ANNOUNCEMENT
TERMS OF REFERENCE FOR "TRAINING DELIVERY EXPERTS / COMPANIES FOR THE SOCIAL ENTREPRENEURSHIP ACADEMY

Project and Other Details:	**Project:** Invest for Change – I4CH (Reference: IPAIII/2025/483805) **Donor**: Impact Europe AISBL **Implemented by**: Innovation Centre Kosovo **BID Invitation Number**: ICK-CLF-2026/14 **Opening date**: 27.07.2026 **Closing Date:** 04.08.2026 **Title of the Contract**: Training Delivery Experts / Companies for the Social Entrepreneurship Academy **Contracting Authority**: Innovation Centre Kosovo, ICK **Address**: Str. Rexhep Mala 28A, 10000 Prishtinë, Kosovo **E-mail**: info@ickosovo.com
Summary of the Project:	The "Invest for Change – I4CH" project, funded by the European Union and implemented by Impact Europe in partnership with Western Balkans countries, aims to strengthen the social economy and impact investment ecosystem across the region. As a core capacity-building component of this initiative, the Innovation Centre Kosovo (ICK) is launching the Social Entrepreneurship Academy (SEA). The Academy operates as an incubation and acceleration platform to transition ideas and organizations into sustainable, impact-driven social enterprises.
Purpose:	The objective of this assignment is to engage qualified Trainer(s) (Individual Consultants or Consulting Companies/Consortiums) to deliver an intensive, practical, and action-based training curriculum consisting of 12 interconnected modules over a one-month period. The expert(s) will guide selected beneficiaries through venture validation, business modeling, compliance, financial planning, and investment readiness.
Scope of Work & Module Breakdown:	Each module is designed as 1 full training day (6–8 hours). ***Applicants must apply for the full package of 12 training modules. Applications for individual or selected modules will not be accepted.*** The curriculum is structured as follows: • **Module 1: Foundations of Social Entrepreneurship & Ecosystem Navigation** - Focus: Social purpose vs. commercial balance, hybrid models, stakeholder mapping. • **Module 2: Legal Framework & Institutional Engagement** - Focus: Legal forms in Kosovo (NGO, SE statuses, Coops), compliance, municipal registration. • **Module 3: Financial Sustainability & Revenue Models** - Focus: Hybrid income streams, pricing strategies, cost structures, break-even analysis. • **Module 4: Investment Readiness & Alternative Financing**

	- Focus: Impact finance ecosystem, grant management, patient capital, pitch narratives. • **Module 5: Business Model Design & Strategy** - Focus: Strategic positioning, Social Business Model Canvas development. • **Module 6: Market Access & Customer Development** - Focus: User research, demand validation, customer journey mapping. • **Module 7: Branding, Marketing & Storytelling** - Focus: Impact communication, brand purpose, ethical representation of target groups. • **Module 8: Partnerships & Ecosystem Collaboration** - Focus: Cross-sector alliances, power-interest matrix, managing shared risks. • **Module 9: Governance & Leadership** - Focus: Mission protection mechanisms, role matrix, inclusive/transformational leadership. • **Module 10: Impact Measurement & Reporting** - Focus: Theory of Change development, quantitative/qualitative indicators, data routines. • **Module 11: Scaling & Innovation Strategies** - Focus: Scaling deep/up/out, scale-readiness tools, process/service innovation. • **Module 12: Digital Transformation for Social Enterprises** - Focus: Low-cost operational tools, e-commerce, digital inclusion, data privacy.
Methodological Requirements:	Trainers must strictly follow the delivery principles: • **Experiential Learning**: Deliver short conceptual inputs (mini-lectures) followed by practical group exercises, role-plays, and applied workshops. • **Vanture Development Output:** Ensure that every module results in a concrete deliverable (e.g., Completed Canvas, Risk Register, Financial Sheet) contributing to the final venture profile. • **M&E Compliance**: Administer diagnostic pre-tests immediately before delivery and post-tests directly after the modules to track learning progression.
Requirements:	• Bid Number and Bid Date, • Ensure the validity of the bid (bid validity must be at least 30 working days). • Technical proposal covering the full package of 12 training modules, including the proposed methodology, work plan, timeline, and trainer profiles. • A brief training plan/methodology summary. • The following official company documents must be provided: Business registration certificate, business information, tax certificate, and VAT certificate (all in copies). • Expert documents (identity card if the bidder is a natural person) • History and experience of the Company. • If the bidder is a legal person (company), in the application file should also be included CV and personal information of the expert (copy of ID card), • The Financial Proposal must be submitted as a total lump sum in EUR for the entire assignment, including all costs, with an indication of the proposed number of working days and daily rate. Since the project is funded by Invest for Change – I4CH (Reference: IPAIII/2025/483805) funds, the bid must be

	VAT exempt under the Law No. 05 / L-037 on VAT article 33 (If the bidder is a legal person). For natural persons, the financial proposal must be submitted as a total cost for the entire assignment, including all applicable taxes and obligations. • References - Please provide at least three references from similar assignments, including: client name, organization, contact details (email and/or phone), and a brief description of the assignment performed. • Annexes 1, 2, and 3 (attached to the TOR) must be submitted. • Offers can be prepared in one of the official languages of Kosovo or in English. The offer must be submitted via email to this address: info@ickosovo.com or in a sealed envelope at the ICK Offices, Rexhep Mala Street 28A, 10000 Prishtina. The deadline for submission is **04 August 2026, at 11:00 AM.**
Qualifications:	• Applications are open to both Individual Consultants and Companies. • Minimum of 5 years of proven professional experience in delivering training programs in the specific fields covered by the 12 training modules outlined in this ToR. • Deep expertise in the specific subject matter applied for (e.g., financial forecasting, impact measurement metrics, or corporate legal frameworks). • Strong understanding of the Western Balkans and Kosovo social entrepreneurship ecosystem dynamics, legal parameters, and structural challenges. • Excellent facilitation skills in a participant-centered environment; fluency in Albanian and English.
Deliverables:	**The selected expert(s)/company will be responsible for providing:** 1. Training Materials: Presentation slides, tool templates, worksheets, and reading list references 3 days before the module execution. 2. In-Class Evaluation Execution: Administered module pre/post-tests and documented attendance tracking logs. 3. Final Module Report: Brief qualitative overview summarizing cohort performance, assignment completion metrics, and identified mentoring support needs.
Conditions and Rules of Quotation:	Bidders must send their offer together with all of the necessary documents until **August 04, 2026, 11:00 AM**. The bid must be submitted via email to this address: **info@ickosovo.com**, by marking the invitation number for bidding: ICK-CLF-2026/14. The offers will be opened on **August 04,2026 at 11:15 AM**, and all interested parties have the right to be present during the opening (a written request, via email must be submitted no later than **July 31, 2026**). The bids will be evaluated based on the following criteria. Bids will be assessed on the basis of the following criteria (Economically most acceptable offer): qualitative 70% and financial 30%.

	Nr	**Evaluation Criteria**	**% in total**
	1	**Qualitative**	**70%**
	1.1	Technical Proposal: quality of methodology, training approach, proposed structure for delivery of the 12 modules, feasibility of the work plan, timeline, and proposed training materials	40%
	1.2	Relevant Professional Experience: proven experience of the expert/company in delivering training programs in the specific fields covered by the 12 modules, including social entrepreneurship, business development, incubation, acceleration, and investment readiness.	20%
	1.3	References and proven experience in successfully completed comparable assignments.	10%
	2	**Financial**	**30%**
Reporting:	***Reporting***: The selected expert/company will report directly to the designated Country Project Manager of the project at Innovation Centre Kosovo (ICK). All training materials, implementation updates, attendance records, pre/post-test results, and final reports shall be submitted to ICK for review and approval. The expert/company will coordinate closely with ICK and, where required, with Impact Europe throughout the implementation of the assignment.		
Contact:	For any question, you can send a written request via email to this address: info@ickosovo.com. Questions will be accepted until **July 31, 2026**.		
Complaints:	According to the ICK procurement rules, any participant may submit their complaint within 7 days from the date of receipt of the notice to selection of bidders.		