



Specific Bidding Details

Tender no: 00197

Title: Implementation Services for the AADF MIP Professional Internship Program (2026–2028)

Tender Date: April 14th, 2026

Location: International

#	Subject	Description
1.1	Subject of the Tender	Establishment of a Framework Agreement for the provision of Implementation, placement, visa sponsorship, program administration, monitoring, and logistical management services for four (4) cohorts of the AADF MIP Professional Internship Program, totaling 32 fellows during 2026–2028.
1.2	Project Description	<p>The Albanian-American Development Foundation (AADF) is a non-profit organization established in 2009, committed to strengthening Albania’s private sector, democratic institutions, and sustainable economic development. In 2017, AADF launched the MIP Internship Program to provide Albanian young professionals with six-month professional placements in U.S. companies and organizations. The program targets young professionals of Albania from key sectors such as Education, Technology & Innovation, Business & Entrepreneurship, Tourism, Culture, Law, Health, Journalism, Architecture, Engineering, Agriculture, and IT. Fellows are required to return to Albania upon completion of the program and contribute to the country’s development and EU integration.</p> <p>Since its inception, the program has selected 14 cohorts and placed 125 fellows in U.S. host institutions.</p> <p>AADF seeks to establish a three-year service contract (2026–2028) covering four cohorts with qualified service providers capable of delivering fully integrated services, including participant placement, host institution coordination, visa support, logistical arrangements, and</p>



		ongoing program administration in alignment with AADF program standards and objectives.
1.3	Ceiling Fund	USD 400,000 (Taxes not applicable)
1.4	Submission Method	All proposals must be submitted electronically via email only. Date: April 14th, 2026 Time: 10.00 am (EDT) Late submissions will not be considered.
1.5	E-mail Submissions	All tender documents must be submitted electronically to tenders@aadf.org by the stated deadline. The Financial Offer must be submitted in a separate email with the tender number clearly stated in the subject line at 10.10 am (EDT). The Financial Offer must be provided as an encrypted or password-protected PDF file to ensure confidentiality. The encryption/password protection must prevent the file from being opened, viewed, or edited prior to the official opening time. The password to access the Financial Offer must be sent in a separate email to tenders@aadf.org at 10:15 AM (EDT) or shortly after on the submission date. AADF will not attempt to open or access any Financial Offer prior to 10:15 AM (EDT). Financial Offers will only be opened after confirmation that: <ul style="list-style-type: none">• The submission deadline has passed, and• All technical proposals have been received and registered. This procedure replaces sealed-envelope submission, which is logistically impractical due to geographical differences, and is designed to ensure equal treatment, strict confidentiality of financial offers, and the overall integrity and transparency of the tender process.
1.6	Bid Opening	All proposals will be opened electronically by a panel of AADF representatives after the password submission deadline. There will be no public bid opening.
1.7	Scope of Works	The Implementing Partner will be responsible for the full administration and implementation of the AADF MIP Professional Internship Program for four (4) cohorts during the period 2026–2028, totaling 32 fellows. Services include participation in the final selection process, coaching and pre-placement preparation, identification and placement of fellows in reputable U.S. host organizations, and full J-1 visa sponsorship in compliance with U.S. Department of State regulations. The Implementing Partner shall also provide health and travel insurance, arrange international travel, disburse monthly stipends, organize two annual Enrichment Trips, administer executive education funds, monitor fellows’ progress throughout the six-month internship



		period, provide 24-hour emergency support, and submit periodic narrative and financial reports to AADF.
1.8	Payment	<p>Payments will be made on a quarterly reimbursement basis upon submission of a detailed invoice and all required supporting documentation.</p> <p>Direct Program Costs (including visa fees, SEVIS fees, insurance, airfare, stipends, enrichment trip expenses, executive education, and other approved participant-related costs) will be reimbursed based on actual documented expenses, within the approved budget ceilings. Note: Direct Reimbursable Program Costs are not included in the ceiling fund. The Implementing Partner's fixed administrative fee (program operating expenses) will be paid quarterly, proportionally aligned with the implementation progress of each cohort.</p> <p>All payments will be made in USD within thirty (30) days following approval of the submitted invoice and supporting documentation by AADF.</p> <p>AADF reserves the right to withhold payment for costs that are undocumented, unapproved, or not in compliance with the contractual agreement.</p>
1.9	Duration of Framework	The contract shall cover four (4) cohorts over the period 2026–2028, as detailed in the ToR timeline, including placement, monitoring, enrichment trips, and reporting obligations.
1.10	Informative Meeting	<p>An optional virtual informative meeting will be held on: Date: March 13, 2026 Time: 10.00 am (EDT) Platform: Zoom</p> <p>Interested bidders must register by email to tenders@aadf.org at least 48 hours in advance.</p> <p>All questions raised during the meeting, together with official responses, will be documented and shared in writing with all registered participants to ensure equal treatment and transparency.</p>
1.11	Number of Bids Allowed	Only one bid per applicant.
1.12	Subcontracting	Not allowed
1.13	Joint Ventures	Not allowed
1.14	Team Composition	<p>We expect the applicant to cover with their own staff the following functions</p> <ul style="list-style-type: none">• Program Director



		<ul style="list-style-type: none">• Visa Compliance Officer• Placement/Employer relations manager• Participant Support/ Case Manager <p>Note: One proposed personnel member can cover more than one function at the same time, as long as this does not impact on the quality of the service delivered.</p>
1.15	Relevant Experience of the Company	<ul style="list-style-type: none">• Minimum two (2) similar services in the last 10 years. At least one of the contracts must involve J-1 visa sponsorship under U.S. Department of State regulations.<ul style="list-style-type: none">• A contract is considered similar if it includes at least two of the following components: placement of participants in U.S. host organizations (with similar time length to the MIP Program); J-1 visa sponsorship and compliance management; health insurance coordination; stipend or grant disbursement.• Minimum 5 years of experience managing international mobility or exchange programs• Maximum 5 contracts considered.
1.16	Documentation to be Submitted	<ul style="list-style-type: none">• Application package in Excel and PDF format too• Cover Letter, signed by authorized representative• Certificate of Incorporation / Legal Registration• Certificate of Good Standing (or equivalent)• Official proof of designation as a J-1 Visa Sponsor by the U.S. Department of State (e.g., designation letter or evidence of active sponsor status)• Conflict of Interest Declaration• At least three (3) similar contracts as defined in the tender, including client name, scope of services, contract value, and period of implementation• Contact references for each similar contract• Detailed Implementation Methodology covering:<ul style="list-style-type: none">○ Placement strategy and host organization network○ J-1 visa sponsorship and compliance management○ Monitoring, reporting, and emergency support structure○ Financial management and stipend disbursement approach○ Enrichment trip organization approach• Description of organizational structure for this contract <p>CVs of proposed Key Personnel (Program Director, J-1 Compliance Officer, Placement Manager, Participant Support Officer, Finance Officer)</p>



		<ul style="list-style-type: none"> • Financial Offer Form (all items completed) • Audited Financial Statements (last fiscal year) or most recent certified financial statements • Evidence of financial capacity to pre-finance program costs pending quarterly reimbursement
1.17	Qualifying Criteria	<ul style="list-style-type: none"> • Be officially designated by the US Department of State as a J-1 Visa Sponsor • Be legally registered and in good standing • Submit complete documentation

Evaluation Criteria

Criteria	Documentation	Scoring
Key Personnel qualifications and experience	CVs, diplomas, certifications, recommendations, references.	25%
Institutional Experience	Portfolio, contracts, references, evaluation certificates, client attestations.	35%
Implementation Methodology		10%
Financial Bid	Fully completed Financial Offer Form	30%
TOTAL:		100%

Note: Any alteration of documents or false declaration may result in serious penalties, including permanent exclusion from AADF tendering processes.

Submission of a proposal implies acceptance of all tender conditions.

All contractual arrangements will be governed by mutually agreed contractual terms consistent with international service agreements.