

**1. Regarding the locations: the training will take place, it will be online, at the trainers premises or at the schools?**

The training will be organized combined in a location with comfortable travel distance for all participants. As per the list of participants the contractor is responsible for travel costs, lodging and per-diem, as well as training venue and other logistics.

**2. Is it allowed to collaborate with a local company (in Tirana)?**

Yes. The S4J project encourages collaboration with local, regional or international companies that possess the capacity to successfully perform a given task. The project promotes the development of local capacities in Albania, at national and especially regional level

**3. Will the training be organized in Tirana or in each selected institution?**

Training should be developed jointly for all providers. It is not necessary for the training to be organized in Tirana, places which allow for easier travel of participants are recommended.

**4. Training will be in Albanian, what about the curricula in Albanian or English?**

All training materials should be in Albanian, not including parts of terminology that is not possible to translate.

**5. Should a detailed book/training material that will be used in lecture with students be developed?**

As specified in the Request for Proposal, the materials developed for this training should also be appropriate for teachers to convey competences to students and be usable in the classroom. Any additional developed material is considered an advantage.

**6. Is it foreseen that the teachers are equipped with international/industrial certifications in the respective profiles or internal local certificates at the end of the workshop?**

It is not necessary to equip teachers with international certifications. A participation certificate should be provided at the end of the workshop. It is an advantage although having certified professionals and instructors as part of the team of the contracting company.

**7. How many teachers will participate from each profile?**

This will be decided before the start of the academic year. We will provide information as soon as it is available from partner schools.

**8. Should be the training conducted in block or with daily intervals?**

Trainings should be conducted in blocks so as not to interfere with the learning process.

**9. Is there a specified format for the financial proposal?**

No. But a more detailed proposal is an advantage.

**10. Will the training infrastructure been supported by S4J or provided by the service provider (Computer lab, additional PC for testing, Network Devices, etc..) ?**

All logistics should be provided by the contractor, including end user devices, other equipment for demonstration or use.

**11. Will the detailed curricula sent as part of the proposal or it will be developed after assessment of the needs with the teachers?**

Yes, the training curricula/ agenda or topics will be developed after an assessment of the knowledge needs on the new topics or topics that require attention from the involved teachers.

**12. What are the critical milestones of the project, taking into consideration that the new year will start on September?**

The critical milestone is for the first training to include the knowledge for topics need for the first trimester of the academic year.

**13. Is there any limit on the budget/grant application and if yes which is the max. estimated value?**

No there is no limit on the budget. The evaluation will be done according to the criteria and weights published in the RFP.

**14. It is important for us to understand if for the participants this course will be mandatory or facultative.**

Yes, the participation of the teachers will be mandatory from the management of the institutions.

**15. And the last question, are the credits already estimated for this training? Should we propose the number of credits/training hours or will be defined by you?**

You are welcome to propose number of credits/training hours and ideas according to your expertise. Please refer to the training schedule paragraph (pg. 4) in the RFP for our suggestion.