Terms of Reference (ToR)

Project Title: Diaspora Supporting Albanian Women Entrepreneurs

Issued by: Shoqata “GERMIN”

Application Deadline: 22 December, 2023

Background: This project seeks to connect women entrepreneurs in Albania with Albanian diaspora professionals to foster growth through mentorship and coaching. It is designed to address systemic challenges faced by women-owned start-ups in the field (and subfields) of Information and Communication Technology (ICT) in accessing resources, support, and networking opportunities for market penetration and business development.

Objective: The objective of these ToRs is to define the criteria and application process for women entrepreneurs in Albania wishing to benefit as mentees in the project.

Scope of Work:

Selected mentees will:
- Engage in tailored 2-to-1 and 1-to-1 mentorship and coaching sessions.
- Prepare for and participate in a Pitching Conference/Event with the opportunity to present to potential investors.
- Commit to active participation and implementation of advice and skills learned through the mentorship.

Eligibility Criteria:
- Applicant must be a woman entrepreneur with a start-up registered/registering phase and operating in Albania.
- The start-up should be at least in the early stages of operation and show potential for growth.
- Applicants must demonstrate a willingness to grow their business and engage in the mentoring process.
Application Requirements:
- Detailed business plan or description of the start-up, including business goals, current achievements, and growth potential.
- Resume/CV of the entrepreneur (founder or co-founder), including past experience and qualifications (in the case of teams, CVs of all team members are encouraged).
- A personal statement detailing why they wish to join the program and how they envision the diaspora mentorship will benefit their start-up.

Selection Process:
- Submission of a complete application by the deadline.
- Review and shortlisting by a selection committee comprising Germin representatives, members of the partner organizations, and representatives of the ICT community in Albania.
- Interviews may be conducted for final selection.

Mentee Commitments:
- Attend all scheduled mentorship (2 sessions) and coaching sessions (4 sessions).
- Active engagement and follow-through on action plans developed with mentors.
- Participation in the evaluation process of the program, including providing feedback.

Support Provided:
- Mentorship and coaching by the diaspora experts;
- Access to a network of diaspora professionals and experts.
- Opportunity for pitch presentation to a curated group of investors and business experts.
- Exposure to potential investors and international markets.

Application Submission:
Applications should be submitted electronically to apply@germin.org with the subject line: Diaspora Mentorship for Women Entrepreneurs in Albania by December 22. All documents should be in English and/or Albanian, and any supporting material must be accessible.

Contact Information:
For queries and further information, please contact tana.a@germin.org / sara.c@germin.org.

This project is implemented with the financial support of the Small Grants Program of the Commission for Democracy of the US Embassy in Tirana. The opinions, findings, conclusions, and recommendations expressed are those of the author(s) and do not necessarily represent those of the Department of State.