CONFINDUSTRIA ALBANIA

ANNEX 1 - TERMS OF REFERENCE (ToR)

Selection of host companies for paid internships

Project	I.N.V.E.S.T. – Inspiring New Ventures, Entrepreneurial Skills and Training
Funded by	Italian Agency for Development Cooperation (AICS)
Project code	AID 013244/09/1
Implementing partner	Confindustria Albania
Application deadline	07 December 2026, 17:00
Applications to	info@confindustriaalbania.it

1. Project background

The I.N.V.E.S.T. project, funded by the Italian Agency for Development Cooperation (AICS) and led by Save the Children Italy, supports young people in developing practical skills and improving their employment opportunities. As a project partner, Confindustria Albania coordinates paid internships with Italian companies operating in Albania.

2. Purpose of the call

Confindustria Albania invites Italian companies operating in Albania to apply to host young people for paid internships. The project plans to organise 60 internships, with a focus on information and communication technologies (ICT) and their applications across different sectors.

The project activities will take place in Durrës, Lushnjë and Fier. The number of interns assigned to each company will depend on its hosting capacity and the needs of the project.

3. Who can apply

Companies must be legally registered and operating in Albania and able to offer a suitable work environment, meaningful practical activities and a company mentor.

In the Application Form, each company must indicate the internship location, the proposed activities, the number of places available and the person responsible for mentoring.

4. Internship participants

The internships are intended for unemployed young people aged up to 29, in accordance with the project's eligibility requirements. Participants will be identified and assigned under the procedures agreed within the project, in cooperation with the host companies.

5. Activities and responsibilities of host companies

The selected companies will provide practical work experience relevant to the participants' profiles. In particular, they will:

- Plan suitable activities and explain the skills participants are expected to develop;
- Appoint a mentor to guide and support each intern;
- Provide appropriate supervision and a safe working environment;
- Keep attendance records and provide a short account of the activities completed;
- Cooperate with Confindustria Albania in monitoring and reporting;

- Respect applicable requirements on workplace safety, protection of participants, confidentiality and personal data.

6. Duration and financial conditions

Each internship will last one month, with a commitment of 40 hours per week, in line with the host company's working hours. The internship dates will be agreed with the selected companies.

Depending on the nature of the activities and the host company's working arrangements, internships may also be carried out remotely, provided that mentoring, supervision and the recording of hours worked are ensured.

Selected companies will enter into a Service Contract with Confindustria Albania, setting out the arrangements for the internships and the responsibilities of the parties.

For each intern, the project provides a gross amount of EUR 500 for mentoring and EUR 800 for the paid internship. Confindustria Albania will transfer the amounts specified in the contract to the companies, which will make the relevant payments in accordance with applicable Albanian legislation.

The Service Contract will specify payment arrangements, supporting documents and the applicable tax, social security and insurance requirements.

7. Documentation and reporting

For each internship, host companies will be required to submit the following supporting documents:

Mentoring:

- A timesheet recording the mentoring activities carried out;
- A brief report prepared by the host company describing the mentoring process and activities undertaken.

Internship:

- The internship agreement;
- Attendance records;
- Salary calculation (payroll documentation);
- Relevant tax, social security and health insurance declarations;
- Proof of payment of the internship remuneration and applicable contributions.

The timing, format and verification of these documents will be specified in the Service Contract, in accordance with applicable Albanian law and project requirements.

8. How to apply

Interested companies must submit the completed and signed Application Form (Annex 2), together with the required supporting documents, to info@confindustriaalbania.it by 7 December 2026, 17:00.

Applicants must submit: (i) a completed and signed Annex 2 – Application Form; (ii) a copy of the standard company registration extract issued by the National Business Center (QKB), indicating the company's NUIS/NIPT; (iii) the CVs of the proposed mentors/supervisors; and (iv) a completed and signed Annex 3 – Declaration of Compliance and Safeguarding.

Requests for clarification can be sent to the same email address. Any clarifications or updates will be published at www.confindustriaalbania.it.

9. Assessment and selection

Eligibility and legal registration are checked on a pass/fail basis. Eligible applicants will be assessed using the following criteria (maximum 100 points):

Selection criterion	**Points**
Company eligibility and legal registration	Pass/Fail
Relevance of proposed internship opportunities	30
Capacity to provide practical learning and skills development	25
Availability of a qualified supervisor/mentor	25
Company capacity and resources to host interns	20
Total	100

The assessment will follow the criteria and procedure established for the call, in accordance with the project's applicable rules and the principles of transparency and equal treatment.

An application does not guarantee selection or the assignment of interns.

10. Conditions of participation

Selected companies will complete the required checks and sign a Service Contract before the start of any internship. They must comply with applicable Albanian tax and labour legislation, as well as the project's requirements on safeguarding, child protection, equality, non-discrimination, workplace safety and data protection.

The Save the Children International Safeguarding Policy accompanies the Public Call, and compliance with these requirements is confirmed through the signed Annex 3 – Declaration of Compliance and Safeguarding.

Public communications relating to the project, including the use of AICS and Save the Children logos, must be agreed in advance with Confindustria Albania.

These Terms of Reference form part of the Public Call. Applicants must submit the signed Annex 2 – Application Form and Annex 3 – Declaration of Compliance and Safeguarding.