Request for Proposal

ICT curricula teacher training

Place	Tirane
Type of the contract and duration	Service contract for a period of one (1) year
Reference number	19-005-S4J
Issue date of RfP	14 August 2019
Deadline for submitting questions	21 August 2019, 17:00 at: info.al@swisscontact.org
Deadline for answering questions	22 August 2019, 17: 00
Application deadline	30 August 2019, 15:00
Estimated Starting date	16 September 2019
Documents available upon request	- ICT curricula for 10th & 11th grade - Detailed list of participants - Professional Standards - Code of conduct The interested organizations will receive the resources upon request at al.info@swisscontact.org.
Eligibility	Consultancy company, training provider
Where to send applications	All offers will be submitted in hard-copy, sealed in a covering envelope which MUST contain the title of the applied call, to the Swisscontact Albania office: Rr. Skenderbej, Vila 49, P.O. Box 2891 Tiranë. The envelope should also include a CD/USB containing the electronic version of the full proposal. The application MUST contain all required documentation, otherwise may be automatically eliminated by Swisscontact without a further request for clarification and/or completion.

Background

'Skills for Jobs' (S4J) is a project of the *Swiss Agency for Development and Cooperation (SDC)*, implemented by *Swisscontact Albania*. It is part of the Economic Development Domain of the Swiss Cooperation Strategy for Albania (2018-2021), with specific focus on promotion of employment opportunities and skills development.

The project focuses on 4 economy sectors with potential for growth and job creation in Albania: Tourism and Hospitality, Information and Communication Technology (ICT), Textile and Construction (with a focus on energy efficiency buildings). During the second phase the project will extend its support to other economy sectors with potential for growth and jobs.

The project is in its second phase, which started in May 2019 and will last until June 2023. During this phase, the project aims at supporting 10,000 students and 6,000 trainees.

'Skills for Jobs' (S4J) is designed with the aim to tackle major Vocational Education and Training (VET) system challenges, such as: low quality and status, insufficient financing, weak labour market orientation, poor private sector engagement and poor performance of graduates in the labour market. The project addresses these challenges by focusing on ensuring systemic change, capacity development and empowerment of key actors. Based on this approach, S4J Phase II supports partner VET providers in Albania in terms of:

- Employers' and partners relations,

- Diversification of VET offer,

- New Ways of Inclusive Learning,

- Work-Based Learning in cooperation with employers, and

- Organizational Development.

Work-based learning, the use of technology in the classroom, blended and individualized learning, making the VET offer relevant for students, trainings on industry standards and the application of a business mindset in in the management of VET institutions are at the core of 'Skills for Jobs' (S4J) implementation.

Seven providers in the five selected regions benefit from the project: *the Vocational 'Hamdi Bushati' school in Shkodra*, the *Vocational 'Kolin Gjoka' school in Lezha*, the *Electro-technical 'Gjergj Canco' school in Tirana*, the *Vocational 'Kristo Isak' school in Berat* and the *Commercial school, the industrial 'Pavarësia' school* and the *Vocational Training Centre in Vlora*.

Four other VET providers will join project during the second phase. More public providers will benefit from the initiatives that the project has piloted in partner schools during the first phase.

Context and scope of work of the Request for Offer

Swisscontact through Skills for Jobs in collaboration with NAVETQ is the main investor on the development of the new ICT curriculum in "ICT Assistant"[1] for the 1st level (10th & 11th grade) in the vocational education. Following a common action plan with NAVETQ, the project through the involvement of experts from the private sector and after analyzing the skills needed form the market has created the occupational standard, qualification description and the new curricula. Following the methodological guideline led by NAVETQ, a group of experts form the industry and vocational schools, developed the curricula based on occupational standard.

Prior to the implementation in the upcoming academic year 2019-2020, S4J will support the new curricula implementation through technical training of all teachers in public vocational schools offering ICT Assistant qualification. The total number of the teachers to be trained is approximately 45[2], but not all of them teach the same subjects/modules, thus the training should have joint and topic focused sessions. To complete this task the project is looking to collaborate with a consultancy company, training provider or other similar organization with the necessary capacities, skills and the experience to provide technical training regarding the subjects and modules foreseen in this curricula.

Prior to the training, the contractor shall conduct a ***training needs analysis*** by identifying the improvements, developments and differences between the old and the improved curricula and teachers' capacities to implement the curricula. Teachers don't teach all the 14 subjects and/or modules, thus the analysis will be performed on this basis. The training will be focused on both updating the teacher's knowledge and skills in the new topics and technical support to disaggregate the frame curricula in teaching plans. Subject expertise upgrade not exclude topics that need refreshing due to the fast development in the ICT market. A prior evaluation of the knowledge of the teachers involved in the training might be necessary. In order to prioritize and organize the training topics the contractor is encouraged to assess the needs with the group of teachers involved. Due to the large number of topics and length of academic year, the training should be organized in rounds with possibility of collecting feedback on the implementation.

As a generic introduction to some changes in the subjects directly related to the ICT industry, the Application Software topic the content has changed. In Operating Systems some of the outdated topics are removed and alternative operating systems are introduced. The content for the Introduction to ICT has changed or improved. The installation and configuration of Operating Systems and the content on Monitoring, maintenance and replacement of parts in a PC have changes.

Computer networks topics are based on the industry standards, most commonly used technology and best-case scenarios. The wireless networks, fiber networks and configuration are introduced to the curricula.

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[1] Punonjës (ndihmës) në Teknologjinë e Informacionit dhe Komunikimit (TIK)
[2] From Shkoder, Lezha, Peshkopia, Tirana, Kamza, Elbasan, Durres, Lushnje, Fier, Vlore, Berat, Korca, Gjirokaster

The introduction to web development is a new separate topic including tools and current technologies used in the industry.

Most of the selective practical modules are changed. The new modules are more hands-on experience for the students and based in a project-based learning approach.

There is a more generic approach to image editing, opening to the possibility of using alternative software or applications. As a rapid developing trend, a practical module in programable circuit is introduced. More in-depth knowledge is required for such modules as the advanced functions in spreadsheets and building dynamic websites through CMS.

In terms of *training schedule*, it is mandatory for the first round of trainings to be organized before starting the academic year first as an introduction to the new curricula and principles of disaggregating it to school based plans, followed by more technical training focusing on the topics required in the first trimester. Following the first trainings, at the end of the first trimester, a workshop to evaluate and gather feedback should be organized. The workshop should analyze the experience with the curricula, review the materials used, recommend and broaden the resources used by the teachers as supporting materials. A second round of training is recommended prior to the second trimester covering the topics remaining, followed by a final workshop in gathering feedback on the curricula, recommendations, review the used materials and resources, suggest other possible resources and improvements, recommend improvements on teaching material development. A round of trainings should not exceed five business days. The project is opened to suggestions and the providers are welcomed to submit their proposals according to their expertise.

The *training methodology* shall incorporate a bootcamp format and shall be delivered in a ToT format through engaging new ways of learning. This component is crucial for the project to ensure the transfer of both technical expertise and modalities of teaching and learning. Use of IT tools and platforms, gamification, groupworks, pitches, etc., are highly recommended. The contractor through qualified trainers should improve or introduce a proper didactical methodology to transfer the theoretical and practical knowledge, including recommending tools and equipment. Teachers active participation and demonstrations should be ensured throughout the training.

In terms of *content*, since the curricula includes theoretical subjects and practical modules, the training shall ensure the proficiency in both theoretical and practical competencies. In this regard, participants should have the opportunity to master practical skills as per areas included in the new curricula. Elements of pedagogy and didactics should be integrated.

The training will be in Albanian, so local capacities are recommended. If other a suitable translation should be provided. Output of this training shall be also digital learning materials developed collaboratively with industry experts and teachers. The content shall be developed as per digital learning materials protocols and standards and uploaded in Moodle platform mesovel.al. The company shall collaborate with S4J to agree on the procedure and teachers coaching to accomplish this task.

The *training materials* should be submitted during the trainings to the participants. These materials should be in such form that the teachers can use them comfortably during the teaching process. The

contractor should also provide or recommend to the participants any resource available that improves the teaching and learning experience.

The contractor is required to manage all aspects of the training including *logistics*, training, learning materials, tools, systems and hardware, documenting, reporting and evaluation of the training.

The contractor should have in their staff the necessary capacities to professionally train the teachers in the required topics. It is not mandatory for the contractor to have these resources internally, but a prior agreement is required for consultants involved in the project. A list of CV and agreements is required with the proposal. The trainer might be involved in one or more tasks assuming she/he can demonstrate the abilities to conduct the training.

The contractor must agree to comply with the financial procedures of Swisscontact and the code of conduct.

The proposal shall be provided divided only for the 10th grade curricula.

Areas of training (not limited to)

From frame curricula to school-based curricula/teaching plans design

-   Developing the right learning objectives/outcomes and disaggregating the frame curricula
-   Student centred teaching methodologies, materials & assessment appropriate for ICT

Computer applications

-   Internet Browsers
-   Word Processors, Spreadsheets, Presentation software, creating documents
-   Email clients

Introduction to ICT

-   History
-   PC Architecture
-   PC Components
-   PC Peripherals
-   PC Specifications
-   Protocols
-   More advanced technologies (GIS, Cloud, Social media, AI, machine learning)

Introduction to Operating Systems

-   Windows, Linux, MacOS, iOS, Android,

Introduction to Computer Programming

-   Algorithmics
-   Logics
-   Data types

- Editors
- Basic concepts of C, C++, Python
- Security

Practical modules (Mandatory)

- Installation and Configuration of OS
- Installation of computer applications
- Installation of computer peripherals
- Replacement and Maintenance of PC components
- Document Management
- Basic algorithms
- Installation and configuration of computer LAN and WLAN
- Web Multimedia

Practical modules (Elective)

- Image editing with computer applications
- Applying advanced functions in spreadsheet software

Profile of Trainers (not limited to)

1. *IT Support / OS*
   a. Knowledge of computer history. Excellent theorical knowledge of technology concepts. Thorough knowledge of the personal computer architecture. Experience in Installing and configuring computer hardware, software, systems, networks, printers and scanners. Monitoring and maintaining computer systems and networks. Repairing and replacing equipment, and components.
   b. Good theory and practical knowledge of creating documents, Word Processing, Spreadsheets, Presentation, Internet browsers, email client applications and their features.
   c. Thorough knowledge on different operating systems including Microsoft® Windows, Linux, macOS, iOS etc. Able to teach and explain installation procedures, configuration, diagnostics and commands
   d. Good knowledge on security principles and applications
   e. A+ Certified is recommended
   f. Other OS related certifications such as MSCA, Linux+, LPI or equivalent or are recommended

2. *Software Developer C, C++, Python*
   a. Must be proficient in C, C++, and Python
   b. Must be able to explain foundations
   c. Able to explain algorithms, data structures in theory and through practical examples
   d. Explain Best Practices and Design Patterns, Responsibilities
   e. Able to explain data security

3. *Instructional designer[3]*
    a. Knowledge of VET curricula and teaching staff initial and continuous professional development
    b. Previous experience in VET teacher training in developing and implementing the curricula.
    c. Practical and training experience in inclusive students centered education and blended learning
    d. Previous experience in ToT for teachers

Mandatory requirements:

For Company:

- Proven history as a training provider
- Must demonstrate thorough technical and subject matter knowledge and experience through their trainers
- Design technical manuals using simple language
- Apply educational methods to engage trainees
- Evaluate the effectiveness of each educational session
- Maintain updated records of training curriculum and materials
- Assign a project manager for the entire period of the contract

For instructors:

- At least 5 Years of experience in the industry
- At least 3 years as a trainer, instructor or teacher
- At least Bachelor Degree in relevant field
- Proven history as a trainer in a training provider or internal structure

Is an advantage:

- Supplementary trainings as a teacher or instructor
- Certification as an Instructor is recommended
- Previous experience with vocational education
- Proven history on similar projects

Documents to be submitted:

➢ Latest Business Registration Certificate;
➢ Company VAT certificate;
➢ Company profile and previous experience;
➢ Vision and technical proposal;
➢ Statement of compliance and interest;
➢ Workplan and Timeframe;
➢ CV of trainers/instructors and project manager. Signed agreements if not internal resources.

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[3] Technical trainers can have this profile embedded as well

> ➢ Financial proposal: The proposal should contain a total cost of the project, as well as a detailed "line item" breakdown of costs for the above requested services. Any additional costs/charges must be clearly defined. The prices should be in ALL or CHF, and please indicate VAT and/or other taxes.

Evaluation Criteria

Proposals that meet the requirements, as stated above, will be evaluated with the following criteria:

Criteria	value
Vision and technical proposal	20%
CV of trainers/instructors	30%
Company Profile	20%
Financial proposal	30%