licence of official translation
- Ability to work effectively.
- Strong communication skills and cooperation skills;
- Excellent analytical skills;
- Strong team-playing

*(\*) In case of a legal person, the Required Skills and Experience should be covered by at least one of its executives.*

## **5. Other critical information**

### **Equal Opportunities**

Equal opportunities policy without distinction on the grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation will be applied.

### **Location and duration**

The services by the successful external expert applicant will be executed under the guidance and coordination of the Studies and Development Center (SDC) Team. Most of the services listed above, will take place across the Albanian Project Territory. The time length of the Contract spans to a two (2) month period after the contract has been signed.

### **Contract & Duration**

There will be a fixed term contract for the period June 1, 2019 -August 31, 2019. The total amount of money available in order to complete the above activities is six hundred Euros (600,00), € VAT included. Travels and accommodation expenses for the successful external expert applicant have to be considered within their contract agreement budget. Hence, travel and accommodation costs will be covered by the successful external expert applicant.

### **Evaluation Criteria**

- Adequacy of the Decrees (30 points)
- English Language level (15)
- Work Experience in the field (40 points)
- Interview (15 points)

## 6. Procedure of applying

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