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Durrës, 14.04.2026

## INVITATION TO TENDER

**ADDRESSED TO:** All Interested Candidates

**Published on:** Liberi di Viaggiare (Udhetim i Lire) Website

**Subject:** Provision of External Expertise – Organisation and Facilitation of a Local Stakeholder Meeting within the framework of the project “**COAST CRAFT – Creative Options And Smart Techniques for Coastal Regions Adapting Flooding Tactics**”, funded by the **Interreg Europe Programme**.

**Dear Sir/Madam,**

**Liberi di Viaggiare (Udhetim i Lire)** is pleased to invite all interested experts or companies to participate in a **simplified procedure (request for three offers)**. The purpose of this procedure is the submission of financial offers for the provision of services related to the **organisation and facilitation of a local stakeholder meeting** within the framework of the **COAST CRAFT** project.

### 1. Objective of the Assignment

Within the framework of the planned activity, the selected external expert/company will provide services including, but not limited to, the following:

- Logistical assistance for the event;
- Fees for speakers;
- Rental of venues and setup of locations;
- Preparation of event kits and materials;
- Catering services;
- Event follow-up activities (e.g., reporting, press releases, and dissemination);

The activity is expected to take place during the last week of April 2026.

### 2. Deliverables

The selected expert/company shall provide at least the following deliverables:

- Organisation and facilitation of one local stakeholder meeting;
- Event documentation, including an attendance list and photographic evidence;
- A brief event report summarising the meeting outcomes;

- At least one press release or communication material related to the event.

### 3. Submission of Offers

Interested candidates are requested to submit their applications via email to:

**info@udhetimiilire.org**

**Deadline for submission:**

**21 April 2026, at 23:59 (local time).**

### 4. Required Documentation

Applicants must submit the following documents:

1. **Financial Offer Form**, in accordance with **Annex 1** attached to this invitation;
2. **Updated Curriculum Vitae (CV)** of the expert(s) involved or company profile.
3. **ID/Copy of the NIPT (Tax Identification Number)** for companies or self-employed experts;

### 5. Contract Duration

The duration of the service contract will be **one (1) month** from the date of contract signature.

### 6. Budget

In accordance with the project's approved budget, the **maximum available budget** for this simplified procurement procedure is:

**EUR 1,500** (without VAT).

### 7. Additional Information

Liberi di Viaggiare (Udhetim i Lire) reserves the right to request additional information or clarifications from applicants during the evaluation process. Only shortlisted candidates may be contacted.

We look forward to receiving your offer by the indicated deadline.

Thank you for your interest and cooperation.

Sincerely,

**Executive Director**  
**Miranda Mansaku**

